CARE International Roster for Emergency Deployment

(CI-RED) Terms of Reference – *Proposal Writing*

Purpose / Role

To provide the conceptual and writing skills needed to write concept papers and proposals with which to secure funding for emergency programs.

Responsibilities

**Contextual Awareness**

* Familiarize yourself with existing CARE programming in the country and/or region to inform opening sections of letters of intent, concept papers and proposals.
* Write concise pieces for proposals that communicate the humanitarian situation and the areas of attention for CARE and that fit with the emergency strategy.
* All staff members understand and abide by the CARE Prevention of Sexual Exploitation and Abuse (PSEA) / Child Protection (CP) Policy. All staff must sign the relevant Code of Conduct. Staff are required to report any suspicions of exploitation and abuse of children and vulnerable people via established internal mechanisms. All staff must adhere to CARE’s zero tolerance policy for sexual exploitation and abuse of children.

# **Donor and Sector Awareness**

* In coordination with the CO contact, liaise and reach out to donors in country.
* Be familiar with the requirements and formats of different donors with respect to sectors, priorities, guidelines and what budget lines are fundable and what are not.
* Know the time frame and submission deadlines for the relevant donors.
* Identify strategies for multiple funding of the emergency response strategy.
* In coordination with the CO maintain contact with the CI member that is supporting the proposal submission to donor.

**Proposal Design and Writing**

* Work closely with the Team Leader, Assistant Country Director, Program Coordinator, Assessment Co-ordinator and sector specialists to develop concept papers based on the emergency assessment outcomes, donor interest and emergency response strategy.
* Work closely with the CO finance team to ensure that the budget complies with CO requirements.
* Identify information gaps blocking proposal completion and secure the necessary information to complete.
* Ensure team members and CARE staff are fully aware of what information is needed.
* Rapidly revise, update and expand concept papers into full project proposals as recommended by donors.
* Develop project proposals in such a way as to ensure harmonization across projects and sectors to produce a cohesive, credible and coordinated program according to agreed program strategy.
* Ensure that all project proposals adhere to CI Humanitarian Accountability Framework, DM&E standards and Sphere.
* Provide direct supervisor and CO Head of finance with final copies of submitted proposal.

Key Internal Contacts

Country Director, CO Emergency Response Team, Emergency Response Director, team, CARE Regional Management Units, CARE International Member HQs.

Key External Contacts

Donors and other agencies and groups responding to the emergency

Reporting Lines

Reports to the Team Leader. Where this is the only deployment they will report to the Country Director or ACD Programme as agreed.

Selection Criteria

**Core Competencies**

* People Skills: Ability to work independently and as a team player who demonstrates leadership and is able to support and train local and international staff and also able to work with disaster affected communities in a sensitive and participatory manner.
* Communication Skills: Well developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of CARE. This includes effective negotiation and representation skills.
* Integrity: Works with trustworthiness and integrity and has a clear commitment to CARE's core values and humanitarian principles.
* Resilience/Adaptability and flexibility: Ability to operate effectively under extreme circumstances including stress, high security risks and harsh living conditions. Works and lives with a flexible, adaptable and resilient manner.
* Awareness and sensitivity of self and others: Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make accurate self-assessment particularly in high stress and high security contexts.
* Work style: Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem solving skills.
* Knowledge and skills: knowledge of CARE policies and procedures, Sphere and the Red Cross/ NGO Code of Conduct. Requires general finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills.
* 3 – 5 years humanitarian aid experience.
* Multiple language skills desirable.

**Required Technical Competencies**

* Capacity to work in a multi-sector team, including coordinating technical input into proposals.
* 2 years humanitarian aid experience with experience in proposal writing skills under strict deadlines.
* Ability to work rapidly with staff on in the field directly and HQ staff remotely in writing and where necessary revising proposals.
* Familiarity with requirements of key humanitarian donors and capacity to work in a multi-donor environment, including EURONAID, DFID, ECHO, OFDA, AUSAID, USAID and CIDA.
* Good program design skills, including capacity to prepare logical, coherent and consistent documents including log frames.