



Scope of Work

Project Title: GAC Institutional Support - Compliance

Project Location(s): Remote

Background:

Mercy Corps is a global team of humanitarians working together on the front lines of crisis, disaster, poverty, and climate change to create a world where everyone can prosper. Beyond delivering aid to meet urgent needs, we develop long-term solutions to make lasting change possible. Mercy Corps has a growing portfolio of projects funded by Global Affairs Canada (GAC) in Africa, the Middle East, and in Latin America and the Caribbean. With this in mind, we are seeking to ensure that our internal organizational policies and practices are in line with GAC's requirements across a variety of areas, including gender equality, environmental sustainability, finance, and compliance.

Purpose / Project Description:

Mercy Corps seeks a consultant with significant recent experience with GAC to support at agency level to ensure the alignment of Mercy Corps compliance and financial processes and procedures with GAC's requirements and the capacity of our key staff to support GAC programming.

Objectives:

The objective of this consultancy will be to review Mercy Corps policies vis-a-vis GAC rules and regulations and provide Mercy Corps with compliance documentation and training to be used by HQ and field staff. The consultant/firm will also review internal tools and templates developed by Mercy Corps for alignment with GAC rules.

Deliverables:

Task 1: Review the [Technical Assistance Handbook](#) and its [Schedules](#) vis-a-vis Mercy Corps Expatriate Handbook and US and Europe-based staff handbooks.

- Deliverable: Produce summary analysis of areas of discrepancy and required actions from Mercy Corps to ensure compliance.

Task 2: Review the Overseas Assignment Directive and [GAC's Policy on Salaries](#) vis-a-vis Mercy Corps Expatriate Handbook.

- Deliverable: Produce summary analysis of areas of discrepancy and required actions from Mercy Corps to ensure compliance.
- Deliverable: Produce internal quick reference guidance on GAC compliance

Task 3: Review the [National Joint Council Travel Directive](#) and the [Special Travel Authorities of the Treasury Board of Canada Secretariat](#) in comparison with Mercy Corps travel policies.

- Deliverable: Produce internal quick-reference guidance on travel.

Task 4: Provide guidance to Mercy Corps on GAC compliance requirements.

- Deliverable: Produce internal guidance document on GAC compliance.

Task 5: Provide Training of Trainers to Mercy Corps key staff on GAC compliance.

- Deliverable: Provide Training of Trainers on GAC compliance to Mercy Corps key staff; training format and duration to be proposed by consultant.
- Deliverable: Produce presentation and trainer's notes for Training of Trainers roll out on GAC compliance; format to be proposed by consultant.

Timeframe / Schedule:



Scope of Work

- Work plan to be proposed by consultant in application.
- Anticipated start date April 2023 but open for discussion. Contract term is a maximum of 360 days.

Successful completion of this consultancy could result in a follow-on consultancy.

Proposed SoW/Cost Proposal:

Interested parties will submit:

- Description of proposed scope of work, including work plan;
- Description of proposed costs, including hourly rate for each project team member who would be assigned to this project. Note – Payments under the expected contract will be on a “time and materials” basis for the scope of work in this RFP. This contract will be issued with a “not to exceed” amount. Applicants are requested to segregate presentation of costs based on the tasks as described above.

The consultant will be managed by:

Consultant Manager: Graham Craft, Senior Director of Programs

Technical Review: Karen Smith Geon, Grant Compliance Director, GCSU

The vendor will work closely with:

International Programs team

International Finance team

Grants and Compliance Support Unit