

Statement of Work: Procurement Support Consultant

I. Introduction/Background

Ipas is a nonprofit organization that works with local, national, and global partners to improve sexual and reproductive health and rights, with a focus on ensuring that high-quality, safe abortion and contraceptive information and services are available, accessible, and acceptable to women and girls.

To advance reproductive justice by expanding access to abortion and contraception, we work with a variety of suppliers around the world. Our procurement team ensures that goods and services are acquired efficiently, cost-effectively, and in compliance with organizational policies and donor requirements.

To strengthen procurement processes across global nodes, we seek a consultant to provide specialized support in accordance with this SOW.

II. Period of Performance

January 5, 2026 to June 30, 2026. Renewal of the consultancy will be contingent upon the availability of funds and performance.

III. Place of Performance

Remote/virtual from the Consultant's principal place of business.

IV. Scope of Work

Objectives

The following objectives reflect the priorities of the Network Procurement Team for FY26.

The consultant will work as part of the team and contribute to achieving these objectives:

- Enhancing procurement efficiency by reviewing workflows, identifying bottlenecks, recommending process improvements, and strengthening planning, solicitation, and contracting practices across country offices.
- Ensuring alignment with Ipas procurement policies and donor requirements by advising on policy interpretation, supporting compliance, and ensuring procurement documentation is audit-ready.
- Supporting cost management and risk mitigation through market analysis, cost benchmarking, supplier due diligence, and risk-responsive sourcing strategies.
- Resolving routine and complex procurement issues by troubleshooting challenges, advising on appropriate procurement methods, supporting exceptions, and addressing supplier performance or contracting concerns.
- Strengthening procurement planning by improving forecasting, aligning procurement needs with program timelines, and supporting comprehensive procurement plan development.

- Providing operational procurement support including requisition reviews, solicitation development, bid evaluations, contract drafting, and supplier engagement to ensure timely and compliant procurement actions.

Key Support Areas

As a supporting member of the Network Procurement Team, the consultant will contribute to the following team-led responsibilities:

1. Process Optimization

- Review procurement workflows across country offices to identify bottlenecks and recommend improvements that enhance efficiency and compliance.
- Develop and refine standardized procurement tools, templates, checklists, and guidelines to strengthen consistency and audit readiness.

2. Capacity Building

- Provide guidance and training to node teams on procurement policies, guidelines, standard operating procedures, and best practices.
- Support the implementation of procurement systems or digital tools where applicable and the adoption of the Ipas Procurement Portal across the network.

3. Risk Management

- Conduct or support vendor due diligence, including documentation reviews, risk assessments, and verification of compliance with Ipas and donor requirements.
- Help nodes identify procurement risks and implement mitigation strategies, including appropriate sourcing methods, documentation improvements, or supplier safeguards.
- Support nodes to improve documentation quality and review procurement files in Workday to ensure audit readiness and alignment with Ipas policies and procedures.

4. Cost Management Procurement Planning

- Support cost benchmarking, price reasonableness assessments, and market research to strengthen sourcing decisions
- Support nodes in developing, reviewing, and updating annual and project-specific procurement plans, ensuring alignment with program workplans, budgets, and donor requirements.

- Guide country offices in translating program objectives into actionable procurement requirements, including timelines, lead times, and critical-path dependencies.
- Monitor procurement plan implementation, identifying delays, risks, and gaps, and recommending corrective actions.

5. Operational Procurement Support

- Support nodes with end-to-end procurement actions, including the initiation of requisitions, finalizing statements of work, preparing solicitation documents, bid evaluations, contracting, and supplier engagement.
- Troubleshoot routine and complex procurement issues, helping nodes navigate exceptions, supplier performance concerns, and documentation challenges.
- Coordinate with Accounts Payable to resolve supplier payment issues and ensure required change orders or amendments are initiated and completed in Workday to support timely and compliant payments.

V. Deliverables

DELIVERABLE/MILESTONE	DUE DATE
Procurement requirements review report with recommendations.	February 2026
Updated procurement templates and guidelines.	As requested
Training sessions for country teams (virtual or in-person).	As requested
Monthly progress reports	First week of each month

VI. Technical Requirements

- Bachelor’s Degree in Business Administration, Supply Chain Management, or related field, or equivalent relevant experience
- Proven experience in global procurement within non-profit or international development sectors.
- Knowledge of donor compliance (e.g., Embassy funding, EU, UN Agencies).
- Knowledge and/or user experience of any ERP/financial and other business systems, including Microsoft 365 applications and virtual videoconferencing tools
- Strong analytical and negotiation skills.
- Ability to work across diverse cultural and geographic contexts.