

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION
(IPPF)**

JOB DESCRIPTION

Job Title: Project Coordinator MA Dashboard		
Location: IPPF secretariat (global)	Responsible to: Director, Programme and Performance, IPPF EN	Period: July 2022 – June 2023
1. JOB PURPOSE		
<p>IPPF is undertaking a process of identifying, adapting and rolling-out a MA Dashboard / a cloud-based platform to provide a comprehensive overview of key organizational functions, key performance indicators (KPIs) and important data for enhancing the organizational effectiveness of Membership Associations (MAs).</p> <p>The MA Dashboard Project Coordinator (MDPC) will be responsible for supporting the process of vendor selection and end-to-end project management, configuration and roll-out of a technical platform that will automate our engagement with MAs and partners across the Federation on general data management and utilization (qualitative and quantitative).</p> <p>In close collaboration with the MA Dashboard Development Taskforce (MDDT), the Project coordinator will ensure a smooth process of consultation to identify and select a MA dashboard / interactive that responds best to the MA and IPPF needs.</p> <p>Ideally, the platform will facilitate the following 5 sections:</p> <ul style="list-style-type: none">○ MA organisational & context info and country context section○ MA submission of business plans incl budgets and workflow○ Review of plans and complete a structured rubric to score them.○ Reporting and data analysis: data will be used to further analyze and summarize trends and patterns.○ Subsequent / continuous updates and check-ins: MAs will be able to continuously update their plans, including by adding more detailed project / budget information each year for the subsequent year. <p>The task force will present the selected platform for approval and implementation to the Directors Leadership Team. After approval, the Project Coordinator will be responsible to coordinate the adaptation/testing of the platform and develop a clear action plan and budget to roll out this technology across the secretariat and MAs.</p>		
2. KEY RESPONSABILITIES		
<p>Support the MDDT in the development of a business requirement definition document / dashboard framework. This framework will inform / provide the requirements for the identification and adaptation of an existing technology / solution.</p> <p>Identification of existing technology / platforms</p> <ul style="list-style-type: none">● Definition requirement document development (data dictionary)● Mapping of specific user and system needs and prioritization		

- Mapping of existing systems: Starting from these needs / requests, and building on the 2022 piloting process (incl. the updated business plan templates), develop a process of mapping and identification of possible (incl open source) technological systems / platforms that have been implemented by other grant giving foundations/ organizations for planning and budgeting.
- The platform should be capable of capturing, as well as other functions:
 - Data collection from all MAs (plans, budgets, reports, organisational and country context, etc)
 - Workflow facilitation / communication
 - Linkage to (or integration of) other systems such as Netsuite, DHIS-2
 - Possible integration of the accreditation module
 - Qualitative and quantitative results – scale and reach of services/ programmes, etc.

Selection/adaptation and roll out of the technology / platform

- Building on the above, develop Terms of Reference for selection of the technology platform and vendor for adaptation and vendor management.
- Be the key contact for engagement with external suppliers and consultants.
- Support the identification and agreement on the different elements of the system as well as the data to be imported (eg relevant historical data), and consult with relevant key stakeholders such as the business plan teams.
- Oversee the adaptation and testing of the technology platform to IPPF requirements.
- Facilitate the process of presentation / selection of the best platform candidate, based upon cost, user friendliness, time for set up, interactivity etc.
- Develop and propose a clear action plan and budget for approval (intended implementation: latest by end 2022 – early 2023).
- Roll-out of the system following the presentation to - and approval of the plan, including induction to the system towards MAs, partners and relevant staff.

Other

- Adhere to the safeguarding reporting and monitoring requirements of this role.

3. QUALIFICATIONS & PROFESSIONAL EXPERIENCE

- A university degree (or equivalent by experience) in a relevant area

Experience/proven track record in the following areas is a requirement:

- Evidence of professional contribution to the creation and maintenance of knowledge management systems and/or processes which promote learning and optimise performance (data collection, data saving and use for analysis and evaluation)
- Vendor management preferably in technology systems / solutions.
- 3-5 years of relevant experience in project development, project coordination / management, M&E, organisational learning, knowledge management

Experience in the following area is desirable:

- Experience working with organisations in an (international) NGO environment.
- Basic knowledge of sexual and reproductive health and rights.
- System implementation experience in planning / budgeting.

4. SKILLS & PERSONAL COMPETENCES

- Advanced oral and written communication skills and fluent English is essential
- Strong project coordination skills and ability to multi-task
- Excellent time management and organizational skills to meet (multiple) deadlines
- Proven ability to structure and take initiative
- Facilitation skills, including in a virtual / online context
- Ability to work within a matrix organisation, aligning different geographic, donor and contextual needs with global MEL and reporting requirements
- Strong team player as well as ability to work independently
- Advanced interpersonal skills – articulate and diplomatic – to work within a multi-cultural network of staff and stakeholders.
- Open minded (in line with IPPF values and principles), empathic, flexible and hands-on
- Understanding of and commitment to safeguarding in local and international context.