

Consultant – supporting the enhancement of key MERLA systems and tools

A. Statement of Purpose

Ipas is requesting proposals from qualified vendors to support the enhancement of key MERLA systems and tools. The scope of work includes revising the global indicator bank to align with the updated M&E framework, updating and formatting the M&E Guide for improved usability, refreshing the Global CEI Toolkit with new guidance and training materials, implementing Terra form updates with multilingual support, and developing scale-related analysis tools and training resources. The selected vendor will be expected to collaborate closely with Ipas teams to ensure deliverables are aligned with strategic priorities and accessible across the network.

B. Background Information

Founded in 1973, Ipas is a global non-governmental organization dedicated to ending preventable deaths and disabilities from unsafe abortion through local, national, and global partnerships. Ipas works to ensure that women can obtain safe, respectful and comprehensive abortion care. In the revised strategic plan Ipas is renewing our focus on partnerships—globally and locally. Ipas recently refreshed its strategic plan and is now seeking to update its MERLA tools to ensure they are clear, accessible, and aligned with current priorities across the network. As part of this effort, we aim to improve the usability and relevance of key resources by incorporating feedback from stakeholders and ensuring consistency in structure, language, and functionality.

C. Scope of Work, timeline and level of effort, deliverables

Timeline: October 2025 – December 2025

Number of estimated consultant workdays: 30 days.

Task 1: Revise existing global indicator bank: 2 DAYS

- Deliverable:
 - Revised indicator bank that maps to updated global M&E framework and Ipas M&E Guide

Task 2: Revise existing M&E guide: 8 DAYS



- Deliverables:
 - Updated sections on strategic plan outcomes and M&E results framework, other sections as needed
 - New sections on intersectional priorities & global data definitions
 - Translating, posting, updating SharePoint page
 - Help us make the M&E Guide easier to consume, user friendly formatting and potentially training

Task 3: Create a global Client Exit Interview toolkit: 10 DAYS

- Deliverables:
 - Updating our sampling guidance
 - Updated question bank and related indicators, including new questions related to contraception and SGBV
 - Creating sample protocols with guidance, including consent forms, budgeting guidance, ethics section
 - Creating sample enumerator training materials

Task 4: Update forms and translation materials: 5 DAYS

- Deliverables:
 - Written and translated forms and guidance form, w/ links to global data definitions
 - SharePoint updates
 - New training materials (as possible)
 - Making global data definitions more accessible, visible e.g. through links and SharePoint file management

Task 5: Scale orientation and analysis tools: 5 DAYS

- Deliverables:
- Stata analysis code
- Excel data table shells
- ODK data collection tools
- Data use & interpretation guidance



- Internal training materials (PPT)

D. How to Submit a Proposal

Consultants will be selected through a competitive bidding process.

Please submit a proposal detailing your experience and qualifications in the relevant area and propose an assignment fee. The fee should be fixed and quoted in US dollars.

The full proposal should include:

- A short cover letter that includes a statement of interest, your approach to the assignment and a summary of relevant experience (maximum 1 page).
- A résumé that highlights experience relevant to the assignment.
- Two references who can speak about your relevant experience.
- A project fee in USD.

Criteria for consultancy selection:

1. Experience in M&E (60%).
2. Experience in detail orientated file management (20%).
3. Expression of interest and soundness of proposed approach (20%).

Proposals should be sent to Valerie Acre (acrev@ipas.org) by September 21, 2025, to be considered. Candidates will be notified by September 26th.

