

## **Terms of Reference (ToR) Consultant for Proposal Development**

**Position:** Grant Writer, DFID

**Duration:** Up to 30 days from May 8 to June 8, 2018

**Location:** Phnom Penh, homebased and HFH Cambodia office as needed

### **1. Context**

UK Aid Direct has opened applications for Impact Grants. The program will fund small- and medium-sized national and international civil society organisations (CSOs) to reduce poverty and work towards achieving the Global Goals. Specifically, UK Aid Direct funding reaches the most marginalised and vulnerable populations, supporting the DFID agenda to 'leave no one behind'. UK Aid Direct funding supports civil society organisations working across a range of sectors aimed at reaching the Global Goals.

More details on the fund including the full design document are available [here](#)

Habitat for Humanity Cambodia (HFHC) is seeking an experienced consultant to aid in the design and writing of an application with a housing focus, reaching the most marginalised and vulnerable populations.

### **2. Purpose of the Consultancy**

In conjunction with HFHC project development team, the consultant will take the lead in developing and writing a) a competitive, evidence-based concept note in accordance with the Proposal guidelines of the UK Aid Direct Impact grant by June 8, 2018; and - if the concept note is selected, b) a full proposal.

The consultant will bring to the project design process previous experience from developing and writing successful integrated, multi-sectoral, proposals involving several stakeholders for institutional donors. It is desirable that the consultant also brings a good understanding of issues relating to housing and land in relation to different vulnerabilities.

### **3. Specific Tasks to be performed by the Consultant**

The consultant will develop, in consultation with HFHC project development team, a detailed work plan that will include undertaking at least the following tasks:

1. Review relevant secondary literature. This should include reviewing and compiling relevant research, evidence from prior similar interventions, best practices, and lessons learned.

2. Conduct problem analysis and validation workshop with relevant HFHC staff, and possible other relevant stakeholders.

3. Based on the primary and secondary information gathered, and in accordance with guidance in the Call for Proposal, firstly a) facilitate the design of a project, including logical framework, budget, and narrative concept note, and secondly b) write a full proposal should the concept note be invited to the next stage.

#### **4. Outcomes of the Consultancy**

- A completed, comprehensive concept note for the proposed project. This should be developed with involvement from HFHC project development team and other partners/ stakeholders as identified during the consultancy.
- Final drafts of all proposal-related documents as per identified donor requirements (including but not limited to: project concept note, including logical framework, theory of change, and budget)

#### **5. Qualifications and Experience**

- Preferably an advanced university degree (masters or equivalent) in development studies, housing and land, or a related field.
- Excellent grant writing skills, preferably with prior demonstrated experience from developing and writing proposals for institutional donors, in particular DFID/UK AID
- Minimum ten years of experience from leading the design, execution, and/or management of multi-sectoral project. Strong project design skills, including capacity to prepare logical, coherent, and consistent technical documents including log frames, theory of change, and budgets.
- Significant experience in the Cambodian context
- Ability to integrate different experiences, methodologies, and approaches from a diverse range of stakeholders, organizations, and technical experts from multiple sectors, through adapting facilitation techniques.
- Flexibility to adapt to any subsequent changes in the terms of reference.
- Willingness and ability to travel to the field to conduct assessments and gather primary data (when needed).
- Excellent English speaking/writing skills required; prior experience of facilitating multi-stakeholders workshops and dialogues preferred.

Note: The above mentioned tasks to be performed are intended as a guide and should not be viewed as an inflexible specification as it may be modified following discussion with the selected consultant.

#### **Application:**



Building **strength**, **stability**, **self-reliance** and **shelter**

Please submit a short EOI outlining relevant experience in line with the key competencies, as well as an indicative timeline and budget, and current CV to [procurement@habitatcambodia.org](mailto:procurement@habitatcambodia.org)