



## **CONSULTING MANDATE(S):**

### **BUSINESS DEVELOPMENT CONSULTANT CLIMATE ACTION AND GAC SPECIALIST**

*This consultancy is pending funding.*

**Mission inclusion** supports innovative and community mobilization actions in favor of the social inclusion of vulnerable or marginalized people in 14 regions of Quebec and in 14 other countries around the world. One of the few foundations in Quebec to show its solidarity at home and abroad, **Mission inclusion** supports actions resolutely focused on profound and lasting social change. It builds quality relationships with partners, many of whom have marked the social development of their countries.

Internationally, **Mission inclusion** works with 25 local partners in the Caribbean, Latin America, Africa, and Asia. Its main areas of action are food security, social development, women's rights, and humanitarian action.

#### **OBJECTIVES AND MANDATE**

**Mission inclusion** is seeking an experienced proposal writing professional to assist its team in preparing a detailed proposal for Global Affairs Canada (GAC). The consultant will need to work closely with **Mission inclusion's** team as well as all members of the consortium. The successful proposal writer will help ensure that the proposal submitted is highly competitive, responsive to donor guidelines and priorities, and aligned with the organization's values.

**Theme:** Climate change and environment, nature-based solution, coastal communities

**Geographic area:** Sub-Saharan Africa with a focus on Western Indian Ocean

#### **Activities:**

- Conduct desk reviews, literature reviews, and background research
- Coordinate online meetings with consortium members for design and review sessions
- Compile information from consortium's members
- Write first, subsequent, and final drafts of narrative and annexes, per assigned sections and requirements in the proposal development plan
- Review and incorporate comments from technical reviews on each draft
- Compile all sections into one coherent final draft with a consistent style and voice, in compliance with the requirements of the solicitation

#### **Deliverables:**

1. Participate in online meetings and workshops
2. Write first, subsequent, and final drafts of the detailed proposal, incorporating reviewer feedback

### 3. Write technical annexes as required by the solicitation

#### LOGISTICS

This consultancy will be done remotely. It is estimated that 35 days is the maximum number of working days needed to complete this task. The timeframe for this consultancy will be specified by the donor but is expected to occur for a 3-months period sometime within July-August 2022.

**Mission inclusion** will provide the consultant with necessary documents and template. The consultant is also expected to identify and use resources via electronic and print media and solicit additional information and resources, as appropriate.

#### REQUIRED QUALIFICATIONS AND SKILLS

- At least 5 years experience of proposal writing in the development sector
- Proven and demonstrable successful experience in writing competitive proposals for GAC
- Knowledge of technical areas such as environment, climate change adaptation, nature-based solution, and blue economy required
- Proven ability to cultivate consensus, multitask, and be flexible and responsive to quickly changing demands
- Proven experience conducting in-depth interviews with subject matter specialists or groups (on calls or in team settings) and synthesizing the information into meaningful feedback or prose
- Detail oriented, with demonstrated organizational skills and ability to work under stringent proposal submission deadlines
- Strong communicator and team player, culturally aware and able to work in an international setting
- Ability to write clearly and concisely, to structure arguments in a logical fashion and to balance technical rigor with simple explanations
- Fluency in professional English is required. Fluency and professional writing skills in French is considered an asset
- Knowledge of the Western Indian Ocean area

#### HOW TO APPLY

Interested persons must submit a detailed technical proposal including:

- Curriculum Vitae
- Cover letter (max. 2 pages) with the following information: indication of your availability and your expected daily fee rate in CAD and name and contact details for two references from similar mandates
- English writing sample that illustrates your ability to produce a winning proposal

The mandate will be posted until it is fulfilled.

**Only those selected for an interview will be contacted.**

***Human Resources Department / Mission inclusion***

Website: <https://missioninclusion.ca/> Email: [recrutement@missioninclusion.ca](mailto:recrutement@missioninclusion.ca)

*Mission Inclusion is an inclusive workplace that embraces accessibility, diversity and equality. At any time during the recruitment process, as long as the person meets the requirements of the position, a candidate may request an accommodation.*