

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

1. BACKGROUND

IPPF is positioning for large funding proposals for the French Development Agency (AFD) that support the delivery of programmes focused on support to feminist organisations, addressing sexual and gender-based violence, and sexual and reproductive health services for women, girls and marginalised communities.

2. OBJECTIVE OF THE CONSULTANCY

To provide IPPF with French language technical writing and copy-editing skills to support the drafting of the narrative of at least one and potentially two proposals for the French Development Agency, 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 Proposal Phase (Approximately 20 Days between April – May 28 2024)

- a) Review call documents in French including evaluation criteria and terms of reference.
- b) Establish a clear proposal outline that demonstrates a clear understanding of the call documents 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 French in accordance with IPPF and donor requirements.
- d) Work closely with the IPPF bid manager to support the delivery of a responsive, high quality proposal on time and to a high standard.
- e) Collect, integrate, and ensure the quality of technical inputs from across IPPF and consortium partners.
- f) Review, revise, and copy-edit technical proposal sections provided by IPPF technical staff, consultants, partners, and integrate them into the overall technical proposal.
- g) Review and integrate all background materials to ensure that the technical proposal is compliant with all technical and structural requirements.
- h) Where inputs and background materials are in English, ensure information is accurately translated and/or captured appropriately in French.

PERSON SPECIFICATION

4. EDUCATION & QUALIFICATIONS

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

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

5. PROVEN ABILITY

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

- At least seven years' experience developing and writing successful proposals in the international development and global health field, preferably with experience in sexual and reproductive health and addressing gender-based violence.
- Familiarity with AFD and other French government funding proposals and preferred experience writing narrative sections on a large, multi-country 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 French and 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.

- Fluent in French.
- Proficient in English and able to understand and translate English technical inputs into French.
- Proficiency in Microsoft Word, and familiarity with Excel, Outlook, OneDrive, SharePoint and Teams.
- Excellent attention to detail.
- Excellent interpersonal skills – required to manage stakeholder engagement and communication, including with contacts for whom French 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.

TO APPLY

Please send your CV, daily rate and a short statement outlining your expertise and appropriateness for this role to Morag Santini at msantini@ippf.org.

The deadline for application is 23:59 UK time on **Sunday April 14 2024**.

Applications may be received in English or in French.