

## **Request for Proposals: Grants Management and Federal Compliance Consultant**

**May 2022**

### **BACKGROUND**

Verité is an award-winning non-profit organization that illuminates and addresses serious human rights and labor rights violations in factories, farms, and other workplaces around the world. We serve private sector and public-sector clients by building their internal understanding of the labor rights problems they face in their supply chains and operations, and their skills to solve those problems.

Verité has grown rapidly over the past several years and is now the recipient of several multi-million-dollar foreign federal assistance awards and cooperative agreements managed by the U.S. Department of Labor and the U.S. Department of State, in addition to private and foundation grant funding. We are seeking a consultant with expertise in grants management to work with Verité to enhance and expand our grants management systems to be in line with the expanded scale of our grant funding.

### **SCOPE OF WORK**

The consultant will lead the development of an expanded grants management framework through the following phases of work:

#### **Phase 1: Assessment**

The consultant will carry out an assessment of Verité's current grants management processes through a combination of meetings with relevant Verité staff and a systematic review of Verité's existing policies, procedures, templates, and guidelines. The consultant will prepare a written summary of their understanding of the current processes to be submitted to Verité for review. Verité staff will make corrections or clarifications as needed to ensure the summary is as reflective of current practices as possible.

#### **Phase 2: Recommendations**

The consultant will prepare a written report including the summary of current practices prepared in the Assessment Phase and then identifying any gaps, inefficiencies, and opportunities for improvement in Verité's grants management process. This will be followed by specific and actionable recommendations to address each issue or topic identified. All recommendations should be based on and in alignment with best practices in the non-profit sector.

The consultant is expected to prioritize the findings and respective recommendations. In addition, for each recommendation, the report should identify whether the issue can be resolved in-house at Verité or if external expertise is recommended.

#### **Phase 3: Implementation**

The consultant will support Verité in the implementation of the recommendations presented in the report by facilitating the development of an action plan and accompanying timeline. As appropriate, and as mutually agreed upon between the consultant and Verité, the consultant may be assigned steps and/or tasks in the action plan to complete. Finally, at an agreed upon date, the consultant will draft a final report summarizing the status of the implementation of the action plan against the timeline, what actions and steps are remaining, and any final recommendations for the organization to consider.

## TIMELINE

Verité estimates that the consultant will need to dedicate a few hours per week for six to twelve months to complete this work. Interim deadlines for the phases of work and deliverables to be produced are flexible and will be agreed upon between the consultant and Verité.

## EVALUATION CRITERIA

The consultant must meet the following criteria to be considered:

- Expertise in and extensive familiarity with Title 2 Part 200 of the Code of Federal Regulations (2 CFR 200s), as well as other relevant USG rules and regulations, such as the U.S. Department of Labor's Management Procedures and Guidelines (DOL MPGs)
  - Formal education or training related to above topics preferred
- At least five to seven years of experience overseeing the finances and compliance of federally and foundation-funded grants at a non-profit organization, with a proven record of success
- At least five to seven years of experience successfully ensuring compliance of USG foreign assistance awards (grants or cooperative agreements)
- At least five years of experience successfully developing, scaling up, and/or improving organizational policies, processes, and procedures, with a preference for those related to financial grants management and compliance
- Fluency in the English language
- Ability to begin and complete work within stated timeline and to devote stated amount of time to this work

## INSTRUCTIONS TO SUBMIT A PROPOSAL

The proposal package must contain the following:

- Brief (one-page) cover letter that describes your interest in this work and why Verité should consider you (or your organization/company) for this work, and that highlights your ability to carry out this work successfully
- Resume or curriculum vitae (CV) that sufficiently demonstrates your qualifications, skills/expertise, and/or relevant experience
- Pricing structure that outlines your daily rate, estimated number of days needed to complete this work, and any additional expenses or professional fees
- Estimated timeline to complete this work, including explanation of availability

Verité is committed to a diverse work force and is an Equal Opportunity Employer that does not discriminate against any contractor, employee, or applicant for employment or contracting because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expressions, status as a veteran, and basis of disability or any other federal, state, or local protected class. Verité's daily work to achieve our vision of a world where people work under safe, fair, and legal conditions is inherently linked to topics of diversity, equity, and inclusion. Recognizing that the labor market and institutions have long marginalized people of color, trans and LGB+ people, women, and people from working class backgrounds, we therefore feel the need to be particularly proactive in encouraging candidates who identify as such to apply.

To submit a proposal for consideration, a completed proposal package must be sent via email to Victoria Healy, Chief Financial Officer (CFO), at [vhealy@verite.org](mailto:vhealy@verite.org) by **11:59 EDT on Friday, June 3, 2022**. Questions and requests for clarification may be addressed to Victoria Healy at [vhealy@verite.org](mailto:vhealy@verite.org).