



Revised Terms of Reference (ToR) Abortion Legislation, Policy and Practice Dashboard

Project Title: IPPF EN Abortion Legislation, Policy and Practice Dashboard (Phase 1)

Budget: EUR 11,000 (including VAT)

Duration: August 2025 – December 2025 (Initial Phase)

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 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

To support policy, advocacy, and service provision, IPPF EN seeks a consultant (natural persons or juridical entities) to develop an interactive, cloud-based dashboard to compare and visualise 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. This ToR defines the **scope for Phase 1 of a multi-year project**.

Phases 2 and 3 – post 2025 (Subject to funding)

- *Multi-layered role-based access control (e.g., contributor vs. viewer vs. admin)*
- *Enable advanced filtering and comparative analytics*
- *Automated report generation in PDF/Excel formats*
- *API integrations with Power BI and Microsoft 365*
- *Map-based and animated visualisations*
- *In-app notification and feedback mechanisms*
- *Online data contribution by country partners*

Data was collected over a 9-month period from 2023 to 2024 through an online survey (Qualtrics), 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.

Project Goal

Cloud based Abortion Legislation, Policy and Practice Dashboard that will allow secure access to structured data on abortion policy, legislation, and practices for thirty-three countries. The Minimum Viable Product (MVP) will support basic comparison functionality and be designed to allow for future feature expansion.

SCOPE OF WORK (PHASE I)

1. Backend Infrastructure and Database

- A cloud based secure and scalable database to store survey data
- Structure the database to accommodate 17 thematic chapters covering abortion laws, policies, and practices (Taking into account the data structure and IPPF EN survey logic)
- Data import feature for CSV/Excel uploads

2. Frontend User Interface and Dashboard

- Design and implement a solution with responsive web interface
- Homepage with a brief introduction and navigation
- Implement a country selection interface
- Simple side-by-side country comparisons of limited indicators
- Display static country profiles in an intuitive format with sectioned information by chapter
- Dashboard with various charts comparing selected countries on key indicators

3. User Access and Management

- Implement a secure authentication system for an administrator and users with view rights
- Create an admin panel for uploading and managing country data
- Ensure login system includes password encryption and GDPR-compliant data handling

4. Documentation and Training

- Provide technical documentation on system setup and maintenance
- Develop an admin user guide explaining data import processes and basic troubleshooting
- Deliver a virtual training session for IPPF EN staff on using and maintaining the dashboard

5. Hosting and Deployment

- PowerBI based interactive dashboard on Microsoft cloud environment
- Configure HTTPS for secure access
- Provide a clear guide for ongoing maintenance and basic security updates (wherever applicable).

TIMELINE AND KEY MILESTONES (PHASE I)

Milestone	Timeline
Requirement gathering and UI/UX design	1 week
MVP dashboard development (core UI/UX)	4 weeks
Admin data import module	2 weeks
Basic testing and bug fixes	2 weeks
Hosting, deployment and admin training	1 week

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. A 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

- Proficiency in modern Data Visualization tools and technologies
- 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
- Cloud Hosting: Knowledge of deployment on Microsoft environment

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_TORV2' no later than **20 August 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, implementation and testing plan
- 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. 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 SELECTION

Proposals will be evaluated based on the following criteria:

Criteria	Weight (%)	Evaluation Focus
Technical approach and methodology	35%	Clarity, feasibility, and innovation of the proposed methodology; clear strategy for implementing data protection, user authentication, and GDPR compliance; realistic and detailed work plan; understanding of project requirements
Relevant experience and expertise	25%	Demonstrated experience with data visualisation, interactive data dashboards, data platforms and web-based applications
Team composition and qualifications	10%	Skills, expertise, and relevant experience of key team members
Work samples and references	10%	Quality of past work, client references/ testimonials, and relevance to the current project.
Financial Proposal	20%	Cost-effectiveness; budget clarity; alignment with the project scope.

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.