



Contractor Application – Terms of Reference

IPPF 2026 Annual Consultative Meeting with Donors and Partners: Technical and Show Support

Applications must address all of the requirements of the Terms of Reference, and include all of the information/documents requested at Section 6.

1. Background	<p>The International Planned Parenthood Federation (IPPF) is a global service provider and advocate of sexual and reproductive health and rights for all. IPPF is made up of 118 Member Associations, 15 partners, and a secretariat that is spread over 10 offices worldwide. IPPF currently works in 142 countries.</p> <p>The Annual Consultative Meeting with Donors and Partners is conducted primarily in person with technical support to deliver virtual engagement and live recording services for delegates unable to attend in person.</p> <p>IPPF Annual Consultative Meeting Project live dates 14-16 June 2026 Location: Dublin, 2026 Audience: 75+ including donors, Secretariat staff, Federation member associations. Internal and external invite only audience.</p> <p><u>Overview of the engagement:</u> The Asset Designer will design essential collateral to support the delivery of the meeting including, PPTs, signage, agenda, seating plan.</p> <p><u>Reason the project is taking place:</u> Annual meeting with IPPF donors to provide updates on results and impact of last year and explore future collaboration</p> <p><u>Key stakeholders</u> Director of Donor Relations Annual Consultative Meeting Coordinator</p>
2. Roles and responsibilities	<p><u>Contractor's specific roles and responsibilities at the Annual Consultative Meeting:</u></p> <ul style="list-style-type: none">○ Provide creative direction and inputs to agenda setting○ Oversee the activities of the Site Manager(s) and Site Crew○ Co-ordinate and manage technical staff for the duration of the event○ Live streaming and managing the virtual engagement of remote delegates○ Recording of key sessions
3. Timeline	<p><u>Commencement date.</u> Contractor services to commence 9 March 2026</p> <p><u>Anticipated completion date.</u> Contractor services should be completed by 30 June 2026</p>



4. Milestones and deliverables	<p><u>Key milestone / deliverable dates:</u></p> <ul style="list-style-type: none"> • Submit a detailed plan for the delivery of the Annual Consultative Meeting hybrid in-person and online by February 2026 • Set up virtual platforms for the full engagement of online delegates by April 2026 • Delivery of technical deliverables and virtual engagement of IPPF Annual Consultative Meeting in June 2026 						
5. Contractor requirements	<p><u>Professional qualifications:</u></p> <ul style="list-style-type: none"> • Recognized professional Accreditation / registration <p><u>Experience required:</u></p> <ul style="list-style-type: none"> • Extensive experience with international events management, especially hybrid events • Extensive experience with international charities <p><u>Skills:</u></p> <ul style="list-style-type: none"> • Understanding of SRHRJ • High technical proficiency in online events platforms • High technical proficiency in audiovisual media production • Good marketing skills • Strong written and verbal communication skills 						
6. Submission of Proposal	<p>The consultants/ firms interested in submitting their proposals should do so in the following format. Please provide a separate proposal and quote for the Annual Consultative Meeting.</p> <table border="1" data-bbox="483 1241 1451 1843"> <thead> <tr> <th data-bbox="483 1241 773 1310">Particulars</th> <th data-bbox="777 1241 1451 1310">Details</th> </tr> </thead> <tbody> <tr> <td data-bbox="483 1316 773 1633">Agency details</td> <td data-bbox="777 1316 1451 1633"> Agency should provide details of their: <ul style="list-style-type: none"> • Registered office address; • Service portfolio; • Pool of skill sets available. </td> </tr> <tr> <td data-bbox="483 1640 773 1843">Agency experience</td> <td data-bbox="777 1640 1451 1843"> Provide the details of relevant experience that best illustrate ability to provide the services required as per the scope of work (above). </td> </tr> </tbody> </table>	Particulars	Details	Agency details	Agency should provide details of their: <ul style="list-style-type: none"> • Registered office address; • Service portfolio; • Pool of skill sets available. 	Agency experience	Provide the details of relevant experience that best illustrate ability to provide the services required as per the scope of work (above).
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		(Highlight a few examples of similar work undertaken in the past 3 years).																	
Approach & Methodology		Provide overall approach & methodology to cover the details provided in the scope of work above, which include: <ul style="list-style-type: none"> • Understanding of the requirements of IPPF; • Overall approach and its responsiveness to the objective; • Methodology to be adopted to undertake the scope of work; • Key risks and mitigation strategies to be put in place. 																	
Team members		Provide brief bios and detailed CVs of list of personnel to work exclusively on the IPPF project.																	
<p>Financial Quote</p> <p>The financial quote should be provided in the table below:</p> <table border="1"> <thead> <tr> <th rowspan="3">Particulars</th> <th>Amount (\$) Excluding</th> <th>VAT as per the current</th> <th rowspan="2">Total Fee (\$)</th> </tr> <tr> <th>VAT</th> <th>rate applicable</th> </tr> <tr> <th>(A)</th> <th>(B)</th> <th>(C)=(A)+(B)</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Gross Annual Fee</td> <td></td> <td>VAT (... %)</td> <td></td> </tr> <tr> <td></td> <td>VAT (... Amount)</td> <td></td> </tr> </tbody> </table>				Particulars	Amount (\$) Excluding	VAT as per the current	Total Fee (\$)	VAT	rate applicable	(A)	(B)	(C)=(A)+(B)	Gross Annual Fee		VAT (... %)			VAT (... Amount)	
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	<p>Expenses, if any, will be reimbursed to the selected firm only in case they need to travel outside of the country, based on actual costs subject to the overall limits provided within the IPPF travel policy.</p>
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