

Contractor Application – Terms of Reference

Project: IPPF ERP Implementation Project

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

1. Background	<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> To lead on organizing and creating content from the Americas and the Caribbean region through profiling our Member Associations work, using a multimedia approach.</p> <p>The key deliverable for this project will be 8-10 storytelling commissions that include, words, photography and film where applicable. To be used on the newly built IPPF Americas & the Caribbean website and other digital platforms.</p> <p><u>Key stakeholders</u> Transition Regional Director – Americas & the Caribbean Director Leadership Team Global Lead, Communications & Digital</p>
2. Purpose	<p><u>Reason the project is taking place</u> The project is required to ensure that IPPF rebuilds its external communications through storytelling for the Americas & the Caribbean region. To amplify and showcase the incredible work of our Member Associations in the regions.</p>
3. Roles and responsibilities	<p><u>Contractor’s specific roles and responsibilities:</u></p> <ul style="list-style-type: none"> • Organizing and planning content gathering across Latin America & the Caribbean working closely with the Member Associations • Sourcing journalists, photographers & or videographers • Write and develop creative briefs for commissions • Editing content as and when necessary in both English and Spanish • Quality control and ensuring IPPF’s safeguarding standards are adhered to throughout <p><u>IPPF’s specific roles and responsibilities:</u> E.g.</p> <ul style="list-style-type: none"> • Provide access to IPPF Systems, process and policy documentation • 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 relevant decision makers

	<ul style="list-style-type: none"> • Support the consultant in achieving agreed outcomes by providing appropriate guidance and direction to Secretariat staff
4. Timeline	<p><u>Commencement date.</u> Contractor services to commence by 09 November 2020.</p> <p><u>Anticipated completion date.</u> Contractor services should be completed by 31 March 2021.</p> <p><u>Factors that may affect completion date:</u></p> <ul style="list-style-type: none"> • Contractor relying on IPPF and Member Associations making staff available • Member Association resources to accommodate the trip • Access to clinics and people given the current COVID-19 climate
5. Milestones and deliverables	<p><u>Key milestone / deliverable dates:</u></p> <ul style="list-style-type: none"> • 8 -10 agreed commissions to be delivered by 31 March 2021
6. Contractor requirements	<p><u>Professional qualifications:</u></p> <ul style="list-style-type: none"> • Ideally a degree in communications or journalism but not essential if experience in content commissioning and project management <p><u>Experience required:</u></p> <ul style="list-style-type: none"> • Extensive experience of project management • Must be extremely organized and good at managing multiple projects across a number of locations • Proven delivery of projects for NGOs / charities with a ‘do no-harm’ approach • Has worked in a content gathering environment either in media and/or the NGO sector in a multi-cultural, multi-lingual and diverse environment. <p><u>Skills:</u></p> <ul style="list-style-type: none"> • Key stakeholder management • Excellent writing and editing skills – a producer or journalist background would be beneficial • Project management • Must be fluent in English and Spanish both written and spoken • Strong understanding of the sensitivities of the work we do and being culturally aware • Strong written communication skills • Strong verbal communication skills • Strong ability in storytelling with a human-centered approach • Adaptable in difficult and unforeseen circumstances as they arise
7. How to apply	<p>Interested parties must submit a soft copy of their application by email to akhan@ippf.org. Please include in the subject title “Americas & the Caribbean Communications Specialist”. The deadline for submissions is Friday 6 November 2020 by 23.59hrs GMT. The application should include the following information: • A brief cover letter expressing interest, describing how they meet the experience</p>

	and skills required, and indicating the daily fee expected. • A copy of an up-to-date CV. • At least one sample of work relevant to this consultancy.
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