



TERMS OF REFERENCE

CONSULTANCY FOR FULL PROPOSAL WRITING European Union Trust Fund – South Sudan Women Empowerment

Operations Direction – CESAN – South Sudan

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, including South Sudan.

Humanity & Inclusion (HI) has been operating in South Sudan since 2006, implementing health, protection and civic engagement programming to improve the resilience and socio-economic wellbeing of vulnerable populations, whilst addressing exclusion and promoting respect for their dignity and rights.

On June 16th, HI submitted a Concept Note (see annex 1) for the European Union Trust Fund (EUTF) as a proposed action to answer their call for proposals (see annex 2) regarding “South Sudan Women Empowerment”. The proposed intervention “Mabi Sibü Mara Wara – Leaving no woman behind” aims at the socio-economic empowerment & increased meaningful participation of vulnerable women in South Sudan by 1\ Improving economic resilience of women with disabilities & other vulnerable groups in South Sudan and 2\ Creating an enabling environment for realizing the rights of women with disabilities through strengthened participation, decision-making & representation at local & national-levels.

On August 21st, the EUTF will inform HI if the submitted concept note was approved and will invite HI to submit a full proposal in September 2020. In this context, HI is looking for a consultant to support the full proposal writing process for the project “Mabi Sibü Mara Wara – Leaving no woman behind”

2. DESCRIPTION OF THE REQUIRED SERVICE PROVISION

The **objective** of the consultancy will be to develop a full proposal meeting the EUTF requirements and ready to submit by the deadline fixed by the EUTF Call. This will be done in close collaboration with HI team in South Sudan and under the responsibility of the Operations Manager, who will be HI focal point for the proposal development. The consultant is however responsible of ensuring the quality of the full proposal narrative, including the coherence of the proposed strategy, the technical quality, the consistency with HI mandate in South Sudan and the requirements of the EUTF. It includes supporting the development of the internal and external budget for the proposal, in full

coherence with the narrative and based on a close collaborative work with HI finance manager in South Sudan and HI Finance Controller in HQ.

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
- Facilitate meetings and work closely with the co-applicant throughout the proposal writing process, and with potential partners, including national/local authorities. Partner participation throughout the design process is required.
- Based on HI team's inputs, write the full proposal [Annex A – PART B], including necessary annexes (Budget, Working Plan, Logical Framework and other annexes as relevant)
- Review the proposal with HI team, via HI focal point, on an ongoing basis
- Review HI budget for the proposed action and signal any incoherence with the narrative proposal
- Facilitate a final workshop with HI team and partners for final review of the full proposal and make the final requested adaptations
- Realize 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 European Union Trust Fund
- Proven experience in successful proposal writing for the European Union
- Experience in South Sudan and knowledge of the South Sudanese context (including national policies, stakeholders, sectorial developments, etc.)
- Experience in development/redaction/Evaluation of projects/programs in women empowerment / inclusion / capacity building / socio-economic inclusion
- Experience in disability rights and inclusion

Working language: English (compulsory)

4. SERVICE DURATION AND LOCATION

Subject to amendment depending on the donor timetable:

Start date: 31/08/2020

End date: 13/09/2020

Place: Distance working

5. WORK SCHEDULE

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

ACTIVITY	Deadline
Sharing documents with consultant (Concept note, budget, logframe, etc.) [HI]	31/08/2020
Feedback from the consultant on the concept note and annexes / proposition of amendments	XX/XX/2020

Initial workshop with HI team to ensure coherent vision	XX/XX/2020
Meetings with co-applicant / with other relevant stakeholders / with national & local relevant authorities. Please indicate all dates for set meetings throughout the proposal development process.	XX/XX/2020
First draft of project proposal with annexes	XX/XX/2020
Workshop with HI team and partners to get final inputs on proposal	XX/XX/2020
Finalization of the proposal and review of the budget for coherence	XX/XX/2020
Finalization of LogFrame and annexes and sending to HQ	XX/XX/2020
Budget finalization (HI)	XX/XX/2020
Budget validation (HI)	XX/XX/2020
Final adjustments, final quality and administrative checks with focal point	XX/XX/2020
Soumission au bailleur	

6. Deliverables

1. Full proposal (Annex A, PART B) in English - meeting EUTF requirements and HI quality standards

First draft for review

Final version

2. Logical Framework (Annex C) in English meeting EUTF requirements

First draft for review

Final version

3. Budget (Annex B) meeting EUTF requirements

First draft for review

Final version

4. Annexes (including workplan)

First draft for review

Final version

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 Andrea Verdeja – HI Operations Manager South Sudan - 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 n.marcellin@hi.org with the following title: *South Sudan Women Empowerment – Consultancy Offer*

Deadline for applications is 24.08.2020 at 22:00 UTC.

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.