



REQUEST FOR PROPOSALS

Date: August 16, 2019

Subject: Consulting Opportunities for USAID Project Management Experts in Ethiopia, Nigeria, Kenya, Uganda or other African Countries

1. Consultants with expertise in Local Organization Capacity Building 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. Applicants with expertise in managing a USAID Cooperative Agreement are invited to apply.
3. Technical Assistance (TA) assignments may vary from two to 12 months to support the Chief of Party, Financial Director and M&E Director of a new USAID Prime Award.
4. TA will be provided through different modalities: seconded to local organization, short-term TA, in-person training, coaching, facilitating community of practice, developing job aides or other modes.
5. Proposals will be reviewed on a monthly basis until September 30, 2020. Your offer will include a CV and a daily rate. References from USAID are preferred.
6. 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.
7. Your proposals should be submitted in Ultipro by registering and uploading your documents (CV and daily rate information).
8. This letter cannot be construed as a legally binding contract between our organization and the entity you are representing.
9. 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. Support the Chief of Party for USAID awards as they transition from being a subrecipient to a Prime.
2. Conduct or review organizational assessment reports and develop or implement a Capacity Development Plan.
3. Provide an orientation to the USAID Award, reviewing all terms and requirements and promote a culture of award compliance.
4. Improve financial management and compliance systems to meet the USG requirements as the project scales up.
5. Develop tracking and reporting systems for donor compliance including expenditure to obligation and budget versus actuals.
6. Provide TA in Governance (vision/mission, legal status and registration, governing board support and strengthening, etc); Leadership Development, Mentorship, and Coaching; Organizational Management, Program Management, and Project Performance Management.
7. Provide TA in development, adaptation, and consistent implementation of comprehensive set of organizational-wide policies related to administration and operations in compliance with a USAID Cooperative Agreement.
8. Provide TA in recruitment and retention approaches to ensure that organization recruit and retain skilled workforce to implement programs; ensure personnel policies conform to good practices and donor requirements; staff time management and payrolls; staff salaries and benefits; and staff and contractor supervision.

9. Provide TA in strategic planning; workplanning; and organizational adaptability and sustainability to internal and external environmental changes.
10. Provide TA to local partners in the development of strategies in stakeholder/donor networking and relationship building, resource mobilization plans, and writing proposals.

REQUIREMENTS:

- Senior level experience in managing a USAID Cooperative Agreement including financial management, USG compliance, budgeting, workplan development, monitoring and reporting.
- Experience in implementing a PEPFAR program including achieving and reporting results.
- A Masters' degree in Business Administration, International Development, Public Health, or related field of study.
- Experience in providing capacity building for organizational growth.
- Significant experience working on PEPFAR projects in Sub-Saharan Africa.
- 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.

