



## EXPRESSION OF INTEREST (EOI) CONSULTANCY SERVICES – DUE DILIGENCE ASSESSMENT

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**Submission Deadline:** Open Until Filled

**Contract Type:** Short-term Consultancy

### Who we are

Urgent Action Fund-Africa (UAF-Africa) is a consciously feminist and women's human rights pan- African Fund, registered in Kenya and Zimbabwe. Operating as a virtual organisation, the Fund boasts of strategic presence in Africa's three sub-regions- East Africa: Nairobi-Kenya, Kampala-Uganda; Southern Africa: Harare- Zimbabwe, Lilongwe- Malawi, Antananarivo- Madagascar, Johannesburg, Pretoria & Cape Town- South Africa, Gaborone-Botswana; and Central Africa: Yaoundé & Douala - Cameroon. Recognising the need to move resources rapidly on a continent where opportunities and threats arise and decline quickly, UAF-Africa uses a Rapid Response Grant making mechanism to support unanticipated, time sensitive, innovative, and unique initiatives that promote women's agency in democratic governance, economic, environmental and climate justice, natural resources governance and conflict transformation while protecting their personhood, integrity, and rights.

### 1. Background

UAF-Africa is seeking a qualified firm to undertake a comprehensive due diligence assessment of six (6) consortium partners for a project to be implemented in Kenya, Togo, Cameroon and Zimbabwe. The due diligence exercise will involve an off-site review of the prospective partner's documents and processes, using virtual interviews (phone or via teleconferencing) with relevant Staff. This assignment will support UAF-Africa's commitment to strong financial stewardship, compliance with donor requirements, and risk management, including zero tolerance for fraud, corruption, and non-compliance.

### 2. Objective of the Assignment

The firm will assess the capacity, systems, and compliance status of the consortium partners to manage project funds responsibly and in line with donor and regulatory requirements. The assignment will identify key risks, gaps, and practical recommendations to strengthen partner systems.

### 3. Scope of Work

The firm will conduct a structured due diligence review covering:

- **Legal Status:** Registration, governance documents, and compliance with national laws
- **Donor Compliance & Sanctions:** Screening against relevant sanctions lists (e.g. UN, EU), anti-terror and anti-money laundering controls
- **Governance:** Board composition, independence, and functionality (including interviews with selected board members)
- **Human Resources:** Staffing structures, HR policies, payroll systems, and staff benefits

- **Audit and Financial Management:** Audited Accounts, Accounting systems, internal controls, income and expenditure processes
- **Banking & Cash Management:** Bank reconciliations, signatory controls, cash handling procedures
- **Procurement Systems:** Policies, processes, and compliance with donor procurement requirements
- **Asset Management:** Asset registers, tracking, and safeguarding
- **Safeguarding & Ethics:** Policies, reporting mechanisms, and response systems

#### 4. Quality Standards

The firm will support all findings and conclusions with verifiable evidence and clearly reference the data sources. The review should also address the representativeness of findings or be prepared upon request.

A draft report will be submitted to UAF Africa, with comments and feedback. These inputs will then be considered in preparing the final report. For each Organisation, the consultant will be required to express an opinion on their suitability or otherwise as a partner and the reasons for such opinion or position. The Consultant will be required to adhere to high ethical standards, including confidentiality, sensitivity regarding information handling, respect towards program staff and beneficiaries, and conflict-sensitive work and adhere to safeguarding and data protection standards.

#### 5. Deliverables

The firm is expected to deliver:

- An **Inception Report** outlining methodology and tools
- **Six (6) Due Diligence Reports** (one per partner), including:
  - Key findings
  - Risk ratings (Low/Medium/High)
  - Identified potential capacity gaps and recommended relevant trainings and capacity support that could further enhance and strengthen the effectiveness and efficiency of the recommended organization to implement the project and manage the funds.
  - Actionable recommendations to be presented in order of priority
- A **Consolidated Summary Report** highlighting cross-cutting risks and insights
- A **Final Presentation** to UAF-Africa management

The firm will be expected to prepare a due diligence guide, report template-narrative and summary sheet in excel for the assignment.

#### Projected Timelines and Deliverables

Dates	Activity
10 - 12 June 2026	Preparations and documents review
15 - 23 June 2026	Consultant gathers information from consortium partners and quality assured by UAF-Africa
26 June 2026	Consultant submits 1st draft to UAF-Africa
3 July 2026	Consultant submits 2nd draft to UAF-Africa
10 July 2026	Consultant responds to final report with comments from UAF-Africa

## 7. Reporting

The selected firm will report to UAF-Africa's Head of Finance & Partnership Coordinator staff. Regular progress check-ins will be required.

## 8. Duration of Assignment

The assignment will be carried out from June-July 2026 over 20 non-consecutive days, covering the inception report, data collection, and report writing.

## 9. Qualifications

Eligible firms must demonstrate:

- Minimum 7-10 years' experience in due diligence, audit, or compliance reviews
- Demonstrated experience in NGO/donor-funded environments
- Strong understanding of: Financial systems and internal controls, Governance and institutional capacity assessments, Compliance, safeguarding, and risk management frameworks
- Proven experience in conducting mid-term or final evaluations of donor-funded projects, preferably in the human rights, gender justice, or development sectors.
- Strong understanding of project cycle management, monitoring and evaluation (M&E) frameworks, and results-based approaches.
- Expertise in assessing cross-cutting themes such as Gender-Based Violence (GBV), Sexual and Reproductive Health and Rights (SRHR), sustaining defenders, and climate justice.
- Knowledge of financial management assessment, including anti-corruption measures and accountability practices.
- Familiarity with the African context, especially on civil society and women's rights movements.
- Excellent analytical, writing, and facilitation skills to support participatory learning and reflection processes.
- Demonstrated ability to produce high-quality, actionable reports with practical recommendations.
- Experience working with feminist organizations or applying feminist and participatory evaluation methodologies is an added advantage.

## How to Apply

If interested in this assignment, please send your proposal including technical and financial proposals to [info@uaf-africa.org](mailto:info@uaf-africa.org) with the **Subject line:** EOI: Due Diligence Assessment Consultancy Services

No phone calls, please.

We thank all those who apply, but only shortlisted candidates will be contacted. To learn more about UAF-Africa and our programs, please visit our website at <http://www.uaf-africa.org/>