



Terms of Reference: Consultancy USG

November/2025

Introduction

The Freedom Fund (www.freedomfund.org) is a global fund with the sole aim of helping end modern slavery. We are a catalyst in the global effort to end modern slavery, working in the countries and sectors where it is most prevalent.

Through our investments and support, we aim to shift power, so that frontline organisations and communities can shape and drive the change required to bring modern slavery to an end.

By partnering with survivors and those at risk of slavery as well as visionary investors, governments and anti-slavery organisations, we bring together the knowledge, capital and will needed to dismantle the systems that allow slavery to exist and thrive.

Background

Since 2019, the Freedom Fund has been privileged to manage significant funding awarded by the U.S. Department of State's Office to Monitor and Combat Trafficking in Persons (TIP Office). This funding is critical to our mission and supports vital projects currently underway in Brazil, Bangladesh, Nigeria, and Ethiopia.

Implementation in these countries is led by in-country staff and partners and supported by teams based at our headquarters in London (UK).

To ensure proactive and comprehensive alignment with recent and upcoming regulatory developments, specifically the updates to the U.S. Government's Uniform Guidance for Federal Awards (2 CFR §200 and 600), the Freedom Fund seeks to engage a consultant with demonstrated expertise in navigating complex U.S. federal grant compliance requirements. The consultant will work closely with the Freedom Fund's Finance, Fundraising, and Program teams including colleagues responsible for institutional funding and program delivery to review existing compliance systems and provide practical recommendations. The consultant will help ensure the organisation's policies, procedures, and reporting remain consistent with current federal requirements and best practices.

Scope of consultancy

The Freedom Fund is seeking a consultant with expertise in US funding compliance to provide targeted guidance and support for a short-term assignment (**approximately three to six months**) working an average of two to three days per week.

The services required are:

Compliance Management

The Freedom Fund, 315 Flatbush Avenue, #403, Brooklyn, NY 11217 +1 (929) 224-2448 info@freedomfund.org

The Freedom Fund UK is a company limited by guarantee registered in England and Wales (company number 08926428) and a registered UK charity (registration number 1158838). The Freedom Fund is a United States 501(c)(3) public charity (EIN number 30-0805768).

- Act as organizational US government (JTIP) compliance lead and knowledge-holder, attending relevant trainings and keeping abreast of any new developments in relation to the US government Uniform Guidance for Federal Awards (specifically 2CFR § 200 and 600).
- Stakeholder coordination: serve as the internal compliance liaison between the Finance, Fundraising and Program teams to standardise compliance procedures across all departments supporting USG grants
- Compliance audit & gap analysis: review existing organizational compliance systems, policies and procedures, and current US government (JTIP) contracts and identify any gaps in fulfilling donor requirements.
- Policy development: draft, update and implement necessary internal controls and financial policies to ensure sustainable compliance moving forward
- Provide support to Finance and Partnerships teams on escalated compliance queries in relation to current JTIP programs.
- Provide technical guidance and oversight to the Finance team on the preparation of funding proposals and the submission of expenditure claims.
- Provide support to Legal Counsel in updating JTIP program-related subaward contracts in line with the current US government (JTIP) contracts and the Uniform Guidance.

Compliance Training & Capacity-Building

- Review existing US government (JTIP) compliance training materials and update according to the latest Uniform Guidance and current US government (JTIP) contracts. Support in the development of additional compliance materials as required.
- Organize and deliver the updated (JTIP) compliance training sessions for FF staff members, and partner organizations. Provide additional information or clarification as required during and following these training sessions. Provide additional refreshers and updates on the Uniform Guidance as required.
- Provide capacity-building support to relevant colleagues to address any identified gaps (as aforementioned) and to ensure longer-term coverage of compliance function.

Project deliverables & high-level timeline

- Detailed Compliance Gap Analysis Report highlighting specific areas of high-risk non-compliance.
- Updated, compliant internal policies for USG-funded programs; documented new processes for TIP Office grant
- Review of current FFR template and recommendations for enhanced documentation support.
- Training materials and workshop delivery; Comprehensive Handover Memo outlining ongoing monitoring needs
- Organise and deliver training sessions for Freedom Fund staff involved in current projects by the end of 2025.

Evaluation criteria

Proposals for this consultancy will be evaluated according to the following criteria:

- Compliance to the instructions in this Terms of Reference
- Demonstrated understanding and experience in performing the services described above
- Overall cost for providing services – please set out clearly all proposed costs associated with the scope of work including fees for additional services, clearly indicating what is covered and what is exempt.
- Location can be remote

Essential qualifications:

- Demonstrated, deep expertise in US Federal Uniform Guidance (2 CFR § 200), with direct experience in compliance, auditing, or management of Federal grants.
- Specific experience working with or advising non-profit organizations on U.S. Department of State (DOS) or TIP Office awards is highly desirable
- Proven ability to translate complex USG regulatory requirements into actionable and simple internal controls for a non-US organization.
- Exceptional stakeholder management skills and the ability to train multi-site teams (UK and international locations).
- Must have a donor compliance background - and great attention to detail in dealing with complex donor requirements
- Experience developing training materials and delivering US government donor compliance training to NGO staff.

Expressions of interest

Informal queries relating to the consultancy can be submitted to Jessica at jlyga@freedomfund.org and Michel at magbodjinou@freedomfund.org.

Applicants should submit proposals by the deadline below. Proposals should include:

- Activities to be performed - description of how you will deliver the services specified in the scope
- Service costs – Indicative daily rates and other costs for each service item
- Outline relevant skills and experience
- CVs/ biographies
- Contact details for at least two references for whom you have provided similar services and who we may approach for references

Deadline & submission

Please submit proposals to Jessica at jlyga@freedomfund.org and Michel at magbodjinou@freedomfund.org with “Consultancy USG” in the subject line by **5.00PM (BST) on Friday, 7th November 2025**.

Applications will be reviewed on a rolling basis, and the recruitment may be closed once a suitable candidate is identified.

Proposals should be submitted in English and in Word or PDF format.

Payment and Jurisdiction

Applicants should observe that the Freedom Fund is a United States 501(c)(3) public charity. The awarded contract will be governed by and construed in accordance with the laws of the State of New York, United States of America, without regard to principles relating to conflicts of law. All payments to the consultant under the awarded contract shall be agreed upon therein, in compensation for the services provided, and directly related to the approved costs of the required services when/if applicable. Contracts will always be drafted in United States Dollars.

Confidentiality

This Terms of Reference and associated documents are the property of Freedom Fund and confidential. Apart from using FF documents to respond to the request, you shall not disclose any details, to any other person or organisation, and shall treat this ToR/RFP and your response with complete confidentiality.