

REQUEST FOR PROPOSAL (RFP)
CONSULTANT FOR RISK AND COMPLIANCE MANAGEMENT

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1. BACKGROUND INFORMATION:

The Foundation for Innovative New Diagnostics (FIND) is dedicated to ensuring equitable access to reliable diagnosis worldwide. We connect countries and communities, funders, decision-makers, healthcare providers, and developers to promote diagnostic innovation and integrate testing into sustainable and resilient health systems. Established in Geneva, Switzerland, in 2003, we have regional hubs in Kenya, India, South Africa, Vietnam and Indonesia. In partnership with public and private sector organisations, we strive to ensure that everyone who needs a test has access to one. We achieve this by collaborating closely with governments, international organisations, the private sector, civil society, academia, and other key stakeholders. For more information, please visit <https://www.finddx.org>.

FIND is undergoing a transformation and restructuring aimed at streamlining our operations and optimizing resource allocation for more efficiency and greater impact. As part of this process, we are seeking consultancy services of a Risk and Compliance specialist who will support the leadership to put in place robust systems that ensure compliance with the regulatory and institutional policies and procedures that regulate the works of FIND.

2. STATEMENT OF PURPOSE:

The Risk and Compliance specialist will work closely with the Director of Operations and the Head of Legal to implement systems that ensure compliance with legal, regulatory, and internal policies, procedures, and guidelines for the organisation as applicable at all FIND locations. The specialist will be expected to develop new management tools for identifying and managing the organisation's risks and to recommend processes for monitoring compliance throughout the organisation.

3. SCOPE OF WORK AND DELIVERABLES:

The specific objectives of the Risk and Compliance specialist are:

- Location of work will be at FIND headquarters in Geneva.
- Coordinate the creation, review, and implementation of policies and procedures established to regulate the organisation, both internally and externally.
- Support the organisation in interpreting audit findings and developing strategies for their implementation.
- Develop internal compliance programmes for implementation.
- Establish a reporting framework for compliance and risk.
- Consult with FIND leadership to establish the organisation's risk tolerance levels.
- Integrate country offices in India, Kenya, South Africa, Viet Nam, and Indonesia into the main Compliance and Risk Framework.
- Provide training sessions and workshops for employees to raise awareness of their compliance obligations and legal requirements.

Duties and Responsibilities

- Support the legal and compliance requirements arising from local regulations, donor requirements, obligations to the World Health Organization, and the enterprise-wide risk register.
- Develop and implement risk and compliance policies, initiatives, and procedures that align with relevant laws, regulations, and industry standards.
- Create communication tools to effectively disseminate updated policies throughout the organisation and the country offices.
- Revise the due diligence processes for selecting partners for FIND's financial and technical support, including checks related to donor requirements and best practices, such as financial due diligence, legal compliance, and implementation capacity.
- Compliance Calendar: Review legal and reporting requirements for the organization to create a comprehensive compliance calendar. Develop mechanisms for maintaining the compliance calendar, ensuring that all information remains current, and establish a system for notifying relevant FIND staff across all departments for action as per the calendar, as well as recording submissions, filings, and reports that meet requirements.
- Develop and organise internal compliance training—both general and specific—for all employees of FIND, including those in the country offices.
- Develop risk management strategies for FIND secretariat and Board approval
- Support the revision and preparation of formal governance documentation including FIND policies, guidelines, and operating procedures.
- Draft new and update existing internal risk and compliance policies to ensure they align with industry standards.
- Conduct risk assessments by evaluating potential risks and vulnerabilities within the organisation's operations and processes, identifying where compliance breaches may occur, and developing strategies to mitigate these risks.
- Develop terms of reference for FIND's governance, risk, and compliance management committee, including the selection of committee members.
- Prepare, review, and advise on draft decisions of FIND Boards, as well as the application and interpretation of Board decisions and governance instruments.

Deliverables

- Updated risk and compliance policy.
- Risk and compliance framework.
- Risk management strategies.
- Compliance Calendar.
- TOR for FIND risk and compliance management committee.
- Training materials for risk and compliance training.

4. QUALIFICATIONS & EXPERIENCE:

- Risk and Compliance expert with appropriate qualifications at Master's level.
- Minimum of 3 years' experience in dealing with complex ethical, organizational governance and legal issues, such as dealing with corporate or institutional Executive Boards and in drafting complex documentation, policies, and Board decisions.
- Expert knowledge of risk management tools and techniques.
- Knowledge of global health compliance standards and their application in a PDP environment.
- Proven experience of performing similar work and familiarity with FIND and similar organisations.
- Experience in working across international teams.
- Excellent oral and written English language skills
- Desirable:
 - Experience in conflict-of-interest management and with respect to safeguarding and sanctions matters.
 - Intermediate written and spoken French.

Soft Skills

- Attention to detail
- Hands-on attitude
- Teamwork
- Problem solving
- Excellent written skills in English. Intermediate written and spoken French will be highly desirable given the French environment and FIND's status under Swiss law.

5. TIMELINES:

The consulting services will commence immediately upon contract signature or on the date agreed by the parties. The current project timeline is as follows:

Activity	Due date
Publication of RFP	18 th March
Closing for submission of proposals	1 st April
Evaluation	2 nd April – 3 rd April
Communication on Award/s of Contract	7 th April
Contract negotiation and signature	8 th April – 11 th April
Consultancy Start Date	14 th April
Expected Completion	30 th Dec

6. APPLICATION GUIDELINES:

Cover Letter – A brief statement of interest and suitability for the role.

Technical Proposal – Details on the approach and methodology to be used in executing the scope of work.

Experience & Qualifications – Summary of relevant experience and qualifications, including CVs of key personnel.

References – Contact details of at least two (2) professional references from similar projects.

Financial Proposal – A detailed cost breakdown, including consultancy fees and any other relevant expenses.

Please direct your submissions and any questions to the following email: procurement@finddx.org, before the submission deadline.

7. AWARD CONDITIONS:

Applicants/Bidders that are selected for final award are required to:

- Provide a proof of legal registration of the organization.
- Sign a declaration confirming no conflict of interest.
- Be legally permitted to perform work in the country where the contract will be performed.
- Commit to and sign the [FIND Code of Conduct and Ethics](#).
- Sign the Due Diligence Self declaration form.

8. EVALUATION AND AWARD PROCESS:

Proposals will be evaluated based on the following criteria:

Criteria	Weighting
Relevant Experience & Qualifications	40%
Technical Approach	30%
Financial Proposal	20%
References & Past Performance	10%

- Relevant Experience & Qualifications (40%) – Strength of relevant expertise, certifications, and prior project experience.
- Technical Approach (30%) – Effectiveness and feasibility of the proposed methodology.
- Financial Proposal (20%) – Cost competitiveness and value for money.
- References & Past Performance (10%) – Feedback from previous clients and successful completion of similar assignments.

9. CONTRACTUAL TERMS AND CONDITIONS:

- The contract will be awarded to the successful bidder following the completion of the evaluation and selection process.
- The agreement shall become legally binding only upon both parties signing the contract.
- The Vendor must execute the services in accordance with the scope of work outlined in this RFP.
- The Vendor is responsible for ensuring high-quality performance, timely deliverables, and compliance with agreed methodologies.

- Payments will be linked to deliverables and will be made upon approval of completed milestones.
- FIND reserves the right to withhold payment if the Vendor fails to meet agreed-upon performance standards.
- All information received, created, or shared during the project will remain confidential and must not be disclosed to third parties without FIND's prior written consent.
- The Vendor must comply with applicable data protection laws and ensure the security of sensitive information.
- Any documents, reports, frameworks, tools, or methodologies developed as part of this contract will become the property of FIND.
- The consultant grants FIND unrestricted usage rights to all deliverables under this contract.

10. TERM OF CONTRACT:

- The contract will become effective upon signature by both parties and the issuance of a formal contract agreement by FIND. The Vendor is expected to begin work on the project immediately upon contract execution.
- In the event that additional time is required to complete the agreed scope due to justifiable reasons, the consultant may request an extension. Any extension must be formally approved by FIND in writing.
- FIND reserves the right to renew or extend the contract for additional phases of work if further engagement is necessary. Renewals will be based on the Vendor's performance, availability of funding, and evolving organisational needs.

11. CONFIDENTIALITY:

FIND considers any proposal received under the RFP as confidential. If required, FIND can sign a Confidentiality Disclosure Agreement (CDA) with interested Applicants/Bidders prior to proposal submission. FIND will not disclose the proposal to third parties without the prior written agreement of the proposal submitter. Review of proposals will be carried out by an internal FIND team as well as a team of external experts (which may or may not include members of FIND's independent Scientific Advisory Committee), all of whom are under confidentiality and are recused if found to have a potential conflict of interest (which they are obliged to disclose). Any specific questions concerning confidentiality should be addressed to the FIND team.

12. HOW TO APPLY:

All proposals must be submitted electronically in PDF format to procurement@finddx.org by April 1st, 2025. Late submissions will not be considered.

For any inquiries regarding this RFP, please contact: procurement@finddx.org. It is recommended that the entire Proposal be consolidated into as few attachments as possible.

All files must be free of viruses and not corrupted.

The proposer should receive an email acknowledging receipt of the proposal