**Programme Funding Consultant Framework (2018 – 2021)**

**ActionAid UK**

**Request for Proposal**

ActionAid UK

33-39 Bowling Green Lane,  
London EC1R OBJ

Tel: 0203 1220561

[www.actionaid.org.uk](http://www.actionaid.org.uk)

**Table of Contents**

[1 Copyright Information 2](#_Toc276187)

[2 Document History 2](#_Toc276188)

[3 Glossary 2](#_Toc276189)

[4 Organization Information 4](#_Toc276190)

[5 Current Situation Overview 4](#_Toc276191)

[6 Project Purpose & Scope 5](#_Toc276192)

[7 Requirements Detail 8](#_Toc276193)

[8 Vendor Instructions 10](#_Toc276194)

[8.1 Schedule for Evaluation Process 11](#_Toc276195)

[8.2 Proposal Submission & Contact Information 12](#_Toc276196)

[8.3 Proposal Format 13](#_Toc276197)

[8.4 Notifications 13](#_Toc276198)

[9 Basis of Award 13](#_Toc276199)

# Copyright Information

This document is the proprietary and exclusive property of ActionAid UK (referred as ActionAid UK) except as otherwise indicated.

No part of this document, in whole or in part, may be reproduced, stored, transmitted, or used for design purposes without the prior written permission of ActionAid UK.

The information contained in this document is subject to change without notice.

The information in this document is for information purposes only.

# Document History

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **History** | **Name** |
| 1.0 | 30th July 2018 | Document created. | Eve Mosley |
| 1.1 | 3rd August 2018 | Document updated. | Eve Mosley |
| 1.2 | 15th November 2018 | Document updated | Katherine Griffis |
| 1.3 | 15th February 2018 | Document updated | Rachid Boumnijel and Hannah Pupkewitz |

# Glossary

|  |  |
| --- | --- |
| BD | Business Development |
| DG DEVCO | Directorate-General Department for International Cooperation and Development |
| DEC | Disasters Emergencies Committee |
| DFID | UK Department for International Development |
| ECHO | European Civil Protection and Humanitarian Aid Operations |
| HPP | Humanitarian Policy and Practice |
| IDPP | International Development Policy and Practice |
| ITT | Invitation to Tender |
| M&E | Monitoring and Evaluation |
| MEL | Monitoring/Evaulation/Learning |
| P&P | Philanthropy and Partnerships |
| RFP | Request for Proposals |
| SSQ | Supplier Selection Questionnaire |

# Organisation Information

ActionAid is a leading international development organisation, working with over 15 million people in 45 countries for a world free from poverty, inequality and injustice. We work to to strengthen the capacity and agency of people living in poverty and exclusion, especially women, to assert their rights. We work with communities, people’s organisations, women’s movements, groups and networks, social movements and other allies to overcome the structural causes and consequences of poverty and injustice.

The denial of women and girls’ rights is one of the biggest causes of poverty worldwide, and a grave injustice. No community can truly prosper when half its citizens are denied the rights enjoyed by the other half. Our work will also benefit men and boys living in poverty, but we will put the rights of women and girls at the centre of all that we do.

Over the strategy period from 2017-2022, we will:

1. Significantly reduce the risk of violence against women and girls;
2. Fight for women’s equal rights to economic opportunities; and
3. Prioritise women and girls’ rights and leadership in humanitarian crises.

Resource mobilisation, especially through institutional funding, is critical to the delivery of our strategy. Through our human rights based approach and informed by feminist principles, ActionAid supports women and girls to be leaders and agents of change and we expect this to inform our approach to bid and grant management.

More information on the organisation will be made available upon request or can be accessed through our website [www.actionaid.org](http://www.actionaid.org) and [www.actionaid.org.uk](http://www.actionaid.org.uk).

# Current Situation Overview

ActionAid UK is part of the ActionAid Federation, and as such plays a key role in global fundraising to support the work of the global federation. As part of the 2017-2022 strategy, ActionAid UK has committed to increase annual income significantly by 2022 through three primary fundraising teams within ActionAid UK.

* **International Development Policy and Practice (IDPP)** plays a key role in securing and managing ActionAid UK’s (AAUK) institutional funding for development programmes and projects from donors including the UK Department for International Development (DFID), the Big Lottery Fund, Comic Relief and the European Commission Directorate General for International Cooperation and Development (DG DEVCO).
* **Humanitarian Policy and Practice (HPP)** has a mirror function to IDPP to secure and manage AAUK’s institutional funding for **humanitarian** programmes and projects from donors in the UK (including DFID, START Network and Disasters and Emergencies Committe) plus through a confederation agreement the European Civil Protection and Humanitarian Aid Operations (ECHO) and UN agencies with a humanitarian mandate, principally but not limited to UNHCR, UNOCHA and UNWFP[[1]](#footnote-2).
* **Philanthropy and Partnerships (P&P)** leads ActionAid UK’s work to secure and manage funding from trusts, foundations, corporate partners and major donors.

In order to deliver the strategy, these teams need to scale up the quantity, quality and value of grant and contract proposals that are submitted on behalf of ActionAid UK, and to ensure programming is delivered inline with strong programme quality and assurance standards. To this end, ActionAid UK will establish a Consultant Framework of highly skilled, professional consultants to support our programme funding and management work over the next three years (September 2018 – September 2021). We expect to tender upward of 30 opportunities per year, with minimum value of £70,000 per year. The Consultant Framework will include five lots:

**Lot 1a: Development Bid Management**. Through Lot 1 we will tender opportunities for bid management, including coordination, writing and submission of grant and contract proposals to institutional donors, trusts, foundations, corporate partners, and major donors.

**Lot 1b: Humanitarian Bid Management (added February 2019).** Through this lot we will tender humanitarian opportunities for bid management, including coordination, rapid situation assessment, writing and submission of grant and and contract proposals to institutional donors, trusts, foundations, corporate partners, and major donors.

**Lot 2**: **Budget/financial Management.** Through Lot 2, we will tender opportunities for financial/budget management of bids, including developing and refining budgets and budget narratives, contributing to commercial narratives and value for money arguments, and payment by results frameworks. We will also tender opportunities for short-term support to financial grant and contract management.

**Lot 3**: **Monitoring, Evaluation and Learning (MEL)**. Through Lot 3, we will tender opportunities for monitoring and evaluation support to proposal development, including designing logical frameworks, monitoring and evaluation frameworks and approaches, and approaches to payment by results. We will also tender opportunities for monitoring and evaluation support to development and humanitarian programmes and projects.

**Lot 4: Grant and Contract Management (added February 2019).** Through Lot 4, we will tender opportunities for monitoring and evaluation support to live grants and contracts, project start up and development of project management processes for new grants or contracts, surge capacity for ongoing grant and contract management and specific compliance and assurance activities.

**Lot 5: Technical/Thematic Support (added February 2019).** Through Lot 5, we will tender opportunities for specific technical support to bid development and grant management, predominantly related to women’s rights programming.

# Project Purpose & Scope

Successful bidders will become participants within the Consultant Framework for the active period (until September 2021) and will have the opportunity to bid for any opportunities released through the relevant Lots of the Framework in that period. Members of the framework have the right to leave at any time and ActionAid UK may also amend the structure of the framework periodically within the active period.

The Framework will accept and review bids from consultants on a quarterly rolling basis. Bids can be submitted on an ongoing basis and will be reviewed the first working week after every calendar quarter each year, beginning the week commencing 1st October 2018. Following this, bids will be reviewed each year during:

* First week of January
* First week of April
* First week of July
* First week of October

We anticipate approving approximately 10-20 consultants to become Framework participants. All contracts for work of this nature will be tendered through this Framework, therefore any consultants wishing to undertake work of this nature over this period would be encouraged to apply to join the framework.

**Project Objectives**

The objective of this contract is to establish a Framework of diverse, highly skilled consultants able to support ActionAid UK’s fundraising and grant/contract management work between 2018 and 2021.

**Project Scope**

Project scope for each RFP will vary by Lot. See next section, Requirements Detail, to determine the specific skill sets sought. As prospective funding becomes available, Terms of Reference will be sent to each consultant in the framework, depending upon their stated skills and expertise, for an opportunity to bid. These bidding opportunities will be short-term, perhaps as little as 3-4 days turnaround, and Action Aid will make a selection at that time.

In contracting for this work, we will use the fee rate range determined by Contracts and Procurement, based upon the day rates given by each consultant (see Section 8) as part of our final agreement. In this way, ActionAid UK will likely have a turnaround from initial bid to putting a consultant under contract in 10 working days or less. We expect to tender both planned pieces of work (in advance) and short-term pieces of work through the Framework.

# Requirements Detail

We are seeking the following skills and experience at a minimum. Consultants may bid to participate in multiple lots, providing they meet the requirements outlined in each.

**Lot 1 (Bid Management):**

*Lot 1 is divided into two parts to reflect the different skills and expertise required in preparing proposals in response to development funding calls compared to humanitarian.*

We are seeking consultants with experience managing the overall bid management process, including:

* Overall bid coordination and stewardship of bid team;
* Analysis of Call for Proposals, Terms of Reference, Guidelines or other donor documents;
* Rapid needs and gender analysis/assessment;
* Partner/consortium analysis and assessment against donor priorities and requirements, and development and execution of a strong partnership strategy to identify and secure the best partners;
* Negotiation of scope of work and budget with partners, and formalising through agreements;
* Facilitating programme design workshops and discussions;
* Proposal writing (for high value donors experience of translating complex information into simpler language suitable for the relevant high value audience);
* Advising on programme governance and management;
* Advising on logical frameworks and M&E frameworks;
* Preparation of work plans, work orders, action plans, etc;
* Preparation of track record/previous experience evidence and write-up;
* Proposal-based recruitment, staffing and CVs as required as part of the proposal process;
* Supporting value for money, budget narrative and alignment of budget to proposal; and
* Ensuring proposal and programme design are aligned with DFID priorities, compliance and contracting requirements.

For **1.a (Development)** we would welcome consultants with experience in:

* All aspects of bid development for **DFID commercial tenders**, including all bullet points above, with the addition of:
  + Preparation of Supplier Selection Questionnaire (SSQ) responses, including selecting and writing up programmatic track records, organizational and programmatic capacity and experience, and commercial and financial requirements;
  + Overall coordination and management of Invitation To Tender (ITT) documents, including: technical narrative; commercial narrative; proposal-based recruitment, programme management, payment by results planning.
* **DFID grant** concept notes and proposals (experience with UK Aid Match, UK Aid Direct, UK Aid Connect, GEC or Amplify Change preferred);
* **Comic Relief** concept notes and proposals;
* **Big Lottery Fund** concept notes and proposals;
* **DG DEVCO** concept notes and full applications;
* **High value donors** concept notes, full applications and reports

For **1.b (Humanitarian) to s**upport with bid management for Humanitarian response and recovery & Climate, Resilience opportunities we would welcome consultants with experience in:

* **DFID grant** concept notes and proposals (experience with Rapid Response Facility and Bilateral Funding, UK Aid Match, UK Aid Direct, UK Aid Connect);
* **ECHO** HIP and response proposals
* **Conflict, Stability and Security Fund** engagement, cultivation and bidding;
* **High value donors** concept notes, full applications and reports

**Lot 2 (Budget/Financial Management):**

We would welcome consultants with experience in one or more of the areas below:

* + **DFID commercial tenders:** Comprehensive experience leading the development of DFID pro forma and commercial tenders as a consortium member or lead supplier, including:
    - Preparation of internal budgets and pro formas for submission to DFID
    - Developing appropriate risk management structures to support payment by results;
    - Experience successfully negotiating programmatic deliverables and budgets with a lead supplier (when part of a consortium);
    - Supporting inception, programme financial management and reporting, including commercial/value for money reporting.
  + **Grant proposals for DFID, DEVCO, Comic Relief, Big Lottery Fund, or other donors above:** Comprehensive experience leading the development of proposal budgets, including analysis of call for proposal documents, alignment to work plans, log frames and proposals and donor requirements. Comprehensive experience supporting financial management of projects and programmes.

**Lot 3 (Monitoring, Evaluation and Learning)**

We would welcome consultants with experience in one or more of the areas below:

* **DFID commercial tenders:** Preparation of MEL frameworks, payment-by-results plans and milestones, logical frames and overall support to programme design to ensure a strong MEL approach;
* **Grant proposals for DFID, DEVCO, Comic Relief, Big Lottery Fund:** Comprehensive experience leading the development of theories of change, logical frameworks and M&E frameworks.
* Experience and expertise in monitoring, evaluation and learning including:
  + Development and review of MEL frameworks and log frames;
  + Development and review of MEL tools;
  + Project baselines, mid term reviews and evaluations;
  + Design and delivery of specific learning activities.
  + Mid term & final evaluations for Humanitarian response and recovery & Climate/Resilience projects.

**Lot 4 (Grant and Contract Management)**

* Experience and expertise in the development and management of grant and contract management processes and tools for institutionally funded projects, particularly for DFID. This is likely to include:
  + Project start up and inception;
  + Compliance and assurance requirements;
  + Risk management;
  + Reporting and monitoring frameworks;
  + Project changes and revisions;
  + Partnership agreements and action plans;

**Lot 5 (Technical/Thematic Support)**

* Experience and expertise in providing technical support to proposal development and programme implementation. This may include offering technical advice to bid managers or developing approaches, technical reviews, tools and guidelines, training or developing policy briefs in:
  + All/any aspects of health, including mental health and sexual and reproductive health rights;
  + Education;
  + Water Sanitation and Hygiene (WASH);
  + Agro-ecology, rural development and land rights;
  + Climate change;
  + Tax and trade;
  + Governance/accountability;
  + Advocacy strategy and implementation;
  + Civil society capacity building;
  + Gender equality and social inclusion (GESI), including social policy;
  + Disability inclusion;
  + Violence, abuse and exploitation of children (VAEC)
  + Social protection and psychosocial support;
  + Women’s economic rights (including decent work, unpaid care work, rural livelihoods, cooperatives, access to markets, VSLA and financial inclusion)
  + economic security and cash transfers
  + Shelter and protection in a humanitarian context
  + Market based programming
  + Violence against women and girls prevention and response
  + Adolescent girls programming
  + Women’s empowerment through groups, networks and movements

All consultants will be expected to sign up to and adhere to AAUK Safeguarding Policy and Code of Ethical Business Conduct.

# Vendor Instructions

Provide a detailed proposal as specified below.

* Provide an indicative daily rate range for contracts (i) up to 15 working days; (ii) up to one month/28-30 working days; (iii) up to eight weeks in duration/40 working days. State clearly any assumptions made in arriving at the same. If you use instead a flat rate payment, state this clearly and any assumptions in arriving at the same.
* Provide an up-to-date CV listing relevant experience and skills, and including two references for recent work.
* Complete the attached form detailing your experience and skills in terms of standard European and other languages, geographies, themes, and donors.
* For Lot 1 only: provide a relevant 2-page writing sample from a recent proposal or similar (relevant to 1.a or 1b or both).
* For Lot 3: provide a sample of recent and relevant work undertaken.
* For Lot 5: Provide a sample of recent and relevant work undertaken.

## Schedule for Evaluation Process

The expected timeline for the evaluation and decision-making process is as follows

|  |  |
| --- | --- |
| Process step | Date |
| RFP & Tender documents distributed to vendors | 15/08/2018 |
| Deadline for RFP responses  Note that any responses received after the quarterly deadlines will be considered in the next quarter’s review. | 02/09/2018, and then quarterly thereafter:  Q4 2018: 31/12/2018  Q1 2019: 31/03/2019  Q2 2019: 30/06/2019  Q3 2019: 30/09/2019  Q4 2019: 31/12/2019  Q1 2020: 31/03/2020  Q2 2020: 30/06/2020  Q3 2020: 30/09/2020  Q4 2020: 31/12/2020  Q1 2021: 31/03/2021  Q2 2021: 30/06/2021  Q3 2021: 30/09/2021 |
| Vendor interviews | As needed each quarter |
| Selection of vendor | within one week after deadline for submissions. |
| Inclusion in the AAUK Consultancy Pool | Within 2-3 weeks after deadline for submissions. |

## Proposal Submission & Contact Information

Please submit electronic copy of your proposal, including all supporting documentation to:

|  |  |
| --- | --- |
| Name | Katherine Griffis, Contracts and Procurement Manager |
| Company | ActionAid |
| Address | 33-39 Bowling Green Lane,  London,  EC1R OBJ |
| Phone | 02013 122 0561 |
| E-mail | commercialuk@actionaid.org |

## Proposal Format

The AAUK standard template is included only for reference as to format, or vendor’s internal template may be used for responses to RFP. The questionnaire provided herewith musthas to be answered and attached along with the proposal.

## Notifications

Vendors will be notified regarding requests for additional information, formal presentations and the outcome of the selection process through email.

# Basis of Award

All proposals become the property of ActionAid UK and will be evaluated by the RFP Review Team.

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.

* Depth of overall experience
* Availability to work (there is not a requirement for consultants to work at 100% level of effort/full time)
* Historical success rate in topic area/s (i.e. how many proposals created have been funded and ratio to overall proposals submitted).
* Price
* Provided reference results
* Timely and complete response to RFP

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

The RFP review team is comprised of Eve Mosley (Head of Business Development (IDPP), ActionAid UK); Louise Sowden (Head of Research and Project Information) and Katherine Griffis (Contracts and Procurement Manager ActionAid UK) and may include other staff members as appropriate.

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, including VAT, and conditions must be shown.

1. United Nations High Commissioner for Refugees, United Nations Office for the Coordination of Humanitarian Affairs and United Nations World Food Programme respectively. [↑](#footnote-ref-2)