

Consultant - Proposal Writer

Reports to: Head of Partnerships and Resource Mobilization

Location: Cairo, Egypt

Advertisement date: September 22, 2019

Closing date: October 10, 2019, but applications will be reviewed on a rolling basis

Main purpose of the assignment

Working closely with ICARDA's scientists, Resource Mobilization staff and research leaders, the Consultant will support resource mobilization efforts through the development and packaging of high-quality project proposals for agricultural research for development. The Consultant will also be responsible for overseeing and monitoring the timely preparation and finalization of donor reports and proposals by ensuring that proper institutional clearance procedures are followed and deadlines met. The Consultant is a maternity cover will be part of the Project Development and Grants Management Unit (PDGMU), There is possibility of an extension beyond the period of the maternity cover.

About ICARDA

The International Center for Agricultural Research in the Dry Areas (ICARDA) is an international autonomous, non-profit, research organization supported by CGIAR, a global research partnership for a food-secure future.

ICARDA's mission is to reduce poverty, enhance food, water and nutritional security, as well as environmental health in the face of global challenges including climate change. We do this through innovative science, strategic partnerships, linking research to development and capacity development that take into account gender equality and the role of youth in transforming the dry areas. ICARDA works in partnership with governments, universities, civil society organizations, national agricultural research organizations, other CGIAR research Centers, and the private sector. With its temporary Headquarters in Beirut, Lebanon, ICARDA operates in regional and country offices across Africa, Asia and the Middle East. For more information: www.icarda.org

Main responsibilities for the assignment

The Proposal Writing Consultant will have the following key responsibilities:

- Design, write, contribute, edit, and ensure high-quality of competitive project proposals based on:
 - The research priorities and institutional resource mobilization strategy
 - Response to donors' indications of interest and calls for proposals
 - New funding opportunities identified;

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- Support scientists to develop high-quality concept notes/proposals through, among other things, the development and articulation of the log frame, measurable outputs, outcomes and their deliverables and indicators;
- Manage the full-cycle of proposal development, from idea generation to submission to donor, to ensure in-house established procedures and proposal quality-control mechanisms are followed;
- Meet proposal deadline by establishing priorities and target dates for information gathering, writing, review, and approval, and coordinates requirements with contributors;
- Manage ICARDA's in-house database on project proposals, ensuring data and information is current and accurate and providing regular analytical reports to management;
- Strengthen the Center's capacity in project design, development and reporting, including through training of researchers and project managers;
- Ensure the full compliance of the concept notes/proposals with donors' criteria and requirements;
- Initiate and lead the design and development of cross-cutting proposals and large initiatives and coordinate with research programs to ensure their contribution;
- Review and edit technical progress and final project reports to ensure information is presented in a concise and coherent manner and that it complies with donors' requirements;
- Other responsibilities and duties assigned by the Head of Partnerships and Resource Mobilization;
- International and regional travel may be required.

Education, qualifications and experience

Essential qualifications and competencies

- An advanced degree (Masters or PhD) in agriculture, international development or related field associated with ICARDA's research programs. Complementary training/education in proposal writing or science writing is an advantage.
- Minimum of five years of relevant experience in drafting concept notes and proposals for programs and projects related to agriculture/rural development.
- Outstanding written and oral communication skills in English.
- Proven track record in development of successful project proposals.
- Strong familiarity with international donors and investors, and knowledge of their funding interests.
- Familiarity with use of log frames in formulation of results-oriented projects.
- Excellent interpersonal skills and demonstrated ability to work in a multidisciplinary and multicultural work environment.
- Excellent time-management skills, ability to deliver when facing multiple projects with tight deadlines.

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- Computer proficiency in MS Office (Word, Excel) and familiarity with project management software.
- Strong analytical skills.

Terms of appointment

This consultancy assignment is open to National and International candidates. If an international candidate is selected, in addition to the honorarium, ICARDA will pay a lumpsum as support towards cost of living. The successful candidate will be offered an initial contract from earliest possible date of appointment to 31 July 2020, with the possibility of an extension.

Ideally this role would be based in ICARDA's Cairo office, however alternative arrangements can be discussed.

How to apply

Please apply online at www.icarda.org/iea/ by October 10, 2019. Applications will be reviewed on a rolling basis so early application is encouraged.

ICARDA is committed to increasing women's representation in its workforce and strongly encourages applications from women.

Applications will be acknowledged, but only shortlisted candidates will be contacted.

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