



Request for Consultant Services Proposal (RFP)

Solicitation Title:	Financial Management Consultant
Solicitation Number:	003/2024
Submit Questions and Proposal to:	Lebanonjobs@fhi360.org
Date of Issue of RFP:	March 19, 2024
Date Questions from Supplier Due:	March 22, 2024 @ 12:00 PM
Date Answers due from FHI 360:	March 26, 2024 @ 5:00 PM
Date Proposal Due:	April 2, 2024 @ 11:59 PM
Approximate Timeframe Consultant Agreement Issued to Successful Candidate(s):	April / May 2024
Method of Submittal:	
Respond via e-mail with attached document in MS Word / pdf format.	
Quote Validity:	
The Consultant agrees to hold the prices in its offer firm for 90 days from the date specified for the receipt of offers unless another time is specified in the addendum of the RFP.	

About FHI 360

FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender, youth, research, technology, communication, and social marketing- creating a unique mix of capabilities to address today’s interrelated development challenges. FHI 360 serves more than 70 countries and all U.S. states and territories.

Background

FHI 360 is implementing the USAID-funded Lebanon Civic Action Accelerator Program (LEB-CAAP), a \$16m civil society strengthening program (2021-26) that supports advocacy and increased public understanding of rights-based reforms at the national and local levels, improves the delivery of essential services delivered by non-governmental organizations (NGOs), and offers targeted organizational development support to small and local civil society organizations (CSOs).

Through this Request for Proposal, LEB-CAAP is seeking the expertise of an experienced consultant in financial management to strengthen the financial management capacity of LEB-CAAP grantees through the development and implementation of a comprehensive training program. The primary objective is not only to empower and equip LEB-CAAP grantees with essential knowledge, skills, and tools but also to establish and maintain effective financial management systems, ensuring proficient grant management within the organization. The consultancy will span a period of two months, commencing from April / May 2024 till June 2024.

Scope of Work

LEB-CAAP is seeking a consultant to enhance the financial management capacity of LEB-CAAP grantees (small and nascent CSOs) which involves the adaptation of a comprehensive and tailored

training curriculum, incorporating themes such as financial management principles, accounting, cash management, payment procedures, and audit.

The consultancy will cover the following key areas:

- 1- Preparatory Phase: The initial phase is dedicated to conducting a thorough review and analysis of the existing FHI 360 training curriculum, documentation, policies, and procedures, coupled with conducting a needs assessment through the examination of Pre-Award Assessment Tool (PAT) results of current grantees funded by LEB-CAAP. In addition to engaging in discussions with LEB-CAAP team to establish a clear, actionable roadmap for the consultancy.
- 2- Adaptation of a Comprehensive Financial Management Training Curriculum: Adapt the existing FHI 360 financial management training curriculum to the Lebanese context and design interactive training materials, in-line with the adapted curriculum. The training should integrate financial management best practices and real-world applications, providing a comprehensive learning experience covering the below main thematic areas:
 - Principles of Financial Management for non-profit organizations.
 - Accounting
 - Cash Management
 - Payment Procedures
 - Accounting Reports and Records
 - Audit
 - Other Funding Financial Reporting
- 3- Content and Training Material Approval: The consultant will present the adapted content and materials to LEB-CAAP for review. Feedback will be solicited to make necessary adjustments, ensuring the final output meets or exceeds the expectations.
- 4- Delivery of Financial Management Training for LEB-CAAP Grantees: The consultant will conduct one training workshop on the adapted Financial Management training curriculum for designated focal points across 8-10 LEB-CAAP grantees.
- 5- Final report submission: A comprehensive final report on achievements, challenges, and recommendations of the training provided for LEB-CAAP grantees will be submitted to LEB-CAAP team. It will support LEB-CAAP to track and enhance the effectiveness of the financial management capacity strengthening program for the grantees and any modifications made to the initial plan.

Additional technical support, such as one-on-one coaching to specific grantees, may emerge after the training and may be requested by LEB-CAAP. This support will be confirmed at a later stage, if needed; and will be based on the quoted daily / hourly rate proposed by the consultant in his/her financial proposal.

Summary of Required Deliverables (Deliverables are to be submitted in English language)

- Adapted Training Curriculum

- Delivery of one training workshop on Financial Management Training for LEB-CAAP grantees
- Final Report

Location of Work: Beirut

Travel: No extra travel and transportation expenses will be paid to the consultant; this should be included in the proposed daily rate.

Qualifications

- Minimum of 5 years of experience in financial management and capacity building.
- Previous successful engagements in providing financial management support to NGOs or similar organizations.
- Track record of developing and delivering effective training programs.
- Knowledge of USAID regulations is preferred.
- Knowledge of the local context and regulations.
- Strong understanding of nonprofit organizations and grant management.
- Excellent communication and facilitation skills.
- Comprehensive knowledge of concepts, practices, and procedures with accounting, financial controls and financial information systems.
- Experience with U.S. government rules and regulations regarding financial management, grants and contracts is strongly preferred.
- Fluency in English and Arabic.

Timetable and Address for Submission

Proposals are due no later than 11:59 PM Beirut time on Tuesday, April 2, 2024. Required documentation listed below must be e-mailed to lebanonjobs@fhi360.org and must include “Financial Management Consultant” in the subject line. Incomplete applications will be disregarded. Only shortlisted applicants will be contacted.

Evaluation and Selection Process

A. Preliminary Evaluation Criteria: Proposals will be evaluated in accordance with the following criteria:

Technical proposal	30
Experience and past performance	40
<u>Financial proposal</u>	<u>30</u>
Total	100

B. Required Documentation: Proposals must include the following components:

1. CV
2. Comprehensive technical proposal outlining the approach, and a detailed timeline for achieving the specified deliverables and addressing scope of work. This proposal should be 2 to 3 pages maximum.

3. Cost proposal in USD based on the daily rate, one day equivalent to 8 hours; in addition to including a detailed cost breakdown specifying the Level of Effort (LoE) needed (in days or hours) to complete the assignment and required deliverables.
4. List of three professional references that includes: name, position, organization, email, telephone number and a summary of the specific assignment implemented by the applicant, products/output produced and timeframe for the assignment.
5. Samples from previous works (Financial Management Training presentations and/or handouts)
6. Ministry of Finance (MOF) number if available; in case the consultant is not registered at the MOF, LEB-CAAP will be deducting 8.5% of the invoice amount as per the Local laws.

C. Final Selection Process

LEB-CAAP will evaluate proposals based on qualifications, experience, proposed approach, and budget considerations. Shortlisted candidates will be invited for interviews or additional discussions.

FHI 360 Disclaimers

- FHI 360 may perform a background check on any selected Consultant candidates.
- FHI 360 may cancel the solicitation and not award
- FHI 360 may reject any or all responses received
- Issuance of the solicitation does not constitute an award commitment by FHI 360
- FHI 360 reserves the right to disqualify any offer based on failure of the offeror to follow solicitation instructions
- FHI 360 will not compensate any offeror for responding to solicitation
- FHI 360 reserves the right to issue award based on initial evaluation of offers without further discussion
- FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities
- FHI 360 reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition
- FHI 360's supplier terms and conditions can be found [here](#) while our consultant terms and conditions can be found [here](#)