**ATTACHMENT 1, STATEMENT OF CAPABILITIES**

The consultant will be expected to have the requisite skills, experience, and education to provide the Northeast Connection program quality grant management expertise for its Grants Under Contract (GUC) and Rapid Response Grants in accordance with USAID’s grant management processes. Specifically, the desired qualifications for this agreement are:

* Bachelors’ degree in management, business administration, financial analysis or related field required, Master’s degree preferred.
* Minimum of five (5) years professional experience (including at least two years of supervisory experience) and at least two (2) years working in international development strongly preferred.
* Minimum three (3) years’ grants administration experience with international donors is required, previous USAID grant experience strongly preferred.
* Demonstrated experience managing a team and ability to work under own initiative.
* Ability to analyze cost applications and prepare reports and recommendations on whether applicants should be funded.
* Solid understanding of donor regulations and procedures pertaining to grants management.
* Strong computer skills using Microsoft office (word, excel etc.) software for budgeting and tracking purposes is essential.
* Excellent attention to details while reviewing grant packages to ensure consistency in all grant documents is highly required.
* Understanding of budget and cost control management and ability to analyze budget line items for compliance is required.
* Strong interpersonal skills and ability to communicate clearly and develop strong working relationships with grantees.
* Demonstrated ability to work under pressure, performing complex tasks and prioritizing multiple projects.
* Proven records maintenance and database management skills; and
* Excellent written and spoken English is essential.

**Estimated period of performance**: March 2022 – October 2022

**Estimated Level of Effort**: the BCA’s total estimated LOE is 120 days. Individual assignments will be issued through limited work orders that vary in duration and scope. The LOE for the first work order is 42 days.

**TASKS TO BE PERFORMED**

Consistent with Northeast Connection program and USAID’s grant processes and requirements, the grants management consultant is expected to:

* Oversee/facilitate all aspects of the grant lifecycle; contribute to market research, preparation of Notice of Funding Opportunities, grant design, facilitating evaluation process, pre-award risk assessment, budget development, kick-off meetings, award monitoring, and closeout processes
* With the DCOP, develop and manage grants process workflow and create job aids and tools to support staff understanding and adherence to the grant cycle.
* Lead grantee kickoff meetings, ensuring appropriate coordination among grants, finance, procurement, and program staff and timeliness of events.
* Ensure adherence to the established grant monitoring and documentation procedures, conducting regular reviews of grant documentation to ensure that grants are being implemented in accordance with USAID and Creative policies, rules, and regulations.
* Work closely with program and procurement teams to monitor GUC mechanisms overall budget and assist the DCOP and HO Project Manager with budget forecasting for grant activities.
* Monitor grantee adherence to agreed-upon implementation plans, budgets, and timelines to proactively alert the DCOP and COP of any need for grant amendments. These may include scope, cost, and/or time amendments necessitating approvals from USAID.  The grant management consultant is responsible for drafting and justifying the request in coordination with the program managers.
* Develop complete grant packages with the required back-up documentation for each grant (i.e., In-kind Grants, Fixed-Award Amount, etc.) according to the grant manual.
* Review and analyze grant budget estimates for allowability, allocability and reasonableness of cost.
* Prepares and sends official responses to applicants after selection or rejection.
* Collaborate with the program team to assist in developing and revising mechanisms for making payments, monitoring & reporting financial performance.
* Establish and maintain proper grant tracker, processes, documentation, and monitor and record budget and payment information and contract deliverables.
* Monitor grant expenses and work with grants and program officers to provide regular updates on grant status including developing and maintaining grantee activity calendar.
* Where appropriate, assist the grantees in developing the work plans, budgets, monitoring progress, tracking expenses, preparing reports, and following up on grantees complains based on the terms of their agreements.
* Regularly follow up with grants staff and grantees to track deliverables and implementation of activities.
* Coordinate with program teams to ensure thorough review of grantee deliverables and reports and ensure timely financial disbursements and compliance with grants financial management policies.
* Manage grantee database, ensuring accuracy of information and updating regularly.
* Ensure all grant documentation is properly filed and up to date on SharePoint, in accordance with grants checklist.
* Ensures grant concept notes and proposals received are summarized and documented in Grants Review Table.

**RESULTS AND/OR DELIVERABLES**

* Complete reviews of approximately 15 high- quality grant packages in accordance with Creative policies and procedures and are submitted to USAID in a timely manner.
* A revised grants cycle is developed to manage the full award cycle easily and efficiently from solicitation to closeout, inclusive of processes to ensure:
  + Grantees are assisted in developing work plans, budgets and, monitoring tools to ensure proper grant management and reporting for approximately 15 grants.
* Close-out all year 1 and 2 grants as per creative procedures and policies.
* Update the NE connection tracker on a weekly basis and share with DCOP for review and circulation.

**WORK ASSIGNMENT**

Consultants with the requisite qualifications will be given a blanket consulting agreement under which specific work assignments will be ordered on an ad hoc basis, subject to consultant’s availability.  Consultants may be required to compete against other similarly qualified consultants, though generally work will be assigned and negotiated directly with the consultant.

**OTHER MATTERS**

This consultancy is expected to be fully remote with limited or no travel requirements. To help the consultants complete their assignments, Creative may provide a communication allowance for (phone/internet credit). Project resources may also be available on Creative’s SharePoint site for the consultant’s use as appropriate. The selected consultant will report directly to the Deputy Chief of Party (DCOP). Consultants are expected to have their own computers, phones, and any other piece of equipment or software necessary in their line of work.