



TERMS OF REFERENCE

CONSULTANCY FOR FULL PROPOSAL WRITING
German Federal Foreign Office – Promotion of humanitarian assistance projects and humanitarian demining abroad

Operations Direction – AFRICA : CAR / Chad / DRC / Mali / Rwanda / Somalia

1. CONTEXT

Humanity & Inclusion (HI) is an independent and impartial international aid organisation working in situations of poverty and exclusion, conflict and disaster. Working alongside people with disabilities and other vulnerable groups, our action and testimony are focused on responding to their essential needs, improving their living conditions and promoting respect for their dignity and their fundamental rights. HI is currently implementing projects in more than 50 countries worldwide.

Humanity & Inclusion (HI) has been operating in these 6 countries (CAR, Chad, DRC, Mali, Rwanda, Somalia) for several years, implementing health (rehabilitation, MHPSS, Stimulation therapy), inclusive humanitarian action, protection to improve the quality of life and access to basic services to the most vulnerable groups.

On January 19th, HI submitted a Concept note for the German Federal Foreign Office (GFFO) as a proposed action in line with their new regional strategy regarding “humanitarian assistance projects”. The proposed intervention “Rehabilitation, Inclusive Humanitarian Action (IHA), MHPSS & Stimulation Therapy in Crisis-Affected Sub-Saharan Africa for vulnerable groups” aims at improving humanitarian outcomes amongst crisis-affected populations, including persons with disability in terms of provision and access to basic and specific needs, notably rehabilitation, MHPSS, Stimulation Therapy, and improved inclusion in general humanitarian response by bringing a comprehensive, integrated approach to ensure that affected populations’ multiple needs can be met through effective, inclusive service provision and that service referral mechanisms are put in place. The global budget for this project is 9M€.

On late February or early March, the GFFO answer is expected to inform HI that the submitted concept note was approved and invited HI to submit a full proposal for Mid-April. In this context, HI is looking for a consultant to support the full proposal writing process for the project “Rehabilitation, Inclusive Humanitarian Action (IHA), MHPSS & Stimulation Therapy in Crisis-Affected Sub-Saharan Africa for vulnerable groups”.

2. DESCRIPTION OF THE REQUIRED SERVICE PROVISION

The **objective** of the consultancy will be to develop a full proposal meeting the GFFO requirements and ready to submit, according the donor deadline. This will be done in close collaboration with HI team in HQ in Lyon & Brussels and the 6 country teams. This consultancy will be under the responsibility of the Operations Officer for Chad (where the coordination of this project will be based) with close collaboration

with the Programme Support Officer for Germany and the Major Initiatives Development Manager, who will be HI focal point for the proposal development. The consultant is however responsible for ensuring the quality of the full proposal narrative and budget, including the coherence of the proposed strategy, the technical quality, the consistency with HI mandate in those 6 countries and the requirements of the GFFO.

The expected results of the consultancy contract are:

- Review the concept note and the proposed logic of intervention and adapt it with HI team if necessary, taking into account any feedback from GFFO of its Concept Note assessment.
- Based on HI teams' inputs, write the full proposal, including necessary annexes (Working Plan, Logical Framework, etc.)
- Review the proposal with HI team, via HI focal point, on an ongoing basis
- Review and compile the country budget for the proposed action and signal any incoherence with the narrative proposal
- Facilitate a final workshop with HI team for final review of the full proposal and make the final requested adaptations
- Undertake final quality and administrative check before HI submission

3. CONSULTANT'S PROFILE

The consultant must have proven knowledge of and experience in:

- Knowledge of procedures and guidelines of the German Federal Foreign Office
- Experience in successful proposal writing for GFFO is an asset.
- Experience in one or several of the countries context (including national policies, stakeholders, sectorial developments, etc.)
- Experience in development/editing/Evaluation of projects/programs in rehabilitation / MHPSS / inclusive humanitarian action
- Experience in disability rights and inclusion

Working language: English & French; German would be an advantage

4. SERVICE DURATION AND LOCATION

Start date: 10/03/2022 (to be confirmed according to donor's deadline)

End date: 10/04/2022 to be confirmed according to donor's deadline)

Place: Distance working

5. WORK SCHEDULE

The consultant will propose a timetable in his/her offer to efficiently achieve the set objective.

6. Deliverables

1. Full proposal (Annex A, PART B) in English - meeting GFFO requirements and HI quality standards
2. Logical Framework in English meeting GFFO requirements
3. Annexes (including workplan and budget)

7. RESOURCE PERSON

- Within the framework of the service provision, the Consultant will be asked to collaborate with Humanity & Inclusion's teams and in particular with Mrs Marion Heraud (copying Lena Wittke and Ian Henstock) who will be the point of contact.

8. BUDGET

The consultant will submit a financial offer, including honorary fee and other fees.

9. Application procedures

To apply, please submit a technical and financial & administrative offer by Email to g.lamure@hi.org with the following title: *GFFO – Africa Multi country projects – Consultancy Offer*
Deadline for applications is 1st of March 2022, any application received after this deadline will be rejected.

The technical offer should at least include:

- A brief statement of understanding of the consultancy
- Detailed methodology in accordance with the terms of reference
- Tentative work plan and time schedule
- List of previous assignments in similar domain of expertise and in relation with disability
- Curriculum vitae of the consultant
- References

The financial & administrative offer should at least include:

- Budget breakdown for the consultancy including fees, etc.

Other administrative documents will be asked after the consultancy acceptance:

- Evidence that government taxes have been paid
- Insurance certificate (third party liability),
- Equivalent (proof that the Service Provider has paid social security contributions)
- Affidavit (as specimen in the Kit) about compliance with certain articles of the Labour Code
- Certificate from your tax office or equivalent