



Program: She Feed The World

Terms of Reference

Technical proposal writer

CARE Egypt Foundation (CEF):

CARE Egypt's Agriculture and Natural Resources Program (ANRP), in partnership with PepsiCo, is implementing She Feed the World (SFtW) project to improve the livelihoods and food security of 10,000 smallholder farmers in the Beheira, Giza, Beni Suef, and Minya Governorates. The project aims to empower these farmers to overcome economic challenges, improve food security, and produce high-quality potatoes using sustainable and climate-smart agricultural practices.

Objective of the Assignment:

The objective of this proposal is to engage a technical proposal writer to provide technical support to the SFtW project in the following areas:

1. Develop the capacity of ANR/CARE team on technical proposal writing.
2. Provide guidance and technical support on ongoing technical proposal.
3. Ensure proposals are persuasive and meet donors' requirements.
4. Work closely with ANR team on developing new proposals.
5. Provide technical expertise and insights on technical proposals and financial budget development.
6. Develop and write technical proposal that match goals of the organization.
7. Support in budgeting and cost analysis.

Scope of Work and Deliverables:

The technical proposal writer will be responsible for the following tasks:

1. Well oriented on organization and the program.
2. Conduct thorough research on funding opportunities and donor requirements.
3. Coordinating and supporting proposal development and work plans with the SFTW team.
4. Write persuasive proposal that improve efficiency of project objective, methodology and expected income.
5. Write clear, well-structured proposal that attract donor.
6. Provide constructive feedback that improve project and team quality.
7. Stay updated to proposal writing trends.
8. Providing advisory support to SFTW staff on proposal writing and tracking the development of the proposals through the process.
9. Provide weekly updates on the progress of SFTW proposal development.

DELIVERABLES:

- Provide regular updates on proposal progress.
- Prepare all necessary documentation, including budget justifications, logical frameworks, and appendices.



- Proposal templates and writing guidelines.
- High-quality technical proposals that meet donor requirements.
- Regular communication with project team.

Consultant's Qualifications:

The technical proposal writer should have the following qualifications:

- Bachelor's degree in English, communications and Agriculture, at least.
- Proven experience in writing technical proposals for NGOs or similar organizations.
- Demonstrated success in securing funding through high-quality proposals.
- Strong understanding proposal development methodology.
- At least 5 years of experience in technical proposal writing.
- Demonstrated experience in designing and developing proposals and projects.
- Experience in the Food and Agriculture and Sustainable Industries.
- Computer proficiency in writing, design and editing software, with the ability to present complex technical information clearly and persuasively.
- Fluency in Arabic and English.

Consultancy Level of Effort

Total 50 Working Days

Specific Tasks, Outputs and Time Frame

Tasks	Outputs	No. Days/ Time Frame

Execution of Assignment:

Consultancy start and end date

- The implementation of the Project is expected to start **from 1ST September 2024 till 15th of November 2024**, with the target being to complete the activities within this period.

BUDGET:

✓ The technical proposal writer daily fee is EGP 5,000, inclusive of taxes. CARE will deduct freelance taxes from the consultant's daily fee. CARE will cover the cost of travel and accommodation in accordance with its internal policies.

Coordination and Reporting:

The Consultant will report on progress to (Project Manager) who shall within 7 working days of receipt notify the Consultant of its decision concerning the documents or reports received, giving reasons should s/he reject the reports or documents, or request amendments.

Conditions of Implementation:

Interested applicants should submit the following documents in their offers:

1. Technical Proposal.
 - i. A brief statement in understanding of the assignment, and general approach to it.
 - ii. A brief description of the methodology proposed to be use in the assignment, including techniques and tools,
 - iii. A capabilities statement of the consultant organization and/or brief description of relevant (similar) consultancies that would qualify for this assignment. This statement should be included as a separate annex, in addition to the five-page proposal.
 - iv. Consultant CV
 - v. It should indicate a complete list of deliverables and a proposed time-frame.
2. Financial Proposal:
The financial proposal should include a breakdown of the cost elements to assist in determining the rationale of the given rates.
CARE will withhold applicable taxes and deposit the funds with the applicable for tax authorities under this agreement

Consultant Professional Service Fees

Deliverables / Description	Quantity	Unit of measurement	Unit price	Total

Consultant Administrative Costs

Description	Unit Cost in EGP	Number Days	Amount



Administrative Costs: Such costs could include transportation, air tickets, lodging, per diem, departure taxes, training logistics, enumerators, interpreters, etc. Note that per diem and lodging rates will be per CARE Egypt Foundation policy. No reimbursable expense in excess of _____ [Amount] (currency____) shall be incurred without CARE's prior written approval. If Vendor travel reimbursement shall be made under this Agreement, then Vendor shall follow CARE's travel policies and be subject to CARE per diem rates

Deadline for sending the technical and financial proposal is 31st of August 2024, Financial proposal should include Taxes and other expenses (if any), to be sent to CARE Egypt Foundation – At care Egypt website, with subject * Any proposals received after the deadline mentioned, will not be considered. Please accept our apology for not giving any exceptions or accepting any justification for late receive.

Please feel free to contact us via email for any further details or inquiry via email prior
Mary.maher@cef-eg.org

Proposals will be assessed against weighted criteria that include understanding of the task; proposed methodology; previous experience and value for money as follows:

	Program Evaluation	Program Evaluation	Finance Evaluation
Technicality 70%: 1- 2- 3-			
Financial 30%: 1- Delivery Time 2- Payment Term 3-			

CEF keeps all rights to accept or refuse any offer received without giving reasons.

Technical and financial offer will be discussed upon selection.

Payment Schedule:

All payments (done within 30-45 working days from invoice submission and linked with deliverables and timeline.

CARE Egypt foundation will withhold applicable taxes and deposit the funds with the applicable for tax authorities under this agreement. Thus the financial proposal should include all taxes

