



## TERMS OF REFERENCE

### **Consultant to support the development of HI's offer (technical and commercial) - Invitation To Tender (ITT) to the FCDO Conflict, Stability & Security Fund Framework (CSSF)**

**Handicap International Federation - Humanity & Inclusion**

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#### **1. BACKGROUND**

Sponsoring Department:

HI's Institutional Funding Department

Context of the Programme:

- The third generation of FCDO's CSSF (Conflict, Stability and Security Fund) framework is currently being tendered (due to start April 2023). HI expects to apply to the Invitation to Tender (ITT) due to be published on October 19<sup>th</sup>, 2022. We are seeking expressions of interest for experienced consultants to support the development of HI's tender. Once accepted onto the Framework, HI would be eligible to apply for CSSF Call Downs.

Explanation of the purpose of the mission:

- The successful consultancy will be engaged to provide support to HI teams in the formulation of their ITT response. It will be to ensure that the finalised ITT document speaks clearly to FCDO's expectations and the terms of the ITT.

#### **2. DESCRIPTION OF THE EXPECTED SERVICE**

Beneficiary

HI UK Institutional Funding Team and HI Federation Institutional Funding Division

Overall and specific objectives:

- To ensure the quality and conformity of HI's bid to FCDO and so maximise the chances of being admitted to the CSSF framework mechanism.
  - o HI's bid stakeholders are informed of FCDO's expectations and requirements for the bid development;

- The bid is reviewed and improved according to an agreed timetable, with HI stakeholders clearly advised on where and how to make improvements;
- The bid makes decisive and judicious use of non-textual elements to strengthen the case it makes for HI's admission to the CSSF framework mechanism

#### Services requested

- Early draft review to advise on:
  - coherence with FCDO's expectations;
  - the presentation within the ITT template to make it reader-friendly with graphs and effective imagery
- Final editing of the technical and commercial offers (English and clarity of message)
- Final formatting of the bid and document design ("marketing": integrating pictures, graphs, structuring and formatting the text....)
- If needed, support the gathering of inputs from internal stakeholders and drafting of selected sections of the ITT

#### Expected results and indicators for receiving and validating the results obtained

- HI bid stakeholders apprised of bid development stakes
- Bid quality assured through reviews, advice, and working with bid stakeholders
- Required data compiled and applied effectively within the bid
- Final editing undertaken in time to ensure maximum quality and meet HI internal sign-off processes

### **3. CONSULTANT PROFILE**

#### Competencies, training and & experience:

- Fluent English speaker (working language will be English) with excellent oral and written communication skills
- Ability to work in French would be a bonus but not essential
- Postgraduate in International Relations and / or Development / Humanitarian Aid or equivalent experience
- Experience of FCDO commercial contract bid development/tender-writing
- Experience of working with or for INGOs would be a bonus
- Experience of CSSF focus areas would be a bonus
- Ability to work under pressure and time constraints
- Demonstrated experience in facilitating consultations among different actors for proposal writing
- Excellent analytical skills
- Document design and formatting skills

### **4. DURATION AND PLACE OF EXECUTION**

#### Starting date

- 2 November 2022 at the latest

#### End date of the mission

- The consultancy will end after FCDO's deadline for the ITT submission – probably end of November 2022. The selected consultant will need to have flexible availability in December 2022/January 2023 to allow for further changes from FCDO.

#### Schedule and number of days of the mission by the consultant:

- We estimate the number of days required is in between 8 and 25 working days.

#### Place(s) of execution

- The consultancy entails full time work to be carried out at the consultant's residence. However, the consultant may be requested to come to HI HQ in Lyon during the consultancy to facilitate and chair some working sessions. If this is requested, cost of transport and accommodation will be covered by HI.

### **5. WORK PLAN**

On the basis of the proposed timetable contained in these Terms of Reference, the consultant shall draw up a work programme for the execution of the assignment. The work programme shall clearly describe the manner in which the Consultant will approach the activities necessary to carry out the assignment. The plan shall indicate the progress and/or level of achievement of the work, including criteria and/or indicators for monitoring the progress of the work.

### **6. DELIVERABLES**

- Initial template with guidance
- Final technical and commercial bids – reviewed in terms of language, consistency etc
- Recommendations for improvements for future bids

### **7. RESOURCE PERSON**

As part of the service, the consultant will be required to work with Humanity & Inclusion's teams, and in particular **Ms Alexandra Mège (email: [a.mege@hi.org](mailto:a.mege@hi.org) )**, who will be his/her contact person.

### **8. CONDUCT AND SAFEGUARDING**

Respect and dignity of all the people we support and come into contact with are at the heart of HI's approach. All employees, volunteers (including trustees), partners, suppliers and consultants working with HI are expected to adhere to our [Code of Conduct](#) and [related policies](#).

Our commitment to safeguarding means we seek to ensure that no harm comes to people as a result of contact with the organisation's programmes, operations or people. This means ensuring the safety and protection of groups, including children and vulnerable adults, with whom the organisation is in contact, establishing safe and respectful workplaces that are free from harassment, abuse and discrimination, and maintaining HI's reputation and high standards by preventing, addressing and learning from instances of wrongdoing.

## 9. APPLICATION PROCESS

Please submit the following documents to [a.mege@hi.org](mailto:a.mege@hi.org) **before October 28<sup>th</sup>, 2022:**

- CV
- Daily rate
- Confirmation of availability between end of October and December 2022
- Contact details for two professional references
- Two examples of relevant experience

### Annex

- CSSF ITT pack

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