



REQUEST FOR PROPOSALS

Date: May 29, 2019

Subject: RFP - Consultants with Expertise in Organizational Capacity Development, Financial Management and USAID Compliance

1. Consultants with expertise in Organizational Capacity Development, Financial Management and USAID Compliance are hereby invited to submit a proposal for consulting services to IntraHealth International, Inc's contract entitled **Accelerating Support to Advanced Local Partners (ASAP)**.
2. Proposals will be accepted on a rolling basis until 11:59 p.m. Eastern Standard Time (EST) on September 30, 2019. Your offer will include a CV and a daily rate. References from USAID are preferred.
3. Applicants will be considered for consulting opportunities for a period of 24 months. If selected, applicants will receive a Master Consulting Agreement which will be valid for 24 months. When ASAP has a specific Scope of Work, the Master Consulting Agreement will be modified.
4. Your proposals should be submitted in UltiPro, by registering and uploading your documents (CV and daily rate information) [at this link](#)
5. Any questions should be addressed to ASAPRecruitment@intrahealth.org, using the subject line "Question Regarding Consultant RFP."
6. This letter cannot be construed as a legally binding contract between our organization and the entity you are representing
7. International IntraHealth, Inc. will award contracts to offerors whose skills are most applicable to future consulting needs and who provide the best value to IntraHealth, technical and financial factors combined. IntraHealth reserves the right to award in whole or in part, or to make no award at all. The contract will stipulate the terms and conditions of IntraHealth International, Inc.

SCOPE OF WORK

BACKGROUND

The U.S. President's Emergency Plan for AIDS Relief (PEPFAR) has worked in over 50 countries for the past 15 years, PEPFAR has saved and improved millions of lives, prevented millions of HIV infections, and changed the course of the global HIV/AIDS epidemic. PEPFAR announced Local Partner Targets at an April 2018 meeting of PEPFAR Interagency leadership. Targets were defined as percent funding to local prime partners including: 25% by Country Operational Plan (COP) 2018; 40% by COP 2019; 70% by COP 2020.

USAID released a Task Order to rapidly prepare Local Partners to have the capabilities and resources to serve as Prime Partners for USAID/U.S. President's Emergency Plan for AIDS Relief (PEPFAR) programming, in compliance with USAID and PEPFAR procedures, for PEPFAR program implementation in FY20 and FY21. IntraHealth won and the ASAP project started on April 1, 2019.

SCOPE OF WORK FOR CONSULTING ASSIGNMENTS

ASAP is seeking qualified consultants to conduct organizational assessments and capacity building. Applications must identify areas of experience and willingness to be co-located with Local Partner to provide technical assistance.

1. **Non-US Organization Pre-Award Survey (NUPAS)**
2. **Landscape Analysis:** Identification of appropriate NGOs in country, province or district.
3. **Financial Management:** Strengthen financial Management and Internal Control Systems (e.g. ensuring local organizations have banking accounts, book-keeping systems, DUNS number, financial statements, standardized accounting cycles, standardized financial reporting); Ensure local partners demonstrate the ability to manage funding responsibly and efficiently, with capacity to meet USG program and financial reporting requirements; Help local partners establish financial planning processes and develop risk mitigation strategies; and Ensure local partners have the capacity to comply with PEPFAR financial management systems, including expenditure reporting, management of outlays and timely outlay of COP funding.
4. **Financial Compliance:** Assist local partners in ensuring that they show Active status on System for Award Management (SAM) website, no exclusions on Office of Foreign Assets Control (OFAC) website, and no exclusions on United Nations (UN) Sanctions List; and assist local partners in demonstrating compliance with US Standard Provisions for Non-US NGOs
Audit Readiness: Provide TA to local partners to help selected organizations complete annual audit requirements for Non-US NGOs.
5. **Sub Award / Grants Management:** Support local partners in their role as grants managers and consortia leads. Assistance in this area might include training in grants/award management, program management, flow-down provisions, sub-award and contract negotiations.

6. **Organizational Development:** Provide TA in Governance (vision/mission, legal status and registration, governing board, etc.), Administration, Human Resources, Financial Management, Organizational Management, Program Management, and Project Performance Management.
7. **Sustainability and Business Development:** Provide TA to local partners in the development of local strategies including stakeholder/donor networking and relationship building and writing proposals.

REQUIREMENTS:

- A Masters' degree in Business or related field of study and at least 5 years of experience.
- Experience in assessing health systems strengthening
- Experience in providing Organizational Capacity Development Technical Assistance.
- Significant experience working on health projects in Sub-Saharan Africa.
- Experience with international donor-supported projects (e.g., USAID and CDC, including PEPFAR)
- Strong writing skills in English
- Also seeking French speakers
- Ability to work with a high level of independence, using own initiative
- Familiarity and experience in digital tools are highly desirable