ICIMOD

TERMS OF REFERENCE (ToR)

Proposal Development Consultant



ToR

About ICIMOD

The International Centre for Integrated Mountain Development (ICIMOD), based in Kathmandu, Nepal, is the leading institute for the study of the HKH. An intergovernmental knowledge and development organisation with a focus on climate and environmental risks, green economies, and sustainable collective action, we have worked in our eight regional member countries – Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan – since our foundation.

Entering our 41st year, ICIMOD is perfectly positioned to support the transformative action required for the HKH to face the challenges of the escalating effects of climate change, pollution, water insecurity, increased disaster risk, biodiversity loss, and widespread socioeconomic changes. We seek to raise our ambition to support the required transformative action to step up our engagement through to 2030.

Consultancy Overview

As ICIMOD moves into its new Strategy 2030 period from 2023, we are building on the past momentum for fundraising through our strategic and diverse funding partnerships. We are amplifying our resource mobilisation (RM) endeavours using a collaborative process and therefore have been approached by various donors and to respond, often with tight turnaround periods to requests for proposals. The BDRM unit at ICIMOD has strategically set up effective and efficient policies and processes, engaging our current and new funders, and prioritises efforts in attracting funding via a centrally managed collaborative approach. Significant efforts are being made on competitive calls, requiring high-quality proposals to the funders. However, we also are looking for consultants to support us with high-quality proposal development to support our internal efforts.

We are looking for a senior professional who has considerable experience developing proposals for a range of funders and is a strategic thinker, dynamic, an excellent writer, and results-driven. The consultant will be required to support proposal development under the overall supervision of the Acting Head of Business Development but working also directly with other managers in our Strategic Groups, who are compiling proposals. The consultant should have a broad and deep knowledge of the funding landscape for organizations working across the international climate, environment, and development sectors.

Deliverables

The consultant will contribute to various proposal development processes by:

- Coordinating the formulation, development and writing of concept notes and proposals as required and agreed with respective proposal lead
- Supporting the ICIMOD proposal lead to compile various sections of the proposal including the drafting sections of concept notes/proposals and any required

accompanying documents, governance structures, TOCs, results frameworks and log frames
- Reviewing technical concept notes and proposals to ensure all proposals are high quality, complete, clear with logical flow and that they align with the funder requirements
- Undertaking related research in support of technical concept notes, proposals and reports to funders

Reporting and Supervising

The Consultant will report to the Head of Business Development & Resource Mobilization or any other designated official of ICIMOD. The Consultant will also work closely with the Strategic Group Leads, Action Area Coordinators, Programme Finance, and other relevant units/teams.

Duration and Notice Period

This is a one-year retainer consultancy agreement. The exact start and end date of the consultancy will be specified in the consultancy contract. The Consultant will provide proposal development services as and when required and requested by ICIMOD, and payment will be made based on the actual number of days worked, as pre-agreed between the consultant and ICIMOD.

Budget, if applicable

The Consultant should provide their per-day consultancy fee rates in USD, inclusive of applicable taxes. Expatriate (non-Nepali) consultants are tax-exempt in Nepal and are responsible for tax payments in their home country, following their home country's tax laws.

ICIMOD's Core Values

Our core values are integrity, neutrality, relevance, inclusiveness, openness, and ambition. These values are an expression of our culture and are central to the guiding beliefs and principles of our work and behaviour. Our core values will lie at the heart of ICIMOD operations and delivery. They will underpin everything we do and frame how we work with our partners. They reflect our founding intentions and the balances we seek to hold, while equipping ourselves for the future.

Diversity, equity, inclusion, and safeguarding

ICIMOD's consultant selection process is based on the qualifications and competence of the applicants. As an employer, ICIMOD is committed to promoting diversity, equity, and inclusion, and offers equal opportunities to applicants from all backgrounds and walks of life, including but not limited to gender, age, national origin, religion, race, caste, ethnicity,

sexual orientation, disability, or social status. ICIMOD strongly encourages applications from all eligible applicants, especially women, from all parts of the HKH region.

ICIMOD is dedicated to establishing and upholding a safe and nurturing work environment, where all its employees can participate fully and meaningfully without fear of violence, harassment, exploitation, or intimidation. Any type of abuse or harassment, including sexual misconduct [including child abuse], by our staff, representatives, or stakeholders is not condoned or tolerated.

Person Specification/Competencies

[Experience, Knowledge, and Skills]

- Considerable experience working in proposal development with a wide variety funders
- Experience in coordinating proposal development activities
- Experience in preparing narratives, designing theories of change, results frameworks, and elaborating on activities governance structures, budgets etc.
- Excellent proposal writing, editing, and analytical skills
- Experience in project design and preparation
- Proven ability to work collaboratively as well as independently, manage multiple priorities, be detail-oriented, and demonstrate initiative

Method of application

Potential consultants are requested to apply before 2nd February 2024 (11:59 PM Nepal Standard Time) by sending in the following documents to hrod@icimod.org.

1. A brief technical proposal demonstrating sound knowledge, technical skills, and capability as required by the nature of the work and understanding of the requisite tasks set forth in the terms of reference
2. Up-to-date CV/resume
3. A financial proposal [per day rates in USD] inclusive of applicable taxes
4. At least two positive references/recommendations from past employers/clients
5. A copy of the citizenship certificate/passport for identity verification.

Only shortlisted candidates will be notified.