

# **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 and Tasks**

#### **1. Situation 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.

#### **2. 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.

#### **3. Proposal Design and Writing**

- Work closely with the CI RED 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 CI RED 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, CI RED team, CARE Regional Management Units, CARE International Member HQs.

### **Key External Contacts**

Donors and other agencies and groups responding to the emergency

### **Reporting Lines**

The position reports to the CI RED Team Leader.

Where the position is the only CI RED deployment they will report to the Country Director or ACD Program 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.

**Technical Competencies** required for this position are

- 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 EURONAIID, DFID, ECHO, OFDA, AUSAID, USAID and CIDA.
- Good program design skills, including capacity to prepare logical, coherent and consistent documents including log frames.