

Terms of reference for a consultant
Grants and Finance Expert for subgrant management and report verification

Deadline for applications: Monday, 29th May 2023 – 23:59 CEST

ILGA-Europe overview

ILGA-Europe is the European and Central Asia Region of the International Lesbian, Gay, Bisexual, Trans & Intersex Association (ILGA). ILGA-Europe is a membership-based organisation bringing together over 700+ organisations from 54 European and Central Asian countries, making it an excellent platform for joint advocacy and movement development. As part of its mandate ILGA-Europe both advocates for human rights and equality for LGBTI people in Europe and Central Asia; and strengthens the LGBTI movement throughout its capacity building programme.

Background for this work

Over the past years, ILGA-Europe have developed diverse portfolio of work based on re-granting to national-level and local organisations paired with capacity building. As part of our on-going efforts to provide adequate support as well as ensure sufficient compliance, ILGA-Europe pays particular attention to the financial management aspect of grants awarded: grantees are offered opportunities to learn about budgeting, cost tracking, maintaining records and adequate documentation, procurement, and financial reporting. In order to ensure sufficient team capacity, ILGA-Europe is searching for a consultant to support this work through both the financial management of selected subgrants (monitoring, report verification, compilation of data and documents for audits) and supporting grantee development in terms of financial management skills. The consultant will work between July 2023 and November 2026 with approx. 10 grantees each year, and process a volume of approx. 800,000 € in expenses.

Role of the consultant

The role of the consultant is to ensure smooth and effective financial management of subgrants, and to increase the financial management and reporting capacities of grantee partners. This entails, in particular:

1. To assist with the management of awarded grants, including contracting, following implementation timelines, payment schedules and other contract conditions.
2. To review, monitor and approve grantees' financial reports and expenditures, and to ensure that project expenditures are in-line with ILGA-Europe's re-granting rules, regulations and internal control processes.

3. To verify supporting financial documents and calculations against expenditures lists – procurement, contracts, invoices, proofs of payments, proofs of delivery, timesheets.
4. To advise grantees on ILGA-Europe grant-making guidelines, policies and relevant regulations, and carry out training for grantees on financial management in the context of ILGA-Europe's re-granting projects
5. To develop training and educational materials on financial management relevant for different types of grantees, enabling them to grow capacities in managing funding and grants.
6. To ensure the proper compilation and filing of grants-related information, documentation and reporting required by ILGA-Europe's internal and external requirements, and carry out periodical checks and reconciliations of financial information related to re-granting.

The consultant will transfer ownership of any outputs produced within the framework of this consultancy, and cannot use or reproduce them without prior consent.

Role requirements, competences and experience

To carry out tasks in this role, the candidate needs to be able to demonstrate the ability to:

- Apply procedures and regulations across different tasks and processes, to spot inaccuracies and trace problems, analyse the situation and propose solutions or formulate recommendations,
- Operationalise financial management rules and principles into practice
- Understand and use formal documents outlining rules and regulations, and apply these rules across different types of financial documents (contracts, invoices, forms and templates, etc.).
- Maintain a high level of accuracy in preparing and processing financial information, and ensure accuracy and completeness of invoices and expenses
- Accurately and efficiently process documents relating to goods, services, and payments.
- Compile information and documentation in an orderly and confidential manner, and supply timely information for management
- Carry out mathematical calculations (addition, subtraction, multiplication, division, percentages, fractions, decimals, proportions, ratios, means, weighted means, median, mode) in the context of different currencies and translations of currencies.
- Use Microsoft Excel and similar calculation software in the context of financial budgeting and execution, incl. comparing sets of data, formatting and conditional formatting, graphs and charts, extensions of formulae and blocking, mathematical functions (sum, sumif, sumifs, subtotal, multiply and similar),

statistical functions (countif, countifs and similar), basic text and logical functions.

- Understand how organisations and individuals learn and how to support them in increasing financial management capacities.
- Deliver skills and knowledge in the form of webinars, workshops, as well as one-to-one interactions
- Communicate clearly and effectively in English (written and spoken) with colleagues and grantees; capacity to explain complex issues simply, concisely and clearly for diverse audiences
- Communicate clearly and effectively in Turkish (written and spoken) with colleagues and grantees; capacity to explain complex issues simply, concisely and clearly for diverse audiences.

The desirable competences and experience include:

- Knowledge of and experience with European Union funding and compliance.
- Knowledge of and experience with the Turkish accounting and financial frameworks.
- Experience of working with civil society, especially with LGBTI groups and organisations or other marginalised groups.

Exclusion criteria:

- Conflict of Interest Statement: to be eligible to apply for this consultancy the consultant may not be actively engaged (as a staff member or Board member) with any ILGA-Europe grantee organisation.

Role of ILGA-Europe:

- Provide guidance to the consultant on the direction of the work
- Provide training on specific rules and regulations to apply, as well as written materials, policies and procedures (in English)
- Provide supervision and on-going communication to ensure timely problem solving.
- Provide documentation already collected around work done, needs, challenges, and practices in place on capacity building and financial management
- In case of disagreement, final decisions in relation to work and cost-eligibility are made by ILGA-Europe.

Cooperation under this contract

The consultant will work under ILGA-Europe's supervision as an independent contractor. ILGA-Europe's staff will provide support and guidance as needed

throughout the different phases of the consultancy. The consultant will be directly supervised by the Finance Director, but will also be connected and cooperating with Grants Officers and Programmes Officers, where relevant.

The foreseen timeframe of this engagement is July 2023 to November/December 2026, with the following expected timeline of engagement:

2023 grant cycle (~10 grantees, 25-30k € each)

- 2023 July – onboarding to the role with ILGA-Europe
- 2023 August – September – financial management trainings (online) and coaching provided to grantees, development of program-specific training and educational materials based existing ILGA-Europe material
- 2023 August – September – review of interim reports, feedbacks and coaching provided to grantees to respond to specific issues noted in interim reporting
- 2024 January – March – review of final reports for 2023 grants
- 2024 January – availability for supporting the annual audit of subgrants

2024 grant cycle (~10 grantees, 25-30k € each)

- 2023 November – December review of funding applications and budgets, communication with selected grantee partners on specific required changes, contracting
- 2024 February – March – financial management trainings (online) and coaching provided to grantees
- 2024 June - July – review of interim reports, feedbacks and coaching provided to grantees to respond to specific issues noted in interim reporting
- 2025 January – March – review of final reports for 2024 grants
- 2025 January – availability for supporting the annual audit of subgrants

2025 grant cycle (~10 grantees, 25-30k € each)

- 2024 November - December – review of funding applications and budgets, communication with selected grantee partners on specific required changes, contracting
- 2025 February – March – financial management trainings (online) and coaching provided to grantees
- 2025 June - July – review of interim reports, feedbacks and coaching provided to grantees to respond to specific issues noted in interim reporting
- 2026 January – March – review of final reports for 2025 grants
- 2026 January – availability for supporting the annual audit of subgrants
- 2026 October – November – availability for supporting a multi-year expenditure verification

Please note that this timeline is preliminary. ILGA-Europe responds to grantees' needs with as much flexibility as possible, and often offers non-cost extensions, therefore shifting reporting deadlines by 1-3 months. The weekly and monthly time investment will vary, and the consultant will be expected to independently manage time and effort to achieve agreed-upon tasks, and maintain an open and transparent relationship with ILGA-Europe staff.

The total budget for this consultancy is 35,000 – 45,000 € exclusive of VAT, paid for time actually worked. Please note that if the consultant is not able to issue an invoice with VAT (i.e. is exempt of VAT in the country of operations or shifts VAT to ILGA-Europe), ILGA-Europe will be required to settle VAT at a rate of 21% for the consultant in Belgium, in accordance with fiscal legislation in Belgium.

Offers will be assessed based on:

- the demonstrated capacity to fulfil listed tasks, based on proven role requirements, competences and experience, as specified above
- adequate assessment of time and effort needed for the fulfilment of these tasks – based on ILGA-Europe's experience and practices this should be between 220 – 270, depending on the approach and experience
- financial competitiveness.

Terms of payment (instalments) and time of payment will be discussed prior to signing the contract.

The consultant will conduct the work from their work place. In order to plan the activities described in this ToR, the consultant may be asked to travel to Brussels or other locations within the Europe and Central Asia region. In this case, travel and accommodation costs will be covered by ILGA-Europe as explained in the budget section of this ToR.

ILGA-Europe will have ownership of all materials produced in the framework of the consultancy.

How to apply:

Applications should be sent by **Monday, 29th May 2023 – 23:59 CEST**. Interested applicants should provide a current résumé and a maximum 2 page application. This document should clearly outline:

1. The candidate's key skills and experience that are relevant to this ToR
 - any experience related to grant-making or re-granting should be mentioned specifically

- any experience related to financial management of grants, and/or financial management in the context of government or EU funding should be mentioned specifically
- 2. Information on how the applicant will approach balancing compliance requirements with the need to build capacity of grantees
- 3. An assessment of time (days) needed for the implementation of the tasks, providing enough details for ILGA-Europe to assess whether the time planned is realistic and efficient
- 4. A confirmation of the availability within the timeline stated above
- 5. A confirmation of a lack of a conflict of interest
- 6. A financial offer including:
 - specification of the expected days worked
 - specification of daily rates in EUR, incl. the rate NET, and the applicable VAT percentage.

Costs of accommodation and travel will be covered separately.

Please note we will not be able to assess applications which do not contain all these details.

Application and selection process:

- Applications should be sent to **A. Chaber**, ILGA-Europe Finance Director, (chaber@ilga-europe.org) by **Monday, 29th May 2023 – 23:59 CEST**.
- ILGA-Europe may interview applicants as part of the selection process, or request that shortlisted candidates carry out a practical exercise to demonstrate their skills.
- ILGA-Europe intends to make a final decision by the 15th of June.
- The work will commence soon after the selection.