

## **FCDO Cost, Pricing & Compliance Consultant**

### **SCOPE OF WORK**

Equal Access International (EAI) – a non-governmental organization (NGO) headquartered in Washington, D.C. – partners with communities around the world to co-create sustainable solutions utilizing community engagement and participatory media and technology. With funding from bi-laterals, multi-laterals, foundations, and individual donors, EAI has a 20-year record of accomplishment implementing social change projects and currently operates in Afghanistan, Burkina Faso, Cameroon, Chad, Côte d’Ivoire, Kenya, Mali, Nepal, Niger, Nigeria, and the Philippines.

#### **PROJECT OVERVIEW:**

EAI is seeking a Foreign Commonwealth & Development Office (FCDO) Cost, Pricing & Compliance Expert on a short-term consultancy basis to support the development of EAI’s funding diversification strategy, focusing specifically on how a US-based organization with a US-Government Negotiated Indirect Cost Rate Agreement (NICRA) can ensure full indirect cost recovery and allowable direct costs under an FCDO agreement. This consultancy will provide EAI with data to decide if it is cost effective for EAI to include the FCDO as part of its funding diversification strategy.

The consultant will work closely with EAI’s Business Development team to provide us with an analysis report and recommendations based on a knowledge of both the US Department of State (DoS) and FCDO cost recovery mechanisms.

The consultant must have expert knowledge in business development strategy, proposal writing, compliance, and cost & pricing for US DOS agencies (USAID, DRL etc.) and UK’s FCDO.

#### **OBJECTIVES/DELIVERABLES:**

- Conduct an internal survey or desktop review to establish EAI’s current Direct and Indirect accounting policies and procedures
- Conduct an analysis of how costs are counted by the FCDO, what costs are allowable and unallowable, and the maximum percentage of overhead that can be charged
- Conduct an analysis of the types of FCDO contract/agreement mechanisms available, and which ones would be best suited for EAI, considering the differences between the USG NICRA Indirect Costs and FCDO Indirect costs
- Conduct a review of FCDO basic eligibility requirements, and determine if EAI would be eligible for funding
- Provide a final report which will include analysis and recommendations to assist EAI to evaluate whether we think there is a way to make our cost model align with the FCDO’s mitigating any risk of disallowed costs or non-compliance

**EXPERTISE:**

- Proven track record of success supporting competitive, high-value proposals, and complex bids for the FCDO and US DOS agencies (USAID, DRL)
- Demonstrated experience in procurement policies/compliance for projects funded by the FCDO and the US DOS
- Demonstrated experience developing budgets for projects funded by the FCDO and the US DOS
- In-depth knowledge of FCDO funding priorities
- Proficiency in English

**AVAILABLE RESOURCE MATERIALS:**

EAI will provide the consultant with necessary documents. While EAI will provide some background documents, the consultant is also expected to identify and use resources via electronic and print media and solicit additional information and resources, as appropriate.

**LOCATION:**

Remote

**TRAVEL:**

The consultant is not expected to travel.

**PERIOD OF PERFORMANCE:**

The final deliverable is expected by May 31, 2021.

**APPLICATION INSTRUCTIONS:**

To apply, please send your CV, total estimated hours or days to complete task, daily or hourly rate, and indicate your experience to: [consultancies@equalaccess.org](mailto:consultancies@equalaccess.org) with "FCDO Cost, Pricing & Compliance" in the subject line of the email.