

Contractor Application – Terms of Reference

Project: IPPF Institutional Data Guidelines – Digital Version

<p>1. <u>Background</u></p>	<p><u>Overview of IPPF</u></p> <p>IPPF is a global service provider and a leading advocate of sexual and reproductive health and rights (SRHR) for all. IPPF provides SRHR services in 151 countries and runs approximately 28,000 health service delivery points worldwide. It seeks to influence governments and other key decision-making bodies to make policy and legislative changes that support or defend SRHR. IPPF also conducts a range of education, awareness and empowerment programmes that supports its key mandate of SRHR for all.</p> <p><u>Overview of the engagement</u></p> <p>IPPF’s Institutional Data Guidelines (IDGs) document contains all the necessary information for Member Associations (MAs), Collaborative Partners (CPs) and Secretariat staff on the data that IPPF collects and reports. This includes comprehensive details of the IPPF Results Framework indicators, definitions of the service statistics indicators used by MAs/CPs to report data, and information on the other global indicators that form part of IPPF’s annual data reporting system. This document is currently available as an A4 PDF booklet comprising 88 pages and around 35,000 words.</p> <p>A need has been identified to develop an online version of this document through a progressive webapp or other solution to make it a more practical and useable tool for MAs/CPs. This would include use on both a mobile and a desktop device.</p>
<p>2. <u>Purpose</u></p>	<p><u>Reason the project is taking place</u></p> <p>The purpose of this project is to develop a solution for MAs/CPs to be able to easily navigate to particular sections of the IDGs on their mobile or desktop device.</p> <p>The solution would need:</p> <ul style="list-style-type: none">• to be able to be used on smart phones, Android tablets and Windows PCs/Macs, potentially using Edge/Chrome/Safari/Firefox;• to be navigable by section of the IDGs, with the option to expand sections to read detail for e.g. definitions;• content to be searchable within the web page/app;• to be capable of being updated periodically and display versioning information;• to be suitable for reference, training and urgent lookup;• to have access restricted to approved IPPF Secretariat and MA/CP staff members, using IPPF’s existing authentication system or an alternative method;

	<ul style="list-style-type: none"> • to allow the guide to be downloaded and saved for offline viewing. When a connection is available, the app should notify the user if a newer version of the guidelines is available for download; • to be available in IPPF’s four official languages: English, French, Spanish and Arabic • a design that can incorporate tables, text boxes and simple diagrams as well as the main chapter text.
<p>3. <u>Roles and Responsibilities</u></p>	<p><u>Contractor’s specific roles and responsibilities:</u></p> <ul style="list-style-type: none"> • Develop progressive webapp or other online solution for Institutional Data Guidelines document based on the specifications • Design interfaces to enrich user experiences – front-end for ease of use by end users, and back-end for administrative functionality for system management • Test, debug and improve application’s optimization for better performance • Work with IPPF team to ensure the content is displayed and developed as per the ToR • Identify solutions for any issues that arise • Versions to be available in four official IPPF languages: English, French, Spanish and Arabic • Ensure availability to users through app stores or otherwise • Provide a flexible handover process. • Develop a user manual and deliver training for the support staff and system administrators (4-6 people, English only) to perform content upload, system maintenance and administration <p><u>IPPF’s specific roles and responsibilities:</u></p> <ul style="list-style-type: none"> • Take appropriate strategic decisions as required and in a timely manner to facilitate the delivery of the project deliverables • Take appropriate steps to ensure access to relevant decision makers • Support the contractor in achieving agreed outcomes by providing appropriate guidance and direction to Secretariat staff • Support testing and rollout process across IPPF
<p>4. <u>Timeline</u></p>	<p><u>Commencement date.</u> Contractor services to commence September 2025</p> <p><u>Anticipated completion date.</u></p> <ul style="list-style-type: none"> • Product should be substantially complete and available for testing and rollout by December 2025. • Warranty period of 60 days following completion should be included to address bug fixes and other necessary changes. • Ongoing support and maintenance should be addressed in additional quote (see section 7).

<p>5. <u>Milestones and deliverables</u></p>	<p><u>Key milestones</u></p> <ul style="list-style-type: none"> • Detailed specification of solution • Layout of one or two chapters as an initial test • Clear layout of diagrams within the guidelines • Interfaces design and approval • App tested on multiple platforms (Android, iOS, Windows, MacOS) in each language version with different Member Associations • Roll out and training once testing is complete • User guide and training manual <p>Contractor to propose appropriate timeline allowing rollout by December 2025</p>						
<p>6. <u>Contractor requirements</u></p>	<p><u>Experience required:</u></p> <ul style="list-style-type: none"> • Technology company/consultant with a proven record of innovation in the mobile platforms in both Android and Apple OS. • Minimum three (3) years of experience in Mobile Application Development and Management. • Multimedia Content Development and API • Knowledge in UI & UX, Code reviews and automation • Demonstrated experience in developing applications with Right-to-Left (RTL) language support, specifically for Arabic <p><u>Skills:</u></p> <ul style="list-style-type: none"> • Project/Programme Management • Excellent communication skills, oral, written and presentation • <u>User-centred training across diverse regions and languages</u> 						
<p>7. <u>Application information</u></p>	<p>To apply for this consultancy, please submit an Expression of Interest responding to the requirements of the consultancy opportunity. Proposal(s) are to be submitted at jnewton@ippf.org, with the subject line ‘Proposal for IDGs online solution’ no later than COB on 26 August 2025. Expressions of Interest must include both a technical and financial proposal and must follow the format detailed below:</p> <p><u>Technical proposal</u></p> <table border="1" data-bbox="539 1547 1385 1973"> <thead> <tr> <th data-bbox="539 1547 719 1608">Particulars</th> <th data-bbox="719 1547 1385 1608">Details</th> </tr> </thead> <tbody> <tr> <td data-bbox="539 1608 719 1843"> <p>Agency details</p> </td> <td data-bbox="719 1608 1385 1843"> <p>Provide details of:</p> <ul style="list-style-type: none"> • Official Name of the applicant agency • Registered office address • Contact information (e-mail, phone, web site) • Official representative </td> </tr> <tr> <td data-bbox="539 1843 719 1973"> <p>Agency experience/ portfolio</p> </td> <td data-bbox="719 1843 1385 1973"> <p>Provide a list of previous, similar assignments in the past 3 years with examples attached where possible (see the contractor requirements in section 6 of this document)</p> </td> </tr> </tbody> </table>	Particulars	Details	<p>Agency details</p>	<p>Provide details of:</p> <ul style="list-style-type: none"> • Official Name of the applicant agency • Registered office address • Contact information (e-mail, phone, web site) • Official representative 	<p>Agency experience/ portfolio</p>	<p>Provide a list of previous, similar assignments in the past 3 years with examples attached where possible (see the contractor requirements in section 6 of this document)</p>
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Maximum 2 pages	
Approach & Methodology Maximum 5 pages	Provide an overall approach to respond to the scope of work, which includes: <ul style="list-style-type: none"> • Specific details of how to create a solution meeting the criteria outlined; • Proposed timeline for milestones (see section 5); • Key risks and mitigation strategies to be put in place; • Team composition and management for the assignment.

Financial Quote

The maximum available budget for the initial contract is US\$30,000. The payment will be split into separate instalments according to a calendar of deliverables that will be agreed between the service provider and IPPF at the contract signing stage.

The financial quote should be provided in the table below:

Type of costs/ Budget line	Type of unit (e.g. daily fee)	Unit value Excluding VAT	Total line value Excluding VAT	VAT as per the current rate applicable	Total Fee
	(A)	(B)	(C) = (A) X (B)	(D) = ..% *(C)	(E)=(C)+(D)

I am:

- a VAT Payer, and my VAT number is:
- not a VAT Payer and:
 - o the reason for VAT exemptions is (*according to country legislation in which you are registered for fiscal purposes*):
 - o My fiscal identification number (e.g. company number) is:

If desired, please also add a quote for ongoing maintenance and service for the finished product, for a fixed number of hours to cover security upgrades, updates and any other necessary tasks. This would not be included in the maximum budget stated above.