

Contractor Application – Terms of Reference

Consultancy to Support Individual Giving Programme Design

Background

IPPF is at a critical juncture of its global philanthropy and fundraising footprint and organization. This proposal outlines the scope and structure of consulting support to advance key strategic fundraising initiatives for the Federation and its member associations (MAs), in support of additional growth. The objective is to help establish clearer governance on fundraising collaboration, strengthen federation support to national fundraising.

Scope of work and expected deliverables

1. Governance design (rules of engagement) for fundraising principles across the Federation. (5-6 days)
 - a. Develop a framework/SOPs that defines how the Federation and MAs collaborate on fundraising based on current workings of the organization; room for enhancements; opportunity etc.
 - b. Conduct 3-5 in-take interviews with select internal staff to identify and determine the preferred framework. IPPF to help facilitate introductions for consultant.
 - c. Reach out to 3-5 external in-depth interviews with peer-organizations to identify and capture best-practices across the board. Consultant to initiate those.
 - d. Help facilitate an in-person workshop to include IPPF leadership and 5-6 Executive Directors of national partners, to present the workflows, answer any questions select staff-members may have, and finalize the product for distribution post-workshop as appropriate. (Draft 0 to be shared ahead of the workshop with participants for review).
2. Review of existing thinking on fundraising products, models etc. currently underway by the national associations and the IPPF teams, with a view to making additional recommendations, enhancements etc. on the basis of best practice and expertise as applicable/relevant. (1-3 days depending on volume of material and readiness)
 - a. Develop funding/investment options for IPPF to support national member associations.
3. Review of current thinking on the establishment of the ‘alumni club’ – an initiative that seeks to bring together former board members, staff-members and/or friends of the organization around a joint effort to raise awareness, resources and advocate on behalf of IPPF in support of its work around the world. (2 days)
 - a. Review the draft and finalize the framework

Suggested methodology:

- Desk review of material and related content as provided by the IPPF and MAs teams.
- In-depth interviews with select number of internal staff, and external partners including local donors, EDs, peer organizations et al.
- Final recommendations and analysis, rules of engagement framework
- Facilitation of ½ day workshop; respective follow-up.



Submission of Proposal

Commencement date: Contractor services to commence in early September 2025

Anticipated completion date: Contractor services should be completed by 20 October 2025

Contract duration: Estimated up to 12 days of work between 1st between 5 September to 20 October 2025.

To apply to this consultancy please send the following documentation to **Riva Eskinazi (Email: reskinazi@ippf.org)**:

1. CV that indicates their experience, capacity and capability to undertake the scope of work within the specified timeframe.
2. Insights on approach and methodology for this consultancy. Maximum 2 pages.
3. Proposed Budget: Please indicate daily rate and number of days' work. Fees should exclude VAT.

Please apply by 31st of August 2025.