

## Terms of Reference (TOR) for Proposal Writer as Consultant and Mentor

**Position Title:** Proposal Writer Consultant and Mentor

**Duration:** February 3, 2025, till the end of May 2025.

**Location:** Bamyan province/ In-person

**Reports To:** AWEC senior management

**Working with:** Five Civil Society Organizations (CSOs)

### 1. Background and Context

This consultancy aims to provide tailored proposal writing and fundraising support to five grassroots civil society organizations (CSOs) that are working to enhance their funding prospects through the preparation of grant proposals and the management of donor relationships. The consultant will offer practical guidance, mentorship, and hands-on assistance in sourcing funding opportunities, developing high-quality proposals, and ensuring compliance with donor guidelines. The CSOs are at varying stages of their proposal development capacity, so the consultant must provide customized support to meet the specific needs of each organization.

### 2. Objectives of the Consultancy

- **Enhance Proposal Development Capacity:** Provide expert guidance in proposal writing for different types of proposals, including grant proposals, renewals, and extensions.
- **Support Fundraising Activities:** Help CSOs identify and source relevant funding opportunities from international donors, including UN, USAID, and others.
- **Capacity Building:** Mentor staff from each of the CSOs, ensuring that they develop the necessary skills and knowledge to independently manage the proposal writing process.
- **Ensure Compliance:** Guide CSOs in ensuring that proposals meet donor requirements and eligibility criteria, and mentor them on the necessary compliance aspects.
- **Foster Sustainable Fundraising Practices:** Ensure CSOs can independently access, navigate, and manage funding opportunities through international donor platforms.

### 3. Scope of Work

The Proposal Writer Consultant will be responsible for the following tasks:

#### A. Proposal Development Guidance

- **Fundamentals of Proposal Writing:** Provide a detailed understanding of the proposal writing process, including:
  - Structure and content of grant proposals (e.g., executive summary, problem statement, goals/objectives, activities, evaluation, sustainability).
  - How to develop logical frameworks, budgets, work plans, and monitoring and evaluation plans.

- Writing compelling narratives, outcomes, and impact statements that meet donor expectations.
- **Tailored Guidance:** For each of the five CSOs, offer personalized mentorship in the preparation of grant proposals, renewals, and extensions based on the specific needs and strategic priorities of the organization.
- **Workshops/Training:** Organize training sessions or workshops to strengthen the proposal writing skills of staff within the CSOs. Sessions should cover different types of proposals, donor expectations, and best practices.

## B. Donor Relationship Management and Sourcing Opportunities

- **Donor Identification:** Assist the CSOs in identifying potential funding sources, including international and regional donors, foundations, and government bodies, with a focus on:
  - UN agencies (e.g., UNDP, UNHCR, UNOCHA).
  - USAID and other US-based organizations.
  - European and other international donors.
- **Navigating Donor Portals:** Mentor staff on how to create accounts and navigate donor platforms such as the UNPP (United Nations Partners Portal), UN portal, UNOCHA, and USAID funding platforms.
- **Donor Analysis:** Guide the CSOs in understanding and analyzing donor priorities, eligibility criteria, and requirements to match their projects effectively.

## C. Proposal Submission and Follow-Up

- **Proposal Submission Process:** Provide step-by-step assistance with submitting proposals to international donors, ensuring that all submission requirements and deadlines are met.
- **Post-Submission Follow-Up:** Mentor organizations on how to follow up with donors after submission, including how to handle requests for additional information and manage potential revisions.

## D. Compliance and Eligibility

- **Ensuring Compliance:** Advise on donor-specific compliance requirements and eligibility criteria to avoid disqualification. This includes compliance with financial regulations, reporting requirements, and specific sectoral guidelines.
- **Monitoring and Reporting Requirements:** Guide the CSOs on how to track donor compliance throughout the project lifecycle and ensure that all reporting requirements are met.

## E. Working with Quantum Platform

- **Quantum Platform Familiarization:** Provide training and mentorship on the use of the Quantum platform for the submission of proposals and managing funding opportunities.

- **Practical Support:** Work with CSO teams to ensure they are able to independently navigate the platform and submit proposals via the Quantum system, troubleshooting issues as needed.

#### F. Ongoing Mentorship and Capacity Building

- **Staff Mentorship:** Provide direct mentoring to key staff members within the five CSOs, helping them develop skills in proposal writing, fund sourcing, and donor relations management.
- **Practical Support:** Support the organizations on an ongoing basis with practical hands-on assistance as they prepare individual proposals. This may involve reviewing drafts, providing feedback, and suggesting improvements.
- **Knowledge Transfer:** Ensure that knowledge is effectively transferred to the organizations so that they can develop proposals independently in the future.

#### 4. Deliverables

- **Training Materials:** Comprehensive training materials (e.g., proposal templates, step-by-step guides, sample proposals).
- **Proposal Drafts:** Draft proposals for at least 4 specific opportunities for each organization, with detailed guidance on the writing process.
- **Mentorship Reports:** Progress reports outlining the capacity-building milestones achieved with each CSO, including feedback on the staff's ability to develop proposals independently.
- **Donor Strategy Reports:** For each CSO, provide a tailored donor strategy report outlining potential funding opportunities and an action plan for approaching donors.

#### 5. Consultant Qualifications

- **Proven Experience:** At least 6 years of experience in proposal writing, donor engagement, and fundraising in the non-profit sector, with a focus on international donors (UN, USAID, etc.).
- **Expert Knowledge:** Deep familiarity with donor platforms such as UNPP, UN portal, UNOCHA, USAID, and other international funding platforms.
- **Capacity Building Expertise:** Experience in mentoring and building the proposal writing capacity of staff from grassroots organizations or NGOs.
- **Demonstrated Success:** A track record of successful grant applications for organizations from international donors.
- **Communication Skills:** Strong communication skills, both written and verbal, with the ability to present complex information in a clear and accessible way.
- **Language:** Fluent in Dari, Pashto and English

#### 6. Timeframe and Reporting

- **Timeline:** The consultancy will last for 4 months with specific milestones agreed upon in the first engagement and agreement.

- **Reporting:** The consultant will report to the project lead at the Afghan Women's Educational Center. Regular check-ins will be conducted bi-weekly to ensure progress, and the consultant will provide a final report summarizing activities and outcomes.

## 7. Application Process

Interested candidates should submit the following documents:

- A detailed CV.
- A brief cover letter outlining relevant experience and approach to the consultancy.
- A proposed work plan and timeline for the consultancy period.
- Examples of past work or successful proposals developed for international donors.

## 8. Remuneration

The consultant will be remunerated at a competitive rate based on experience, with payment made in installments upon the achievement of agreed milestones. The remuneration will be agreed upon prior to the start of the consultancy.

**Interested candidates should submit their Applications and necessary documents for this job to [naweedullah.noori@awec.info](mailto:naweedullah.noori@awec.info) by 31<sup>st</sup> January 2025. Only short-listed candidates will be contacted for interview.**