



# **IPPF: 2025 Audit of UK GDPR and Data Protection**

## **Request for Proposal**

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## 1 Copyright Information

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## 2 Definitions

IPPF	International Planned Parenthood Federation
UK GDPR	The UK General Data Protection Regulation
SRHR	Sexual and reproductive health and rights

## 3 Introduction to Organization

IPPF is a global healthcare provider and a leading advocate of sexual and reproductive health and rights (SRHR) for all.

Our work is wide-ranging, including comprehensive sex education, provision of contraceptive, safe abortion, and maternal care and responding to humanitarian crises. We pride ourselves on being local through our members and global through our network. At the heart of our mission is the provision of – and advocacy in support of – integrated healthcare to anyone who needs it regardless of race, gender, sex, income, and crucially no matter how remote.

IPPF delivers this healthcare through its global network of Member Associations. These are independent organizations based across the world in over 100 countries that deliver these services direct to customers and clients.

IPPF is registered as a charity with the Charity Commission for England and Wales under charity number 229476. More information can be accessed through our website: <https://www.ippf.org/about-us>

Copies of previous years' Annual reports can be found on our website:  
<https://www.ippf.org/about-us/financial>

## 4 Background Information

The purpose of this tender (RFP) is to source a consultancy to complete an audit of the IPPF Secretariat's compliance with the UK GDPR, data protection and management best practice, and other data management and protection regulations relevant to IPPF's activity including in our regional offices.

IPPF is a UK registered charity so it is understood that the global organization must demonstrate compliance with these requirements.

The IPPF Secretariat comprises the Central Office in London, and seven regional offices (Belgium, Fiji, Kenya, Malaysia, Mexico, India, Tunisia). The Secretariat is responsible for strategy, income generation and distributing funds to members, and collaborating with members on technical developments and sector advancements.

Note: this project will not include assessment of UK GDPR / data protection compliance at our member associations.

The IPPF Risk & Assurance team is responsible for stewarding compliance with the UK GDPR and setting data protection and management standards across the Secretariat. The plan is to assess the compliance of the organization with the applicable standards and regulations, identify gaps or areas for improvement, and then develop a workplan for addressing any gaps with the outcome of improving processes and controls across the Secretariat.

## 5 Objectives of Tender

The anticipated outcomes of this tender process include:

- **Consultancy:** Appointing a single supplier to complete an audit of the IPPF Secretariat's compliance with the UK GDPR, data protection and management best practice, and other data management and protection regulations relevant to IPPF's activity.
- **Expertise:** IPPF will benefit from the expertise that the consultancy brings to this area. The consultancy will have access to a sufficient and diverse pool of consultants to complete the program, adequately allocating

consultants of sufficient skill and local experience to complete the assigned review.

- **Work Program:** The consultancy will bring their experience and skillset to our work program, using it to develop a workplan for comprehensively assessing IPPF's adherence and compliance with requirements and best practice.
- **Timeline Management:** Once approved, the consultancy will schedule and manage a timeline that agrees scheduled dates in 2025 with IPPF for the completion of work, keeps IPPF informed of progress, and effective reporting with minimal delays between completion of fieldwork and report issuance.
- **Reporting:** The final report will comprise an Executive Summary and identified issues and action plans. Management responses will be collated from IPPF, and their responses included in the final report, where applicable.

## 6 Scope of Work

These are the details of the proposed workplan:

- **UK GDPR Compliance:** Assessment of IPPF's compliance with UK GDPR regulations and the seven principles of lawfulness, fairness, and transparency; purpose limitation; data minimization; accuracy; storage limitation; integrity and confidentiality; and accountability.
- **Policies & Procedures:** Review of IPPF's documented policies and procedures that either directly or indirectly impact our data protection and management work. This will include identifying not just gaps but also alignment with best practice, with the aim to ensure that IPPF has an excellent set of these in place.
- **Staff Awareness & Training:** Critically, how effective is our dissemination on requirements and standards. What more does IPPF need to do to ensure are staff are informed and empowered in their work to ensure we rigorously meet requirements and standards.
- **Physical Data Management & Protection:** IPPF maintains physical data in all its locations. The successful consultancy must devise an efficient and cost-effective method of assessing our standards in managing physical data in line with requirements.

- **Soft Copy Data Management & Protection:** IPPF uses SharePoint as its principal online data management library. Assessment of the effective controls in place to support this must be included in the workplan.
- **Sharing Data:** To facilitate activity and operations, data is routinely shared via email, Google docs and other means. Assessment of the data protection and management of these methods is also required.
- **Legal Clauses:** IPPF signs many agreements and contracts with third parties including with donors, member associations, and suppliers. The workplan must include assessment of template data management and protection clauses and similar to ensure IPPF is adequately protecting itself.
- **Program Data:** Though IPPF runs SRHR, it does not maintain any clinical data – this is all retained at our member associations. Nevertheless, an assessment of what program data we do retain is required to ensure IPPF is not unnecessarily exposing itself to risk by incorrectly retaining inappropriate data.
- **Safeguarding Data:** IPPF has a dedicated safeguarding team that confidentially stewards the management of all safeguarding allegations and onward reporting to management and trustees. Given the sensitive nature of this data, it is essential these processes are also subject to review and assessment.
- **Finance Data:** Assessment of the standards and rigor of implementation to manage and protect data in this area.
- **Human Resources Data:** Assessment of the standards and rigor of implementation to manage and protect data in this area.
- **Individual Giving Data:** IPPF has a nascent individual giving program managed by a small team currently based in the USA. It is an area IPPF plans to invest in and grow. To this end, it is critical we have effective processes and standards therefore this area must be subject to specific scrutiny and assessment.
- **Technology Controls:** assessment of the standards and controls we have in place in our technology framework, and the effectiveness of these in ensuring our technology controls are in line with required regulations and standards.

## 7 Requirements

In addition to previous experience and expertise in completing the assigned work, IPPF is expecting the consultancy to have sufficient and appropriate insurance policies and premium levels in place to support these activities. At a minimum, these are expected to include:

- Professional Indemnity: with a minimum coverage level of US\$1 million.
- Public Liability: with a minimum coverage level of US\$1 million
- Travel Safety: with adequate and appropriate coverage for any proposed travel to an IPPF office location.

## 8 Tender Timeline

The expected timeline for the evaluation and decision-making process is:

Process step	Date	Comments
RFP Live	Friday, 11 October 2024	Please confirm your participation to the Key Contacts given in section 11.
Initial Clarification Meetings	By Friday, 25 October 2024	You may request a meeting to clarify any key points of this RFP if you wish to. This must be done within 14 days of the RFP live date. Please note this should not be treated as an opportunity to pitch.
RFP Close	Friday, 1 November 2024	Please ensure your complete proposal is received before RFP close.
Shortlisting completed	Friday, 8 November 2024	
Pitches Round 1	Week of 11 November 2024	Please proactively block these dates in your calendar
Round 2 (if required)	Week of 18 November 2024	
Contracting	Friday, 29 November 2024	

Please note that the answers to any questions raised by supplier during the RFP stage may be shared with all participating suppliers.

## 9 Evaluation Criteria

Proposals will be evaluated by a Tender Review Team using the following criteria, which are given in no specific order:

- **UK GDPR and Data Management and Protection Experience:** The frequency and length of time the consultancy and its consultants have been completing similar work, ideally in the international NGO and charity sector.
- **Account Management:** The IPPF Risk & Assurance team is small and will appreciate working with a consultancy that is organized, has a well-structured approach to completing the workplan, and is able to implement an effective method for both ensuring the plan is delivered and keeping IPPF informed of progress.
- **Price and Value for Money:** IPPF runs a tight budget, so the contractor is expected to be able to deliver the plan to the agreed price with minimal overruns or budgetary issues.
- **Timeliness of Delivery:** It is important the final reports are issued promptly after fieldwork ends. Minimizing the timeline between end of fieldwork and report issuance is appreciated.
- **Ways of Working and Values:** IPPF is committed to safeguarding, anti-racism, and respect for all. We expect and look for these same values in those we work with.

The RFP Review Team reserves the right to accept or reject any or all RFPs received.

The RFP review team is comprised:

- Victoria Sadler, Director, Risk & Assurance
- Payal Taneja, Compliance Manager
- Prashant Chitkara, IT Director

Note: IPPF reserves the right to add or remove members of the panel at any time.

The RFP Review Team reserves the right to negotiate with respondents to this RFP, within the requirements of the RFP, to best serve the interests of IPPF.



However, suppliers **must not assume** an opportunity to negotiate and are cautioned to submit their proposals on a best and final basis since an award or decision is likely to be made without further negotiation based on pricing and terms of the original submittals. Accordingly, all requirements must be included in your initial offer.

## 10 Submission Guidelines

We look forward to receiving your submission. For your submission to be considered complete, please provide the following:

- Written Submission: To include:
  - Company overview.
  - Previous and current experience of the organization.
  - Details of other organizations, similar to IPPF, that you have completed similar work for.
  - Summary details on pool of consultants available including their level of experience, qualifications criteria, and global locations.
  - Proposed cost of contracted services
  - Any other provisions or requirements
- Travel & safety insurance: details on the organizational policy you have to support consultants work overseas.
- Professional indemnity Insurance: policy details.
- Public Liability insurance: policy details.

Note: you are welcome to supply the above information in whatever format is most appropriate for you.

Additionally, suppliers are welcome to discuss the opportunity with the IPPF Director, Risk & Assurance during the period the RFP is open. This opportunity is to clarify any points or answer any questions you may have and should not be treated as an opportunity to pitch.

Please ensure that you complete your proposal and send everything that has been requested by the closing date. Failure to do so may result in instant rejection from the process.



Please note that your response should be honest and reasonable. The information you submit will be used as the basis of our relationship going forward, so please ensure it is accurate and reflective of your best offer.

The successful contractor will also be required to complete due diligence where company and tax registrations will be verified and the capacity of the organization to support the workplan will also be assessed. Also, background checks will be performed on senior management and trustees of the consultancy for financial crime reporting requirements.

## 11 Contact Information

To ensure objective evaluation and a clear and fair process, all communication relating to the RFP must be sent by e-mail only to:

Victoria Sadler  
Director, Risk & Assurance  
Email: vsadler@ippf.org

You are welcome to submit any questions you may have to ensure you have a clear and full understanding of the requirements of the RFP. IPPF retains the right to not address questions it deems not suitable and/or applicable at their sole discretion.

You will be notified if you are invited to participate in the next stage.

## 12 Terms and Conditions

All proposals submitted will be proprietary by IPPF and will not be released to any outside party, in part or in total, unless required by law.

Neither the transmission of this RFP to a prospective bidder nor the acceptance of a reply shall imply any obligation or commitment on the part of IPPF.

If the supplier needs to take exception to anything under the RFP, these exceptions must be clearly identified on the RFP response.