

## **Consultant - Commercial Manager**

### **Terms of Reference**

#### **INTERNATIONAL PLANNED PARENTHOOD FEDERATION (IPPF)**

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#### **1. BACKGROUND**

IPPF is positioning for a number of large FCDO commercial bids that support 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 additional commercial expertise in the preparation of and ultimate submission of competitive FCDO commercial proposals with a focus on payment by results (PBR) as both a lead contractor and sub-contractor.

#### **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.

##### Bid Preparation Phase (Up to 10 Days between Dec '22 – Jan '23)

- a) Support the Commercial Deputy Director to develop a winning commercial strategy for FCDO bids being pursued by IPPF that demonstrate alignment with FCDO's value for money framework.
- b) Review and propose a revised commercial risk methodology that can be adopted by IPPF and flowed down to its sub-contractors that balances risk on programme delivery objectives and value for money.
- c) Review current IPPF approach to the flow down of PBR to sub-contractors and provide the Commercial Deputy Director with potential revisions based on global best practices.
- d) Develop methodologies and templates for compiling cost information from potential partners and IPPF Member Associations.
- e) Work closely with the Monitoring and Evaluation Lead to revise cost information for Couple of Years Protection (CYP) and Additional Users (AUs) across various service delivery modalities.
- f) Support the Bid Team in undertaking a financial capacity assessment of IPPF Member Associations.
- g) Coordinate inputs for relevant sections of the commercial narrative document.
- h) Participate in relevant calls with prospective partners and support commercial discussions and negotiations.
- i) Participate in relevant Bid Team progress calls and provide updates as necessary.
- j) Secure necessary support from IPPF Central Office finance team in preparation for the live bid phase.

##### Live Bid Phase (Up to 35 Days between Feb – March '23)

- k) Review ITT documents including commercial evaluation criteria and highlight key points to the Bid Team.
- l) Support the collation of final partner budgets and ensure alignment with their technical deliverables.

- m) Work closely with the Commercial Deputy Director and other finance team members to put together the required Pro Formas.
- n) Lead the writing of the commercial narrative document that clearly articulates IPPFs commercial proposition to FCDO.

## **PERSON SPECIFICATION**

### **4. EDUCATION & QUALIFICATIONS**

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

- Qualified accountant or equivalent
- 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.

- Advanced application and proven track record of developing successful competitive, multi-million, multi-country commercial proposals in the international development sector in particular with FCDO.
- Sound understanding of competitive restricted funding bid processes and UK donor requirements and interests in the international development sector essential.
- Sound understanding and experience of payment by results contracts, FCDO PBR requirements, and development of competitive PBR strategy in proposal development.
- Demonstrated expertise in assembling FCDO commercial narrative and Pro Forma documents

### **6. SKILLS**

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

- 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 written communication skills to write and edit commercial narrative
- Excellent analytical skills to identify and present relevant information to senior decision makers
- Excellent time management skills required to meet tight deadlines.
- Strong project management skills and a confident, proactive approach to problem solving.
- Good IT skills to include Excel, Word and use of databases.
- Good attention to detail essential.
- Fluent English, working knowledge of French and / or Arabic desirable.