

## **Terms of Reference for the Lead Technical Proposal Writer for Oxfam in South Sudan**

### **BACKGROUND**

The Foreign Commonwealth & Development Office (FCDO) is going to launch the Education for All South Sudan programme (EFASS) through two components of delivery 1) National Delivery – commercial contract – open competitive tender and 2) Geographical pilots – Accountable Grant (s) – Separate Call for Proposal. Duration of this project was anticipated to be 5 years starting from April 2024 until March 2029, however procurement is now delayed, while the current programme GESS 2 (precursor to EFASS) has been extended to 2025. To date, three Early Market Engagements (EMEs) and a Networking Event have been held by the FCDO and Oxfam believes that this call will be launched between early July to September 2024. The TOC presented by FCDO in the programmes Business Case and during the EMEs has 2 components, 6 outputs, three equally distributed among Tendering/Commercial and Accountable Grants delivery components. The Oxfam led consortia is keen to apply for the Accountable Grants which has three objectives being focusing on Learning, Cash Transfers, Inclusive Education with special emphasis on CWD (Children with Disabilities), Access and Learnings and Safety and Resilience.

### **PURPOSE OF THE ASSIGNMENT**

The overall purpose of this assignment is to write and develop a compelling technical proposal, conducting online sessions on developing TOC, Logical Framework, and relevant annex (such as Risk Matrix, Consortia Management and Governance Structure, Geographical Mapping, Delivery Chain Mapping, Implementation Plan) for the Design and Administration to submit to FCDO. The consultant will be responsible for lead writing, conducting online sessions while developing the proposal to provide technical backstopping, and developing the TOC and document design and will engage with a number of stakeholders, including fundraisers, technical advisors, consortium partners, Oxfam country teams and in-country partners. In this regard, Oxfam and consortium partners will coordinate the engagement of respective stakeholders and line ministries at national and state level.

The consultant will bring to the programme design and writing process a thorough understanding of gender mainstreaming in education, Adolescent Sexual Reproductive Health and Rights (ASRHR), Disability inclusion, DRR, Teacher training, inclusive education, Mental health and psychosocial support, Climate Resilience, Localisation and core strength of consortium to be more cost efficient and effective. Further, Oxfam and consortium partners technical team will provide technical input.

They will also have a demonstrably successful background in developing bids for institutional donors, preferably from FCDO/ DFID.

The consultant may be required to take part in a series of consultations to facilitate Oxfam and partners' reviewing, analysing, and prioritising of activities for the programme and working out the required draft budget to implement these activities.

The consultant is expected to review Early Market engagement, Business Case, GESS 2 Impact Evaluation, Review of FCDOs Humanitarian Programme (SSHARP, HARRIS) and Health Pooled Fund as there are linkages.



## SCOPE OF WORK

The scope of the service entails the following:

- i. Leading the coordination of bid writing with Consortium Partners, Head of Programmes, Head of Gender Justice, Head of Education Department, MEAL Coordinator, Country Finance Manager, Funding Coordinator, donor lead and other staff as necessary; managing the full bid writing process by starting from facilitating design of the ToC, through to finalization and submission under the guidance of Oxfam Funding Coordinator.
- ii. Reviewing of the final document<sup>1</sup> and incorporating feedback and suggestions during different versions of the bid; guiding and chasing all necessary content contributors as needed, reviewing all content and ensuring that the overall documents tell a consistent and clear story while speaking to the priorities of the call and aligning with its requirements.

### Specific tasks to be performed:

1. Lead on arranging online workshop in close coordination with Funding Coordinator, FCDO Account Manager and PM Education at country level to develop TOC and logical framework for the project that complements existing capacities of the partners and contribute into FCDO's objectives.
2. Lead on development and writing of the technical proposal narrative and assist in cross checking whether budget matches proposed activities to produce high-quality content tailored to evaluation criteria.
3. Manage the process of writing the bid including content and correcting/improving technical content, take information provided by individual contributors (technical or otherwise) in the bid team and build it into a consistent proposal with 'one voice'.
4. Identify and tailor any available pre-written content including secondary data and analysis.
5. Work with Oxfam's consortium partners to gather information to strengthen the proposal.
6. Review all the wording in the proposal and ensure the finished product is a strong sales document and support in addressing comments provided to the proposal.
7. There will be some adjustment that will be determined once the Call for Proposal.

### EXPECTED DELIVERABLES AND TIMEFRAME

1. Theory of Change, Logical Framework, Technical proposal narrative, prepare and finalize budget by consolidating partner's budgets and after coordination with Oxfam team, integrating inputs from Oxfam country and regional teams and consortium partners.
2. Relevant annexes as per donor requirements (Risk Matrix, Consortia Management and Governance Structure, Geographical Mapping, Delivery Chain Mapping, Value for Money Narrative, Implementation Plan)

### LINES OF COMMUNICATION

<sup>1</sup> The UK's International Women and Girls Strategy 2023 – 2030; 2. Sustainable Development Goals (4 on education, 5 on gender equality, and 3.7 on universal access to sexual and reproductive health and rights (SRHR)); 3. Policy paper: 'Every girl goes to school, stays safe, and learns: five years of global action 2021 to 2026': equity and inclusion, teaching and learning', focus on girls. 4. Newly released education and climate position paper: 'Addressing the Climate, Environment, and Biodiversity Crises Through Girls' Education'.



The consultant will work under direct responsibility of the country based Roving Funding Coordinator in close communication with the wider Oxfam funding teams.

## **DURATION**

The estimated input of the consultant is 35 days after the launch of the call. The assignment is expected to start on soon after the date of release of the cfp. The consultant will be working remotely but expected to lead design workshop in Juba, South Sudan if our resources allow.

## **DAILY FEE**

TBC. Payments will be based on actual working days. Total contract value will also be based on experience and demonstrating the capacity of lead consultant and co-leads.

## **KEY QUALIFICATIONS, SKILLS AND CAPABILITIES**

- Demonstrably successful background in writing education proposals for international institutional donors, with prior experience with FCDO
- Technical expertise in Education and Education in Emergencies
- Experience working with Oxfam's priorities, with a knowledge of Oxfam processes in business development desired.
- Excellent speaking, reading and writing skills in English and ability to present ideas and concepts effectively and persuasively.

## **HOW TO APPLY**

**To apply please send the documents below to before August 9, 2024, on [JubaQuotations@oxfam.org.uk](mailto:JubaQuotations@oxfam.org.uk)**

**As part of your online application, please upload the following documents:**

1. Curriculum vitae
2. Cover letter, that includes understanding of the assignment and proposed methodology (max 4 pages)
3. Indicated work timeline and financial proposal.
4. Sample/extract of a winning proposal that applicant has won previously.

**Interviews will be conducted *online* mid-August 2024.**

All offers will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks and is compliant to the Inter Agency Misconduct Disclosure Scheme.

