

PROCUREMENT

Tender Notice: Procurement of Compliance Consultant

Tender Reference Number: PT2024-03

Date of Issue: April 30, 2024

Closing Date: September 15, 2024

Position Summary: BCI invites expressions of interest for a part-time Project Compliance Consultant. This essential role ensures compliance with US Government (USG) funding requirements, particularly USAID and DRL regulations, and adherence to BCI's internal policies. The consultant will play a key role in managing compliance operations, including vetting, oversight of agreements, procurement, and contractual management in line with USG standards.

Note: This position is contingent upon donor funding.

Key Responsibilities:

- Ensure compliance with USG grants and contracts regulations, including USAID policies, FAR, 2 CFR Parts 200 & 700, and BCI policies.
- Provide continuous support for compliance across project teams and subawardees.
- Manage vetting processes to maintain USG and BCI standards.
- Guide award start-up and closure, interpreting contractual and regulatory requirements.
- Supervise agreements with subawardees to ensure legal and policy compliance.
- Lead procurement activities, aligning with USG and BCI guidelines.
- Monitor contract implementation, identifying and addressing compliance risks.
- Develop and conduct compliance training for staff and partners.

English

- Maintain and update compliance protocols and documentation regularly.

Qualifications:

- Bachelor's degree in Law, Business Administration, or related field; Master's degree preferred.
- At least three years of experience in managing USG-funded grants, contracts, and procurement processes.
- Comprehensive understanding of USG regulations, including FAR, 2 CFR Parts 200 & 700, and USAID policies.
- Exceptional organizational and attention to detail skills.
- Strong communication and interpersonal abilities.
- Proficiency in computer skills, including Google Drive and virtual meeting platforms like Google Meets and Zoom.
- Ability to work both independently and as part of a team in a dynamic setting.
- Fluent in English; proficiency in additional languages is beneficial.

Conditions: The role is home-based, offering remote support to BCI's Malta office and sub-recipient field teams. Pending the acquisition of donor-funded projects, the expected start date is October 2024 for a 30-month duration.

Background Checks: Successful candidates will undergo comprehensive background checks including employment verification, reference checks, identity confirmation, and anti-terrorism vetting.

How to Apply: Candidates are invited to submit a resume and a cover letter explaining their qualifications and suitability for the role to info@bindaconsulting.org. Only those candidates short-listed will be contacted for an interview.

BCI is an Equal Opportunity Employer: We value diversity and are dedicated to creating an inclusive workplace for all staff members.