



TERMS OF REFERENCE

CONSULTANCY FOR PROPOSAL WRITING Global Affairs Canada – Canada’s Annual Process for Responding to Humanitarian Situations (CAP 2024)

Operations Division – MECA –Lebanon, Syria and Yemen

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 (SSD), DRC and Ethiopia.

Following a successful submission of a CN, HI is preparing a **two-year full proposal** to Global Affairs Canada (GAC) to respond to Canada’s Annual Process for Responding to Humanitarian Situations (CAP 2024) with a multi-country project (Lebanon, Syria and Yemen) focusing on the provision of Health & Inclusion response for the most vulnerable internally displaced people and host communities. The proposed action is an integrated intervention in Sexual and Reproductive Health (SRH), Mental Health and Psycho-Social Support (MHPSS), Physical Rehabilitation, GBV and Inclusion. The project will strongly focus on inclusion of most vulnerable persons, including persons with disability, as well as on gender responsiveness.

2. DESCRIPTION OF THE REQUIRED SERVICE PROVISION

The **objective** of the consultancy will be to **develop the full proposal based on the developed approach and meeting GAC requirements and ready to submit by the deadline fixed by the call for proposals (15 February 2024)**. This will be done in close collaboration and coordination with HI team in Lebanon, Syria and Yemen, and under the responsibility of the Regional Program Development Manager, who will be HI focal points for the proposal development. Strong coordination is also required with HI Technical referents for the defined sectors in HI (based in HI countries or headquarters), as well as with HI Canada office, that is charge of relations with GAC. The consultant is responsible of ensuring the quality of the proposal package (narrative, logframe and annexes), including the coherence of the proposed strategy, the technical quality, the consistency with HI mandate and the requirements of the donor (GAC). It includes supporting the development of the internal and external budget, in full coherence with the narrative and based on a close collaborative work with HI finance managers in Countries and HI Finance Controller in HQ.

The expected results of the consultancy contract are:

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- Review the proposed logic of intervention (LogFrame and project description) and finalize it with HI team.
- Facilitate meetings/workshops and work closely with HI Teams in countries and in HQ throughout the proposal writing process, and with potential local partners. Partner participation throughout the design process is desired.
- Based on HI team’s inputs, review and consolidate the full proposal, including necessary annexes (Budget, Working Plan, Logical Framework and other annexes as relevant and required) based on GAC guidelines and templates. Write directly and or elaborate if necessary some sections of the proposal
- Review the Proposal with HI team, on an ongoing basis
- Facilitate a final workshop with HI team (and partners) for final review of the proposal and make the final requested adaptations
- Address feed-back and modification requests from HI HQ / HI Canada when required
- Realize final quality and administrative check before HI submission

3. CONSULTANT’S PROFILE

The consultant should have proven background, knowledge of and experience as follows:

REQUIRED

- Master’s Degree in related disciplines
- Knowledge of procedures and guidelines of GAC
- AT least 10 years of proven experience in successful proposal writing (for GAC is preferred)
- Experience in the sectors of: SRH, MHPSS, GBV, Inclusion
- Proficiency in spoken and written English (compulsory)
- Strong organizational and adaptation skills

DESIRED

- Experience in disability rights and inclusion
- Experience / knowledge of contexts in Lebanon, Syria and Yemen (including national policies, stakeholders, sectorial developments, etc.)
- Capacities in Gender Analysis and gender responsive approaches. Previous experience in Gender-based Analysis Plus (GBA Plus) would be an asset.

4. SERVICE DURATION AND LOCATION

Start date: 05 January 2024
End date: 12 February 2024
Place: Distance working

5. WORK SCHEDULE

[This consultancy is limited to a maximum of 15 days](#)

The consultant will propose a timetable in his/her offer to efficiently achieve the set objective. The consultancy should be completed with full proposal developed and ready for submission during the period from 05 January to 12 February 2024. The selected consultant will be required to meet specific milestones and deadlines throughout the duration of the project.

Indicative timetable:

ACTIVITY	Deadline
Signing of the contract	03/01/2023

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Sharing documents with consultant (the submitted CN package) [HI]	04/01/2024
Introductory meeting with HI's focal point for briefing and key information	04/01/2024
Initial workshop with HI team in countries for validation of ToC/logframe and main approaches	08/01/2024
First draft of the proposal with all annexes & budget	22/01/2024
Workshop with HI team (and partners) to provide a full review of the proposal and additional guidance as required	23/01/2024
Finalization of the proposal and reviews/controls, including crosscheck between budget and narrative	31/01/2024
Finalization and sending to HQ	01/02/2024
Final adjustments, final quality and administrative checks with focal point and HI Canada	12/02/2024

6. Deliverables

1. Full Proposal in English - meeting GAC requirements and HI quality standards
First draft for review
Final version
2. Budget meeting GAC requirements
First draft for review
Final version
3. Annexes
First draft for review
Final version
4. Consultancy report

7. RESOURCE PERSON

Within the framework of the service provision, the Consultant will be asked to collaborate with Humanity & Inclusion's. HO's focal point for this consultancy will be Nahed Al-Khlouf – HI Regional Program Development Manager.

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.al-khlouf@hi.org with the following title: *GAC - CAP 2024 – Lebanon, Syria and Yemen – Consultancy Offer*
Deadline for applications is 02/01/2024 at 22:00 UTC.

The technical offer should at least include:

- An expression of interest and 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, gender, sexual and reproductive health and rights, GBV/protection.
- Curriculum vitae of the consultant
- References

The financial & administrative offer should at least include:

- Budget breakdown for the consultancy in EUR including all fees and VAT
- Administrative documents:

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- Evidence that government taxes are paid. Certificate from your tax office or equivalent
- 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

10. Evaluation Criteria:

Proposals will be evaluated based on adherence to the terms of reference, relevant experience, proposed methodology, and cost.

Commenté [NA1]: Not sure what is this? It was in the template used by other HI program

Commenté [PD2R1]: This is a logistics procedure. I'm sending in a template for this that the consultant will have to fill. Once our HQ assistants will be back from leaves we can address all these procedures.