



Terms of Reference

Grants, Contracts, and Compliance Consultant

The Grants, Contracts, and Compliance Consultant will work with the Compliance Team to develop Contracts and Awards manuals, templates, policies, and procedures in support of an effective and efficient operation of the contracts/grants, and compliance management function. S/He will serve as a grants, contracts and compliance management resource for the Compliance Team providing support in interpreting, applying, and ensuring compliance with institutional donor requirements, organizational policies, and industry best practices.

The Consultant will serve as an expert resource on compliance with USG and other Institutional Donor contracting regulations and will develop a Contracts and Awards Compliance Road Map that will serve to guide Heifer Project International in the building of a comprehensive USG and other Institutional Donor compliance capability. The Consultant will work in close collaboration with the finance and operations to ensure that all materials are consistent with the Heifer Project International's operating structures, systems, and standards.

Principal Duties and Responsibilities:

- Considering Heifer Project International's current structure and context, advise on establishing an Awards Management and Compliance unit, including scope of core functional roles, responsibilities, and authority, staffing requirements and job descriptions, reporting line, etc.
- Conduct independent review of Heifer Project International's binding legal documents as well as compliance reviews of solicitation documents, institutional donor specific contract and grants terms and conditions, NDAs, teaming arrangements, and other partnering templates to support the management of Heifer Project International's Contracts and Awards.
- Develop and/or revise Heifer Project International's specific compliance manuals and templates with a focus on continual improvement to support activities with donors, funders, clients, vendors and suppliers with a specific focus on USAID and other Institutional donor funded work. Provide recommendations on strengthening policies and procedures and make recommendations on strategies to manage compliance while evaluating systems for



effectiveness and efficiency considering client needs, team dynamics, and project goals and objectives.

- Support Compliance Team by providing quality control and assurance guidance, as needed, to ensure consistently high compliance standards, including on project management, operations, and new business activities/tasks.
- Coordinate closely with Heifer Project International's Finance and Operations teams to ensure consistency and compliant processes for fiduciary risk management.
- Advise and assist Heifer Project International staff with on-going contracts and project management issues and related policy and practices, as needed.

Qualifications:

To perform this job successfully, s/he must be able to perform each essential duty and responsibility satisfactorily. The requirements below represent the knowledge, skills, and/or abilities required.

- Minimum 10 years of contract administration or compliance experience, preferably with a mix of US government, other Institutional donors, and private sector clients.
- Experience with budget development and management for solicitations as well as project management.
- Master's degree or equivalent work experience required.
- English fluency required; Spanish preferred.
- Possess a comprehensive understanding of project and contract management as well as USG and other Institutional donor regulations and guidelines in order to provide support and guidance in a strategic and problem-solving manner.
- Demonstrated ability to communicate clearly, concisely, and persuasively both orally and in writing, and deliver presentations, training, and facilitate meetings effectively.
- Extensive experience solving complex technical, managerial or operational problems and ability to evaluate options based on relevant information, resources and knowledge required.
- Experience with a wide variety of contracts and subcontracts types, e.g. fixed price, IQC, cost reimbursement (award fee/fixed fee) and performance-based.
- Knowledge of USAID, other federal agency regulations and policies, and other Institutional donor regulations.
- Willingness to work overseas; experience living or working in developing countries preferred.
- Strong administrative skills, word processing abilities,



knowledge of MS Office applications, and attention to detail.

- Demonstrated ability to follow standard practices and procedures, receive general instruction and supervision on work progress, and make significant contribution to end results.
- Ability to work independently and as part of a team
- Strong organizational and work prioritization skills

Please email a CV/resume, and cover letter and list of three (3) references to PROCUREMENT@heifer.org email addresses by March 1, 2023. In the subject line of the email please write " Grants, Contracts, and Compliance Consultant."