



Job Description

International Planned Parenthood Federation (IPPF)

Consultancy:

Delegation Management and Visibility Lead for AIDS 2026 (Brazil)

1- ABOUT IPPF

The International Planned Parenthood Federation (IPPF) is a global healthcare provider and a leading advocate for sexual and reproductive health and rights (SRHR) for all. Led by a group of brave and determined women, IPPF was founded in 1952 at the Third International Conference on Family Planning. Today, we are a movement with a presence in over 150 countries.

Our work is wide-ranging, including comprehensive sexuality education, provision of contraception, safe abortion and maternal care, and humanitarian crisis response. We pride ourselves on being local through our members and global through our network. At the core of our mission is the provision of integrated healthcare (and advocacy for it) for anyone who needs it, regardless of their race, gender, sex, income, and, crucially, no matter how remote the area.

Volunteerism is fundamental to our healthcare delivery. It underpins the vital work of our members and their teams, whether through community outreach and contraceptive care distribution or regional Youth Action Movements advocating for change.

To better fulfill our core mission, IPPF has completed a reform that has made our governance more accountable, our financial allocation system more capable of ensuring quality investment in the populations we serve, and our safeguarding mechanisms stronger. A new governing board was appointed in June 2020.

2. INTRODUCTION AND CONTEXT

IPPF has multi-level political advocacy as a fundamental pillar of its 2028 Strategy. To this end, IPPF ACRO has identified various advocacy spaces to act, including the International AIDS Conference (IAC) in 2026. IAC is the world's largest conference on HIV and AIDS,

bringing together every two years thousands of researchers, activists, policymakers, people living with HIV, and global leaders.

The next International AIDS Conference (AIDS 2026) is scheduled to be held in **Brazil from 26th to 31st of July**, in Rio de Janeiro city at a particularly critical and high-visibility moment, marking the first time the conference has returned to Latin America in over a decade and highlighting the region's efforts and persistent challenges in ending the epidemic.

For IPPF, a global leader in sexual and reproductive health and rights (SRHR), AIDS 2026 represents a crucial opportunity to showcase its commitment to integrated HIV- SRHR services, combatting structural barriers like gender and racial inequality, and advocating for increased political and financial support for the community-led response.

IPPF will host a significant delegation of staff, Member Associations, youth leaders, and activists and organize a booth and side events.

IPPF seeks a dedicated, **full-time** consultant to ensure the seamless execution of all logistical arrangements and the maximization of the Federation's visibility and impact during the seven-month preparation phase and throughout the conference.

3. OBJECTIVES FOR THIS CONSULTANCY

The primary objective of this consultancy is to manage all operational and public-facing aspects of IPPF's participation at AIDS 2026, ensuring the delegation's effective functioning and guaranteeing high-impact visibility for IPPF's work, key messages, and policy priorities across the conference platforms and media ecosystem in Brazil.

3. SCOPE OF WORK AND KEY RESPONSABILITY

The Consultant will work for 7 Months, from January 3rd to July 31st 2026, being responsible for two overarching areas: **Logistical Management** and **Visibility & Communications**.

Area A: Logistics and Delegation Management (Operational Focus)

The Consultant will serve as the central point of contact for all delegation logistics, ensuring smooth and compliant travel and accommodation for all designated delegates.

Key Responsibilities:

A1. Travel Coordination:

- Booking and management of all international and domestic flights for the delegation (including complex itineraries).
- Securing and managing hotel blocks/accommodation for the entire delegation, optimizing for location, security, and cost-efficiency.

A2. Financial Administration:

- Processing and distribution of per diems (daily allowances) for all delegates, ensuring adherence to IPPF financial policies.
- management contracting and payments related to all logistical elements (e.g., vendor invoices, transportation, reimbursements, etc). according to IPPF Procurement manual.

A.3 Documentation and Compliance:

- Managing the entire visa application process for delegates requiring entry to Brazil, including the preparation of necessary invitation letters and supporting documentation.
- Coordination of delegation registration and badge collection for the conference.
- Keep track and accessible track record of all communication with all IPPF members and external members; prepare and keep all contracts for each one of the services provided.

A.4 Ground Support:

- Organizing and managing airport transfer logistics (pick-up and drop-off) for international delegates.
- Developing and distributing a comprehensive logistics pack (including emergency contacts, maps, schedule, and per diem information) to all delegates.
- To contract interpretation services as required for different purposes.
- To prepare and distribute welcome kits assembled for each delegate, potentially including a detailed logistics sheet, local maps, emergency contacts, and small practical items to enhance their comfort and experience.

A.5 To support supplementary or social activities. If IPPF plans any private meetings, networking events, or cultural excursions for the delegation outside the main conference agenda, the consultant will manage all logistical aspects, including venue booking, catering, and transportation.

Detailed activities:

Initial Planning

- To obtain competitive quotations from at least three suitable hotel options, with the objective of selecting and securing the most appropriate venue.
- To identify and finalize the preferred travel agency for the procurement of all necessary flight arrangements.
- To gather essential information from attendees (origins, arrival and departure dates, preferences). It involves designing and disseminating a comprehensive survey or direct communication protocol to collect precise details from each delegate. Information required includes full legal names, passport details (number, city of issue, expiry, nationality), dietary restrictions, medical conditions requiring special accommodation, accessibility needs, preferred travel dates, and specific preferences

regarding flight routes or layovers. This data will be crucial for personalized arrangements.

- To Organize their travels, considering the establish the budget and financial parameters defined by IPPF – Based on the collected information and IPPF's financial guidelines, the consultant will develop cost-effective travel plans. This includes working directly with the travel agency to identifying optimal flight routes, leveraging group booking discounts where feasible, and ensuring all arrangements adhere strictly to IPPF's travel policies and budgetary constraints. A detailed breakdown of anticipated costs per delegate should be provided for approval.

Transportation Bookings:

- When coordinating international and domestic flights for all participants –The consultant will manage preferred airlines, optimize for reasonable layovers, confirm baggage allowances, utilize the travel agency for that. All flight details, including booking references and e-tickets, must be securely communicated by the consultant to each traveler.
- The Consultant will provide continuous support throughout the entire process and journey: This includes establishing a 24/7 emergency contact line for delegates, offering real-time problem resolution, and maintaining a visible and supportive presence during the conference in Rio to address any needs or concerns that may arise.
- When managing ground transfers (airport, hotel, conference venue) - reliable transportation from the airport to the hotel upon arrival, from the hotel to the conference venue daily, and from the hotel back to the airport for departure. This may include private cars, shuttles, or designated bus services, ensuring punctuality and safety - depending on the options available.

Beyond scheduled transfers, the consultant will advise on and, if necessary, arrange local transportation options within Rio de Janeiro for delegates, such as group movements for side events or social activities, ensuring ease of movement throughout their stay.

- When arranging comprehensive travel insurance –The consultant will facilitate the procurement of appropriate travel insurance policies for all delegates, ensuring coverage for medical emergencies, travel disruptions, and other unforeseen events, and will clearly communicate policy details and emergency procedures.

Accommodation:

- When selecting hotels, they should be in close proximity to the conference venue, and propose suitable hotels that meet IPPF's standards for safety, comfort, and accessibility, prioritizing proximity to the IAC venue to minimize travel time and security. Negotiations for preferential group rates and block bookings will be essential. A contract must be issued with IPPF in order to proceed with the booking.
- When confirming room types, specific needs, and special requirements, a detailed rooming list should be prepared and managed, ensuring that each delegate's specific room preferences (e.g., single/double occupancy, bed type) and any special requirements (e.g., accessible rooms, dietary needs for hotel breakfasts) are accurately communicated and confirmed with the chosen hotels.

Documentation and Permissions:

- When assisting in the procurement of necessary visas and permits, the consultant should provide delegates with comprehensive information on visa requirements for Brazil, assisting with the compilation of required documents, guiding them through the application process, and tracking the status of their applications to ensure timely approval.

A personalized travel pack must be created by the Consultant for each delegate, containing their full itinerary (flights, hotel, transfers), emergency contact numbers (local and IPPF), conference schedule highlights, and essential local information (e.g., currency, basic phrases, safety tips). And, of course, a welcome letter, with information about weather in Brazil, Safety tips, use of currency, etc.

- When providing guidance on immigration and entry requirements, the consultant will ensure delegates are fully informed about customs procedures, health declarations, and any other entry requirements for Brazil, minimizing potential delays or issues upon arrival.
- When organizing accreditation and registration processes at the conference, considering pre-registering the entire delegation where possible, coordinating the collection of conference badges, and troubleshooting any registration-related issues on-site to ensure smooth access to all conference sessions and events.

Monitoring and Support:

- Includes: Regular checks and reconfirmations of all flights, hotel bookings, and transfer arrangements will be conducted to preempt any discrepancies or cancellations. Delegate attendance at key events will also be monitored.
- The consultant will be the primary point of contact for any last-minute changes, flight delays, cancellations, or other travel disruptions, proactively rebooking arrangements and communicating updates to affected delegates.

Area B: Visibility, Communications, and Events (Impact Focus)

The Consultant will lead the execution of IPPF's strategic visibility plan, ensuring high-quality presence and effective messaging at the conference and in the Brazilian media coverage related to and leading to the Conference.

Key Responsibilities:

B1: Booth Management and Production:

- Conceptualization, design application, procurement, and management of the IPPF exhibition booth, ensuring compliance with conference guidelines and optimal engagement space.
- Overseeing the production and timely delivery of all printed and digital communication materials (e.g., brochures, promotional policy briefs, factsheets) for distribution at the booth and side events.

B:2 Side Event Organization:

- Full logistical and technical planning for all IPPF-led or co-sponsored side events, including venue booking, A/V equipment, catering, and guest list management.
- Ensuring all necessary infrastructure and technical payments for events are handled promptly.

B:3 Media and Internal and External Communications:

- Developing a media relations strategy for the conference (pre-conference, during, and post-conference).
- Liaising with journalists and media outlets in Brazil to secure and facilitate interviews for IPPF spokespeople, youth leaders, and delegates.
- Promote virtual orientation and webinars, and support MAs throughout 2026 with their questions and consultations regarding AIDS 2026.
- Map out IPPF membership and Secretariat staff participating in the various sessions, organize the mailing list, and keep it updated.
- Creating a calendar with discriminated full sessions where IPPF members are participating.
- Support the IPPF Task Force (organizing meetings, taking notes, and drafting communications).
- Attend AIDS 2026 and provide strategic support to the MAs and the Director of External Relations.
- Support the Director of External Relations in her coordination with Hosts and with the Conference.

4. REQUIRED QUALIFICATION AND EXPERIENCE

The successful candidate will be a highly organized, proactive, and experienced professional, ideally with previous experience managing large delegations at major international events, preferably within the global health or development sectors.

Essential Requirements:

- **Organization and Planning:** A high aptitude for meticulous planning, adept at managing multiple tasks concurrently, and proactive in anticipating potential unforeseen circumstances.
- **Strong background and experience in Comms.**
- Proven experience in complex international logistics, including large-scale travel, accommodation, and visa coordination.
- Demonstrated experience in event management, specifically organizing high-profile side events at international conferences.
- **Client-Centric Approach:** A dedicated focus on traveler satisfaction and well-being, providing comprehensive support throughout the entire process.
- **Flexibility and Adaptability:** The capacity to adjust seamlessly to diverse cultures, varying schedules, and unexpected situations and the ability to act swiftly and effectively in response to changes or unforeseen challenges.
- Strong background and experience in communications, media relations, and production management (e.g., coordinating the design/print of visibility materials).
- Fluency in English and Portuguese (both spoken and written) due to the conference location and necessary operational liaison. Spanish is highly desirable.

- **Technological Proficiency:** Proficiency in travel management platforms, reservation systems, and collaborative tools.
- Excellent organizational, multitasking, and problem-solving skills under pressure.
- Ability to work independently as a self-starter and as part of a diverse, remote global team.
- Proven record of work in a respectful environment; respect for diversity and inclusion of marginalized groups.

Criteria:

- Familiarity with NGOs operating models, structure and procedures.
- Knowledge of the global HIV response, SRHR issues, and the work of IPPF.
- Proven connection with media vehicles in Brazil

5. REPORTING AND TIME

Time of this Consultancy: From January 3rd to July, 31st, 2026.

The consultant will report to IPPF ACRO’s External Relations Director and work directly with the financing team.

6. APPLICATION PROCESS

For external agencies or consultants interested, the application process will require the submission of the following documents **until the deadline of December 16th 2025, 11 AM, GMT-3.**

Curriculum Vitae (CV) / Company Profile: A comprehensive overview of the individual's or agency's professional background, relevant experience, key personnel, and a portfolio showcasing previous work, especially in areas pertinent to international conferences.

Technical Proposal / Letter of Capacity: A detailed letter outlining the applicant's understanding of the scope of work.

Financial Proposal: A comprehensive budget proposal detailing the anticipated costs associated with the delivery of the proposed services.

Please send all this information to:

Alessandra Nilo/ anilo@ippf.org

IMPORTANT:

Please Use in the Subject: (YOUR NAME + AIDS 2026 CONSULTANT APPLICATION

Only applications with full information provided will be considered.

