

Request for Proposal 2024-03

Grant Finance and Compliance National Advisor Iraq

About GCERF

The Global Community Engagement and Resilience Fund (GCERF) is a global fund working on the prevention of violent extremism, based in Geneva, Switzerland. GCERF is the first global effort to support local, community -level initiatives aimed at strengthening resilience against violent extremism (VE). Operating at the nexus of security and development, GCERF works in partnership and consultation with governments, civil society, and the private sector in partner countries to support the implementation of national strategies to address the local drivers of violent extremism.

GCERF is governed by a multi-stakeholder Governing Board with representatives of donor and partner countries, the private sector, foundations, research institutions, and civil society.

GCERF Secretariat has 40 employees who are currently all based in its offices in Geneva. GCERF is actively working with governments, civil society, and the private sector in Albania, Bangladesh, Bosnia-and-Herzegovina, Burkina Faso, Chad, Ghana, Indonesia, Iraq, Kenya, Kyrgyzstan, Kosovo, Mali, Mauritania, Niger, Nigeria, North Macedonia, Mozambique, the Philippines, Somalia, Sri Lanka, Tunisia and Yemen.

Background

GCERF's programmes are informed by the results of a needs assessment and ongoing consultations with in-country stakeholders to ensure alignment with national preventing or countering violent extremist (P/CVE) priorities. The initiatives funded by GCERF are tailored to address local drivers of violent extremism and promote community ownership and sustainability.

GCERF provides continuous support to its grantees through capacity building, in-country monitoring, and national and global Communities of Practice which are organised quarterly by GCERF's grantees and the Secretariat to come together and share their experiences, challenges and suggestions for improvement.

GCERF ensures close coordination of its activities with the government of Iraq. The Secretariat organizes regular meetings with the in-country coordination mechanism and in-country donor representatives to share updates and discuss portfolio level coordination issues.

The GCERF country team in Iraq is led by a Country Manager and is composed of specialists in Programme, Monitoring and Evaluation and Finance. The Grant Finance and Compliance National Advisor Iraq will be part of the Iraq Country Team and report directly to the Grant Finance Specialist of GCERF.

Description of Services

- To support GCERF grant finance activities in Iraq.
- To support financial capacity strengthening of GCERF's stakeholders in Iraq.

Background

Iraq was approved as a GCERF partner country in March 2023. Since then, GCERF commissioned a country needs assessment to better understand the PVE context in Iraq. A country investment strategy was approved by the GCERF Board in June 2023. Three grants were signed between GCERF and local partners at the end of 2023. Additional grants are currently in preparation and will be signed during the second quarter of 2024. The Grant Finance & Compliance National Advisor will be critical in supporting GCERF with the work outlined below.

Work to be performed and deliverables.

Work to be performed.

1. With support of GCERF's grant finance unit, contribute and advise on all financial matters of the grant-making process, in particular:
 - a. Financial due Diligence of potential grantees
 - b. Budgets in grantee proposals
 - c. Special terms and conditions
2. Support on all financial aspects of the grant management process, in particular:
 - a. Quarterly grant disbursements
 - b. Quarterly financial reporting
 - c. Financial examinations (eg grant audits) and follow up on auditors' recommendations to grantees
3. Conduct financial and compliance spotchecks at grantee's office
4. Support grantee's capacity strengthening in relation to finance and compliance
5. Coordinate with other GCERF's national advisors in Iraq during grant-making and grant management; visit GCERF-funded grant activities
6. Ensure grantee's compliance with both GCERF and USAID requirements.
7. Proactively share information with GCERF pertinent to the in-country laws and regulations, or the national or regional economic situations

Deliverables

The Grant Finance and Compliance National Advisor will be based in Baghdad and travel regularly to the grantees' office and to various project locations. Key deliverables include but are not limited to the following:

- 1) Produce a bi-weekly report updating GCERF about the work performed per the above paragraph (work to be performed).
- 2) Produce a final report at the end of the service agreement.

In collaboration with the GCERF Grant Finance Specialist for Iraq (based in Geneva), a detailed work plan with clear deliverables will be discussed prior to signing the contract.

Timeline and Scope

The Grant Finance and Compliance National Advisor is a fully funded consultancy position. The initial duration of the consultancy is a one-year consultancy (April 2024 through March 2025) and involves a 100% level of effort. She/he will be based in Baghdad with regular travels to grantees' offices and various project locations within the country.

[Requirements for the Grant Finance and Compliance National Advisor](#)

The Grant Finance and Compliance National Advisor should hold Iraqi nationality and have the following skills and competencies:

- Proven extensive experience in a finance position involved in grant-making and grant management;
- At least 5 years of experience working with national and local civil society organisations;
- Proven experience in working with USAID's financial rules and regulations;
- Extensive experience in coaching and training;
- Strong experience with Excel;
- Bachelor in Finance, Audit, Administration or any related matters;
- Understanding of P/CVE dynamics in Iraq, communication and diplomacy skills an asset
- Ability to regularly travel to various project locations;
- Fluent English skills, written and verbal;
- Good presentational and analytical skills;
- Digital native.

The candidates must comply with all applicable laws and regulations. The fees charged should be reasonable and competitive to the extent possible.

[Submission of proposals](#)

Proposals have to follow the template provided below. Proposals that do not follow the template may be disqualified from the selection process. Proposals should be sent **by 09 June 2024** by email in the form of “pdf files” clearly marked “**RFP 2024-03 - Iraq Grant Finance and Compliance National Advisor**”. The email should be addressed to **bids@gcerf.org**.

Cost of preparation and submission of the proposal

The bidders shall bear all costs associated with the preparation and submission of the proposal. GCERF will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

Selection of bidders

Bidders are requested to provide the most appropriate and most cost-effective solution.

The selection will be made based on a number of criteria that will be applied systematically to all bids received:

- Responsiveness to request;
- Proposed approach for the project;
- Qualifications and experience; and
- Quality of the application; and
- Financial Offer.

Proposal template

Bidders must submit their proposal following the template below:

The proposal is made up of four different sections.

1. Disclosure form
2. Profile of the bidder
3. Financial proposal

Please keep the overall proposal within 3 pages. You may annex additional information as needed.

1. Disclosure form

I (name and title of the Bidder) confirm that I can perform the Consultancy work in Iraq and hereby submit this proposal in response to GCERF's Request for Proposal 2024-03. I confirm that all statements and representations made in the proposal are true and correct.

Date submitted:

Submitted by: (Name of Bidder)

Signature

2. Profile of the Bidder

Please provide a two-page CV and one-page cover letter highlighting how your skills and experience qualify you for the role of grant finance and compliance national advisor. Please briefly provide recent examples of similar projects that have recently been undertaken. Provide references that GCERF may contact.

Please explain the legal status of the bidder, including its registration with the relevant competent authorities.

Please explain your individual strengths and values and your working approach.

3. Financial Proposal

Please explain the basis of the proposed fees and any other charges to GCERF and their level. Please include the basis for invoicing and terms and conditions for payment.

Date: 09 June 2024