Terms of Reference

Consultancy: US Government NICRA Application

International Alert invites applications for a consultancy, to support us to submit an application to the United States Government for a Negotiated Indirect Cost Rate Agreement (NICRA).

International Alert

International Alert is an international peacebuilding organisation working across Africa, Asia, MENA and Eurasia with people affected by conflict to find peaceful solutions. International Alert has been working to build positive peace and reduce violence for over 35 years, working across conflict lines and with all parties to conflicts.

Our vision is that people and their societies can resolve conflicts without violence, working together to build sustainable and inclusive peace. Our mission is to break cycles of violence and to build sustainable peace by:
- Working with people directly affected by violent conflict to find lasting solutions
- Shaping policies and practices to reduce and prevent violence, and to support sustainable peace
- Collaborating with all those striving for peace to strengthen our collective voice and impact

We work in over 20 countries and territories with a staff of approximately 250 and have headquarters in the UK and the Netherlands.

Financial overview

In 2021, our total income was £19.37 million (up from £17.65 million in 2020), of which restricted income increased to £17.37 million (£15.39 million in 2020). Unrestricted income in 2021 was £2 million (£2.26 million in 2020). Unrestricted expenditure in 2021 was £2.2 million (£2.52 million in 2020) and comprised £1.96 million on charitable activities and £0.25 million on the cost of raising funds. The balance of unrestricted funds at year-end was £1.04 million (£1.68 million in 2020). Restricted expenditure was £15.18 million (£14.02 million in 2020). The balance of restricted funds at year-end was £6.86 million (£4.28 million in 2020).

Full details of our 2021 income and expenditure can be found in our annual report:
https://www.international-alert.org/publications/annual-report-2021/

Our funds are received primarily from bilateral donors, of which Sweden, Netherlands and Ireland provide unrestricted funding. In 2021 our US government (USG) income (from USAID and US State Department) totalled £2.08 million. Our intended programmatic impact is well aligned with USG both thematically and geographically, thus we will continue to seek opportunities to partner with USG. Therefore having a predetermined fixed NICRA rate, which can be applied to our USG funded programmes across our 20 geographies, whether for grants or service contracts, would be very beneficial for our operations.
Scope of work

International Alert seeks a supplier who will support us to submit an application to obtain Negotiated indirect cost rate agreement (NICRA) from USG. Bidders are requested to provide an outline of their methodology for the NICRA submission including what information is needed from Alert in order to complete the NICRA application. Please also provide a suggested realistic timescale for completion of the work. Applicants should describe their relevant expertise and experience supporting INGOs to secure NICRAs, and provide two references of past work.

Expected deliverables

- A briefing on the NICRA application process to key International Alert stakeholders (Finance, Programmes and Operations teams).
- Development and submission of NICRA application to USG, following review by Alert staff.

Tendering Process

International Alert intends to select a single provider for the services. Please return your application, including proposed methodology, timescale, cost and references, to Meghan Stanley, MStanley@international-alert.org by 5pm BST on Friday 16 September 2022. Clarification questions regarding the tender documents or process should be made in writing by email to Meghan Stanley.