hiring proposal development advisor-Health

**Scope of work**

#### Position Description

##### **Position:** Proposal Development Advisor-Health

**Job nature:** Consultancy

##### **Location:** Kabul

##### **Nationality:** Afghanistan

**Reporting:** Social Mobilization and Communications Team Leader

#### About SUN Project

The SUN (Stabilization of Urban Neighborhoods) project is a 32-months initiative to stabilize urban neighborhoods in Kabul, Afghanistan through the implementation of a participatory, community-led approach for community development in 7 selected target areas. The project works to increase social cohesion in Kabul, specifically through engaging young people in decision-making and through supporting community-driven socio-economic development.

Forming Local Action Groups (LAGs), local volunteer committees in collaboration with community members identify local development priorities and support implementation of local projects such as the renovation of community spaces, supporting local civil society, culture, sports, business opportunities for youths which benefit the community, as well as basic infrastructure services aligned with the existing development plan of government. Making use of new technological platforms, SUN will be a fast-moving, high-impact project reaching youth in Kabul in new and innovative ways working on peaceful social development and opening up prospects for youth of the country.

#### About Sub projects

The SUN (Stabilization of Urban Neighborhoods) project works to increase social cohesion in Kabul city, engaging community people especially youths, women and marginalized people in identifying, prioritizing, deciding and selecting economic and infrastructures development initiatives for their community. The core philosophy of SUN underpins participatory and community-led approaches for community development. The Local Development Strategy (LDS) developed by LAG members and community people provides a framework to support the economic, social, cultural and environmental development of the project areas and to improve the quality of life for its people. The LDS includes sub-projects based on the needs they determine for their areas. SUN project provides the opportunity to support and grant sub-projects based on the needs of the communities identified in Local Development Strategies. LAG members and community people support implementing and monitoring the sub-projects. The sub-projects include social, economic and infrastructures development projects.

#### Purpose of the Assignment

It is expected that different groups, associations and organizations will apply for sub-projects. It’s also expected that there will be number of proposals which might propose health solutions. The project proposal development requires technical knowledge on how to develop the technical proposal and financial plan. The proposals should be coherent with SUN Project requirements and standards. Those who will be preparing proposals should be well equipped with technical knowledge on proposal development. The role of the Proposal Development Advisor-Health will be orient, equip, provide strategic guideline, support preparing technical and financial proposal, support to assemble the applications to the applicants. S/he will also advice SUN Program and PAAG on screening, evaluating and writing proposals.

#### Objectives of the Advisor

1. Build the capacity of the sub-project applicants through training, regular meeting, consultation on how to develop project proposals on health issues.
2. Advice and consult SUN project management and Project Appraisal Advisory Groups (PAAG’s) on evaluation and selection of health related sub-projects

#### Start and End date

The Active period of the Assignment is 11th April to 30 May 2021.

#### Tasks details

| **Activities** | **Location** | **Estimated level of efforts** | **Associated Deliverable** |
| --- | --- | --- | --- |
| 1. Conduct Training among the applicants, on how to develop project proposals on health issues | Kabul | 10 days | Training for 7 PDs (PD 6,7,8, 11, 12, 13 and 16) applicants delivered |
| 1. Support to develop business plan, financial plan and the project proposal | Kabul | 25 days | Technical Proposal  Financial Plan  received from all applicants based on guidance from advisor |
| 1. Provide advisory support to applicants, PAAG members, SUN management on the quality submission of the proposal | Kabul | 10 days | At least consultation provided 1 day per PD |

#### General Job Responsibilities

* Supporting applicants to generate health solution ideas. Develops proposal by assembling information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, executive summaries, conclusions, and organization credentials.
* Support applicants, Project Appraisal Advisory Group (PAAG) and LAG Managers on the development of Technical and Financial proposals.
* Orient and train potential applicants on how to develop proposals.
* Provide day to day technical support to the applicants, Project Appraisal Advisory Group (PAAG) and LAG Managers on the proposal development.
* Check the proposed proposals are following SUN, donor and Monitoring Consultant’s needs and criteria.
* Support Project Appraisal Advisory Group (PAAG) on the scoring of the proposal.
* Review all the proposals related to business development and provide feedback and made required changes.
* Prepares presentation by evaluating text, graphics and binding, coordinating printing.
* Maintains quality results by using templates; following proposal writing standards including readability, consistency, and tone; maintaining proposal support databases.
* Accomplishes company goals by accepting ownership for accomplishing new and different requests, exploring opportunities to add value to job accomplishments.

#### Requirements

* At least three years’ experience on proposal writing especially on health issues.
* Master’s Degree or equivalent in Health, Economics, Business Administration, Social Sciences, International Relations, Political Sciences or another related field.
* Strong analytical and drafting skills;
* Excellent communication and teamwork skills;

Strong organizational and time-management skills;

* Proven attention to detail and accuracy;
* Proven full proficiency in MS Office and other standard office software;
* Fluent in writing and speaking in English, Dari and Pashto

#### Payment

The payment will be provided on daily basis; actual number of days the Advisor will be engaged with the Program. The total number of days must not be crossed 45 days. The advisor should visit the PDs (6,7,8,11,12,13 and 16) when required. S/he should estimate the transportation cost on the financial proposal. MCA will provide logistical support (venue, food, stationaries and other associated costs) for trainings and consultation.

#### Documents to submit:

1. CV
2. Three References
3. Financial proposal for daily rates including taxes

#### Enquiries/clarifications

All enquiries or clarification related to this assignment should be addressed to this email masrana@mercycorps.org All other enquiries submitted through other means of communication will not be given the due consideration.

#### Submission Guidelines for Quotation:

Subsequently the interested companies/individuals are encouraged and kindly requested, from the companies/individuals to fill the Request for quotation where it is required accordingly. The RFQ package should be stamped and signed in an envelope and submit it to Mercy Corps Afghanistan Kabul Office.  House # 221, Street # 5th, Qala-e- Fathullah, Kabul, Afghanistan by COB 31st Mar 2021. No later than 3:30pm or the companies can make electronic submission of the package to the e-mail address mentioned in below.

[tenders@mercycorps.org](mailto:tenders@mercycorps.org)

For more information and question, please contact below numbers if required:

Phone Numbers: Kabul:  +93 (0) 793 718 010