

Request for Proposal for Consulting Services

NATURE of SERVICES: Short-term Cost and Pricing Consultant for Bangladesh Community Nutrition proposal

CONTRACTING ENTITY: Helen Keller International

Helen Keller International is a global health organization dedicated to eliminating preventable vision loss, malnutrition and diseases of poverty. Co-founded by Helen Keller – and guided by her fierce optimism and belief in human potential – the organization delivers life-changing health and food security solutions to build resilience of vulnerable families where the need is great but access to care is limited. In the US, Africa, and Asia, Helen Keller's proven, science-based programs empower people to create opportunities in their own lives and build lasting change.

PLACE of PERFORMANCE: Flexible.

Selected consultant should expect to accommodate time zone variations to meet with Helen Keller staff and consultants working on the project.

TIMEFRAME and DELIVERABLES

Approximately 15 days of involvement is anticipated between 15 January 2021 to 31 March 2022. The timeframe is subject to revision should the RFA due date occur earlier.

BACKGROUND

Helen Keller has worked in Bangladesh since 1988 under the supervision of a Country Director. In addition to the USAID-funded SAPLING team, which is overseen by a Chief of Party, the program department is divided into three major program areas, each led by experienced technical staff: nutrition and food security, eye health, and neglected tropical disease control. Our support targets the Government of Bangladesh (GOB), working closely with a number of departments across six ministries. We partner with the GOB at national, regional and district levels, through planning, training, joint formative supervision and monitoring, which also includes work supporting community volunteers.

SCOPE of WORK

In anticipation of the USAID Community Nutrition and Health Activity in Bangladesh, Helen Keller International will engage a short-term Cost and Pricing Consultant, who will lead the successful development of the cost application of the Community Nutrition proposal. It is expected that the Cost and Pricing Consultant will lead the design of the detailed budget and specified annexes by closely working with the Helen Keller Bangladesh office, consortium partners and relevant colleagues from the global Finance, Grants and Contracts and Business Development teams. The Cost and Pricing Consultant will provide oversight of the cost application inputs and provide the necessary day to day support for this opportunity.

The scope of work will include, but is not limited to:

- Review the donor guidelines (USAID guidelines, templates, etc) for budget development and ensure that the proposal package meets the necessary requirements.
- Responsibility for developing the proposal budget; working closely with Country Program Finance team, the Proposal Lead and technical staff. This will require using the most appropriate budget

spreadsheets that support proper projection and communication of costs (by line items, activities, etc.).

- Advise field staff on how to structure proposal budget to enhance competitiveness
- Liaise with, provide advice and collect inputs from Partner Finance leads for budget consolidation.
- Review and finalize Helen Keller and partner budget narratives with input from Finance and Grants and Contracts.
- Consolidate the content received Helen Keller and partner teams and produce first draft of the detailed budget and specified annexes as per USAID guidelines.
- Ensure all comments from internal/external reviewers on the detailed budget and annexes prior to final budget consolidation are addressed.
- Provide guidance and assist in developing and reviewing the project procurement plan, as appropriate.
- Ensure all budgeted costs are reasonable allowable and allocable in accordance with 2 CFR 200, supported by market or historical cost and include breakdowns and/or clear and concise explanations in the budget narrative.
- Ensure that the budget matches the activities described in the technical narrative and annexes and that it is technically sound and competitive.

REQUIRED QUALIFICATIONS and EXPERIENCE

- A Bachelor's degree in Accounting, Business Administration, Commerce or Finance with a recognized professional certificate in accounting such as CPA, or a Master's degree in Accounting.
- 7 years of experience preparing and submitting multi-year, multi-country USAID budgets and budget narratives is required.
- Experience with USAID budget processes, expectations and regulations.
- Requires extensive experience in working with computerized accounting systems, solid knowledge of MS Excel, and database programs.
- Good written and verbal skills in English languages. Budget development experience in deadline-driven proposal settings.
- Ability to carry out time sensitive and deadline responsibilities independently with minimal technical support from within the program organization.
- Must be a patient and good communicator who can function in an organizational environment involving a diversity of cultures, languages, and personal interests and agendas.
- Good facilitator, team player and problem solver.

SPECIFIC REQUESTS for INFORMATION

Please describe the nature of your education and experience and why it is well suited to the nature of the work described above. In particular, please be sure to address the qualifications and experience listed above and comparable project work.

In addition, please provide:

- Your CV
- Three references who may be contacted by Helen Keller Intl. These references should be clients or employers for whom you have provided similar services.
- Pricing/Price Sheet: a pricing list for the services that you/your company is interested and able to offer based on the activities listed above.

Please submit your proposal to consultants.recruitment@hki.org noting the title "Cost & Pricing Consultant" in the subject line.

EVALUATION and AWARD PROCESS

This RFP is open to all persons or entities that are deemed capable of implementing the scope of work, with a solid record of integrity and business ethics.

The award will be made to the Seller representing the **best value** to the project and to Helen Keller. For the purpose of this RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating and selecting the “best value” awardee.

**In the spirit of our founder and namesake,
Helen Keller places diversity and partnership at the core of our work.**

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**We encourage small minority, women, or veteran-owned businesses to submit proposals.**