



IPPF Expressions of Interest: Resourcing Experienced Individual Audit Consultants based in the Americas

Date: February 5, 2026

Requirement

International Planned Parenthood Federation (IPPF) is looking to contract with an experienced Spanish-speaking audit consultant located and working in the Americas region to support our audit activities in our regional office.

Please note, this is not open to audit organizations; this is a request for individual consultants only.

The successful candidate will be required to complete one audit this year, with the expectation that if this is successful, they be included on the IPPF audit consultant roster for an initial period of three years, with the option to extend depending on performance and availability.

Consultants on the roster will not be guaranteed work or payment, but the expectation is that there will be 2-4 audits each calendar year.

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

IPPF is a global service provider and a leader advocate of sexual and reproductive health and rights (SRHR) for all. IPPF provides SRHR services in over 150 countries. It also seeks to influence governments and other key decision-making bodies, and advocate for policy and legislative changes that support or defend SRHR. IPPF also conducts a range of education, awareness and empowerment program that supports its key mandate of SRHR for all.

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 five locations:

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



This advert seeks to contract with consultants to support our activities in the Americas and Caribbean Regional Office (ACRO)

Each Regional Office oversees, promotes, and distributes funds to its linked Member Associations (MAs) and Affiliate organizations in the region. These are our partners who implement critical lifesaving SRHR work. It is these MAs and Affiliates who would be subject to periodic audits.

Work to be Completed

The overall objective of the successful auditors and fraud examiners will be to complete assigned audits at selected MAs and Affiliates.

Consultants conducting audits will be provided with a work program with the objective of completing fieldwork and preparing draft audit reports.

The audit work program focuses on the following key areas:

- Assessments of adequacy of the organisation's governance, including financial monitoring, sustainability, and statutory compliance.
- Assessment of the adequacy of the organisation's financial control procedures.
- Assessment of the completeness of the organisation's supporting documentation for financial transactions.
- Ensuring that the accounting system is sufficient to allow the organisation to report accurate figures and that there is a reasonable audit trail between source records, the accounting system and the reports produced.
- Assessment of the organisation's procurement and supply management systems and ensure that an open and competitive selection process is in place for quality and timely procurement.
- Assessment of the organisation's cash management and handling policies and control systems and ensure that reconciliations are performed systematically.
- Examining the adequacy of the safeguarding, human resources, information technology and safety & security systems at the organisation.

On the completion of each assignment the auditor is expected to produce a draft audit report will be produced outlining the specific findings, implications, and recommendations for improvement in each area tested. A template will be provided for the audit report.

Each assignment is expected to take a maximum duration of 11 days. Of this, approximately 5 days will be in country fieldwork, with the remaining days available for planning and reporting.



In Scope Countries

Work may be undertaken in any of the countries where our Americas and Caribbean Regional Office implements projects. This includes, but is not limited to, the following:

- Argentina
- Bolivia
- Brazil
- Chile
- Colombia
- Cuba
- Ecuador
- Honduras
- Mexico
- Paraguay
- Peru
- Venezuela

Experience and Qualifications

The successful applicants should

- Be able to communicate clearly and effectively both orally and in writing in Spanish.
- Have a working knowledge of English is desirable but not essential.
- Have a recognized professional audit qualification
- Have extensive knowledge and experience of at least ten (10) years of working in the areas of audits for international aid agencies and/or international charities.
- Have experience of audit procedures, including planning tests and sampling methods involved in conducting audits
- Be able to gather, analyze and evaluate facts and to prepare and present concise oral and written reports
- Be able to work unsupervised
- Experience working with not-for-profit organizations/ International Non-Governmental Organizations (NGO) is essential.

How to Apply

Interested parties must submit a soft copy of their application by email to 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:



- Evidence of working with not-for-profit organizations/ International Non-Governmental Organizations (NGO), to include names and contacts of key persons to authenticate claim.
- Summary statement indicating core competences of the individual or expertise of firm; (max two pages)
- List, with brief description, of similar assignments successfully completed in the last three (3) consecutive years; (max two pages)
- CV indicating location, language skills, key qualifications and expertise (max three pages); and
- Price quote i.e., indicating daily rates and other anticipated costs if any.