



Terms of Reference: Compliance Training Support Consultant

Location:	Jacmel and Port-au-Prince, Haiti (with remote/virtual elements included for North American-based staff)
Duration:	5 May 2021 - 15 June 2021
Primary Contact:	Rethinking Power Program Coordinator (Haiti); Grants Director (USA)

I. Context

Beyond Borders, known as Depase Fwontyè yo in Haiti, sees in Haiti the seeds for a new world where people overcome great challenges by learning to question, dream, & act together, and where families & communities thrive on foundations of trust and mutual respect. With a mission to help people build social movements for liberation in Haiti, Beyond Borders works to equip Haitians to end child slavery, to ensure quality primary education for all, to prevent violence against women and girls, and to secure sustainable livelihoods and economic justice for the most vulnerable. For more information about our work, please visit [Beyond Borders' website](#).

Beyond Borders/Depase Fwontyè yo is launching a four-year grant partnership with the European Commission through a project to advance the rights of adolescent girls, with a particular focus on creating a resource pack that will work to build girls' economic capacity while at the same time preventing violence against girls by implementing *Power to Girls*. *Power to Girls* is a methodology designed by Beyond Borders/Depase Fwontyè yo that combines girl-centered programming with community mobilization for the prevention of violence against girls. It engages girls as both leaders and participants, empowering them to be protagonists in their own development and play a greater role in the lives of their communities. The wider community (parents, leaders, general community members) and key schools are engaged to ensure girls experience increased levels of inclusion and safety in their environments.

Through this project, Beyond Borders/Depase Fwontyè yo will design and pilot an all-new resource pack complementary to *Power to Girls* to build the economic capacity of adolescent girls. Beyond Borders/Depase Fwontyè yo will conduct the pilot in its own implementation communities in the Southeast Department and partner with Fondation TOYA to conduct the pilot in target communities in the West Department.

Beyond Borders/Depase Fwontyè yo is seeking a consultant with expertise in European Commission/Europe Aid's grants management & implementation requirements to develop and implement a series of opening grant management workshops (in-person and remote) to build the capacity of project staff, which includes Beyond Borders/Depase Fwontyè yo's and partner, to successfully comply with the grant management requirements of the European Commission, including general administration, financial, logistics and procurement, communications/visibility, monitoring and evaluation, and reporting requirements.

II. General Description/Objective of Contract

General Objective: to ensure Beyond Borders/Depase Fwontyè yo and partner staff master the donor-specific requirements to ensure compliant implementation of new European Commission grant and corresponding project

Specific Objectives

1. Provide training and support to Beyond Borders/Depase Fwontyè yo and partner staff on European Commission grant management guidelines and requirements
2. Ensure Beyond Borders/Depase Fwontyè yo management staff understand the key areas to be reinforced/strengthened, in terms of gaps in staff understanding and/or existing policies and procedures

The Consultant will work closely with Beyond Borders/Depase Fwontyè yo staff and partners in Haiti (both in Jacmel and in the Port-au-Prince office) as well as with a team located in North America. Regular meetings and check-ins will be key to ensure that the project runs smoothly and remains on target and on point in terms of content, objectives, and deadlines.

Duration: The general period of this contract is estimated between 3 May 2021 and 15 June May 2021 (*start date flexible*).

Location: The Consultant will be required to travel to Jacmel and/or Port-au-Prince, Haiti to deliver in-person workshops. The Consultant will also need to deliver training workshop(s) virtually to North American-based staff, and possibly to Haiti-based staff should security not permit travel to/within Haiti.

III. Responsibilities of Consultant

1. Become familiar with Beyond Borders/Depase Fwontyè yo's and partner existing policies and procedures as they relate to administration, procurement, financial and human resource management,
2. Review/become familiar donor contract and corresponding project documents,
3. Develop work plan and methodology and training materials in consultation with Beyond Borders' Grants Director,
4. Organize a multi-day, practical in-person training workshop in Haitian Creole addressing key grant management/ implementation guidelines/requirements, including but not exclusively: financial management of the grant, administrative aspects particularly procurement guidelines, and monitoring and evaluation requirements, ensuring participants have access to all relevant/appropriate documentation
5. Provide condensed remote/virtual training session in English (or Creole) for Beyond Borders' staff located in various locations in the United States and Canada,
6. Identify and highlight any areas or gaps in established management procedures that need to be addressed in order to ensure full compliance with European Commission requirements,
7. Develop and administer evaluation tools to measure growth in training participant capacity,
8. Provide follow-up technical support to staff to field questions and strengthen capacity post-training (up to ten hours),
9. Participate in one to three planning meetings and at least one debriefing session with Beyond Borders/Depase Fwontyè yo staff.

The Consultant will also be responsible for:

- Respecting and adhering to Beyond Borders/Depase Fwontyè yo's participant protection policies,
- Covering medical and travel insurance arrangements and costs,
- Tax obligations as required by the country in which he/she will file income tax (*Note: Beyond Borders/Depase Fwontyè yo will deduct 2% or 15% of value of relevant contract items for national or international consultants, respectively, for submission to Haitian tax authorities as per Haitian law*).

IV. Deliverables and Deadlines

- Develop multi-session training module that covers financial, administrative, and monitoring and evaluation elements of grants management specific to the European Commission (within 5 days of contract signing)
- Conduct all training workshops in-person and/or via internet video call (by 30 May 2021).
- Submit final written report to include summary of workshop delivery, participant evaluation, identification of gaps, recommendations (15 June 2021)

V. Responsibilities of Beyond Borders/Depase Fwontyè yo

1. Review and provide feedback/input on workshop methodology, materials and implementation plan,
2. Coordinate with the Consultant to plan workshop schedules and organize the participation of relevant parties,
3. Prepare workshop logistics, including venue, materials, equipment, and refreshments,
4. Arrange and pay for travel, accommodation, and food for the Consultant when delivering in-person workshops,
5. Arrange video conference modalities for remote/virtual workshops,
6. Coordinate with the Consultant to ensure follow-up technical support provision to workshop participants as needed (maximum of ten hours of fielding questions and supporting staff).

VI. Consultant Profile

- Significant experience with / working knowledge of successful European Commission grants management and specific grant management requirements
- Excellent communication skills
- Highly organized, able to work independently and remotely
- Fluent in Haitian Creole, English, and French
- Access to secure, stable internet connection
- Preferably based in Haiti with ability to travel within Haiti; if based abroad, ability to travel to Haiti (security permitting)
- Available for the time frame detailed within this TOR

VII. Submission of Application

- CV
- Cover Letter outlining relevant experience in European Commission donor compliance, grant management
- Draft proposed methodology, outline workshop agenda and work plan
- At least 2 relevant, professional references
- Detailed financial quotation, separating out “consultation fees” from other elements as relevant (e.g., per diems, travel expenses etc.) that breaks out any elements that may be delivered independently

Interested candidates should submit a complete application to Beyond Borders/Depase Fwontyè yo to consultant@beyondborders.net no later than **6.00pm EST 18 April 2021**. Please use the email subject line: **EU Compliance Consultant**

Beyond Borders is an equal opportunity employer. Diverse candidates including women, people of color, and members of other historically marginalized groups are encouraged to apply.