

TERMS OF REFERENCE

1. Position Title:	Power BI Technical Support CONSULTANT
2. Time Commitment:	Estimated 10 days The Consultant must commence the Services no later than June 1, 2026 The Consultant must complete the Services by June 20, 2026
3. Location:	Remote
4. Reporting To:	Pi James, Communications Manager, Equality Insights
5. INTRODUCTION	
<p>IWDA is an Australian-based organisation, resourcing diverse women's rights organisations primarily in Asia and the Pacific and contributing to global feminist movements to advance our vision of gender equality for all.</p> <p><i>Equality Insights</i> is a flagship program of IWDA which aims to redefine how poverty is understood and measured in order to improve the lives of all people, particularly those who have traditionally been excluded. The program aims to inspire wider change in measurement standards and approaches, and in gender equality outcomes.</p>	
6. PROGRAM OVERVIEW	
<p>As a gender-sensitive measurement of poverty, <i>Equality Insights</i> provides world-leading survey tools that collect inclusive data about poverty and inequality, providing important insights into the experiences of individuals who are often rendered invisible in poverty data. The intersectional insights we generate inform policy solutions, fuel feminist advocacy and inspire social change.</p> <p>We use inclusive data to drive transformative change in three ways:</p> <p>1. We build high-quality data collection tools and collect inclusive poverty data. We have developed innovative tools that collect high-quality, inclusive data about poverty and inequality. We take a different approach to collecting poverty data that reveals important insights that are essential to creating a just, equal and sustainable future for all.</p> <p>2. We work in partnership to increase and strengthen the use of gender data. Together with our partners, we use inclusive data to drive social change and improve the lives of many. Our data is used by governments, national statistics offices, Women's Rights Organisations and gender data advocates to develop effective solutions that reduce poverty and inequality. The <i>Equality Insights</i> program works with governments and CSOs to support capacity and uptake and use of <i>Equality Insights</i> data. We provide accompaniment support to data users to use <i>Equality Insights</i> data for reporting and provide tailored data interpretation support for specific policy requests.</p> <p>3. We push to make inclusive data the norm</p>	

When it comes to data, we are on a mission to raise the standards and make inclusive data the norm. We highlight solutions and innovations, raise awareness about gender data gaps, and advocate to ensure that everyone is visible in the data that affects their lives.

7. CONSULTANCY BACKGROUND

The Equality Insights team built a data portal with external consultants, showcasing data collected from Tonga and Solomon Islands. The goal of the platform was to make our gender-sensitive data about multidimensional poverty and inequality available to all and accessible.

8. CONSULTANCY OBJECTIVES

1. Provide technical assistance to re-publish/deploy the existing portal on our website including: (estimated 3 days)
 - Review the existing work and current version of the portal – including code and framework fixing bugs
 - Present the portal to an internal team for sign off before publishing
 - Provide instructions and technical guidance for troubleshooting and maintaining the data portal after deployment.
2. Understand opportunities for how the portal can be optimised for usability, functionality, clarity and ease of update in future. (estimated 2 days).
3. Understand the possibility and process for enabling basic interactive analysis across gender, age, location and disability status, ideally within the existing portal environment, including a prototype if feasible. (estimated 3 days)

Potential for additional scope to be agreed once opportunities assessed.

9. DELIVERABLES TO BE PROVIDED

Deliverable	Delivery Dates	Audience
Publish the portal on the Equality Insights Website (requiring preliminary sign off from Equality Insights team) (see objective 1)	June 12 th	Public
Document recommendations for optimising the portal for usability and functionality (objective two)	June 19 th	Equality Insights team
Document and present a proposed technical approach for enabling basic interactive analysis across gender, age, location and disability status within the existing portal environment, including a prototype where feasible.	June 19 th	Equality Insights team
Produce a guidance document (with FAQs) with instructions for troubleshooting potential issues, a	June 19 th	Equality Insights team

step-by-step guide to uploading new data sets, and best practices for Power BI

10. REQUIREMENTS

The individual should possess the following skills and experience:

ESSENTIAL

- Extensive experience with Microsoft Power BI development and technical implementation.
- Advanced skills in writing, troubleshooting, and optimising DAX code or equivalent related data/analytics languages used in Power BI environments.
- Technical skills in designing and developing data models, portal integration and understanding data sources.
- Demonstrated experience in dashboard development and data visualisation.
- Experience in troubleshooting, refining, and maintaining web-accessible data portals.

DESIRABLE

- Understanding of poverty measurement
- Understanding of gender equality, gender data and intersectional analysis

11. EXPRESSION OF INTEREST

Candidates are invited to submit expressions including:

- A current CV with relevant experience listed
- A detailed budget and workplan (including daily/hourly rate and time required for each deliverable).
- Additional information on suitability for project welcomed such as links to relevant past work.

Expressions of interest that do not cover these requirements will not be considered. Expressions of interest are required by **11.59pm Thursday 28 May 2026** and should be sent to info@equalityinsights.com with the subject line **PowerBI consultancy**

13. Child Protection

If the consultancy will or is likely to result in contact with children, the consultant will be required to provide IWDA with a national police check. In rare instances where this is not possible, the consultant will need to complete and sign a statutory declaration.