



Consultancy
Restricted Programs Donor Report Writing

November 2025

TERMS OF REFERENCE

Introduction

The International Planned Parenthood Federation (IPPF) was founded in 1952 and currently has 150 Member Associations (MAs) and Collaborative Partners with a presence in over 146 countries. IPPF is a global healthcare provider and a leading advocate of sexual and reproductive health and rights (SRHR) for all with the vision that all people are free to make choices about their sexuality and well-being, in a world free from discrimination. IPPF recognizes that the achievement of the highest attainable standard of sexual and reproductive health (SRH) is not possible when gender equality and human rights are not respected, protected, and fulfilled. The IPPF office in East, Southeast Asia and Oceania region (ESEAOR) supports Member Associations in 22 countries. The South Asia Regional Office (SARO) supports Member Associations in six countries.

IPPF ESEAOR is seeking experienced report writers to provide high quality reports for two large, multi-country SRH donor-funded programs across South and Southeast Asia. The consultant(s) may be requested to support with both or one of the reports from late January to end of February 2026. IPPF will also consider extending the consultancy to support donor reporting in mid 2026 which will be decided at a later stage.

Objective

To support IPPF ESEAOR to provide high quality written reports for submission to donors

Activities

- Review, summarize and consolidate content from quarterly reports from member associations into donor required reporting formats, ensuring key activities, results, lessons, challenges etc are captured
- Coordinate and participate in the report review process with IPPF restricted programs management team and partner organizations
- Support with basic editing and style consistency

Key deliverables

- Written content for donor report(s)

Essential qualifications and professional experience required

- Basic university degree or post graduate university degree in public health, social sciences, gender, women's studies, human rights, international relations or related field.
- Excellent written English proven with writing sample(s)
- Ability to consolidate a large amount of information into understandable format, summarizing key thematic areas for donor reporting
- Preference for experience with donor reporting on SRH programs
- Must have personal values aligned with IPPF's mission and values

Timeframe

Fixed time period: 19th January to 28th February 2026

Estimated number days

20

Location

This consultancy will be conducted entirely remotely. The consultant(s) must be available during part of the day during Kuala Lumpur business hours but may be based anywhere.

Fees

Please indicate the daily rate. The consultant is responsible for all tax requirements in their country of operation and must be included in the financial proposal as applicable.

Applications

Consultants with demonstrable experience must provide:

- A brief cover letter (no more than one page) outlining experience against the requirements and confirming alignment with IPPF's Mission and Values found here: [About Us | IPPF East & South East Asia & Oceania](#)
- A CV describing relevant experience for this role including previous work in relation to the TOR
- Financial proposal: daily rate and tax requirements if any
- 1-2 writing samples (note that writing samples will be kept confidential and will only be viewed and accessible by the selection panel)

Application materials should be sent to eseaorjobs@ippf.org with the subject line "Application: Consultancy – Restricted Programs Donor Reporting Writing"

Deadline for proposals: 21st November 2025