



Terms of reference
INDIVIDUAL CONSULTANT
Technical Writer

Organizational background

Malaria Consortium is one of the world's leading non-profit organizations dedicated to the comprehensive control of malaria and other communicable diseases and child health in Africa and Southeast Asia. Malaria Consortium works with communities, government and non-government agencies, academic institutions, and local and international organizations, to ensure good evidence supports delivery of effective services, providing technical support for monitoring and evaluation of programs and activities for evidence-based decision-making and strategic planning. The organization works to improve not only the health of the individual, but also the capacity of national health systems, which helps relieve poverty and support improved economic prosperity.

Malaria Consortium has been operating in Uganda since 2003, focusing on malaria prevention, diagnostics and case management; integrated community case management of childhood illnesses; health systems strengthening; and operational research.

Background to the Assignment

The purpose of the upcoming US Agency for International Development (USAID) President's Malaria Initiative (PMI) Uganda Malaria Reduction Activity is to strengthen the capacity of malaria prevention and ownership of health at the community and household levels, while maintaining gains made at health facility level in focus districts.

Malaria Consortium is developing a proposal to the anticipated USAID Uganda Request for Proposals (RFP).

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.

The successful applicant will possess strong knowledge and understanding of USAID solicitation processes, compliance requirements and templates; and a track -record of writing winning proposals in response to RFP and Request for Applications (RFA) solicited by USAID. S/he will possess extensive knowledge, expertise and experience in community approaches, engagement with government health systems and policy development as well as cutting-edge skills in facilitation of a business development process. Experience writing competitive proposals to the USAID is essential.

SPECIFIC TASKS and RESPONSIBILITIES:

- 1. Preparation:**

- 1.1 Work with the Malaria Consortium Team to review, analyse and summarise the solicitation documents for requirements and priorities.
- 2. Technical Proposal:**
 - 2.1 Work with technical specialists to translate the technical strategy and program design into clearly articulated, cohesive and compliant technical proposal documents.
 - 2.2 Facilitate technical design sessions and write technical documents, with the support and input of technical staff, as needed.
 - 2.3 Work with the bid's partners and integrate their inputs into the design and writing process as necessary.
 - 2.4 Lead the writing of the technical proposal documents with support and input from technical staff and other contributors.
- 3. Logical Framework:**
 - 3.1 Work with the bid development team to develop a logical framework, coordinate input and contribution from key technical specialists assigned to the bid.
 - 3.2 Take the lead in preparing the program workplan in line with the technical proposal.
 - 3.3 Work with the bid's partners and integrate their inputs into the program workplan.
 - 3.4 Provide inputs into the cost proposal process.
- 4. Prepare the proposal documents for submission:**
 - 4.1 Ensure all proposal requirements and priorities have been adequately addressed.
 - 4.2 Make sure all technical proposal documents adhere to USAID requirements as stipulated in the solicitation documents
 - 4.3 Assemble all documents and provide all proposal documents are high quality.

Conditions

- Place of work: Desk-based
- 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 cover letter, their CV and professional fees to o.miller@malariaconsortium.org

Note that we will require you to have professional indemnity insurance.