



Scope of Work for Consultant

Project/Consultancy Title: Project Location(s):	Program Design Specialist / Consultant for creating a business enabling environment in Nepal (strengthening small business) Mercy Corps Nepal (based in Kathmandu office)
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Background:

Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action — helping people triumph over adversity and build stronger communities from within. Now, and for the future.

Mercy Corps started operations in Nepal in 2005. Since then the agency has been working in some of the most challenging areas to improve the lives of vulnerable individuals and communities across Nepal. That goal is attained through a systems based approach to market development, financial services, Disaster Risk Reduction (DRR), climate change adaptation and youth engagement through the lens of gender equity and social inclusion.

Purpose / Project Description:

Mercy Corps has a continual need to increase capacity to respond to program development opportunities. This is particularly true for complex or otherwise highly strategic submissions to major institutional donors. As such, Mercy Corps is looking to build a roster of seasoned proposal development specialists and proposal writers who can work closely with Nepal technical teams or and their partners to produce high-quality proposals.

Given the nature of Mercy Corps Nepal's existing portfolio, program development specialists and proposal writers with a strong background in the economic development, business development, tourism, light manufacturing and agro-processing industries to improve their capacity to grow are encouraged to apply.

Consultant Objectives:

This consultancy will conduct research and analysis to better position Mercy Corps for proposals leading to their strategic objective to improve economic opportunities.

Consultant Activities:

OPPORTUNITY SCOPING

- Work with Mercy Corps teams to review and evaluate funding opportunities, specific calls for proposal and other solicitations;
- Review all available information on donor strategy to ensure a match with country and/or regional objectives and programmatic priorities;
- Identify key donor requirements and regulations, necessary outcomes and limitations of possible funding.

RESEARCH AND ASSESSMENTS

- Desk review of existing literature and external research on key topic areas, including any prior analysis by Mercy Corps or descriptions of previous relevant programs;
- Identify and evaluate relevant methodologies, best practices and lessons from a diverse range of stakeholders, organizations, and technical experts;



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- Meet with Mercy Corps staff and partners to understand context and strategy, and conduct interviews with key stakeholders as needed and identified by Mercy Corps teams;
- In coordination with the country team, design relevant rapid field assessments to gather essential design data using qualitative and/or quantitative methodologies as appropriate;
- Identify and map potential program partners or other collaborators to connect Mercy Corps with the appropriate ideas and resources;
- Summarize or condense findings to provide clear basis for proposed interventions and context.

PROGRAM DESIGN

- Facilitate or participate in planning or design workshops to define program objectives and leverage the insight, experience and knowledge of Mercy Corps teams;
- Identify and raise relevant preconditions, risks and assumptions;
- Contribute to the development of a theory of change, logical framework, M&E plan, potential programmatic activities, and management and operational structures;
- Identify opportunities to incorporate cross-cutting issues and added-value elements into the program design;
- Collate design ideas into a concrete design that addresses donor objectives and requirements, and develop outlines for full proposal(s) or concept note(s).

PROPOSAL WRITING

- Lead a proposal development team and/or function as lead writer, potentially working with inputs from team members in various locations and from multiple organizations;
- Assemble a proposal development work plan and calendar for submissions that allows for appropriate review by Mercy Corps technical or management staff;
- Work with M&E staff to finalize logical framework and indicators, and where applicable data collection tools and strategy, personnel and work plan;
- Building on any approved concept notes, draft a full proposal narrative in line with donor guidelines;
- Work with relevant staff to edit and finalize a quality submission that maximize chances for success, including graphics and tables where required;
- Provide input on key staff needs and qualities for financial/cost proposal and budget narrative, as needed;
- Champion adherence to Mercy Corps's policies and procedures, and apply Mercy Corps best practices in proposal development efforts.

Note: Candidates applying are required to submit a sample work carried out in the past on program design and proposal writing

Deliverables:

- A research summary and set of recommendations outlining how MC can improve economic opportunities in Nepal, tied to upcoming donor procurements
- A fully developed concept note of one idea agreed upon with Senior management that could be presented to potential donors.

Required Skills and Experience:



Scope of Work for Consultant

- MA/S or equivalent in international development, social science, business administration or other relevant field.
- Minimum 5 years of experience in the design of programs or proposal writing, and demonstrable experience of successful grant applications.
- Experience developing budget and cost proposal submissions for USAID, DFID, European Union and/or other institutional donors. Familiarity with other donors, including corporations or foundations, is a plus.
- Ability to lead diverse teams, handle negotiations, represent Mercy Corps, and facilitate planning processes.
- Excellent English writing and communication skills, and the ability to present information logically and concisely.
- Ability to work under pressure and deliver quality products under tight deadlines and in sparse working environments.
- Strong preference given to candidates with prior field experience and demonstrated understanding of the critical development issues in Nepal.

Selection and Evaluation Criteria:

- Evaluation will be based on weighted average method
- 20% based on financial proposal
- 80% based on technical competencies

Timeframe / Schedule:

The consultancy will be for a maximum of 18 days in a determined range of dates that will be finalized and in communication with the consultant. Billable upon invoice supported by time log and approved by Director of Programs.

The Consultant will report to:

Director of Programs

The Consultant will work closely with:

Program Quality Manager
Finance Director

Accountability

Mercy Corps team members are expected to support all efforts toward accountability, specifically to our beneficiaries and to international standards guiding international relief and development work, while actively engaging beneficiary communities as equal partners in the design, monitoring and evaluation of our field projects.

Travel and Working Conditions

Consultancies may require travel to the field where living conditions may be exceptionally rugged or be in volatile environments where security protocols will need to be followed. This may require working in remote settings, over weekends and/or evening as required by the schedule, and in some instances settings with limited infrastructure, food options, and living conditions.



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How to Submit Your CV

This call for CVs does not constitute an offer of employment. Any description contained herein may be modified and/or revoked. Interested applicants should carefully note the minimum qualifications and submit a CV along with cover letter detailing previous program development experience, and a proposed daily rate (inclusive of tax) to np-procurement@mercy Corps.org. Candidates will be notified of specific future program development opportunities, however they may be required to submit another application to be considered for future openings which are posted and advertised.