



IPPF: Secretariat Internal Audit Services, 2026 - 2028

Request for Proposal

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1 Copyright Information

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The information in this document is for information purposes only.

2 Definitions

ARO	Africa Regional Office (Nairobi, Kenya)
ESEAOR	East and South East Asia Regional Office (Kuala Lumpur, Malaysia)
IPPF	International Planned Parenthood Federation
RFP	Request for Proposals
RO	Regional Offices (Current IPPF office locations: Mexico, London, Belgium, Tunisia, Kenya, India, Malaysia, Fiji)
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 an audit firm to deliver our internal audit services to the IPPF Secretariat for three years starting from 1 January 2026.

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 from our donors (governments, large development agencies and public fundraising) and distributing those funds to our member associations who are based globally and who implement SRHR services.

In addition to these critical donor fund generation and distribution work across the eight IPPF offices, the Secretariat also has a dedicated Finance & IT department, a dedicated HR department (known as People & Organizational Culture) as well as other support functions including Risk, Compliance, Safeguarding and Supply Chain who purchase commodities for, and deliver them to, our Member Associations.

Note: this project will not include internal audits of our member associations; the work is for the Secretariat only.

We are planning for there to be two internal audits each year to be completed.

The main point of contact for the work will be the IPPF Director, Risk & Assurance.

5 Objectives of Tender

The anticipated outcomes of this tender process include:

- Consultancy: Appointing a single supplier to manage and deliver the IPPF Secretariat internal audit plan for the next three years starting from 1 January 2026.
- Expertise: IPPF will benefit from the expertise that the supplier brings to this area. The selected audit firm will have access to a sufficient and

diverse pool of auditors to complete the program, adequately allocating staff of sufficient skill and experience to complete the assigned tasks.

- **Work Program:** IPPF will select the two internal audits to be completed each year. The supplier will use their experience and skillset to design and complete the most appropriate work program, assessing the risks in the selected areas and implementing the most appropriate testing program (and sample size) to complete the audit work program, ensuring work is in alignment with industry best practice.
- **Timeline Management:** Once approved, the supplier will develop a timeline for the selected audits in the calendar year, liaising with necessary internal stakeholders to schedule the work, complete the work program, and keep IPPF Director of Risk & Assurance informed of progress.
- **Reporting:** The supplier will work to ensure minimal delays between completion of fieldwork and report issuance for individual audits. The final report will comprise an Executive Summary, details of the scope of work completed, and any identified issues and recommended action plans. Management responses will be collated from IPPF, and their responses included in the final report, where applicable.
- **Presentation to Audit Committee:** The supplier will not be needed to present the audit report to the audit committee. This will be done by the IPPF Director of Risk & Assurance.

6 Scope of Work

These are the details of the proposed workplan. The supplier will be expected to complete the following:

2026 IPPF Secretariat Internal Audit Plan

There are two audits to be completed in the year:

One: Audit of People & Organizational Culture (Human Resources):

Human Resources controls across the secretariat including:

- existence and accuracy of policies and procedures
- employment law – are our practices in compliance?

- recruitment processes and controls
- payroll processes and controls
- completeness of employee files and compliance with any regulation e.g., GDPR
- benefits – are we implementing standardized/comparable benefits across our global locations
- discrimination: Discrimination and harassment training, equality training and supervisor/manager training.
- recordkeeping and data protection: Assessing our commitment to privacy and up-to-date employee information including GDPR and who has access to this.

Two: Audit of the ESEAOR Office:

Audit of processes and controls in our East and South East Asia Regional Office in Malaysia, including:

- To evaluate the effectiveness of governance, risk management, and internal control systems in place.
- To assess the compliance of ESEAOR operations with IPPF policies, donor agreements, and statutory requirements.
- To review financial management, budgeting, and grant disbursement processes.
- To evaluate the efficiency of program monitoring, procurement, and HR management processes.
- To identify areas for improvement and provide actionable recommendations

The audit should cover the following areas:

- Governance & Strategic Planning
- Financial Management & Controls
- Grant Management
- Procurement & Asset Management
- Human Resources Management

- Monitoring & Evaluation Systems
- Compliance with IPPF Policies and Donor Regulations
- IT and Data Security

Key Risks to be Assessed:

- Mismanagement or misappropriation of funds.
- Non-compliance with donor or IPPF policies.
- Weak internal controls or segregation of duties.
- Fraud risk in procurement or payroll.
- Lack of effective oversight over Member Associations.
- Data privacy or IT security breaches.

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- Audit of the IPPF Finance Processes: an assessment of the policies, procedures, and controls in place for our financial processes, including specific assessment of the centralized finance hub in New Delhi, India.
- Audit of the ARO Office: Audit of processes and controls in our Africa Regional Office in Kenya, similar in scope to the above audit of the ESEAOR office.

2028 IPPF Internal Audit Plan to be decided.

7 Requirements

In addition to previous experience and expertise in completing the assigned work, IPPF is expecting the supplier 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 Insurance: appropriate travel insurance cover for your staff should they need to travel as part of the assigned audits.

8 Tender Timeline

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

Process step	Date	Comments
RFP Live	Wednesday 3 September 2025	Please confirm your participation to the Key Contacts given in section 11.
Initial Clarification Meetings	By Friday, 26 September 2025	You may request a meeting to clarify any key points of this RFP if you wish to.
RFP Close	Friday, 26 September 2025	Please ensure your complete proposal is received before RFP close.
Shortlisting completed	Friday, 3 October 2026	
Discussion with Potential Suppliers	Week of 6 October 2025	Please proactively block these dates in your calendar
Contracting	Week of 13 October 2025	

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:

- NGO Internal Audit 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 supplier that is organized, has a well-structured approach, 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 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 in internal audits
 - Details of other organizations, like 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



- Professional indemnity Insurance: policy details.
- Public Liability insurance: policy details.
- Travel 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.

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.