

# **Request for Proposal (RFP)**

**For**

**Finance & Admin Officer**

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## **PROJECT**

**Oral History Project for the Over 50s  
Black Men Forum (O5BM)**



## 1 BACKGROUND

The Over 50s Black Men Forum (O5BM) is a vibrant community that brings together Black men aged 50 and over. As part of our commitment to preserving our history and amplifying the voices of our members. We are embarking on an oral history project to capture the voices of Black male Diasporains living in Essex.

### 1.1 PROJECT MISSION

We want Essex history to include Older black male voices, who are at the margin or society and whose voices have been hidden from the history of Essex.

### 1.2 PROJECT AIMS AND OBJECTIVES.

- Recording of personal narratives of older black male living in Essex, who are part of members of the Over 50s Black Men Forum.
- Collection of stories to help the creation of historical records, where our participants can story and recollections of events that can be archived at the Essex Record Office
- To create a rich and authentic oral history archive that reflects the resilience, wisdom, and contributions of Black men in our community.

We are seeking a Finance and Administration officer on a part time basis to support the successful delivery of this project.

## 2 RESPONSIBILITIES/DELIVERABLES

The Oral History Finance and Admin Officer will be responsible for the following deliverables.

1. **Financial Management:** creating and updating spreadsheets of daily transactions, managing accounts receivable and payable, and reviewing and processing reimbursements.
2. **Budgeting:** The officer will support the Project Manager in monitoring and controlling project costs e.g. the number of paid and/or volunteer staff; how much training, mentoring and research is required; the number of recorded interviews; the travel involved; the number of interviews documented; and the outputs.
3. **Administrative Support:** provision of administrative, financial, and logistical support to the projects, including managing the logistics of the project, such as scheduling interviews, arranging travel for interviewers, and ensuring that equipment and supplies are available.
4. **Contract Management:** management of contracts with freelancers and consultants, ensuring that they are paid fairly and on time.
5. **Reporting:** responsible for preparing financial reports for the project, tracking expenditures against the budget, and reporting on the financial status of the project to the project manager and other stakeholders.
6. **Legal Compliance:** ensuring that the project complies with all relevant laws and regulations, including those related to financial management and reporting.



### 3 CONTRACT MANAGEMENT

#### 3.1 TIMELINE:

The project is expected to commence in **June 2024** and conclude by **July 2025**.

#### 3.2 BUDGET:

Please provide a detailed breakdown of your proposed fees, including hourly rates, hours per week, travel expenses (if applicable), and any additional costs.

#### 3.3 CONSULTANT QUALIFICATIONS

Experience in a similar finance and administrative role in either private or public sector.

#### 3.4 PROPOSAL INSTRUCTIONS

Proposals should address the "Consultant Qualifications" and "Award Criteria " as specified in this RFP.

- This will be a lump sum contract. The total budget for the project should be between £5,000 - £7,000 (inclusive of VAT) but is exclusive of travel.
- This will be a remote role.

### 4 AWARD/EVALUATION CRITERIA

The Consultant will be selected based upon the following evaluation criteria:

1. Proven experience in financial and administrative management.
2. Excellent knowledge of data analysis and forecasting models.
3. Proficiency in MS Office and financial management software.
4. Excellent organisational and leadership skills.
5. Outstanding communication and interpersonal abilities.

## 5 PROCUREMENT TIMETABLE

June 3, 2024	O5BM Issues RFP
June 14, 2024	Suppliers submit RFP Proposal
June 18, 2024	Evaluation Completed
June 20-21, 2024	Interview of shortlisted candidates
June 25, 2025	RFP contract award decision
June 26-28, 2024	RFP Contract signed
July 01, 2024	Consultant Starts

### 5.1 SUBMISSION DETAILS:

1. Interested consultants should submit their RFP proposals by **June 14, 2024**,
2. Submit proposals to: [sorosoke@o5bmforum.org.uk](mailto:sorosoke@o5bmforum.org.uk)