



Contractor Application – Terms of Reference

IPPF Annual Consultative Meeting with Donors and Partners: Asset Design

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 required. The meeting will be 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 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>
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">○ Develop a template to be used across all PPT presentations○ Translate basic text and layout of PPT sent into designed templates○ Design poster presentations based on content provided○ Design the event agenda, seating plan and other required collateral
3. Timeline	<p><u>Commencement date.</u> Contractor services to commence in early March 2025</p> <p><u>Anticipated completion date.</u> Contractor services should be completed by 18 June 2026.</p>
4. Milestones and deliverables	<p><u>Key milestone / deliverable dates:</u></p> <ul style="list-style-type: none">● 01/04/2026 - Provide draft template for PPTs● 13/05/2026 - Finalize all content● 03/06/2025- Export all collateral for printing
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 asset design

	<p><u>Skills:</u></p> <ul style="list-style-type: none"> • Understanding of SRHR • Good marketing skills • Strong written communication skills • Strong verbal communication skills 								
<p>6. Submission of Proposal</p>	<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="483 659 1450 1890"> <thead> <tr> <th data-bbox="483 659 773 730">Particulars</th> <th data-bbox="773 659 1450 730">Details</th> </tr> </thead> <tbody> <tr> <td data-bbox="483 730 773 1066">Agency details</td> <td data-bbox="773 730 1450 1066"> 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 1066 773 1350">Agency experience</td> <td data-bbox="773 1066 1450 1350"> Provide the details of relevant experience that best illustrate ability to provide the services required as per the scope of work (above). (Highlight a few examples of similar work undertaken in the past 3 years). </td> </tr> <tr> <td data-bbox="483 1350 773 1890">Approach & Methodology</td> <td data-bbox="773 1350 1450 1890"> 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. </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). (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.
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). (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.		
Financial Quote			
The financial quote should be provided in the table below:			
Particulars	Amount (\$) Excluding VAT	VAT as per the current rate applicable	Total Fee (\$)
	(A)	(B)	(C)=(A)+(B)
Gross Annual Fee		VAT (... %) VAT (... Amount)	
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.			