

Contractor Application – Terms of Reference

Project: Evaluation of IPPF Strategic framework 2016 – 2022 for Swedish International Development Cooperation Agency core funding

1. Background	<p><u>Overview of IPPF</u></p> <p>IPPF is a global service provider and leading advocate of sexual and reproductive health and rights (SRHR) for all. IPPF is a worldwide movement of 119 nationally-owned Member Associations (MAs) and 29 collaborative partners, covering 149 countries in total. IPPF’s mission is to lead a locally owned, globally connected civil society movement that provides and enables services and champions SRHR for all, especially the under-served, who may be denied access to rights and services.</p>
2. Purpose	<p>The purpose of this assignment is to support IPPF to collect relevant data and provide subsequent analysis to evaluate the delivery of IPPF’s Strategic Framework 2016 – 2022.</p> <p>The following conditions will apply:</p> <ul style="list-style-type: none"> • The evaluation shall conform to OECD/DAC’s Quality Standards for Development Evaluation. • The evaluators shall use the Sida OECD/DAC Glossary of Key Terms in Evaluation. • The evaluation should be utilisation-focused, i.e. put emphasis on who the intended users of a specific evaluation are and the intended use of the evaluation. • The evaluation process shall be designed, conducted and reported to meet the needs of the intended users.
3. Roles and responsibilities	<p><u>Contractor’s specific roles and responsibilities include:</u></p> <ul style="list-style-type: none"> • Conduct the evaluation as per SIDA guidelines based on relevant documents from IPPF. This might include virtual/in person interviews with selected colleagues and focus group discussions. The methodology will be mutually agreed. • Produce a report of the evaluation with relevant data analysed and interpreted to support the findings along with recommendations if any.

	<ul style="list-style-type: none"> • <u>Produce a presentation with summary of the evaluation findings for IPPF use.</u> <p><u>IPPF's specific roles and responsibilities:</u></p> <ul style="list-style-type: none"> • Provide all relevant background documents and reading • Provide access to IPPF IT platforms • Provide guidance on priorities • Provide ongoing oversight and support
4. Timeline	<p>The anticipated timeline for this work is between 15 May to 20 June 2023 up to 22 consultancy days:</p> <p>2-3 days of information collation and reading</p> <p>2-3 days interviews</p> <p>10-12 days of writing first draft</p> <p>4-5 for updates and amendments based on comments and finalisation.</p>
5. Key deliverables	<p><u>Key deliverables:</u></p> <ul style="list-style-type: none"> • Desk based data collection and review • Interview scripts and summaries • Written evaluation of IPPF Strategic Framework 2016 - 2023
6. Contractor requirements	<p><u>Qualifications and experience required:</u></p> <ul style="list-style-type: none"> • Postgraduate qualification in public health, social science or related field essential • Experience designing and managing desk-based evaluations • Experience working in the field of sexual and reproductive health and rights, • Knowledge of Swedish International Development Agency (desired) • Knowledge of IPPF (desired). <p><u>Core skills</u></p> <ul style="list-style-type: none"> • Excellent written communication skills • Strong analytical skills, including the ability to review and interpret service data.

7. Submission of proposal	<p>In tendering to undertake this work, the consultant will provide the following:</p> <ol style="list-style-type: none"> 1. Curriculum Vitae that indicates their experience, capacity and capability to undertake the scope of work within the specified timeframe. Maximum 3 pages; 2. Experience summary according to the evaluation criteria listed in Section 6 above. Maximum 3 pages; 3. Proposed approach for the consultancy, supported by a project plan indicating the key activities, milestones and deliverables; and 4. Proposed consulting fees. Please note fees must be quoted in USD. Please indicate daily rate and number of days' work. Fees should exclude VAT. <p>Please send your expression of interest by email to: Elizabeth Marks emarks@ippf.org</p> <p>Please use the subject heading: “Consultant – IPPF Strategic Framework 2016 – 2022 Evaluation</p> <p>Deadline for proposals: Wednesday 10 <u>May 2023</u></p>
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