



## Scope

The American University of Beirut (AUB) hereby solicits your offer for the RFQ **823872** titled “**NB-PS-Consulting-Auditing-Grant Administration and Compliance Expert**” to provide efficient and effective technical and functional support in the area of compliance management for EU-funded projects. This includes ensuring adherence to Interreg NEXTMED Program rules and guidelines, supporting accurate and timely reporting, monitoring partner compliance with contractual and financial requirements, and strengthening project governance through capacity-building and guidance.

The Provider will work closely with the Lead Partner’s management team and project consortium to safeguard regulatory compliance, enhance transparency, and facilitate smooth implementation of the STORM project.

We appreciate submitting your competitive offer by **May 29, 2026 before 1:00 pm** Lebanon Time on Online Sourcing Module as directed herein.

### Detailed Scope of Work:

The Provider shall provide AUB with comprehensive compliance and grant management support to ensure the smooth and efficient implementation of the STORM project in line with Interreg NEXTMED rules and obligations. This includes:

- **Regulatory & Contractual Compliance:** Supporting the development and review of project management guidelines, validating templates and tools, ensuring all activities, deliverables, and expenditures align with Program requirements, and maintaining proper archiving of compliance documentation.
- **Internal Monitoring & Quality Assurance:** Designing and applying compliance checklists, updating monitoring frameworks, attending coordination and technical meetings, and working closely with financial managers to promote cost-efficient and effective use of the budget.
- **Financial Oversight Support:** Conducting periodic internal audits and spot checks, reviewing partners’ cost documentation, minimizing ineligible expenses before reporting deadlines, and liaising with auditors, including providing orientation on NEXTMED-specific regulations.
- **Training & Capacity Building:** Developing and delivering training or guidance materials for partners and staff on compliance topics, serving as a contact point for compliance-related queries, and organizing internal evaluations and feedback sessions.
- **Reporting:** Identifying and reporting compliance risks or irregularities, liaising with the Joint Secretariat when needed, preparing and submitting progress and financial reports, and supporting the drafting of project modification requests to ensure contractual and Program compliance.



**Price Tabulation to be filled out:**

MAIN AREA	Description	Time Frame	Price in USD excluding Taxes and VAT
<p><b>AREA I:</b> <u>Regulatory &amp; Contractual Compliance</u></p>	<ul style="list-style-type: none"> <li>➤ Ensure that all project activities, deliverables, and financial practices comply with the Interreg NEXTMED Program regulations and the Grant Contract.</li> <li>➤ Report compliance risks, incidents, or irregularities to the Project Coordinator and Lead Partner, and contribute to mitigation strategies.</li> <li>➤ Design and implement internal compliance checklists and tools to support WP leaders and partners in fulfilling their responsibilities</li> <li>➤ Serve as a point of contact for compliance-related queries from project partners.</li> <li>➤ Ensure proper archiving of compliance documentation.</li> <li>➤ Update internal guidelines, templates, tools and manuals to always reflect the latest Programme updates and requirements</li> </ul>	<p><b>Project Duration</b> (June 1, 2026 to August 5, 2028)</p>	
<p><b>AREA II:</b> <u>Monitoring and Evaluation &amp; Quality Assurance</u></p>	<ul style="list-style-type: none"> <li>➤ Attend bi-weekly online project coordination meetings and technical meetings for monitoring purposes.</li> <li>➤ Liaise regularly with financial managers for most cost-efficient and cost-effective use of budget</li> <li>➤ Gather and analyze project data, offering recommendations to assist the Lead partner and partners in adjusting activities, timelines, management, and communication methods as needed.</li> <li>➤ Conduct online site visits (where needed) to collect information from partners and conduct interviews with partners and local stakeholders.</li> <li>➤ Prepare a Monitoring and Evaluation report to assess the project's progress during the initial half of its implementation period.</li> </ul>	<p><b>Project Duration</b> (June 1, 2026 to August 5, 2028)</p>	
<p><b>AREA III:</b> <u>Financial Oversight Support</u></p>	<ul style="list-style-type: none"> <li>➤ Conduct periodic internal audits and spot checks on documentation, and collect Partners' Lists of Expenses, in collaboration with AUB comptroller's office</li> </ul>	<p><b>Project Duration</b> (June 1, 2026 to</p>	



	<ul style="list-style-type: none"> <li>➤ Minimize ineligibility of expenses, inaccuracy and incompleteness of cost documentation prior to 6-monthly reports.</li> <li>➤ Perform internal evaluations among Partners (mid/final) and feedback sessions</li> </ul>	August 5, 2028)	
<b>AREA IV:</b> <u>Reporting</u>	<ul style="list-style-type: none"> <li>➤ Liaise with the Program's Joint Secretariat in case of queries, project amendments, or suspected or confirmed non-compliance.</li> <li>➤ Develop and submit 5 progress reports (incl. financial) via the Program's online reporting system</li> <li>➤ Lead or assist in the drafting of Formal Minor or Major Modification Requests, ensuring they are justified, well-documented, and in compliance with contractual and Program rules.</li> </ul>	<b>Project Duration</b> (June 1, 2026 to August 5, 2028)	

**Technical Requirements**

- University degree (minimum requirement)
- Previous experience in grant management of large EU project especially ENPI CBC Med and ENI CBC MED projects (minimum 3 years) is required
- Proven technical experience in managing and implementing projects within the Mediterranean and/or MENA region
- Proven experience in reporting and providing support to project coordinators, financial and communications officers in these programs
- Fluent in spoken and written English (professional proficiency in Italian is a plus)
- Project Management training or certification

**Participation to Bid**

Suppliers willing to submit their offers should **acknowledge their participation** through the Sourcing Module by clicking “Yes” within 2 business days of receiving the RFQ. To confirm or reject participation proceed to the following link [ebs.aub.edu.lb](https://ebs.aub.edu.lb).

**Inquiries**

If you have any questions about the RFQ, use the “Online Discussion” feature within Oracle Sourcing to seek clarifications from the buyer **by May 15, 2026 3:00 PM**.

**Proposal Submission**

**All proposal documents should be provided in English.**

**All offers must be submitted through the Online Sourcing Module.**



**For more information and guidance, please follow the instruction in the provided Supplier Manual.**

**Logging into Oracle Sourcing and Creating Quote:**

- **Access the Portal:** Visit [ebs.aub.edu.lb](https://ebs.aub.edu.lb).
- **Enter Credentials:** Use the username provided by the Supplier Management Unit.
- **Login:** Click on the "Login" button.

**Supplier Profile Activation on Sourcing Module:**

**a. Supplier Registration:**

- **New Suppliers:** If you are not a registered supplier in AUB List of Approved Suppliers, you are required to:
  - **For Local Companies,** Fill and Submit the [Supplier Application Form](#).
  - **For Individuals and Foreign Companies,** please contact [smu@aub.edu.lb](mailto:smu@aub.edu.lb) including the number and title of the RFQ in the subject of your email for assistance to register your profile.

Once you are registered, please submit your offer following the below guidelines.

- **Existing Suppliers without a Username and Password:** If you are already a registered supplier in AUB List of Approved Suppliers, contact the Bid Admin on [sourcingadmin@aub.edu.lb](mailto:sourcingadmin@aub.edu.lb) to receive your company's username and the guidelines needed to access the sourcing homepage and submit your offer following the below guidelines.
- **Existing Suppliers with a Username and Password:** If you are already a registered supplier in our database and already have a username proceed to creating quote on the sourcing module.

**b. First Time Login and Password Management:**

- **Resetting Your Password:**
  - Enter the username provided by the Bid Admin.
  - Click on "Login Assistance".
  - Click on "Forgot Password".
  - You will receive an email with instructions to reset your password.
  - Follow the instructions in the email to reset your password.

**Apology**

In case the requested services are not available, or you do not want to participate in this RFQ, please respond to the RFQ invitation by clicking "No" with a Note to Buyer indicating that you will not participate.



### Evaluation Criteria

The following elements will be the primary considerations in evaluating submitted proposals and selecting the qualified vendor:

<b>EVALUATION</b>		<b>Weight</b>
1	Relevant experience in EU-funded project compliance, reporting, and financial management (with emphasis on Interreg/ENI/ENI CBC /NEXTMED or similar)	40%
2	Technical approach and methodology to ensure compliance with NEXTMED Program rules and project governance	25%
3	Qualifications and expertise of proposed staff (education, certifications, track record in compliance/audit/financial management of grants/experience in projects implemented within the Mediterranean and/or MENA region)	20%
4	Demonstrated capacity to provide timely and efficient support, including availability and responsiveness	15%

In the meantime, please reply immediately to the invitation received on your sourcing workflow confirming the receipt of the tender invitation.

For new bids and updates, please check [AUB PCA Tenders](#).

**Campus Procurement & Contracts Administration**  
**April 29<sup>th</sup>, 2026**