

## Terms of Reference

### 1. Required supply: Due Diligence function

### 2. Background

AmplifyChange is an independent, not-for-profit grant-making organisation that supports local civil society organisations to advocate for sexual and reproductive health and rights (SRHR). Further information about our organisation can be found at: <https://amplifychange.org>.

### 3. Scope of project/work

AmplifyChange currently has a well-established methodology in place for the completion of financial management assessment and due diligence up to the point of contracting with the grantee partner, this is built into our online Grant Management system (Fluxx).

The methodology follows a staged approach, starting with light touch assessment and basic checks to screen potential grantee partners then moving to more thorough Financial Management Assessments according to the size of the grant to be awarded. The stages followed under this approach are:

- Financial Due Diligence (FDD)
- Integrity Due Diligence (IDD)
- Financial Management Assessment (FMA)

While the due diligence must follow a standardised framework the individual assessments must be reactive to the individual grant and take into account the contextual risks of the project. Grantee Partners should be able to demonstrate not just their strong systems and processes, but an understanding of how to apply them in their project.

### 4. Deliverables

This will vary depending on grant size and whether site visits are required. However all organisations assessed will have

- A comprehensive Due Diligence report on Fluxx which covers Governance, Financial Controls, Legal Compliance, Operational Planning, working with Delivery partners and Continuity, Risk Management, Data Privacy and Security and Safeguarding.
- The report will have been quality assured
- The DD report will contain recommendations for organisational strengthening – or ‘special conditions’ which will form part of the contract with the organisation and will provide a timeline for these to be implemented related to fund disbursements
- All assessments should be completed no later than 8 weeks after they have been assigned by AmplifyChange

## 5. Key risks and assurances

- AmplifyChange offers a range of budget size to organisations this can mean that there will be variation in the number of grants that we can award, it will be necessary for supplier to be able accommodate this.
- Delays to the Grant making process may lead to delays in the Due Diligence process.
- All risk associated with travel e.g. flight delays in the cases where travel is required.
- The supplier will process personal data with risks around the personal data being misused or breached. Data must be processed in line with AmplifyChange's instructions, ensuring that appropriate technical and organisational measures are used to protect personal data. Data must also be processed in line with the requirements of the Data Protection Act 2018 and UK GDPR. Furthermore, a Data Processing Agreement will be entered into with the successful supplier which further sets out their obligations.

## 6. Data protection particulars

Is it anticipated that the Supplier will process personal data on behalf of AmplifyChange?

No

Yes

1.	<b>Nature of the processing</b>	The supplier will be reviewing and processing personal data in relation to the due diligence process
2.	<b>Type of personal data to be processed</b>	<input checked="" type="checkbox"/> Contact details e.g. name, address, phone numbers  Special category data: <input checked="" type="checkbox"/> Racial or Ethnic Origin <input checked="" type="checkbox"/> Political Opinions <input checked="" type="checkbox"/> Religious or Philosophical Beliefs <input type="checkbox"/> Trade Union Membership <input type="checkbox"/> Genetic Data <input type="checkbox"/> Biometric Data <input checked="" type="checkbox"/> Health Data <input checked="" type="checkbox"/> Sex Life or Sexual Orientation  And/or <input checked="" type="checkbox"/> Criminal convictions or offence data
3.	<b>The personal data being processed</b>	<input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Grantees <input checked="" type="checkbox"/> Grant Applicants
4.	<b>Purpose(s) for which the personal data is processed on behalf of the controller</b>	Provision of services.

5.	<b>Duration of the processing</b>	Duration for which service is provided to AmplifyChange.
6.	<b>Security Measures</b>	Appropriate technical and organisational measures which may include: pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of such measures

### 7. Fees and expenses

- Applicants at Stage 1 will be required to specify costs for Due Diligence based on day rates per role/team member
- All costs should be inclusive of VAT and other relevant costs.
- No additional expenses are expected.

### 8. Contract duration

- **Contract duration:** 24 months
- **Handover Period from Current Supplier:** 1<sup>st</sup> November 2024 – 31<sup>st</sup> December 2024
- **Contract Implementation:** 1<sup>st</sup> January 2025 – 31<sup>st</sup> December 2026

### 9. Application process

This will be a two stage process starting with Stage 1: Screening Questions. Successful applicants will be invited to submit a full proposal in Stage 2: Evaluation Criteria

Please submit your Stage 1: Screening Questions by email to [procurement@amplifychange.org](mailto:procurement@amplifychange.org) by CoB on 23<sup>rd</sup> of July 2024.

If successful at Stage 1 we will invite you to submit a full proposal on the 29<sup>th</sup> of July for submission by CoB on 14<sup>th</sup> August 2024.

Please review the included documents for details of the requirements of each stage.

## 10. Mandatory statements

Information received from potential suppliers will be received in good faith. Any subsequent discovery of deliberate misinformation being provided or of any illegal or corrupt practices being undertaken will result in the offer being rejected or any contract awarded being terminated.

Potential suppliers mandate to declare any perceived or real conflicts of interest at every stage of this procurement process.

The attention of potential suppliers is drawn to the list of exclusion criteria below.

## 11. Exclusion Criteria

These individuals or organisations may not be invited to be included in an AmplifyChange procurement process:

- They are bankrupt or being wound up or are subject to an administration order.
- They have otherwise suspended business activities, are subject of proceedings concerning those matters, or have breached legal or regulatory conditions.
- They or those with powers over control and decision-making have been convicted of an offence concerning their professional conduct.
- They have been guilty of proven grave professional misconduct.
- They have not fulfilled obligations relating to the payment of social security contributions or taxes.
- They or those with powers over control and decision-making have been convicted for fraud, corruption, involvement in a criminal organisation or money laundering.
- They make use of child labour or forced labour and/or practise discrimination, and/or do not respect the right to freedom of association and the right to organise and engage in collective bargaining pursuant to the core conventions of the International Labour Organization (ILO).
- They do not support the general aims and values of AmplifyChange.
- Have any business relationships with the tobacco industry or affiliates, including accepting payments or receiving support from any tobacco product manufacturer or wholesaler, and/or having business relationships with any person, interest group, advocacy organization, or other business or organization that represents the interest of the tobacco industry.

**END**