***Addendum B – Consultancy Request for Tender template***

**Request for Tender (RFT) for Consultancy Services**

*Trócaire invites tenders for the provision of Consultancy Services as detailed below.*

*As Trócaire increases our programming response to the Syrian Crisis, we wish to contract a suitably qualified financial consultant. The consultant will support Trócaire and our local partner organisations to achieve high quality financial management of projects in the programme.*

*The consultant will be based in Beirut and will engage with partners locally, and with Trócaire who are based in Ireland. The contract will cover the period up to December 2018.*

*Tenderers must demonstrate that they have the resources and expertise to provide the full range of services required.*

**Release Date:**  *21 / Dec / 2017*

1. **Introduction**

Tenders are invited from consultants who wish to be considered for selection as the provider of below services to Trócaire.

This document deals with:

Section 2 Confidentiality

Section 3 Profile of Trócaire

Section 4 Scope of the work

Section 5 Content and format of Tenders

Section 6 General Terms and Conditions

Section 7 Conflict of Interest

Section 8 Contract Period

Section 9 Intellectual Property

Section 10 Termination of Contract

Section 11 Evaluation of Tenders

Section 12 Submission of Tenders

1. **Confidentiality**

Trócaire will treat the content of all tenders as being confidential and information provided in the tenders will be used solely for the purpose of deciding on the award of a contract as described in this document.

1. **Profile of Trócaire** 
   1. Trócaire is the official overseas development agency of the Catholic Church in Ireland and works with some of the world’s poorest people, supporting communities and delivering long-term change to people’s lives. Established in 1973 by the Bishops of Ireland, today Trócaire works in over 20 countries on issues including livelihoods, human rights, gender equality, HIV, climate change and emergency relief. In Ireland, we raise awareness about the causes of poverty through our outreach programmes in the education sector, through parish networks, and through our public campaigns and advocacy work. Trócaire was established to express the concern of the Irish Catholic Church for any form of human need, but particularly for the needs and problems of under-developed communities by the relief of poverty and the advancement of education. More information about Trócaire can be found on <http://www.trocaire.org/>.
   2. **Registration and Constitution**

Trócaire is a registered charity in the Republic of Ireland (charity number CHY 5883), granted charitable status under Sections 207 and 208 of the Taxes Consolidation Act 1997. Trócaire is governed by a Trust Deed dated 18 December 1973, as amended on 14 June 2001 and 19 October 2010.

* 1. **Trustees and Board**

Trustees are appointed by the Episcopal Conference. There are six Trustees, all of whom must be an Archbishop or Bishop of the Irish Hierarchy. The Trustees appoint a Board consisting of up to 14 members to advise and assist them in the governance of Trócaire. The members of the Board are subject to retirement by rotation, having held office for three years consecutively. No member of the Board other than a Trustee or an ex-Officio Member shall hold office for longer than six consecutive years.

1. **Scope of the Work / Terms of Reference (ToR)**

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| **Background**  Trócaire has responded to the Syrian Crisis since 2013, through the provision of support to local partners based in Lebanon and Syria. A range of projects and initiatives have been supported to address the humanitarian needs, and the programme overall has a focus on relief assistance (such as food and shelter), a strong focus on women affected by the crisis, protection, and the need to build resilience.  A strong partnership approach is central to Trócaire’s way of working and is important in our programming in Lebanon/Syria. Supporting the development and strengthening of local partner organisations is a key strategic focus. The programme has included support for organisational development, while our strong partnership approach places an emphasis on accompaniment and solidarity.  The programme is managed remotely from Trócaire’s head office in Ireland with regular visits to the region. Engagement with partners focuses on collective objectives and a mutual appreciation for the resources which each bring to project.  **Financial Consultant**  With increased programming in the region, Trócaire is seeking to recruit a part-time financial consultant who will play a critical role in supporting financial management and monitoring expenditure.  Key elements of the role will include:   * Review partner project financial reports, ensuring there is accurate reporting as well as adherence to agreed budgets and compliance with Trócaire and/or donor contracts. * Conduct expenditure verifications, in line with agreed schedules and Trócaire/standard accounting practices, and possible donor conditions. * Appraise partner organisations financial controls and systems in line with the Trócaire partner governance and finance manual. This will include field visits, desk audits and other methods as appropriate. Ensure recommendations are implemented in agreement with the partner. * Review and advise on procurement procedures and practices, to support adherence to standard procurement requirements and possible donor conditions including the facilitation of training as may be needed. * Advise partners on accounting and reporting standards, and provide technical support, including the facilitation of training as may be needed. * Support the development of project budgets (or financial reports) and/or conduct a review of such budgets (or financial reports) and provide detail feedback * Support Trócaire, on an ad hoc basis, with other tasks as may be needed to facilitate country programme management.   **Contract details:**  The contract for this position will be a consultancy contract.  The position will be based in Beirut and prospective consultants should be entitled to live and work in Lebanon.  Trócaire is seeking to recruit a consultant for the period of 1st February 2018 up to 31st December 2018.  It is expected that the contract will be for 10 days per month. This can be an average, depending on work demands and personal requirements.  Much of the work will be based in Beirut. Some work will require travel outside of Beirut and reasonable and receipted expenses will be reimbursed for this travel. This role may also involve some travel to Syria. |

1. **Content and Format of Tenders**

All tenders should be submitted by way of a written proposal and contain at least the following elements:

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| * 1. **Technical Details** * A detailed CV, accompanied by a cover letter which highlighted areas of the CV relevant to the ToR;   1. **Cost** * Details of the daily rate to be charged.   (Please note the all taxes are the responsibility of the consultant. Additional fees – such as travel expenses if travelling outside Beirut – will be reimbursed on a receipt basis.)   * 1. **Administration** * Confirmation that the prospective consultant is legally entitled to live and work in Lebanon. * List of References |

1. **General Terms and Conditions**

* Trócaire does not bind itself to accept the lowest priced tender;
* Trócaire reserves the right to engage other companies / consultants if required during the term of the contract;
* Trócaire shall be free to:
  + To accept the whole, or part only, of any tender;
  + To accept none of the proposals tendered;
  + To republish this Request for Tenders.
* In the event of not accepting any of the proposals received on foot of this Request for Tenders, Trócaire shall be free to make such arrangements as it considers necessary in relation to the provision of the services;
* Trócaire will not be liable for any costs or expenses incurred in the preparation of a tender;
* The tenderers shall maintain strict confidentiality in relation to the services being sought and the tendering process;
* The Contract shall be considered as a contract made in Ireland*,* according to Irish law;
* The Standard Terms and Conditions to which Trócaire expects all of its supplier to respect is attached in annex 1
* The Suppliers Code of Conduct to which Trócaire expects all of its suppliers and service providers to respect is attached in annex 2.

1. **Conflicts of interest**
   1. Any conflicts interest involving an applicant must be fully disclosed to Trócaire. Failure to disclose a conflict may disqualify an applicant or invalidate an award of the contract. Applicants are required to declare any current or past work which might reasonably be considered to represent a conflict of interest. It will be for Trócaire to decide if a material conflict of interest exists and applicants in doubt in this regard should seek the advice of Trócaire.
   2. Advice provided to Trócaire must be accompanied by a statement that there is no conflict of interest involving the applicant. In the event where there is a conflict, Trócaire reserves the right to retain another firm of solicitors to provide the advice, for that issue alone.
2. **Contract Period**

The contract shall start on 1st February 2018 and will continue to up 31st December 2018.

1. **Intellectual Property**

Any concept, guidelines or other material developed during the contract will be considered the property of Trócaire and may be used by Trócaire at any time.

1. **Termination of Contract**
   1. Trócaire reserves the right to terminate the contract at any stage on payment of reasonable and agreed costs accrued to the date of termination. The contract may be terminated by either party on giving one month’s written notice or a shorter notice period if both parties agree.
   2. If at any stage during the contract, the work being undertaken by the tenderer is found to be unsatisfactory, the contract may be terminated by Trócaire. In the event of such a termination, the tenderer will only be entitled to receive payment in relation to the acceptable work done. The computation of such payment shall be based on the extent of approved work carried out to the date of termination valued, by use of the costs used in the tender submission.
2. **Evaluation of Tenders**
   1. The successful tenderer will be the one who, in the opinion of Trócaire, submits the most economically advantageous proposal applying the following award criteria:

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| * Accounting qualification or relevance of qualification to the ToR; * Experience of conducting audits and familiarity with EU expenditure verification requirements; * Experience of supporting/facilitating budgeting processes; * Experience of working on organisational capacity building; * Experience of working independently * Ability to communicate in Arabic * Legally entitled to live and work in Lebanon * Fees |

* 1. During the evaluation period clarification may be sought in writing from tenderers. Responses to requests for clarification may not materially change any elements of the tenders submitted.
  2. No unsolicited communications from tenderers will be entertained during the evaluation period.
  3. A short list of those who have tendered may be drawn up and a certain number of those who have tendered may be invited to make a final presentation.

1. **Submission of Tenders**

Your application for this contract should be submitted using the online application format on the Trócaire/jobs website.

The deadline for the receipt of tenders is 12th January 2018.

1. **Appendices**

Appendix 1 – Trócaire Standard Terms and Conditions for Procurement

Appendix 2 - Suppliers Code of Conduct

Both available on: <https://www.trocaire.org/about/work-with-trocaire/supply-chain>