

**Terms of reference**

**INDIVIDUAL CONSULTANT**

**Technical Writer**

**Background**

Malaria Consortium is one of the world’s leading non-profit organizations specializing in the prevention, control, and treatment of malaria and other communicable diseases among vulnerable populations. Our mission is to save lives and improve health in Africa and Asia through evidence-based programs that combat targeted diseases and promote Universal Health Coverage.

Malaria Consortium has been working in Nigeria since 2008, with the Country Office in Abuja and currently operates in 19 states. Working in partnership with the Ministry of Health and other partners (both international and national), we lead and support major health initiatives in the country, providing technical support; capacity building and training of health workers; health systems strengthening; behaviour change communications and community outreach and operational research, policy and advocacy.

Malaria Consortium is seeking a proposal writer to support our response to the United States Agency for International Development (USAID) Community Health opportunity in Nigeria which aims at supporting the Ministry of Health in advancing progress in quality community health and improving access to primary health care services, in line with the objectives and pillars of the Second National Strategic Health Development Plan.

**Purpose**

The purpose of the consultancy is to lead the development and writing of proposal documents and complementary materials according to the requirements and templates specified in the solicitation guidelines with inputs and contributions from Malaria Consortium and its partners.

The successful candidate will be working closely with designated staff of Malaria Consortium and its key partners in this bid.

**Person Specifications**

The successful applicant will possess strong knowledge and understanding of USAID solicitation processes, compliance requirements and templates; and a track -record of writing winning USAID awards in response to RFP and IDIQs solicited by USAID. They will possess extensive knowledge, expertise and experience in community approaches, engagement with government health systems and policy development, malaria prevention and control programs, SBC interventions as well as cutting-edge skills in facilitation of a business development process. Experience writing competitive proposals to USAID is essential.

**SPECIFIC TASKS and RESPONSIBILITIES:**

**1. Preparation:**

## Work with the Malaria Consortium Team to review, analyze and summarize the solicitation documents for requirements and priorities.

**2. Technical Proposal:**

## Work with the Program Lead and the technical specialists to translate the technical strategy and program design into clearly articulated, cohesive and compliant technical proposal documents.

## Facilitate technical design sessions and write technical documents, with the support and inputs from technical staff, as needed.

## Work with project partners to integrate their inputs into the design and writing process as necessary.

## Lead the writing of the proposal package documents with support and input from technical staff and other contributors.

# **3. Logical Framework:**

## Work with the bid development team to develop a logical framework, coordinate inputs and contributions from key technical specialists assigned to the bid.

## Take the lead in preparing the program workplan in line with the technical proposal and ready for integration into the budget, ensuring cohesiveness with all proposal documents.

## Work with the bid’s partners and integrate their inputs into the program workplan.

## Provide inputs into the cost proposal process.

# **Prepare the proposal documents for submission:**

## Ensure all proposal requirements and priorities have been adequately addressed.

## Make sure all technical proposal documents adhere to USAID requirements as stipulated in the solicitation documents

## Assemble all documents and provide all proposal documents are high quality.

# **Deliverables**

The expected deliverable of this assignment is a complete, competitive and compliant proposal to be submitted to USAID.

# **Conditions**

Place of work: Abuja, Nigeria

Travel: None

Type of contract: Short-term individual consultancy

Fees: Professional fees

Insurance: Professional indemnity insurance is a pre-requisite

Equipment: Should have own computing and broadband facilities for remote collaborations

# **How to apply:**

Interested candidates are requested to submit a cover letter, their CV and professional fees.

To note that we will require you to have professional indemnity insurance.