Terms of Reference for
Selection of Consultant for Developing
standard Financial Reports and Dashboard
for various roles across IPPF Secretariat

1) ***About IPPF***

International Planned Parenthood Federation (IPPF) is a global service provider and a leading advocate of sexual and reproductive health and rights for all.

IPPF has its secretariat offices based in London, UK with other offices based in New York (USA), Canberra (Australia), Geneva (Switzerland), Nairobi, Kenya & Abidjan, Cote De Ivoire (Africa), Tunis, Tunisia (Arab World), Bogota, Port of Spain and Mexico (Americas and Caribbean); Brussels, Belgium (Europe), New Delhi, India (South Asia) and Kuala Lumpur, Malaysia and Fiji (East, South East Asia and Oceania), collectively referred to as the 'Secretariat offices'.

2) ***Background***

IPPF has set for itself a goal ***'to work together (as a federation) to strengthen information systems, thereby improving the quality of data collected and strengthening its ability to use this data for decision making.'***

In this context, in 2017 IPPF decided to implement a comprehensive ERP system across the IPPF Secretariat. The ERP selected is the Oracle NetSuite One World solution.

The initial implementation took place at its London office and was gradually rolled out across all other offices. However, when this was being rolled out, each of the offices still worked as independent entities, which led to configurations of the NetSuite system, in very different ways in each of the offices. This led to a system configuration that did not allow IPPF to maximize the benefits of the solution. While a large number of challenges identified have been addressed, through data cleansing, creation of reports/ scripts tailored to the IPPF, there are some that remain unaddressed.

One amongst the above is standardizing roles and responsibilities and making a standard set of data and metrics available to these roles, to enable employees to complete their roles more efficiently. Currently, users are unable to monitor and control their respective budgets/ targets effectively.

IPPF has recently embarked on a major restructure globally to align operational and finance structures with their new strategy.

3) *Objectives*

The objective of this project is to develop a comprehensive set of reports and data dashboards for our users who take up new roles in the realigned structure that is being established at IPPF secretariat from 17th April 2023.

The above will ensure availability of standard set up data and metrics in a clear, concise, and visually appealing manner for users within the NetSuite system (as per their roles), making their roles easier to undertake. The dashboards are proposed to be designed to support decision-making and to manage the day to day operations.

We want to make NetSuite more user friendly for our colleagues and teams and to customize to support them to meet their needs.

4) *Scope of work*

As part of the scope of work the selected vendor will:

a) Initially
   i) Gain an understanding of the existing reports and dashboards set up including access rights available.
   ii) Gain an understanding of the roles and responsibilities of positions in the newly aligned structure.
   iii) Engage with key stakeholders to understand their data and analysis needs.

b) Advise IPPF on a proposed set up of role-based dashboards and reports. Some of the features of these dashboards and reports would be:
   i) Simple and clear design.
   ii) Use of customizable charts, graphs, and tables
   iii) Real time data updates.
   iv) Setup of reminders and alerts to stay on top of important tasks and events like balance update, approved/ rejected Requisitions/ POs, Income targets reminders, payment reminders, etc.
   v) Easy access to specific reports

c) Advise IPPF to streamline and discontinue the use of some of the existing reports and dashboards

d) Once signed off by IPPF, set up standard dashboards and reports and enable access rights to each of the identified roles in collaboration with user feedback and comms support in a structured manner within an agreed timeline

e) Provide training to
   i) Master trainers to help them set up and publish reports for new employees (including the NetSuite Manager and Administrator).
   ii) Master trainers for users to be able to set up and alter their own dashboards and reports.

iii) Develop standard online training modules for setting up dashboard and reports users that could be used, for all new employees.

f) Ensure the Administrator has access to all features and functions of Dashboard and reports so that they can manage future changes and permissions.

A select list of roles with key metrics and reports have already been identified and provided in Annex 1 to this ToR. However, this is not a comprehensive list. The selected consultant will be required to update this list to prepare a more comprehensive set of requirements in terms of dashboards and reports to meet our needs

5) Timelines

The consultant is expected to complete the project by the end of August 2023, so that by the time all the new roles are recruited to, the new set of dashboards and reports are readily available on the NetSuite system.

6) Request for Proposal

In the above context we are reaching out to you, with a request to submit your proposal, containing your:

- Competency and experience in undertaking this kind of task
- Approach and methodology (in a resource stretched setting)
- What added value you can bring to this project
- Your proposed costs and timeline for the above project.

We look forward to hearing from you by the 15 June 2023, with an aim to select a preferred supplier by 23rd June 2023
Please return your proposal to Mekbib T Gebrekidan @ MTGebrekidan@ippf.org.

Annex 1 – Roles, type of data, reports and dashboard requirements.

Roles	Type of data	Reports	Dashboard
Director General	Global – IPPF Secretariat/ Member Associations		i) Trends (year on year and year to date): a. Income (by source of funding). b. Expenditures (by source of funding). c. MA/ partner grants. d. Secretariat cost – by type of expenditure (by source of funding). e. salaries and professional fee spending. f. Reserve balances (by type of fund) ii) Number of employees/ costs per employee/ grade across secretariat offices. iii) Efficiency (year on year and year to date). a. Expenditure as a percentage (and absolute amount) of total expenditure: i. MA/ partner grants. ii. Secretariat expenditure. iii. Programme/ advocacy expenditures. iv. Indirect (support) cost. b. Total fund raising spend, as compared to total funds raised (unrestricted/ restricted) iv) Number of new donors acquired year on year (as a percentage of potential donor)
Director, Finance & Technology	Global – IPPF Secretariat/ Member Associations	i) Consolidated Income & Expenditure (by source/ by office/ by GL code) ii) Consolidated Balance sheet (by location/ GL code	i) Same as above ii) Cash flow position and trends (month on month/ source of funding) iii) Bank balance by office/ by US$ iv) Total no of Projects

Roles	Type of data	Reports	Dashboard
		iii) Consolidated payables/ receivables. iv) Consolidated budget vs actual broken up by: a. Location/ Division – Unit b. Funding source c. GL v) Consolidated requisition vs budget vs actual broken up by: a. Location/ Division – Unit b. Funding source c. GL vi) Status of accruals to date.	a. By source of funding b. by income c. by expenditure v) Reminders for a. PO/ expense approvals with outstanding period. b. Bills approval/ reminders with outstanding period. c. timesheet approval/ reminders
Divisional Directors	Global – IPPF Secretariat (for their division)	For their respective divisions (year to date): i) Consolidated Requisition vs budget vs actual (by activity) ii) Budget vs Actual (consolidated for division, for each project, by source of funding, by GL code) iii) Fund position by project	For their respective divisions (year to year and year to date): i) Trends (year on year and year to date): a. Income (by source of funding). b. Expenditures (by source of funding). c. salaries and professional fee spending (by source of funding). ii) Total employee numbers by grade/ cost. iii) Reminders for a. PO/ expense approvals with outstanding period. b. Bills approval/ reminders with outstanding period. c. timesheet approval/ reminders

Roles	Type of data	Reports	Dashboard
Unit Directors	Global – IPPF Secretariat (for their unit)	For their respective unit (year to date): i) Consolidated Requisition vs budget vs actual (by activity) ii) Budget vs Actual (consolidated for division, for each project, by source of funding, by GL code) iii) Fund position by project	For their respective unit: i) Trends (year to year and year to date): a. Income (especially the ones that raise funds) b. Expenditure (by type) c. Budget utilisation (year to date) ii) Reminders for a. PO/ expense approvals with outstanding period. b. Bills approval/ reminders with outstanding period. c. timesheet approval
Regional Directors	Regional – IPPF Secretariat (for their region and in some cases for a specific project, which they lead)	For their office (year to date): i) Consolidated Requisition vs budget vs actual (by activity) ii) Budget vs Actual (consolidated for each unit, for each project overseen, by source of funding, by GL code) iii) Fund position by project	For their office (year to year and year to date): i) Trends (year to year and year to date): a. Income (especially the ones that raise funds) b. Expenditure c. Budget utilisation (year to date) ii) Reminders for a. PO/ expense approvals with outstanding period. b. Bills approval/ reminders with outstanding period. c. timesheet approval
Head of Corporate Service	Regional – IPPF Secretariat (for their region)	For their office (year to date): i) Income & Expenditure (by source/ by GL code) ii) Balance sheet (by GL code)	For their office (year on year and year to date): i) Trends (year to year and year to date): a. Income (especially the ones that raise funds)

Roles	Type of data	Reports	Dashboard
		iii) Payables/ receivables. iv) Requisition vs Budget vs actual broken up by: a. Division – Unit b. Funding source c. GL v) Budget vs Actual (consolidated for each unit, for each project overseen, by source of funding, by GL code) vi) Status of accruals to date. vii) Cash position/ Fund position by project viii) Balance sheet ix) Trial Balance x) Accounts Payable Aged report	b. Expenditure c. Budget utilisation (year to date) ii) Current bank and cash balance iii) Current payables and receivables iv) Reminders for a. PO/ expense approvals with outstanding period. b. Bills approval/ reminders with outstanding period. c. Journal reminders. d. timesheet approval
Senior Finance Officer/ Finance Officer	Regional – IPPF Secretariat (for their region)	For their office (year to date): i) Accounts Payable Aged report ii) Expenditures report (by project/ by office) iii) Budget vs Actual (consolidated for each unit, for each project overseen, by source of funding, by GL code) iv) Cash position/ Fund position by project v) Bank reconciliation	For their office (year to date): i) Expenditure report to date ii) Income to date. iii) Bills drawn down – number and amount iv) Reminders for a. PO/ expense approvals with outstanding period. b. Bills approval/ reminders with outstanding period. c. Journal reminders. d. timesheet approval

Roles	Type of data	Reports	Dashboard
Project Lead/ Budget holder/ Finance lead/ Checker	Project Data (across the secretariat) – for their project	i) Requisition vs Budget vs actual broken up by: a. Activity b. GL ii) Budget vs Actual (consolidated for by source of funding, by GL code by activity code) iii) Project transaction listing (for a period) iv) Project trial balance (for a period)	i) Trend a. Total income and spend i. Year to date ii. Since inception to date and iii. year on year ii) Total fund balance to date iii) Reminders for a. PO/ expense approvals with outstanding period. b. Bills approval/ reminders with outstanding period. c. Journal reminders. d. timesheet approval
Financial Accountant	Global – IPPF Secretariat for detailed analysis/ reconciliations/ book closures, etc	i) Consolidated Balance sheet # ii) Accounts Payable Aged report iii) Books closed iv) Status of bank and cash balance v) Fixed asset positions vi) Consolidated Income and expenditure vii) Consolidated and project Trial Balance	i) Current payables/ receivables outstanding (by entity) ii) Reminders for a. PO/ expense approvals with outstanding period. b. Bills approval/ reminders with outstanding period. c. Journal reminders. d. timesheet approval e. bank reconciliations outstanding f. Month end and year end postings.
Transaction officers	All transaction data/ including status of	i) Detailed list of master data – entity/ project/ activity names and codes	xi) Reminders for a. PO/ expense approvals with outstanding period.

Roles	Type of data	Reports	Dashboard
	outstanding POs posted/ Bills drawn down/ accruals/ pre-payments/ income postings (for the office they have been assigned to)	ii) Consolidated Income and expenditure (by entity/ project within that entity) iii) Consolidated and project trial balances iv) Detailed Transactions report for their entity v) Generation of batch payment reports vi) Consolidated Balance sheet # vii) Accounts Payable Aged report viii) Books closed ix) Status of bank and cash balance x) Fixed asset positions	b. Bills approval/ reminders with outstanding period. c. Journal reminders. d. timesheet approval e. bank reconciliations outstanding
Donor reporting accountants (dedicated projects)	Project Data (across the secretariat) – for their project	Detailed Transactions by Project BVA By Project Fund Balance by Project List of all active projects List of all closed Projects	i) Trend a. Total income and spend i. Year to date ii. Since inception to date and iii. year on year ii) Reminders for a. PO/ expense approvals with outstanding period. b. Bills approval/ reminders with outstanding period. c. Journal reminders. d. timesheet approval e. bank reconciliations outstanding f. Month end and year end postings.

Roles	Type of data	Reports	Dashboard
Donor reporting accountants (multiple projects)	Project Data (across the secretariat) – for their project (s)	Detailed Transactions by Project (s) BVA By Project Fund Balance by Project List of all active projects List of all closed Projects	i) Trend a. Total income and spend i. Year to date ii. Since inception to date and iii. year on year ii) Reminders for a. PO/ expense approvals with outstanding period. b. Bills approval/ reminders with outstanding period. c. Journal reminders. d. timesheet approval e. bank reconciliations outstanding f. Month end and year end postings.
Head of Finance Hub	Status of all outstanding payments/ closures/ etc etc for the entire secretariat by each office.	Trial Balance Aged report Bank reconciliation	Journal reminders, PO approval reminders, Bills approval reminders, timesheet approval reminders
Director – FP&A	Global – IPPF Secretariat for doing the FP&A job, globally – Budgeting (including upload in NetSuite), forecasting,	Management Accounts BVA by Unit Income by unit and consolidated Expenditures by unit and consolidated	Reserve trend Income trend Expenditures trend

Roles	Type of data	Reports	Dashboard
	management accounts, etc	Regional cash advance vs budget and spending trend Budget v Actual by geographical location for designated fund and restricted fund	
Director – Financial Management/ Services	Global – IPPF Secretariat for detailed analysis/ reconciliations/ book closures, bank balance details, investment status, forward contract postings, etc etc	Consolidated PL Consolidated Balance Sheet Reserve balance by restrictions Income by source of fund Expenditures by source of Funds Cash balance per bank account Cash balance per region Unrealized / realized gain or loss on Investment Trend on CTA Balance sheet and % that has been reconciled	Journal reminders, PO approval reminders, Bills approval reminders, timesheet approval reminders Cashflow charts Expenditures trend, Income trend graph Countdown to month end
Architects of cooperations/ Business Analysts	Regional – IPPF Secretariat (for their region – for the projects/ MAs they oversee)	Grant expenditures by MA Grant expenditures by fund restrictions	Same as above