

Annex 1 Terms of Reference

1. Consultancy assignment background

NRC has been invited to submit a full proposal to implement a 36-month programme in Latin America (LA): “*Multisectoral assistance to crisis and displacement-affected populations and vulnerable host communities in Latin America*”. The proposed integrated and intersectoral intervention in Latin America will target those with the most severe needs suffering the consequences of the overlapping crisis in the region across 7 countries: **Venezuela, Colombia, Ecuador, Panama, Honduras, El Salvador and Guatemala** (clustered under 3 NRC Country Office structures). In recognition of the multiple protection risks faced by crisis and displacement affected people across the continent and in light of the current gaps in the humanitarian responses, NRC aims at providing lifesaving assistance in the following sectors/NRC’s core competencies: food security and livelihood, Wash, Shelter, Protection and ICLA. The total budget of the proposed project is 12 million USD.

2. Objectives and scope of work

Objectives

Timely development and submission of one high-quality proposal (and its annexes) to the German Federal Foreign Office (FFO).

Major tasks and responsibilities

Through remote support the consultant will:

- Familiarize with NRC Country Offices Strategies, relevant sectorial reports, assessments, and analysis, approved GFFO concept note, and previous proposals/reports submitted to institutional donors relevant to the sub-region
- Lead on the development of a multi-country proposal involving NRC North of Central America & Mexico (NCA&M), NRC Colombia (Covering Panama and Ecuador also) and NRC Venezuela Country Offices, more specifically:
 - Revise the action plan and timeline developed by NRC for the proposal development process (final version to be agreed upon with COs and RO)
 - Participate in the kick-off meeting organised by the Senior Sub-Regional Adviser (SSRA) with all relevant staff and ensure proposal follow-up meetings as needed with the support from the SSRA
 - For each section of the full proposal, identify the necessary content and structure of NRC’s inputs
 - Identify and request inputs from relevant focal points in CO, RO and NRC Berlin Office
 - Responsible to draft some sections based on existing documentation and exchanges with key staff
 - Consolidate all inputs received ensuring the necessary proof-reading and alignment with donor’s guidelines
 - In consultation with the CO focal points, ensure a logical results framework
 - Ensure the consistency between narrative, logframe, budget (the budget will be developed by CO teams and consolidated by RO finance controller) and annexes
 - Revise the final draft based on feedback received from CO, RO and NRC Berlin
- Finalize a high-quality proposal, including all required annexes, to NRC Berlin for onward submission to the donor

Outputs/Deliverables:

- Full proposal package including narrative, budget and all annexes for the Latin America proposal

3. Institutional and organisational arrangements

Duties of the consultant

- Lead the development of a multi-country proposal involving NRC NCA&M, NRC Colombia and NRC Venezuela Country Offices in coordination with relevant NRC staff and in line with the above-mentioned tasks and responsibilities
- Finalize a high-quality proposal, including all required annexes, to NRC Berlin for onward submission to the donor
- The proposal and its annexes must be in line with GFFO's guidelines

The proposals and its Annexes should be submitted following FFO's guidelines

Everything submitted to NRC must be the original work of the consultants. Any plagiarism in any form, or any other breach of intellectual property rights, will automatically disqualify the consultant from receiving any further payments under the contract by NRC, and NRC will seek to recover any payments already made.

The consultant will follow [Ethical Research Involving Children](#) guidance on the ethical participation of children. In addition, all participants in any study or other interaction will be fully informed about the nature and purpose of the interaction and their requested involvement. Informed consent must be obtained for any photographs, audio or video recordings, etc., in accordance with NRC's policy on consent.

Duties of NRC

- Select and introduce the Consultant to the focal points in NRC's COs and ROs in charge of gathering and providing inputs to the Consultant in a timely manner and according to the agreed timeline
 - NRC RO will provide the consultant with a draft action plan/timeline and will have identified for each section of the proposal who could input from CO, RO and NRC Berlin Office.
- NRC RO office will launch the first kick-off meeting ensuring all relevant colleagues are invited
- The NRC team (programs and support, CO and RO where necessary) will participate in necessary meetings (kick-off, weekly, ad hoc meetings).
- NRC COs will ensure the communication and coordinate with their respective partners
- NRC focal points will review the draft proposal
- Where necessary, the NRC team will collect additional data for the proposal and/or annexes.
- NRC focal points will make available to the Consultant all the documentation necessary to develop the Proposal and its Annexes.
- NRC will bear the Consultancy fees and will not require the Consultant to deploy to the relevant COs

4. Implementation schedule and estimated inputs

The consultancy is estimated to require approximately 15 full working days for the development of the proposal over a period of 3 to 4 weeks.

This is a fixed priced, defined Output based consultancy. Fees will be paid according to the work-plan and deliverables agreed in the contract and based on the written authorization by the Regional Programme Director.

Start/end date of the Consultancy: between June and August 2022

5. Qualifications of the Consultant

- Verifiable experience in the development of high-quality proposals and reports for humanitarian donors (FFO a plus, alternatively experience with BHA, DG ECHO etc.)
- Previous experience with NRC
- Knowledge of the Latin America context would be a plus
- Native fluency in English or high level of proficiency
- Knowledge of Spanish a plus