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Concept and Proposal Development Facilitation at Hand in Hand Eastern Africa (HiH EA)

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Job Description

HiH EA is a registered Non-Governmental Organization (NGO) in Kenya with mandate to operate within the Eastern Africa Region and a member of the Hand in Hand Global Network. Her vision is to reduce poverty through enterprise development and job creation

The Scope of work will be to:

Conduct internal/external desk analysis

Facilitate workshop/meeting with key staff and partners to discuss expected key result areas.

Lead in the development of the concept, lead in feedback and responses and thereafter develop a full proposal in consultation with the HiH EA lead proposal team

Lead in the development of the Theory of Change and Log frame

Lead in the development of the budget

Ensure that the tone, content, and design of the full proposal correspond to the requirements of SIDA Kenya strategic Priorities and HIH EA strategic and programmatic objectives

Key Deliverables

Inception report with agreed methodology and timelines

Concept Note

Full proposal with Log-frame and Budget

Pitch-deck

Process report for future engagement

The exercise should be so planned and executed to allow the submission of the Concept at the end of June on 29th and Full proposal by 14th July .

Qualifications:

Master's degree in international development or related field;

The consultants should have a record of accomplishment in providing a range of technical advice across a number of sectors.

Should demonstrate knowledge of working on similar topics particularly in rural Kenya and be able to provide examples and references.

Demonstrate ability to develop quality high-level proposal to various donors

Demonstrate success rate of proposals develops with live examples

At least 7 years' experience in the development of successful high value proposals

Record of accomplishment in projects on entrepreneurship, gender inclusion, climate change resilience and market developments and financial inclusion.

Capacity to work with a multi-sector team and coordinate technical input into proposal.

Capacity to conduct workshops with HIH EA staff, partner organizations and local stakeholders and compile input into proposal remotely.

Ability to work rapidly with staff in the HQ directly and with field staff remotely in writing the proposal and where necessary revising the proposal(s).

Good program design skills, including capacity to prepare logical, coherent and consistent proposal with related budget and log frames.

Experience to have worked with high profiled donors like SIDA will be an added advantage

Cross References and Citations:

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