



## **Terms of Reference**

### **Development of a Financial Wrongdoing Awareness Course for IPPF Staff and Members**

Date: February 17, 2026

#### **Requirement**

International Planned Parenthood Federation (IPPF) is looking to contract with an experienced training and development provider to develop and implement a financial wrongdoing awareness course/ induction module for its staff and members.

The developed course must be on Microsoft PowerPoint, which is a format that is supported by our internal training and development platform, IPPF Academy.

The developed course must also be made available in the four working languages of the IPPF secretariat – Arabic, English, French, and Spanish (Latam).

Applications should address the requirements detailed in this Terms of Reference and include all the information/documents requested in the How to Apply section below.

#### **Background to IPPF**

The International Planned Parenthood Federation (IPPF) is the world's largest non-governmental organization and voluntary movement dedicated to providing, enabling, and advocating for comprehensive sexual and reproductive health and rights (SRHR) for all, particularly for marginalized communities.

Established in 1952, it functions as a global federation of over 100 locally led member associations across more than 150 countries, offering services, education, and advocacy.

The work of IPPF is overseen by its Board of Trustees and is structured through the IPPF Secretariat comprising a London office and six Regional Offices working out of the following locations:

- Africa (Kenya)
- Arab World (Tunisia)
- East and Southeast Asia and Oceania (Malaysia)
- European Network (Belgium)
- South Asia (India)
- Americas and the Caribbean (Mexico)



Each Regional Office oversees, promotes, and distributes core funds to its linked Member Associations (MAs) in the region. These are our partners who implement critical lifesaving SRHR work.

This advert seeks to contract with consultants to develop a financial wrongdoing awareness course that will be accessed and completed by both staff from our secretariat, and by staff from our member associations.

### **Work to be Completed**

The expected outcomes of this project will be to:

- Develop a financial wrongdoing awareness course, accessible for all staff based at IPPF and Member Associations, that focusses on the prevention and detection of financial wrongdoing
- Expected learning outcomes (to be finalized in conjunction with the selected provider):
  - Understand IPPFs responsibility to prevent and detect financial wrongdoing and an employee's duty with regards to financial wrongdoing
  - Understand key concepts such fraud, bribery, corruption, money laundering, tax evasion/avoidance, misappropriation, and terrorist financing
  - Why preventing of financial wrongdoing is important, including the repercussions of financial wrongdoing for all stakeholders (Public, service users, IPPF and Members, donors, individuals)
  - How to detect and prevent financial wrongdoing
  - How to report concerns regarding financial wrongdoing
- Ensure that the course is enlivened with animated examples and situations that support the learning objectives.
- Embed IPPF policies and procedures in the course so that those completing the course understand how they can escalate any concerns.
- Ensure that the course is tailored to those working in an international aid/non-governmental organisation.
- Develop the course on Microsoft PowerPoint using IPPF-approved templates and logos.
- Make the course accessible to those in the working languages of the secretariat (Arabic, English, French, Spanish), and to those who need extra support with the access.

### **Location**

This work will be completed remotely and will not require any visits to any of the IPPF global offices or locations.



### **Experience and Qualifications**

The successful applicants should have:

- Knowledge and experience of completing similar courses for similar organizations in the INGO sector.
- Be able to gather the necessary information on financial wrongdoing awareness independently of IPPF supervision.
- Proactively complete the work within a reasonable timeframe.

### **How to Apply**

Interested parties must submit a soft copy of their application by email to [vsadler@ippf.org](mailto:vsadler@ippf.org). The deadline for submissions is 31 March 2026 by 23.59hrs GMT.

Those interested should provide the information below demonstrating their capabilities and indicating availability:

- Summary statement indicating core competences of the individual or expertise of firm; (max three pages) to complete this assignment.
- List, with brief description, of similar assignments successfully completed in the last three (3) consecutive years; (max three pages).
- Names and contact details of at least three (3) clients in respect of similar projects delivered in the last 3 years for reference checking purposes.
- Price quote and other anticipated costs if any.
- Suggested timeline and date for delivery of the final product