

Consultant – Bid Writer Terms of Reference INTERNATIONAL PLANNED PARENTHOOD FEDERATION (IPPF)

1. BACKGROUND

IPPF is positioning for a large FCDO commercial bid that supports the delivery of IPPF's Strategic Framework and key programmes around sexual and reproductive health services for women and girls with a focus on vulnerable communities.

2. OBJECTIVE OF THE CONSULTANCY

To provide IPPF with technical writing and copy-editing skills to support the drafting of the narrative of the technical and commercial proposals and to ensure uniformity across all inputs from consortium partners and IPPF.

3. KEY TASKS

Describe the main activities undertaken by the job holder. The list need not be exhaustive, but should reflect the most important features of the job.

Live Bid Phase (Approximately 20 Days between Feb – March '23)

- a) Review ITT documents including Scoring Methodology and Evaluation Criteria and Terms of Reference.
- b) Establish a clear proposal outline that demonstrates a clear understanding of the TOR and that allows the evaluators to link sections back to the evaluation criteria easily.
- c) Lead the writing of a responsive, high-quality proposal in accordance with IPPF and client requirements.
- d) Collect, integrate, and ensure the quality of technical inputs from across IPPF and consortium partners.
- e) Review, revise, and copy-edit technical proposal sections provided by IPPF technical staff, consultants, partners, and integrate them into the overall technical proposal.
- f) Review and integrate all background materials to ensure that the technical proposal is compliant with all technical and structural requirements.
- g) Advise of visuals and graphics that reinforce narrative messages.
- h) Support the writing of the commercial narrative document that clearly articulates IPPF's commercial proposition to FCDO.

PERSON SPECIFICATION

4. EDUCATION & QUALIFICATIONS

Describe the likely educational/training background of the job holder.

- Degree or equivalent standard of education
- Evidence of professional development in business skills desirable

5. PROVEN ABILITY

Describe the minimum level of professional experience required to do the job.

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- At least seven years' experience developing and writing successful proposals in the international development and global health field.
 - Familiarity with FCDO commercial bids and preferred experience writing narrative sections on a large, multi-country commercial bid.
 - Ability to adapt writing and overall communication style to target audience
 - Ability to collaborate with country office staff, review the work of non-native English speakers, work with a team under time pressure, and balance competing priorities with a heavy workload.
 - Ability to follow funding document instructions to organise and develop technical narratives, capacity, staffing, project management and commercial narrative sections.
 - Previous experience in the sexual and reproductive health and rights sector at a global level, including understanding of the current policy landscape is a plus.
 - Proficiency in Microsoft Word, and familiarity with Excel, Outlook, OneDrive, SharePoint and Teams.

6. SKILLS

Detail the skills needed to do the job, including languages.

- Proficiency in Microsoft Word, and familiarity with Excel, Outlook, OneDrive, SharePoint and Teams.
- Excellent attention to detail.
- Fluent in English.
- Excellent interpersonal skills – required to manage stakeholder engagement and communication, including with contacts for whom English is not the first language. Tact and sensitivity.
- Excellent time management skills required to meet tight deadlines.
- Strong project management skills and a confident, proactive approach to problem solving.