

**Terms of Reference (ToR)**  
**Consultant for Proposal Development on Humanitarian Implementation Plan (HIP) 2025**  
**November 2024**

**BACKGROUND:**

Handicap International and its partners, Helvetas Swiss Intercooperation (HSI), and Malteser International (MI) plan to develop a joint Afghan refugee response focusing on the health, education, and protection sectors in the Khyber Pakhtunkhwa province of Pakistan. This joint programme will build upon the expertise of consortium partners globally and in Pakistan. Handicap International (HI) Pakistan has served vulnerable communities for over 30 years, holding an MoU with the Ministry of Interior since 2016. Initially established as an emergency responder for Community-Based Rehabilitation (CBR), shelter, WASH, psychosocial support, and Disaster Risk Management (DRM), HI Pakistan has become a leader in disability mainstreaming. The organization provides technical assistance to national and international service providers across Pakistan. Since the 1980s, HI Pakistan has successfully managed development projects, responding to Afghan refugee needs and mitigating the impacts of natural disasters like earthquakes and floods, ensuring that their support reaches the most vulnerable communities. Malteser International has been working in Pakistan since the 2005 Kashmir earthquake, supporting communities affected by natural disasters and humanitarian crises. Their efforts focus on health, disaster risk reduction, food security, and water, sanitation, and hygiene (WASH) in the Sindh and Khyber Pakhtunkhwa provinces.

Helvetas Pakistan is part of a network of independent development organizations. With head offices in Switzerland, Germany, and the USA, Helvetas is working in 29 countries in Africa, Asia, Latin America, and Eastern Europe. In Pakistan, Helvetas is focusing on issues of water, infrastructure, basic education and vocational training, sustainable economy, governance and peace, and the environment and climate. HI and its partners, HSI and MI are implementing the ECHO HIP 2022 in 6 districts of Khyber Pakhtunkhwa for inclusive health, education, and protection.

**SCOPE OF WORK:**

Handicap International Pakistan, in partnership with Helvetas Swiss Intercooperation, and Malteser International, is therefore seeking a Proposal Development Consultant to lead the design of the ECHO HIP 2025 proposal development and bid-writing process. The bid writer will be responsible for the following tasks:

- Review all donor guidelines, templates, and existing documents.
- Support with analyzing all available assessments and contextual information, identifying gaps in existing data, and guiding the country team to ensure that all necessary information is readily available for completing different sections of the ECHO Single Form 2025 proposal template.
- Join the project design meeting with partners and the HI staff to gain an in-depth understanding of the context, needs/gaps, and the proposed project design.
- Ensure the technical design aligns with the solicitation requirements and reflects the discussions with the donor in the country. Ensure the quality of the proposal narrative, in coordination with OPSM and PM-ECHO.
- Maintain regular communication with HI's designated contact person to ensure timeliness, consistency, and responsiveness to solicitation.
- Review the proposal draft and refine it in accordance with donor guidelines and the project design established during the design workshops.
- Write a high-quality final proposal incorporating the consortium team's technical feedback.

**TIME-FRAME and DELIVERABLES**

The consultant will tentatively begin work on xxxx(tentative) and conclude on xxxx, with a total duration of 16 days. The task breakdown will be confirmed by the consultant but is suggested as follows:

Activities and/ Deliverables	Timeline and completion date
Reading HIP 2025 and RFA documents, briefing by consortium Country program team, and understanding the context and relevant available assessments	2 days

Support with analyzing all available assessments and contextual information, identifying gaps in existing data, and guiding the country team to ensure that all necessary information is readily available	2 days
Project design meeting with HI focal point along with Consortium representatives	1 day (up to Day 5)
Project design partner workshop – 1 day	1 day, (up to Day 6)
Providing feedback and aligning the 2nd draft of Proposal 1	2 days (up to Day 14)
Consultant to review and ensure the alignment of the proposal with the MSNA report	2 days
Providing feedback and aligning 2nd draft of Proposal with budget	2 days (up to Day 16)
Consolidating feedback into final proposal drafts for submission and debriefing with the Country team	(1) Day 10
<b>Final Consultant report including summaries of key stakeholder meetings, the partner workshop, and additional relevant information that can be used in the proposal's later stages:</b>	<b>up to 12 days after the end date of the assignment</b>

**Estimated Total Hour for this assignment = 106 hour.**

The consultant will submit an invoice to the HI upon submission of the final deliverable.

**Required Qualifications and Experience:**

- Preferably an advanced university degree (master's or equivalent) in international affairs/studies, development, education, or a related field.
- Experience in emergency programming, particularly in conflict-affected contexts.
- Prior experience in Programme Development/Business Development is mandatory.
- Pakistan contextual experience would be preferable.
- Explicit experience with ECHO is highly desirable.
- Demonstrated knowledge of ECHO regulations, procedures, and requirements strongly preferred.
- Previous experience and proposal development for consortia preferred.
- Excellent oral and written communication skills and demonstrated ability to write and produce documents (proposals, reports in English) under deadline pressure from a diverse range of stakeholders, organizations, and technical experts from multiple sectors.
- Can work remotely according to Pakistan Standard Time (PST) GMT +5 preferably 0900-1700 hrs.

**Submission of Proposal:**

Interested individuals/firms must submit the following document to HI:

- Company Profile / Individual Consultant's CV.
- Technical proposal to meet the requirements
- Inclusive Financial Proposal
- Documents proving the consultant's registration and any other documents certifying the regularity of his/her activity
- Proof of personal health/hospital insurance
- Valid Tax Registration / certificate
- Identification documents (Passport/ID)

Evaluation Criteria	Weight (%)	Possible Points (1 to 10)
	(A)	(B)
Company / Individual profile having a list of clients, work Completed etc. (No profile /CV provided = 0 points, Satisfactory profile/ CV = 2 points,	5%	5

good profile/ CV = 4 points, Excellent profile /CV= 5 points)		
Experience of Consultant with development of ECHO Proposals: minimum of Five (05) years of experience in the same context (5 years = 03 points, 8 years = 4 points, 10 years or above = 5 points)	10%	10
Evidence of experience in the shape of Contracts/Completion Certificates of similar nature of Consultancies (at least Three (05) Contracts/Completion Certificates).  (Two Contract = 2 Points, Three to four Contracts = 3 Points, Five Contract or above = 10 Points)	10%	10
Timeline: Preference to complete as per the estimated timelines above. (Agree to the timeline = 5 Marks and else = 0 marks)	5%	5
Methodology / Technical Proposal	35%	35
Financial Offer (lowest gets the highest score) while others will get the marks on a pro-rata basis.	35%	35
<b>TOTAL POSSIBLE SCORE:</b>	<b>100%</b>	

Interested individual/firm share the EOI electronically with relevant supporting documents [procurement@pkaistan.hi.org](mailto:procurement@pkaistan.hi.org) Deadline for submission of RFP 10<sup>th</sup> December 2024.