

**Contractor Application – Terms of Reference**

**SHEDECIDES SUPPORT UNIT**

Applications must address all of the requirements of the Terms of Reference, and include all of the information/documents requested in Section 7.

<p><b>1. Background</b></p>	<p><u>Overview of the engagement</u></p> <p>SheDecides is a global movement taking political action for a world where every woman, girl and young person in all their diversity, can decide what to do with their body, life and future.</p> <p>Since 2017, its members and allies have boldly been standing up for bodily autonomy and sexual and reproductive health and rights for all. The SheDecides movement is a unique network of diverse change-makers from Africa, Asia, the Arab Region, Latin America and the Caribbean, Europe and North America. SheDecides Champions include governments, ministers, parliamentarians, civil society organizations, service providers, youth-leaders, grassroots activists, media, private sector, artists, researchers, and donors.</p> <p>The Movement is a catalyst for collective action, greater than the sum of its parts. SheDecides galvanizes global support for her right to decide through coordinated political action, connecting national to global-level advocacy, communications and thoughtfully crafted opportunities for Champions, movement members and allies to speak out on bodily autonomy.</p> <p>SheDecides' vision for 2022-2027 is to advance sexual and reproductive health and rights (SRHR), and bodily autonomy by countering the rising tide of opposition, strengthening coordinated political action and amplifying the collective voices of our movement members and allies</p> <p>The SheDecides Support Unit (SDSU) serves as secretariat to the global SheDecides movement. The SDSU is hosted by the IPPF Central Office but is an autonomous entity with its own strategy, budget and governance structure.</p> <p>A contractor is required to update the Champion pages of the website.</p>
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<b>2. Purpose</b>	<p>The SheDecides website includes information on all of the SheDecides Champions – who they are, what they focus on, and how they are proud to be part of the movement.</p> <p>Working closely with the Senior Advisor on Partnership Engagement &amp; Management, and the Senior Communications Advisor, the consultant will need to update all of the Champion pages that are needed to ensure consistency across the site.</p>
<b>3. Roles and responsibilities</b>	<p><u>Contractor’s specific roles and responsibilities:</u></p> <ul style="list-style-type: none"> <li>• Updating of circa 56 the Champion landing pages , ensuring consistency in how different types of Champions appear and are named</li> <li>• Updating of circa 56 URLs to ensure consistency in how different Champions are named</li> <li>• Updating of circa 40 individual Champion pages, following the information provided by the Support Unit (all text will be provided)</li> <li>• Compilation of an updated database of all Champion social media profiles, to ease tagging</li> </ul>
<b>4. Timeline</b>	<p><u>Commencement date.</u></p> <ul style="list-style-type: none"> <li>• June 2024</li> </ul> <p><u>Anticipated completion date.</u></p> <ul style="list-style-type: none"> <li>• July 2024</li> </ul>
<b>5. Milestones and deliverables</b>	<ul style="list-style-type: none"> <li>• Updating of the Champion landing page – end of July 2024</li> <li>• Updating of URLs – end of July 2024</li> <li>• Updating of individual Champion pages – end of July 2024</li> <li>• Compilation of an updated database – end of July 2024</li> </ul>
<b>6. Payment Schedule</b>	<p>Payments will be made on successful approval of deliverables, as confirmed in writing.</p> <p>Maximum 2 payments.</p>

<p><b>7. Contractor requirements</b></p>	<p><u>Professional qualifications:</u></p> <ul style="list-style-type: none"> <li>• Degree in a relevant field</li> </ul> <p><u>Experience required:</u></p> <ul style="list-style-type: none"> <li>• Some practical professional work experience handling and updating websites and knowledge of social media channels desirable</li> <li>• Knowledge of SRHR, gender and human rights issues desirable.</li> </ul> <p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Website management - ideally Wordpress</li> <li>• Strong verbal, written and interpersonal skills.</li> <li>• Excellent time management and organizational skills</li> </ul>
<p><b>8. How to apply</b></p>	<p>To apply, please submit the following</p> <ul style="list-style-type: none"> <li>- CV</li> <li>- An example of websites worked on/updated in the past</li> <li>- References for past clients for whom the consultant(s) have carried out similar work</li> <li>- Fees/daily rate</li> <li>- Availability</li> </ul> <p>Please send the application to Muriel Kahane, Senior Advisor on Partnership Engagement &amp; Management (<a href="mailto:muriel@shedecides.com">muriel@shedecides.com</a>) with <i>Champion Website Updates – your name</i> as the subject line by <b>21<sup>st</sup> June 2024.</b></p>