Terms of Reference:
CALL FOR EXPRESSIONS OF INTEREST
FOR FUNDRAISING/BID WRITING CONSULTANTS

Integrity Action is establishing a pool of consultants to regularly call upon for fundraising support.

We are launching a call for expressions of interest from suitably qualified individuals interested in joining a pool of consultants to support bid writing. Consultants who make up the pool of consultants will support Integrity Action to secure funding from a range of institutional, trusts and foundations, and corporate donors in order to deliver our mission. Bid writing consultants will be commissioned to lead on specific bidding processes as and when funding opportunities arise. They will be managed by the CEO or Head of Programme Development or directly by lead partner organisations, depending on the nature of the funding calls. With appropriate support from Integrity Action and partner organisations, consultants will be expected to take the lead on all aspects of the bid writing process and deliver finalised bid documents following specific donor templates ready for submission within agreed deadlines.

Bid writing consultants will be expected to:

- Define and oversee an internal timeline with key milestones for the bid development process in collaboration with relevant internal and external stakeholders
- Support with project conceptualisation
- Work with Integrity Action and partner organisations to gather relevant background information and adapt this for use in bid documents
- Lead on developing key bid documents in close collaboration with partners e.g. narrative, logical/results frameworks, budget etc.
- Ensure that projects and budgets are designed in accordance with relevant donor rules
- Ensure all relevant information is gathered for any required annexes to bid submissions

To be successful, you'll need to have:

- Excellent writing skills and experience in bid/proposal writing within the international development or environmental sector
- Substantial experience writing bids/proposals for one or more of the following donors: USAID, FCDO, EC, Global Affairs Canada, UN agencies, Dutch Ministry, Garfield Weston, IKEA Foundation
- Experience developing bids as sub/partner is highly desirable
- Familiarity with project conceptualisation tools such as Theory of Change (ToC) and Logical Framework Approach (LFA)
- Strong budget development skills and familiarity with principles and methodologies for cost recovery
● Ability to manage a range of internal and external stakeholders effectively and secure their inputs within tight deadlines

● We also expect consultants to be committed to Integrity Action’s values and operating principles, actively uphold Integrity Action’s Gender and Social Justice values, maintain high standards of ethics, integrity and professionalism, and to handle sensitive financial information

We are specifically interested in hearing from candidates with the following expertise:

● USAID bidding: Integrity Action has established a pipeline of USAID opportunities which we are interested in participating as a technical partner/subcontractor

● Environmental funding: Integrity Action is seeking funding for a new tree monitoring programme within the UK

● Accountability/transparency: specific experience writing bids to donors or for organisations working in the accountability and transparency space or related themes (e.g. governance, democracy) is highly desirable

Please reference the successful bids you’ve managed and your specific experience in the above areas in your EOI email.

ABOUT INTEGRITY ACTION

Founded in 2013 and based in the UK, Integrity Action is an innovative and award-winning charity devoted to fighting poverty and inequality. We equip citizens to assess vital development and humanitarian projects in their communities, report problems publicly, and work with those responsible to ensure the problems are fixed. Integrity Action has helped citizens across Africa, Asia, Europe, and the Middle East identify and solve thousands of problems and in so doing transform hardships into real-life benefits for hundreds of thousands of people. Our pioneering approach uses our tried and tested citizen-centred methodology and tools. Integrity Action offers a flexible, inclusive and participative work experience, in which each member’s contribution is welcomed and encouraged. Our team is made of committed and hardworking professionals who work well together. As an inclusive organisation, we welcome and encourage applicants who value diversity and have different experiences and skills to join us. We believe that diversity of people, ideas and cultures enriches both our insights into the work we do and our relationships with each other. We are keen to promote strong principles of equality and diversity and welcome and encourage applications from all backgrounds.

CALL FOR EXPRESSIONS OF INTEREST

Send your CV to brittany.stevens@integrityaction.org with a short email outlining how you meet the specific experience criteria, your daily rate of pay, two professional references, and verification that you have your own business insurance by 25 March 2022 to express your interest in becoming part of this pool of consultants. EOIs from consultants based anywhere in the world are welcome. Only shortlisted candidates will be contacted.

See our privacy notice (https://integrityaction.org/privacy-policy/) on the Integrity Action website for details of how we will handle your personal data.