



## Call for Contracts, Grants, and Procurement Consultants

### 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, Kenya, Mali, Nepal, Niger, Nigeria, and the Philippines.

#### Project Overview:

EAI is currently seeking a Contracts, Grants and Procurement Consultant to provide consulting services in the areas of USG compliance training, procurement, subawards pre-award and post-award management and monitoring, and awards compliance and interpretation of donor rules and regulations.

#### Objectives/Deliverables:

- Assist in interpreting the terms and conditions of prime and subaward and identify area of improvement to reduce the risk for the organization.
- Review existing resources and job aids related to donor-funded contracts and identify areas for improvement and revise guidance documents, as needed.
- Assist in working with the team on the subrecipient pre-award surveys, determination, and review of subaward approval packet documentation, as requested.
- Provide guidance, advice, and interpretation on donor regulations and policies, particularly in subrecipients and draft internal documentation, as requested.
- Review existing award and subaward management and monitoring policies, procedures, tools and processes to identify areas for improvement to reduce risk and develop additional tools and resources, as needed.
- Develop and/or revise USG compliance training materials for EAI staff and subrecipients and deliver trainings, as needed.
- Assist with the preparation of the corporate procurements, by developing SOWs and TORs, Request for Quotes and Requests for Proposals.
- Develop and run the full process of the corporate procurements from the beginning to the contracting phase.
- Design, develop and deliver procurement training for EAI staff and suppliers.
- Provide guidance on how to optimize EAI's e-procurement systems; oversee the execution of the e-procurement system process flow as well as the daily operations to ensure overall process efficiency, governance, and compliance.

- Provide guidance on procurement contracts management in collaboration with concerned business units and other compliance functions within EAI.
- Review and develop sourcing opportunities and strategy as well as conduct market study and category management with procurement-requesting departments.
- Conduct business opportunity outreach activities on EAI-funded opportunities for suppliers and consultants in both the international and local business communities.

#### **Expertise:**

- At least ten (10) years of demonstrated experience in USG contracts and grants administration and awards compliance of international development assistance programs.
- Extensive knowledge of US government regulations including 2 CFR 200, 2 CFR 700, 22 CFR 228, 2 CFR 600 and USAID Standard Provisions. Federal Acquisition Regulation a plus.
- Demonstrated experience as a trainer including development of training materials and delivery of training to program, technical and operations staff.
- Subject Matter expertise in procurements or related area in the context of international development, corporate procurements a plus
- Experience developing and delivering procurement training materials.
- Work experience and familiarity with USAID, DoS, DFID, and USG and non-USG processes and regulations.
- Demonstrable hands-on experience in developing SOWs and TORs for complex procurements and effectively managing the procurement on all stages from beginning to the end.

#### **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 period of performance for this Scope of Work is from June 2021 through December 2021, with the possibility of extension, depending on need.

#### **Application instructions:**

To apply, please send your CV/daily or hourly rate, and indicate your proposal writing experience to: [consultancies@equalaccess.org](mailto:consultancies@equalaccess.org) with "Contracts, Grants & Procurement Consultant" in the subject line of the email.