

Contractor Application – Terms of Reference

IPPF Charter and Rebrand Consultation: Interpretation and Technical Support

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>The International Planned Parenthood Federation (IPPF) is a global service provider and advocate of sexual and reproductive health and rights (SRHR) for all. IPPF is made up of 118 Member Associations, 15 partners, and a secretariat that is spread over 10 offices worldwide. IPPF currently works in 142 countries.</p> <p>IPPF is developing a Federation Charter of Values and conducting a Rebrand. The development process will include a series of consultations with members in online and in-person meetings between February and November 2023. The consultations will include interpretation in Arabic, English, French and Spanish.</p> <p>Project dates February to November 2023 Location: Remote online. Audience: IPPF Member Association staff and volunteers and IPPF Secretariat staff, IPPF Youth.</p> <p><u>Overview of the engagement</u> The Interpretation and Technical Support will provide interpretation services for a series of virtual and in-person meetings, it will provide equipment for interpretation in-person and provide and manage Zoom for virtual meetings. It will deliver a comfortable, seamless and inspiring experience for both delegates attending in person and virtually. The production must ensure that the event is accessible to all delegates regardless of age, disability, gender and sexual identity, race, religion, or class. The contract will consist of approximately 24 virtual meetings of 2 hours each with 50-150 attendees between March and November 2023. It may also consist of 2 in-person meetings.</p> <p><u>Key stakeholders</u> Head of Global Communications Charter of Values Lead Charter of Values and Global Rebrand Project Manager Director of External Relations</p>
<p>2. Purpose</p>	<p><u>Reason the project is taking place</u> To consult with IPPF MAs, Secretariat and other stakeholders as to the expectations, form and content of the IPPF Charter of Values and Global Rebrand.</p>
<p>3. Roles and responsibilities</p>	<p><u>Contractor’s specific roles and responsibilities at the Annual Consultative Meeting:</u></p> <ul style="list-style-type: none"> ○ Provide interpretation in Arabic, French, Spanish and English. (Maybe Russian for one meeting). ○ Provide Zoom platform and technical support for Zoom during meetings. ○ Provide interpretation equipment where required. ○ Co-ordinate and manage all technical staff for the duration of the event

	<ul style="list-style-type: none"> ○ Manage the virtual engagement of delegates joining remotely ○ Live streaming and virtual engagement ○ Recording of key sessions 						
4. Timeline	<p><u>Commencement date.</u> Contractor services to commence February 2023</p> <p><u>Anticipated completion date.</u> Contractor services should be completed by 30 November 2023.</p>						
5. Milestones and deliverables	<p><u>Key milestone / deliverable dates:</u></p> <ul style="list-style-type: none"> • Submit a detailed plan for the delivery of services for the Consultation • Delivery of interpretation and technical support throughout the Consultation 						
6. Contractor requirements	<p><u>Professional qualifications:</u></p> <ul style="list-style-type: none"> • Recognized professional accreditation / registration <p><u>Experience required:</u></p> <ul style="list-style-type: none"> • Extensive experience with international events management, especially hybrid events • Extensive experience with international charities <p><u>Skills:</u></p> <ul style="list-style-type: none"> • Understanding of SRHR • High technical proficiency in online events platforms • High technical proficiency in audiovisual media production • Good marketing skills • Strong written and verbal communication skills 						
7. Submission of Proposal	<p>The consultants/ firms interested in submitting their proposals should do so in the following format. Please provide a separate proposal and quote for the Annual Consultative Meeting.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 30%;">Particulars</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">Agency details</td> <td> Agency should provide details of their: <ul style="list-style-type: none"> • Registered office address; • Service portfolio; • Pool of skill sets available. </td> </tr> <tr> <td style="vertical-align: top;">Agency experience</td> <td>Provide the details of relevant experience that best illustrate ability to provide the services required as per the scope of work (above).</td> </tr> </tbody> </table>	Particulars	Details	Agency details	Agency should provide details of their: <ul style="list-style-type: none"> • Registered office address; • Service portfolio; • Pool of skill sets available. 	Agency experience	Provide the details of relevant experience that best illustrate ability to provide the services required as per the scope of work (above).
Particulars	Details						
Agency details	Agency should provide details of their: <ul style="list-style-type: none"> • Registered office address; • Service portfolio; • Pool of skill sets available. 						
Agency experience	Provide the details of relevant experience that best illustrate ability to provide the services required as per the scope of work (above).						

	(Highlight a few examples of similar work undertaken in the past 3 years).		
Approach & Methodology	Provide overall approach & methodology to cover the details provided in the scope of work above, which include: <ul style="list-style-type: none"> Understanding of the requirements of IPPF; Overall approach and its responsiveness to the objective; Methodology to be adopted to undertake the scope of work; Key risks and mitigation strategies to be put in place. 		
Team members	Provide brief bios and detailed CVs of list of personnel to work exclusively on the IPPF project.		
Financial Quote The financial quote should be provided in the format below:			
Particulars	Amount (\$) Excluding VAT	VAT as per the current rate applicable	Total Fee (\$)
	(A)	(B)	(C)=(A)+(B)
Gross Annual Fee		VAT (... %)	
		VAT (... Amount)	
Expenses, if any, will be reimbursed to the selected firm only in the event that they need to travel outside of the country, based on actual costs subject to the overall limits provided within the IPPF travel policy.			