

## Terms of Reference

### Capacity Development for ACHIEVE's Local Implementing Partners on Writing Project Proposal for Donor Funding

**Period of Performance:** July 4<sup>th</sup>. to August 23<sup>rd</sup>., 2022

**Contract Type:** Fixed Price

**Location:** Tanzania (Dar Es Salaam) or Remote Support to respective LIPs Headquarters

**Reports to:** Capacity Development Manager and the Director for Partnership and Local Sustainability

#### Introduction

Pact is an international nonprofit that works in nearly 40 countries building solutions for human development that are evidence-based, data-driven, and owned by the communities we serve. Founded in 1971, Pact works with partners to build resilience, improve accountability, and strengthen knowledge and skills for sustainable social impact.

The Adolescents and Children HIV Incidence Reduction, Empowerment and Virus Elimination project, or ACHIEVE, is a five-year global effort to reach and sustain HIV epidemic control among pregnant and breastfeeding women, adolescents, infants, and children. The project is funded by the President's Emergency Plan for AIDS Relief (PEPFAR) through the United States Agency for International Development (USAID) and implemented by a Pact-led consortium of top global HIV/AIDS partners, including Palladium, No Means No Worldwide, and WI-HER.

#### Summary of Role

ACHIEVE is seeking a consultant to develop a Capacity Development (CD) support package on proposal development for donor funding. The support is intended for 8 Local Implementing Partners (LIP) in Tanzania, targeting funding sources from USAID Tanzania and other major international donors. The support will focus on imparting skills and knowledge to identify and understand the difference between the types of USAID and other major donor funding instruments and bidding mechanisms. The applicant will also be required to support the partners in understanding the flow of funding from the United States Government to USAID Mission offices. The package should also focus on specific skills in writing a technical and financial proposal responsive to donor requirements and management of proposal development processes for prime/sub-partner roles.

The activity aims to contribute to organizational business sustainability by following each organization's Business Sustainability Plans and other strategic priorities. Consequently, activity will enable relevant staff within the organizations to understand solicitation mechanisms, the funding landscape, and how their capacities and strategic

mission align with the solicitation, allowing for partnerships to develop and mature throughout the business development lifecycle.

The approach to this activity must include a review of the previous Express of interest (EOI) submitted to ACHIEVE and the organization's internal proposal development process to identify technical capacity gaps and challenges and develop an action plan detailing the steps, tools, and resources to be developed, and support required to strengthen their capacity on proposal development. The consultant will also review business sustainability plans developed for each partner. Information from this review will be used to inform the development of a training and coaching package for the partners.

Further, the package will include the development of a training and coaching package based on best practices for adult learning by focusing on experiential learning approaches. Participants should be guided to apply the skills they gain through training and coaching to practice proposal writing and development. Individual skills development should also aim to equip the participating partner staff with skills for developing and managing donor-funded proposal processes. The training and coaching package may be either developed as a new resource or adapted from existing resources that reflect international best practices. The applicant will deliver the implementation of the training and coaching package for selected staff from the eight LIPs.

### **Duties and Responsibilities**

Understanding that capacity development of skills, knowledge, and practice in these areas can take time, the rollout should involve different approaches. The consultant is expected to;

#### **Task 1. Inception and Workplan Development**

- 1.1. Hold an engagement meeting with the ACHIEVE Tanzania team to review the deliverables, agree on a timeline for implementation, and identify key priorities to be incorporated into the proposed development activity.
- 1.2. Review final Integrated Technical Organization Capacity Assessment (ITOCA) reports, Capacity Action Plans related to business development and proposal development, Business Sustainability Plans, EOI submitted to ACHIEVE, and other relevant materials from partners to determine partner needs.
- 1.3. Review each organization's funding portfolio mix for the past ten (10) years to establish trends in annual funding, donor mix and funds diversification, funding growth rate, and organization experience to attract funding from different donors.
- 1.4. Hold engagement meetings with 8 LIPs management teams in coordination with ACHIEVE Tanzania to gather information on their capacity development priorities related to proposal development for USAID and donor funding.
- 1.5. Develop a work plan for activity implementation for ACHIEVE review and feedback.

## **Task 2: Proposal Development CD Package**

- 2.1 Conduct a design meeting with the ACHIEVE Tanzania team to review the consultant's recommendations based on the reviews conducted under Task 1 to identify technical components to be included in the Proposal Development CD Package.
- 2.2 Develop and share a draft Proposal Development CD Package targeting 8 ACHIEVE partners in Tanzania for ACHIEVE review and comment. The Proposal Development CD Package will include a training curriculum, related participant materials, training resources and materials, proposal development tools and templates, relevant USAID resources, and a training evaluation. The package will also include resources for coaching guidance to be applied during the proposal development process.
- 2.3 Develop a final Proposal Development CD Package and a related implementation plan with ACHIEVE partners, based on ACHIEVE comments and feedback under Task 2.2.

## **Task 3: Proposal Development CD Support Package Delivery**

- 3.1 Led the implementation of the Proposal Development CD Package, based on the materials developed under Task 2.3. This will include facilitating relevant training workshops and holding at least one coaching meeting with each partner.
- 3.2 Support each of the 8 LIPs to review their EOI submitted to ACHIEVE and re-submit for ACHIEVE review as practical learning on technical proposal development.
- 3.3 Provide coaching to ACHIEVE Tanzania staff to participate in the Proposal Development CD Package implementation and continue to support coaching for partners, especially during the bidding process for the eight local partners for USAID or other major donors.
- 3.4 Develop an activity report documenting implementation results, challenges, lessons learned, best practices, and the impact on partner organizations.

## **Task 4: Final Report**

- 4.1 Prepare the final report for the entire assignment.

### **Qualifications**

- The consultant/firm must be based and legally registered to do business in Tanzania.
- A minimum of a Master's degree in public health, business administration, social sciences, economics, marketing, international affairs, communications, or development studies with a focus on public health, social sciences, or related field.

- Minimum ten years of technical experience with capacity development, organizational business development, resource mobilization, or systems strengthening with health and/or international development programs.
- Significant experience with USAID and other donor funding systems and proposal development requirements with evidence of supporting partners with proposal development
- Strong writing, facilitation, research, and analytical skills in English and Kiswahili.
- Ability to effectively coordinate with appropriate stakeholders in all aspects of resource mobilization activity planning.
- Familiarity with USAID and PEPFAR-funded programming is preferred.
- Proof of carrying out a similar assignment
- Kiswahili and English language proficiency

### Deliverables

This consultancy is structured as a fixed price opportunity, with costs aligned with each deliverable. The table below provides the deliverables and related deadlines.

Task	Deliverable	Deadline	Number of Consultancy days allocated
<b>1. Inception and Workplan Development</b>	1.1. Engagement meetings minutes	4 <sup>th</sup> – 8 <sup>th</sup> July 2022	5
	1.2 Documented capacity gaps from review of the recommended documents.	11 <sup>th</sup> – 14 <sup>th</sup> July 2022	4
	1.3 Detailed proposal development consultancy work plan and timeline	15 <sup>th</sup> - 18 <sup>th</sup> July 2022	2
<b>2. Proposal Development Support</b>	2.1. Proposal development support program meeting	July 19, 2022	1

<b>Program Development</b>	minutes and recommendations		
	2.4 Draft proposal development support program plan targeting ACHIEVE partners in Tanzania for ACHIEVE review and comment	20 <sup>th</sup> – 21 <sup>st</sup> July 2022	2
	2.5 Final proposal development support program rollout plan for ACHIEVE partners in Tanzania	25 <sup>th</sup> - 26 <sup>th</sup> July 2022	2
<b>3. Proposal development Support Program Delivery</b>	3.1 Proposal development training delivered to representatives of 8 LIPs.	27 <sup>th</sup> – 29 <sup>th</sup> July to August 2, 2022	5
	3.2 Proposal development workshop report with critical observations and recommendations submitted to ACHIEVE management.	3 <sup>rd</sup> – 4 <sup>th</sup> August 2022	2
	3.3 8 LIPs coaching and mentorship sessions on proposal development delivered, and report submitted to ACHIEVE.	5 <sup>th</sup> – 23 <sup>rd</sup> August 2022	10
	3.4 Quality proposal submitted by each LIP to ACHIEVE that has responded to all EOI requirements.		2
	3.5 Recommendations for ACHIEVE to support the institutionalization of Proposal development Skills for		1

	ACHIEVE Partners in Tanzania.		
<b>Final Report</b>	4.1 Prepare the final report for the whole assignment		

### Selection Criteria

Criteria	Score (Out of 100 total pts.)
Previous technical experience in capacity development, organizational business development, and resource mobilization with local or international NGOs	20%
Previous experience in proposal development, especially in identifying and understanding key areas of USAID call for proposal and the difference between instruments; and understanding of the process of developing a proposal in a prime/sub-partner role for USAID projects	20%
Previous experience working with PEPFAR and/or USAID-funded projects.	10%
Sound and evidence-based technical approach to activity implementation and completion of deliverables.	30%
Competitive price	20%
<b>Total:</b>	<b>100</b>

### **Please Note:**

- i. Late or incomplete bids will not be accepted.
- ii. Electronic bids are acceptable.
- iii. The quote that complies with all the specifications/requirements and offers the lowest price and all other evaluation criteria indicated here shall be selected.
- iv. Pact may cancel the solicitation and not the award.
- v. Pact may reject any or all responses received.
- vi. Issuance of requests for quotes does not constitute a contractual commitment by Pact.
- vii. Pact reserves the right to disqualify any offer based on the offeror's failure to follow the solicitation instructions.
- viii. Pact reserves the right to waive minor proposal deficiencies that can be corrected before award determination to promote competition.
- ix. Pact will contact all offerors to confirm the contact person, address, and the proposal submitted for this solicitation.
- x. Pact will not compensate Vendors for their response to the solicitation.
- xi. Pact may choose to award only part of the scope of work in the solicitation or to issue multiple awards for the scope of work.
- xii. The vendor consents to the disclosure of the documents submitted by the vendor to the reviewers involved in the selection process.
- xiii. Information about and obtained from the vendor due to participation in this solicitation is confidential.
- xiv. Non-disclosure agreements bind all reviewers

### **How to Apply**

To apply, please send your organization profile/ CV, a short proposal (maximum ten pages) that summarizes your understanding of the ToR, evidence of previous assignments, and technical details of how you plan to execute the assignment. Include the proposed budget for each deliverable in the assignment in TZS.

### **Submit your proposal to:**

The Tender Committee,  
Pact Tanzania,  
74 Uporoto Street, Victoria  
P.O. Box 6348, Dar es salaam, Tanzania.

Or email [ProcurementTZ@pactworld.org](mailto:ProcurementTZ@pactworld.org) with the subject: " **Capacity Development on Writing Project Proposal for Donor Funding.**"

The deadline for applications is June 29<sup>th</sup> 2022. Only shortlisted candidates will be contacted for further inquiry and details.