



**Partners in Population and Development (PPD)**  
An Inter-Governmental Organization  
Promoting South-South Cooperation

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## **Terms of Reference (ToR) for the Recruitment of Legal Consultant**

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### **Partners in Population and Development (PPD), Dhaka, Bangladesh**

#### **1. Position Title**

Legal Consultant

#### **2. Reporting and Institutional Relationship**

The Legal Consultant shall provide professional legal services to the following bodies within the governance and accountability framework of Partners in Population and Development (PPD):

- PPD Disciplinary Panel
- PPD Grievance and Ethics Committee
- PPD Whistleblowing Committee

The Consultant shall work in close coordination with the relevant committees and shall provide independent legal expertise to ensure that all proceedings are conducted in accordance with applicable organizational regulations, codes of conduct, and relevant principles of international administrative law.

#### **3. Institutional Background**

Partners in Population and Development (PPD) is an Intergovernmental Organization (IGO) comprising 28 developing countries from Asia, Africa, Latin America and the Caribbean, and the Middle East. Collectively, these member countries represent approximately 60 percent of the global population.

PPD was established during the International Conference on Population and Development (ICPD) held in Cairo, Egypt, in September 1994. The organization was created with a mandate to consolidate, institutionalize, strengthen, and promote South-South Cooperation (SSC) in the fields of Reproductive Health, Population, and Sustainable Development.

The Permanent Secretariat of PPD is located in Dhaka, Bangladesh, and enjoys diplomatic status under the laws of Bangladesh.

PPD operates under a governance structure that includes:

- A Board of Ministers representing member states
- An Executive Committee elected by the Board
- Partner Country Coordinators (PCCs) who are senior government officials designated by respective member states to coordinate national-level activities.

The Secretariat supports the implementation of the organization's programs and ensures adherence to principles of good governance, accountability, transparency, and ethical conduct.

#### **4. Purpose of the Assignment**

The purpose of this consultancy is to provide independent legal expertise and professional representation to the PPD Disciplinary Panel, Grievance and Ethics Committee, and Whistleblowing Committee in matters concerning:

- disciplinary proceedings,
- grievances and ethical complaints, and
- whistle-blower protection cases.

The Legal Consultant shall assist the committees in ensuring that all proceedings are conducted in accordance with:

- PPD regulations, rules, and policies
- principles of due process and procedural fairness
- relevant principles of international administrative law
- recognized best practices of intergovernmental organizations

The Consultant will provide legal advisory support, case preparation, and presentation of cases before the relevant committees to ensure fair, transparent, impartial, and legally sound proceedings.

The engagement of the Legal Consultant is intended to strengthen the organization's internal accountability mechanisms, promote ethical governance, and ensure that the handling of disciplinary and grievance matters meets international institutional standards.

#### **5. Scope of Work**

The Legal Consultant shall perform the following functions in support of the relevant committees.

##### **5.1 Case Preparation**

The Consultant shall:

- Review investigation reports, evidence, witness statements, and supporting documentation.
- Assess the legal merits of disciplinary, grievance and whistle-blower cases
- Analyze relevant international administrative law principles, organizational policies, and applicable regulations.
- Develop legal arguments, case strategies, and procedural approaches for hearings before the relevant committees.
- Identify evidentiary gaps and advise the committees accordingly.

## **5.2 Representation and Proceedings before the Disciplinary Panel and Other Committees**

The Legal Consultant shall:

- Present cases before the PPD Disciplinary Panel, Grievance and Ethics Committee, and Whistleblowing Committee where required.
- Assist in the orderly presentation of evidence and documentation.
- Examine and cross-examine witnesses where necessary and appropriate.
- Provide legal clarification during hearings on matters relating to procedure, evidentiary standards, and applicable law.
- Support the committees in maintaining procedural integrity and fairness during hearings.

## **5.3 Legal Advisory Support**

The Consultant shall:

- Provide legal advice to committee members regarding procedural fairness, due process, and legal compliance.
- Ensure that proceedings adhere to organizational regulations and internationally accepted principles of administrative justice.
- Identify potential legal risks and recommend appropriate mitigation measures.
- Advise on the interpretation and application of organizational policies, ethical standards, and codes of conduct.

## **5.4 Documentation and Reporting**

The Legal Consultant shall:

- Prepare legal briefs, written submissions, and case summaries where required.
- Assist in documenting hearing proceedings where necessary.
- Contribute to the preparation of legal findings or advisory notes based on written submissions and evidence presented.
- Provide legal input to the Panel in the preparation of decisions or recommendations where requested.

## **6. Deliverables**

The Legal Consultant is expected to deliver the following outputs:

- Legal review and opinion on disciplinary or grievance cases (where requested).
- Preparation of case briefs and legal submissions.
- Presentation of cases before the Disciplinary Panel or relevant committees.
- Legal advice on procedural and substantive issues arising during proceedings.
- Recommendations on legal aspects relating to disciplinary or grievance matters.
- Legal assistance to the Panel in drafting reasoned decisions or final determinations, where required.

## **7. Duration of Engagement**

The appointment shall be for three years renewable once. However, the consultant shall be engaged on a case-by-case basis, depending on the operational requirements of PPD and the number of disciplinary, grievance, or whistleblowing matters requiring legal support.

## **8. Qualifications and Professional Experience**

The Legal Consultant must possess the following qualifications:

- A Bachelor of Laws (LLB) from a recognized and reputable university.
- Enrolment as an Advocate with the relevant Bar Council in accordance with applicable national legal requirements.
- A minimum of ten (10) years of professional legal experience.

## **Specialized Legal Expertise**

Demonstrated knowledge in one or more of the following areas:

- Ethics and Compliance Law
- International Administrative Law
- International Labour Law
- Human Rights Law

## **Professional Experience**

- Experience in disciplinary proceedings, tribunal litigation, or internal investigations.
- Experience providing legal advisory services within international organizations, government institutions, or large institutional frameworks.
- Experience in dispute resolution, mediation, and institutional governance matters is desirable.

## **9. Core Competencies and Skills**

The Consultant should demonstrate:

- Advanced legal drafting and legal opinion writing skills
- Knowledge of institutional ethics frameworks and codes of conduct
- Strong analytical, investigation, and fact-finding skills
- Ability to manage disciplinary hearings and legal proceedings
- Strong conflict resolution and mediation skills
- High standards of professional integrity and confidentiality

## **10. Ethical and Confidentiality Requirements**

The Legal Consultant shall:

- Maintain strict confidentiality regarding all case information, documentation, and proceedings.
- Avoid any actual or potential conflict of interest.
- Comply with all applicable professional legal ethics standards.
- Uphold the principles of independence, impartiality, and professional integrity in the discharge of duties.

## **11. Remuneration**

The Legal Consultant shall receive a professional sitting allowance for each disciplinary or committee session attended, in accordance with the remuneration structure approved by the Secretariat of PPD.

## **12. Submission of Applications**

Interested candidates are invited to submit their curriculum vitae (CV) together with copies of relevant academic and professional certificates no later than **4:00 PM on 12 March 2026** to the following address:

### **The Executive Director**

Partners in Population and Development (PPD)

Block-F, Plot-17/B&C

Sher-e-Bangla Nagar

Administrative Zone

Agargaon, Dhaka 1207

Bangladesh

Email: **ed@ppdsec.org**