# ActionAid UK Consultancy Request for Proposals (RFP)

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| Consultancy title | Programmatic Finance Support |
| Deadline for bids | Friday 12th August 2022 |
| Number of days | Up to 40 days |
| Start date (if known) | ASAP |
| End date (if known) | 30th November 2022 |

### Background to this project

ActionAid UK supports the ActionAid Federation with resource mobilisation and grant management from UK donors and Global Affairs Canada. This includes support across business development, programme quality and assurance; finance; monitoring, evaluation and learning, compliance and technical thematic areas for the whole programme cycle. In Quarter 3 and Quarter 4 of 2022, we have a large portfolio of proposals and grants to support, and we will have limited programmatic finance staff due to recruitment delays. We are therefore looking for additional programmatic finance expertise to provide surge support to the team for this period.

We have set out the likely requirements as clearly as possible below based on currently available information, but we are seeking a consultant able to work with a degree of flexibility as timelines change and new priorities emerge.

The specific anticipated areas of support are:

* Programmatic finance support to ongoing implementation of several accountable grants funded by FCDO and PPL.
* Proposal finance support on a range of tendered and unsolicited donor proposals for Global Affairs Canada and FCDO.

The ActionAid UK programmatic finance staff work in partnership with finance teams across the federation to deliver proposal budgets and reporting, as well as with the ActionAid UK finance and accounting teams.

### Consultancy scope

As the donor timeline is unpredictable, a degree of flexibility may be required. We anticipate the below scope of work requiring up to 40 days between August and November 2022. We are open to consultants proposing a schedule across this time window based on their availability – specific dates are listed below where these are fixed. We are also open to consultants bidding for particular aspects of the below (although we would prefer to contract for the whole piece). The anticipated areas of support will include:

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| Proposal/programme | Stage | Timeframe | Days | Requirement |
| Preparation of fee rates for FCDO global frameworks | Proposal stage | By mid-Oct | 10 | Development of standard global fee rates and commercial narrative for ActionAid, for use in upcoming FCDO framework bids. This would include: review of previous fee rate calculations, development of templates, development of fee rates for UK and other countries, development of internal guidance and documentation, development of template language on fee rates for use in commercial narratives. |
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| Financial reporting for multiple accountable grants funded by FCDO and PPL | Implementation | Ongoing | 10 | Preparation and review of quarterly financial reports (for internal monitoring and donor submission), preparation and review of reforecasts, financial reconciliations. |
| Ad hoc budget development support | Proposal development. | Ongoing | 10 | Dependent on donor release of requests for proposals, provide support to bid teams on the development of proposal budgets and budget narratives (and/or pro formas and commercial narratives). This will include: development of templates, development of budget for ActionAid UK, support to development of budget for other ActionAid members, review and consolidation of all budgets, preparation of budget for internal sign off and submission to donor, identify key financial compliance requirements and risks and flag them internally as needed, provide support to bid manager and bid teams as needed. |
| Budget development for unsolicited proposals to Global Affairs Canada for Rwanda and Ethiopia programmes | Proposal development. | Deadline flexible | 10 | (i) First proposal: final review of budget ahead of submission to donor, and support to bid team to finalise budget.  (ii) Second proposal: Development of templates, development of budget for UK, support to development of budget for other federation members, review and consolidation of all budgets, preparation of budget for ActionAid sign off and submission to donor |

### Skills and experience required

* Experience developing grant, tender or business budgets
* Experience supporting grant and contract financial management
* Experience working remotely with bid or project teams
* Knowledge of FCDO budgeting, specifically FCDO commercial tenders (desirable)

### Instructions for bidding

### Respond by email to [CommercialUK@actionaid.org](mailto:CommercialUK@actionaid.org) by the deadline using the subject line ‘Proposal – Programmatic Finance’. Please attach a:

* CV,
* short cover letter outlining your experience and how you would approach the work,
* your availability to start the work
* and your daily rate (inclusive of VAT)

### ActionAid UK will notify all interested bidders within 5 working days.

### Basis of award

Evaluation and selection of vendors to provide products and services as defined in this RFP to ActionAid UK will be based on the following criteria, which are given in no specific order.

* Relevant knowledge and experience
* Outline of approach to the work
* Availability
* Price

The RFP Review Team reserves the right to accept or reject any or all RFPs received.

The RFP Review Team reserves the right to negotiate with respondents to this RFP, within the requirements of the RFP, to best serve the interests of ActionAid UK. However, vendors must not assume an opportunity to negotiate and are cautioned to submit their proposals on a best and final basis since an award or decision is likely to be made without further negotiation based on pricing and terms of the original submittals. Accordingly, all requirements must be included with your initial offer.

All proposals submitted will be considered to be proprietary by ActionAid UK and will not be released to any outside party, in part or in total unless required by law. Neither the transmission of this RFP to a prospective bidder nor the acceptance of a reply shall imply any obligation or commitment on the part of ActionAid UK.

If vendor needs to take exception to anything under the RFP, these exceptions must be clearly identified on the RFP response.

All prices and conditions must be shown.

### Background information

The above document is a request for proposals (RFP). The ActionAid UK team responsible for commissioning the work will evaluate all bids, interview, and select a consultant. ActionAid UK will request references and draw up a contract for the specific piece of work.

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