

HARM REDUCTION CONSORTIUM

CONSORTIUM OF NETWORKS OF PEOPLE WHO USE DRUGS

REQUEST FOR PROPOSALS: CONSULTANT FOR FINANCIAL MANAGEMENT CAPACITY SCAN AND TRAINING

MAY 2020

Background

Under the auspices of three-year grants from the [Robert Carr Fund](#), the 'Harm Reduction Consortium' and the 'Consortium of Networks of People Who Use Drugs' exist to challenge the global war on drugs, support harm reduction services and funding, and protect the rights and health of people who use drugs. The Consortia are comprised as follows:

Harm Reduction Consortium:

1. [International Drug Policy Consortium \(IDPC\)](#)
2. [Harm Reduction International \(HRI\)](#)
3. [Youth RISE](#)
4. [Women and Harm Reduction International Network \(WHRIN\)](#)
5. [Middle East and North Africa Harm Reduction Association \(MENAHR\)](#)
6. [Eurasian Harm Reduction Association \(EHRA\)](#)
7. [European Network of People who Use Drugs \(EuroNPUD\)](#)

Consortium of Networks of People Who Use Drugs

1. [International Network of People who Use Drugs \(INPUD\)](#)
2. [Asian Network of People who Use Drugs \(ANPUD\)](#)
3. [Eurasian Network of People who use Drugs \(ENPUD\)](#)
4. [African Network of People who use Drugs \(AfricaNPUD\)](#)
5. [South African Network of People who use Drugs \(SANPUD\)](#)

Purpose and Scope

Both Consortia have an ongoing commitment to capacity building and organisational development, and we are therefore seeking a consultant to undertake a capacity scan and review of the financial management structures of our individual member organisations. The review will culminate in two reports (one to each Consortium) containing concrete recommendations and guidance, and a one-day financial management workshop with both Consortia in Q1 2021 (exact venue and dates to be confirmed).

Financial management systems and capacities vary significantly between the Consortia members: some of the more established organisations have decades of experience and manage annual budgets in excess of US\$ 1 million, while others are more nascent networks with financial hosts and looking to establish independently in the coming years. There is not a 'one-size-fits-all' approach.

The key objectives of the financial management capacity scan are, therefore, to:

1. determine any capacity needs and priorities of the Consortia members.
2. identify and flag any financial management 'red flags' or concerns.
3. propose financial management action plans for each organisation to consider, aspiring for best practices across various areas of financial management, accounting, risk management, auditing, etc.
4. deliver a one-day financial management workshop to help Consortia members build on their capacity and efforts in these areas.

Specific Tasks

Proposals should include a suggested methodology for this project, comprising:

- close coordination with IDPC and INPUD, as the two Consortia lead partners.
- remote consultation with each Consortia member, and related desk research, to understand their existing situations, systems, needs and challenges.
- delivery of two final reports (one to each Consortium) including recommendations, before the end of August 2020.
- delivery of individual organisation action plans, through a consultative process, before the end of August 2020.
- facilitation of a one-day workshop with members of the Consortia (approximately 30 people) in Q1 2021 (exact venue and dates to be confirmed) – including preparation of the agenda and any materials or resources for the day.

Proposals which incorporate pro bono elements, and/or those which include post-workshop follow-up and support for individual Consortia members within the budget, will be positively received.

Competencies

- Proven track record of supporting and/or developing financial capacity building for regional and international not-for-profit organisations.
- Experience of working internationally, and knowledge of financial management contexts in different settings and contexts.
- Experience of working with network-based models, especially networks of people who use drugs.
- Good understanding of the issues addressed by the two Consortia, and the HIV/AIDS more broadly.

Responding to this Request for Proposals

We are seeking initial proposals from consultants with the skills, experience and ability to support this project. It is anticipated that the work will take approximately 15-20 days, including the one-day workshop.

Proposals should be a maximum of three pages, and should outline:

- Demonstration of the consultant's relevant skills and experience
- Brief biography of consultant(s) to be engaged on the project, with full CVs annexed
- Proposed work plan and methodology for the project
- Confirmation of availability for the one-day workshop
- Price quotation for the project

Applicants are reminded that both Consortia comprise not-for-profit organisations, so any additional pro bono or discounted support as part of the proposal will be very much welcomed.

Please send proposals to Jamie Bridge (jbridge@idpc.net) and Mauro Guarinieri (mauroguarinieri@inpud.net) before Saturday 30th May 2020.

Any questions or requests for clarification ahead of the deadline may also be sent to jbridge@idpc.net and mauroguarinieri@inpud.net, before Saturday 23rd May 2020.