

TERMS OF REFERENCE

ABORTION LEGISLATION, POLICY AND PRACTICE DASHBOARD

BACKGROUND

About IPPF

The International Planned Parenthood Federation (IPPF) is a global service provider and a leading advocate of sexual and reproductive health and rights for all. We are a worldwide movement of national organisations working with and for communities and individuals. IPPF European Network (IPPF EN) is one of the IPPF's six regional networks.

IPPF EN is a membership-based organisation working in over 40 countries across Europe and Central Asia. Our mission is to lead a locally owned, globally connected civil society movement that provides and enables services and champions sexual and reproductive health and rights (SRHR) for all, especially the underserved. Our member associations and collaborative partners work with women, men, children, young people and gender diverse people across the region, and advance their right to lead safe and dignified reproductive lives, free from harm and discrimination.

Project Overview

IPPF EN seeks a consultant (natural persons or juridical entities) to design and implement a web-based data management platform and interactive dashboard to visualise and compare abortion-related legislation, policy, and practice data across 33 countries in the region. The dashboard should be user friendly, secure and scalable to accommodate future enhancements.

The dashboard will serve as a strategic tool for comparing abortion-related laws and practices across the region, supporting IPPF EN and partners in their advocacy work and service provision.

Data was collected over a 9-month period from 2023 to 2024 through an online survey, collecting information on Abortion Legislation, Policy and Practice across Europe and Central Asia. The IPPF EN Abortion Legislation, Policy and Practice Survey is structured across 17 chapters, each addressing a specific dimension of abortion-related legislation, policy, and practice, including topics such as legal frameworks, gestational limits, methods, third-party authorisations, cost, and access disparities. The questionnaire contains approximately 250 to 300 individual questions, many of which include sub-questions or follow-up prompts based on earlier answers. It incorporates a range of question types including closed-ended single choice, multiple choice, open-ended text responses, matrix tables, and Likert scales. The survey also includes a substantial number of embedded branching rules, about 40 to 50, that direct respondents to skip or elaborate on certain questions based on their previous answers, allowing for a more tailored and efficient data collection process, ensuring relevance and reducing burden on the respondent.

CORE FUNCTIONAL REQUIREMENTS

I. Country-Specific Data Management

The system will allow the administrators to update (through manual and batch upload means) country data sets based on offline predefined forms (Excel and CSV) provided by various country contributors. The proposed solution should allow, in the future, online updates for country datasets performed by different country contributors.

Key features include:

- Data validation to ensure quality and consistency: basic validation and form uploads
- Secure login and role-based access control (see section on User Roles)

- Intuitive edit interface in the source system

2. Interactive Visualisation Dashboard

The platform must feature an intuitive dashboard for authorised users to explore, compare, and analyse abortion-related legislation and policy data. The dashboard must include the following features:

- Filtering Capabilities:
 - By country, selected countries and region, and in the future, filtering by time periods (historical data comparison)
 - By policy details, access metrics, and legal status for comparative analysis
- Multiple Data Visualisation Types:
 - Bar charts, heat maps, line graphs, and scatter plots (initial phase)
 - Map-based visualisations
 - Animated data visualisations (future phase)
- Detailed Country Profiles:
 - Each country should have a dedicated page displaying key legal and policy data
 - Information should be presented in an easy-to-read format with structured sections
- Comparative Analysis Module:
 - Side-by-side country comparisons
 - Cross-regional trends and analytics

3. Administrative and User Management Tools

The platform should include:

- Basic Role-Based Access Control (RBAC):
 - Administrators: Full control over user management, data access, and platform settings
 - Authorised Viewers: Read-only access to explore and analyse the data
- The solution should be developed in such a way as to be able to include: (i) other roles in the future, for example, Country Contributors/ Editors; (ii) notifications system (email-based alerts and in-app notifications in a later phase); (iii) viewer engagement statistics.

4. Automated Reporting and Exporting

The dashboard must support automated report generation, (data filters for a pre-developed report) allowing users to create comprehensive reports on abortion legislation across different countries and regions.

- Report Types:
 - Country-specific PDF reports
 - Comparative analysis reports
 - Multiple export formats (PDF, CSV, Excel)
- Integration with Microsoft 365 and Power BI:
 - Ensure data can be linked/exported for visualisation in Power BI via API or other methods

TECHNICAL AND DESIGN REQUIREMENTS

1. User Experience and Accessibility

- Modern, clean, and intuitive UI, inspired by WHO and UN statistical dashboards (<https://abortion-policies.srhr.org/>)
- Mobile-responsive design for seamless use across all devices.
- WCAG-compliant accessible colour schemes and font contrasts.
- Simple, structured navigation for ease of use

2. Security and Data Protection

- Secure authentication mechanisms for role-based access control.

- Compliance with GDPR and other relevant data protection policies.
- Data encryption for sensitive user information
- Passwords should be encrypted
- Password locking for 5 minutes after 3 consecutive failed attempts
- The user should be able to retrieve his/her password by using the Forgot Password feature
- Encrypted Data transfer between Application Server and Database

3. Technology Stack and Compatibility

- The consultant should propose a scalable and secure technology stack.
- The system should be designed for future expandability (adding new features, countries, and datasets).
- Compatibility with a range of web browsers including IE, Chrome, Firefox, and Safari etc.
- No keys or database names to be hard-coded
- API-first approach to support Power BI and Microsoft 365 integrations

4. Performance - The following performance characteristics (of the system) are desired to be met:

- Regular monitoring of performance parameters of cloud infrastructure like latency, request rates, error rates, CPU usage etc should be within desired limits
- Faster page load times improve user experience and retention. The ideal page load time should be between 0-2 seconds, but 3 seconds can also be considered to be an acceptable score
- Applicable coding standards shall be followed
- The applications should always be available to the authorised users

DESIGN AND BRANDING GUIDELINES

Primary Colours: Aligned with IPPF EN visual identity guidelines

Typography: Aligned with IPPF EN visual identity guidelines

Dashboard UI Elements:

- Clear data hierarchies
- Country cards with summary statistics
- Simple, intuitive filtering and search functions

TIMELINE AND KEY MILESTONES

The development process should follow a structured timeline, including:	
Milestones	Timeline
Requirement Analysis and UI/UX Design	2 – 3 weeks
Prototype Development and Feedback Iteration	3 – 4 weeks
Core Feature Development and Testing	4 – 6 weeks
Final Testing (95% test coverage, <3% error rate in production)	2 weeks
User Training	2 weeks
Deployment and Post-Launch Support, such as bug fixes, updates, training refreshers	3 months post-launch minimum

EXPECTED DELIVERABLES

1. Fully functional web-based dashboard with all specified features.
2. Comprehensive technical documentation for system maintenance and future updates.
3. User manual and training materials for administrators and contributors.
4. Source code and deployment instructions.
5. To strengthen data resilience, ETL data and dashboard backups should be developed.

6. API documentation for Power BI and external integrations.

NB: To understand the type of data available and the reports to be generated, please refer to Annex I. This provides an illustrative (but not comprehensive) list of type of reports that can be generated from the survey data. During the dashboard development extra reports will need to be developed.

CONSULTANCY REQUIREMENTS

Professional experience at the level of bachelor's degree or higher in Computer Science, Software Engineering, Data Science, or a related field (for individuals or the lead technical personnel proposed by a company).

Minimum of 3 years of hands-on experience in developing web-based applications and interactive dashboards. Proven track record of working with complex, multi-country or policy-related datasets is highly desirable. Previous experience with **health, policy, or rights-based platforms** is an asset.

Technical competencies

- **Frontend Frameworks:** Proficiency in modern JavaScript libraries such as React.js, Vue.js, or Angular
- **Backend Technologies:** Solid experience with Node.js, Python, or equivalent server-side frameworks
- **Data Visualisation Libraries:** Experience using tools like D3.js, Chart.js, or Highcharts.
- **Database and Data Management:** Familiarity with structured data handling, ETL processes, and ability to build scalable database solutions
- **API Development:** Ability to develop RESTful APIs and integrate with Power BI and Microsoft 365 ecosystems
- **Cloud Hosting:** Knowledge of deployment on Azure, AWS, or Google Cloud

Design and user experience

- Demonstrated ability to design intuitive, user-friendly, WCAG-compliant interfaces
- Experience in developing mobile-responsive platforms
- Familiarity with UI/UX standards inspired by UN/WHO dashboards is a plus

Security and Data Protection

- Clear understanding of and compliance with GDPR and best practices in data protection
- Ability to implement secure authentication (including password encryption, lockout mechanisms, and recovery flows)
- Experience with role-based access control (RBAC) and secure handling of user and data flows

Project management

- Capability to lead or coordinate a project through all stages: requirement gathering, design, development, testing, deployment, and post-launch support
- Ability to meet **tight timelines** and deliver against structured milestones

Documentation and knowledge transfer

- Proven ability to produce technical documentation, deployment and user manuals, and training materials
- Willingness to provide training to platform administrators and contributors

Communication and reporting

- Strong communication skills (written and verbal) in English
- Ability to liaise with non-technical stakeholders and interpret policy/legal data into usable digital features

Post-launch support and scalability

- Demonstrated ability to offer **ongoing support**, maintenance, and recommendations for system scaling.
- Capacity to ensure **system availability, performance monitoring, and future enhancements**.

SUBMISSION OF PROPOSAL

Interested candidates should submit one technical and one financial proposal. Proposal(s) are to be submitted to vmandizvidza@ippf.org and agasser@ippf.org with the subject line 'Proposal for Abortion Survey Dashboard' no later than **20 June 2025, 23:59hrs (Brussels Time)**.

Proposals must follow the format detailed below:

1. Technical Proposal

- Provide details of:
 - Official Name of the applicant agency/ individual
 - Registered office address
 - Contact information (e-mail, phone, web site)
 - Official representative
- Approach and Methodology: Description of how the project will be developed, including proposed tech stack and implementation plan
- Testing plan: Include KPIs for launch readiness, e.g., 95% test coverage, <3% error rate in production
- Development Timeline: Proposed work plan with key milestones
- Demonstration of Experience:
 - Submission of at least two examples of relevant past work (dashboards, data platforms, etc.).
 - Minimum of two references or testimonials from previous clients or partners
- Security and compliance measures, outline of how data protection and GDPR compliance will be ensured.
- Team members: Provide CVs of key personnel to work on the IPPF project, outlining relevant qualifications and experience (Maximum 2 pages for each CV included)

2. Financial Proposal

The payment will be split into instalments according to a calendar of deliverables that will be agreed between the service provider and IPPF EN at the contract signing stage.

NB: Please make sure to detail the budget for each deliverable and each core functional requirement as highlighted in the ToR. Please include additional rows in the table as necessary.

The financial quote should be provided in a table following the format below:

Type of costs/ Budget line (e.g. daily fee)	Number of units	Unit value (excluding VAT)	Total line value (Excluding VAT)	VAT as per the current rate applicable	TOTAL FEE
	(A)	(B)	(C)=(A)*(B)	(D)=...%*(C)	(E)=(C)+(D)
OVERALL TOTAL FEE					
I am: <ul style="list-style-type: none"> • a VAT Payer, and my VAT number is: • not a VAT Payer and: <ul style="list-style-type: none"> ○ the reason for VAT exemptions is (according to country legislation in which you are registered for fiscal purposes): ○ My fiscal identification number (e.g. company number) is: 					

EVALUATION CRITERIA FOR CONSULTANT SELECTION

- Proven experience in developing interactive data dashboards.
- Expertise in data visualisation, security, and web application development.
- Familiarity with Power BI, Microsoft 365, and API integrations.
- Strong understanding of GDPR and data security best practices.
- Clear project management methodology and ability to meet deadlines

SAFEGUARDING

The consultants will be expected to sign and adhere to IPPF's code of conduct and safeguarding on signing the contract. As per our policies on safeguarding and fraud, they may also be required to undergo a criminal record and acuity check.

ANNEX I: PROPOSED INDICATORS FOR PLATFORM DESIGN

NB: This is an illustrative (but not comprehensive) list of type of reports that can be generated from the survey data. During the dashboard development extra reports will need to be developed.

Based on a sample of selected chapters of the 2023 IPPF EN Abortion Legislation, Policy and Practice Survey, the following indicators should be used to inform the development of the web-based platform and interactive dashboard. These data points represent key legal, procedural, and operational aspects of abortion care that will allow stakeholders to monitor, compare, and analyse the abortion-related legislations, policies, and practices across 33 countries.

1. Legislation on abortion

- Legal framework type: Whether abortion is governed by a stand-alone law, integrated into general health law (progressive, regular, or regressive), or another type of framework
- Criminalisation status: Whether abortion is criminalised under the penal code
- Criminal liability: Who can be sanctioned (e.g., woman, provider, helpers)
- Reporting obligation: Whether healthcare providers are legally obligated to report suspected cases of unlawful abortion
- Enforcement history: Whether any individuals have been prosecuted or penalised in the past four years for violating abortion laws

2. Gestational age

- Definition reference point: How gestational age is defined (e.g., from last normal menstrual period, conception)
- Clarity in law: Whether the legislation/policy clearly defines how gestational age should be calculated

3. Abortion on request

- Legal status: Whether abortion is legally permitted on request (without needing to justify a reason)
- Gestational limit: Maximum gestational age at which abortion on request is allowed, in weeks (+ days)
- Additional requirements: Whether the law imposes specific conditions, such as how the request must be framed (e.g., citing distress)

4. Grounds for abortion

- Permitted grounds (each tracked separately, Yes/No):
 - Economic or social
 - Rape
 - Incest
 - Foetal impairment (incl. definitions and medical confirmation)
 - Woman's health (incl. definition: physical, mental, social)
 - Saving a woman's life (incl. definition of risk)
 - Cognitive or intellectual disability
 - Other legal grounds (if applicable)
 - Discrepancies: Where laws exist but are interpreted differently in practice

5. Methods

- Medical abortion drug availability: Whether Mifepristone, Misoprostol, or both are registered and available
- Gestational limit for medical abortion (weeks + days)
- Self-management legality: Whether women can legally manage part/ all of a medical abortion at home
- Telemedicine support and its components

- Approved surgical methods (e.g., MVA, EVA, D&C)
- Availability of pain management protocols (Yes/No)
- Patient choice between medical and surgical abortion (Yes/No)

6. Performing institutions

- Authorised facility types: Public hospitals, private clinics, or other medical centres legally allowed to provide abortion services
- Facility requirements: Specific infrastructure or staffing standards
- Impact on access: To what extent these requirements limit service accessibility

7. Performing personnel

- Authorised providers: Which categories of health professionals are allowed to provide abortion services, by method and gestational period
- Training requirements: Whether abortion care training (for health providers) is mandatory, optional, or unavailable.
- Availability of trained providers: Level of agreement with the statement: "There are enough trained healthcare providers to meet abortion care needs" (Likert scale)

8. Third-party authorisation

- Medical, judicial, parental, or partner authorisation: Whether it is required and in what contexts
- Appeal mechanisms: Whether women can challenge decisions denying abortion
- Recognition of woman's perspective: Whether her own assessment is considered in eligibility

9. Waiting period

- Mandatory waiting period: Whether required by law
- Duration: Length in days
- Trigger point: When the waiting period starts
- Exemptions: Conditions for waiving the waiting period

10. Counselling requirements and medical procedures

- Mandatory counselling: Whether required before abortion.
- Content of counselling: Alternatives, procedure info, risks, contraception, support services
- Dissuasive elements: Whether these are required
- Other mandatory procedures: e.g., ultrasound, lab tests