**Terms of Reference: Programme Funding Financial Consultant**

1. **Background:**

ActionAid UK is a proud member of the ActionAid International Federation. ActionAid International brings together the work of the ActionAid International Federation, co-ordinated by the Global Secretariat, based in Johannesburg, South Africa. ActionAid is a global Federation working for a world free from poverty and injustice. The Federation is made up of 44 national organisations, most of which are based in Lower Income Countries. ActionAid UK supports the ActionAid Federation with resource mobilisation and grant management from UK donors and Global Affairs Canada. This includes support across business development, programme quality and assurance; finance; monitoring, evaluation and learning, compliance and technical thematic areas for the whole programme cycle.

The International Development Policy and Practice (IDPP) team is a key delivery partner in ActionAid UK’s strategy to promote a world where women and girls are valued, live free from violence, and can exercise their rights to promote their own economic empowerment, safety, equality and voice. The team is comprised of members supporting financial resource mobilisation, grant/ contract management, programmatic innovation, research and learning towards this end. The Business Development (BD) team in IDPP is responsible for mobilising financial resources from institutional donors and is in need of a Programme Funding specialist to support from a financial perspective on the development of a strategic programme funding proposal- a subcontracting role within a service contract-, in partnership/consortium with several other organisations, to FCDO in Q1 of 2024.

1. **Objectives/Scope of the assignment:**

The consultant is required to provide leadership on all elements of the financial assessment of the programme funding opportunity, working with partners inside and outside of AAUK to robustly identify and map any financial risks, including delivering risk mitigation plans and internal controls as required. The consultant will also work with colleagues and external partners to lead the development of a sound commercial proposal for the services to be provided by ActionAid UK and any ActionAid federation member partners, that is compliant, adequately costed, meets ActionAid internal policy requirements and FCDO policies and applicable cost principles, and is well-designed in terms of balancing risk and technical/practical considerations.

We are hoping for a consultant to **start as soon as possible**, with an estimate of around 3 days per week starting the 22nd January 2024 (or earlier if possible) until the 19th February, totalling around **12 days** of work.

1. **Deliverables:**

* **Financial risk assessment of programme funding opportunity** in line with AAUK process and procedure, including inputting into the Go No Go decision-making process as required.
* **Financial risk mitigation plans,** as required, working with Organisational Finance colleagues and Donor Compliance experts, as well as other colleagues as required.
* **Inputs (written and verbal via attendance at key meetings, as required) into the overall commercial approach to be proposed by the consortium of partners of which ActionAid is a part.**
* **ActionAid (UK and federation member partner) commercial proposal (well-costed, compliant, with a strong risk approach that meets AAUK and AA federation member partner policy and requirements) that fits into the overall consortium commercial approach.**
* **Guidance on commercial approaches and service contract financial requirements (written and verbal via meetings and trainings, as necessary) for AAUK and AA federation member partners throughout bid development**

1. **Methodology/Approach**:

* The consultant will comprehensively analyse key donor documentation (ITT pack, etc) and identify key financial risks, including on financial compliance, develop pricing strategy, model different pricing scenarios, working with AAUK colleagues (including internal experts in donor compliance, business development, organisational finance, and thematic technical advisers) to ensure these are well understood and – as appropriate- to design appropriate mitigations and ensure internal controls are in place.
* The consultant will ensure that emerging financial issues throughout proposal development are proactively identified and resolved, including working with other colleagues within AAUK and ActionAid Federation member partner offices as required, and assisting with negotiations with partners and agreement of any contractual terms as required.
* The consultant will establish relationships with relevant focal points within ActionAid UK, and within ActionAid federation member partner offices, and will take the lead on coordinating and organizing the overall ActionAid commercial proposal, bringing in appropriate stakeholders as necessary, and working very closely with the Finance Lead at the federation member partner office to provide current and accurate cost and pricing information.
* The consultant will provide high-quality review and feedback on ActionAid federation member partner proposal budget.
* The consultant will take the lead on representing ActionAid financial considerations in conversations with and external partner organisations, working collaboratively to provide the required information for the development of the consortium-wide commercial proposal based on value for money principles, but balancing this with the protection of ActionAid’s own interests (e.g. full cost recovery) and commercially sensitive information.
* The consultant will input into design and proposal development workstreams and meetings as required, to ensure the financial perspective is appropriately represented and captured in the wider proposal development, and that the technical and commercial elements of the final proposal align.
* The consultant will review the technical proposal at specific review points, to ensure it aligns with the commercial proposal that is being developed, and that the overall proposal will be in ActionAid's best interests financially and that contractual commitments made to donors are realistic and feasible.
* The consultant will support colleagues to understand the commercial criteria of the ITT and the proposal commercial approach as required to develop a strong overall proposal across both technical and commercial elements. This may include developing and delivering formal trainings or providing general mentoring of relevant colleagues, as required.

1. **Indicative Timetable:**

The indicative timetable for this contract will depend on the release date of the ITT by FCDO. The timetable for the development of the commercial proposal will then be agreed with the Bid Leads in the AAUK and AA federation member partner Business Development teams at the beginning of proposal development, and will form part of the final contract for this piece of work.

1. **Required Expertise and Qualifications:**

* Experience of leading planning budgeting processes, cost and pricing, and of providing advice on complex bidding processes.
* Experience of leading commercial proposal development for service contracts for HMG, including experience of developing fee rates and PBR approaches, ideally within an INGO or non-profit making entity.
* Financial management experience; including managing complex grants/contracts.
* Knowledge of project cycle management, contract management and logical frameworks.
* Experience of developing operational work plans, contributing to strategy development, and reporting on financial indicators.
* Strong commitment to ActionAid’s mission, vision and values.
* Advanced skills in budget preparation and analysis, financial reporting and audit preparation.
* Ability to think and work proactively, creatively and strategically under pressure or when faced with competing demands.
* Ability to work well in a team and cross-organisationally, establishing excellent relationships with colleagues from different functions and cultures across the ActionAid Federation.
* Organised and able to coordinate inputs from a range of stakeholders to synthesise a cohesive approach that meets a range of needs and criteria.
* Confident and proficient in the use of MS Office, especially Excel

1. **Submission of Proposals:**

Please email Zeinab.mummin@actionaid.org with the following included by **22/01/2024 at 08:00 GMT**:  
1. A copy of your CV, highlighting how you meet the required expertise and qualifications for this consultancy contract, and confirming your availability.

2. A cover letter explaining your relevant experience for this consultancy and details of your daily rate/financial proposal to deliver this contract.

3. Two professional references that attest to your ability to deliver this work.

Your proposal must be valid for 90 days after submission, including your pricing.

1. **Handling of enquiries during advertisement period:**

Please submit any enquiries about this TOR to Zeinab.mummin@actionaid.org and we will aim to answer your question within 1 working day.

1. **Evaluation of Proposals:**

Proposals will be evaluated based first on suitability of the CV, cover letter and references against this TOR and the availability of the consultant to meet the required number of days. This will be assess pass/fail on both criteria. For those who meet these criteria, the offer with the lowest daily rate/financial proposal will be chosen. The successful candidate will be **notified on the 23rd January** and will be requested to promptly complete our supplier questionnaire in order to be screened and vetted before they can be approved and awarded a contract.