

Consultant – Pipeline Data Insights and Visualisation Terms of Reference INTERNATIONAL PLANNED PARENTHOOD FEDERATION (IPPF)

OBJECTIVE OF THE CONSULTANCY

To support the IPPF Donor Relations and Fundraising (DRF) team on average two days per month in generating the monthly bid pipeline report, generating data summaries, insights and visualisations from the pipeline data generated from IPPF NetSuite.

KEY TASKS

- Work with the Donor Relations Director and Business Development Manager to develop, revise and improve the standard format of the monthly Bid Pipeline Report as needed.
- Using the Netsuite output data exported to excel, generate monthly first drafts of pipeline reports in a standardised powerpoint template.
- Work with the DR Director and Business Development Manager to correct data summary and visualisation errors and finalise the reports each month.
- Using the Netsuite output data exported to excel, generate quarterly Income Projection Spreadsheets to support the DRF team in tracking expected annual income to the Secretariat, including manual corrections for annual income data not captured on NetSuite.
- Support the DRF team with additional data analysis, insights and visualisations as needed.

PERSON SPECIFICATION

1. Education & Qualifications

- Bachelor's degree or equivalent standard of education
- Evidence of professional business development skills
- Specialised training or certification in data analysis

2. Proven Ability & Skills

- Experience building, developing or managing an income pipeline.
- Experience developing and using digital tools and systems to enable effective performance tracking.
- Excellent analytical skills with an eye for detail and evidence of using quantitative data to inform decision-making.
- Highly proficient in Microsoft Excel and Power BI and experience using these to generate data insights and visualisations.
- Familiarity with the INGO donor funding landscape and institutional funding modalities.

SUBMISSION AND TIMELINE

Contract duration: Estimated up to 24 days of work from January - December 2025.

To apply to this consultancy please send the following documentation to Morag Santini (Email: msantini@ippf.org):

1. CV that indicates your experience, capacity and capability to undertake the scope of work within the specified timeframe.
2. A short statement (0.5-1 page) summarizing your relevant experience.
3. Proposed Budget: Please indicate daily rate. Fees should exclude VAT.

Please apply by 11 February 2025.