



Contractor Application – Terms of Reference

Applications must address all of the requirements of the Terms of Reference, and include all of the information/documents requested at Section 7.

<p>1. Background</p>	<p><u>Overview of IPPF</u> IPPF is a global service provider and a leader advocate of sexual and reproductive health and rights (SRHR) for all. IPPF provides SRHR services in 172 countries and runs approximately 65,000 service points worldwide. It seeks influence governments and other key decision-making bodies make policy and legislative changes that support or defend SRHR. IPPF also conducts a range of education, awareness and empowerment programmes that supports its key mandate of SRHR for all.</p> <p><u>Overview of the engagement</u> SheDecides is a global political movement driving change, fuelled by actions in communities, with young people at its heart. It works under three priority areas: Stand Up Speak Out, Change the Rules and Unlock Resources. The SheDecides Support Unit (SDSU) serves as secretariat to the global SheDecides movement, under the governance of the Guiding Group of SheDecides Champions, and the leadership of the Lead. The SDSU is hosted by the IPPF Central Office. It is an autonomous entity with its own strategy (2019-2021), budget and governance structure.</p> <p>A data analyst is required to support the SDSU with database management, implementation of Customer relationship management (CRM) system and development for analytics for our internal monitoring and evaluation process.</p> <p><u>Key stakeholders</u> Movement Catalyst, SDSU Communications Advisor, SDSU Lead, SDSU</p>
<p>2. Purpose</p>	<p><u>Reason the project is taking place</u> The purpose of this project is to ensure that the data collected by SheDecides is organized, analyzed, protected and used for its intended purposes.</p>
<p>3. Roles and responsibilities</p>	<p><u>Contractor's specific roles and responsibilities:</u></p> <ul style="list-style-type: none"> - Perform an assessment of the current state of the database, identifying weaknesses and vulnerabilities, and present a clear strategy and steps to improve it. - Implement a database management system (potentially a CRM) that fits the needs of the SDSU and the SheDecides Movement, including in country Movements, test functionality and security, and train 2 admin and 7 users. - Develop protocols for data processing (permissions, reports, security etc). - Develop SheDecide's GDPR policy. - Develop analytics and collection systems to support SDSU's monitoring and evaluation process. <p><u>IPPF's specific roles and responsibilities:</u></p> <ul style="list-style-type: none"> - Provide access to relevant IPPF policy documentation



	<p><u>SheDecides Support Unit specific roles and responsibilities</u></p> <ul style="list-style-type: none"> - Take appropriate strategic decisions as required and in a timely manner to facilitate the delivery of the project deliverables - Take appropriate steps to ensure access to documentation and stakeholders
4. Timeline	<p><u>Commencement date.</u> Contractor services to commence 05/10/2020</p> <p><u>Anticipated completion date.</u> Contractor services should be completed by 27/11/2020</p>
5. Milestones and deliverables	<p><u>Key milestone / deliverable dates:</u></p> <ul style="list-style-type: none"> - Current status diagnosis - Strategy for improvement and development. - Implementation of a new Data management/CRM suitable for the SDSU's needs - Develop GDPR policy - Protocols for data processing - Development of analytics for M&E
6. Contractor requirements	<p><u>Professional qualifications:</u></p> <ul style="list-style-type: none"> • Recognized professional qualification in computer science or related field <p><u>Experience required:</u></p> <ul style="list-style-type: none"> • Proven working experience as a Data Analyst or Business Data Analyst • Extensive experience in implementation of CRMs • Previous experience with process improvement • System administration <p><u>Skills:</u></p> <ul style="list-style-type: none"> • Strong analytical and organisational skills • Eye for detail and accuracy • Ability to understand business needs
7. Apply	<p>Please send by 17 September 2020 to mariana@shedecides.com</p> <ul style="list-style-type: none"> • a one pager plan of the steps you would take to support the SheDecides Support Unit (SDSU) in achieving each milestone; • a detailed budget, including consultancy fees and potential expenses • references for past clients for whom the consultant(s) have carried out similar work – including contact details • CVs of consultant/s for project <p>Individuals and organizations are welcome to apply.</p>