

**TERMS OF REFERENCE
INDIVIDUAL CONSULTANT**

**LEAD WRITER CONSULTANT
PAN AMERICAN DEVELOPMENT FOUNDATION
NEW BUSINESS DEVELOPMENT**

1. BACKGROUND AND JUSTIFICATION:

PADF seeks a Lead Writer Consultant to provide support for organizational business development processes and in particular the writing of proposals and proposal documentation. This consultant role will work closely with PADF teams on a series of proposals and applications and will focus on securing grant and cooperative agreement funding from USG agencies including USAID, State Department, Department of Labor and Department of Agriculture.

2. OBJECTIVE:

The Lead Writer Consultant will work with the PADF New Business Team (NBD), Thematic (technical) teams, and country teams in the development of compliant technical volumes for PADF new business proposals; strategize with business development on technical narrative design and layout, align the proposed technical approaches (in collaboration with programs and country teams); The Lead Writer Consultant will work with the PADF New Business Team, Thematic (technical) teams, and country teams in the development of compliant technical proposal documents, narratives, and annexes; support the design of technical approaches and strategies, provide leadership on new business proposal processes, and provide training to PADF staff (field and HQ) on best practices in technical writing.

This role will support multiple capture processes simultaneously and will be asked to regularly lead the assembly of cost volumes for live proposal application processes. The Lead Writer Consultant will have a strong understanding of writing processes and methods (including Shipley); USG policies and regulations; and technical design methods and activities. Experience writing USG proposals for international development programs is required, while implementation experience working with federal international programs; work with USAID, DOS, and INL; and professional Spanish language skills are strongly preferred.

3. RESPONSIBILITIES OF THE CONSULTANT:

- a) Reviews and analyzes RFAs, RFPs and other USG bid documents.
- b) Generates high-quality proposals, narratives, applications and supporting documents in response to solicitations consistent with all PADF policies and procedures, and the requirements and guidelines of the funding agencies;
- c) Leads or supports all components of technical writing, including the brainstorming, research, design, assembly, and writing of technical narratives, executive

- summaries, and annexes (such as past performance, key personnel, work plans, etc.)
- d) Participates in technical design, strategic planning, and related preparatory activities that allow for the design of proposal narrative in capture and live pursuit phases.
 - e) Maintains responsibility for writing schedules and tracking, and works closely with diverse technical teams on a tight calendar.
 - f) Engages with members of the NBD unit, programs and country teams to ensure that proposal narratives are responsive to technical requirements, compliant with donor regulations, and consistent with PADF internal policies and procedures.
 - g) Participates in final technical reviews, including White Glove for final error checking and narrative responsiveness.
 - h) Identifies or develops tools and templates to facilitate accurate, compliant technical narratives through the business development lifecycle, from capture stage to full proposal development.
 - i) Supports the training of programmatic staff, country teams, and other PADF stakeholders on best practices in technical writing to achieve uniform level of institutional knowledge.
 - j) May provide one-on-one consulting with writers of all abilities to strengthen their technical writing capabilities

4. REPORTING PROFILE AND LOCATION(S) OF ASSIGNMENT

This position reports to the Senior Director of Business Development. It may be based in our Headquarters Office in Washington, D.C. or remote.

5. CANDIDATE PROFILE:

Required Qualifications:

- Seven (7) years of relevant technical proposal writing experience, focused on USAID and other USG agencies.
- University (Bachelor's) degree in Journalism, English, Communications, or any other similar related field
- Demonstrated experience and a proven track record of securing new funding through writing proposals or applications in collaboration with business development and technical/thematic teams across country and technical areas.
- Comprehensive knowledge and experience in the conduct of research, analysis, assessment of technical opportunities, and strategic design of programs in the international development space.
- Proficiency in obtaining information through collaboration with partners, personnel, and other inputs leading to the efficient analysis and interpretation of data; and conversion of data and information into effective written messaging.
- Proven track record of providing trainings and workshops
- Excellent Computer skills (Microsoft Office Word, Access, PowerPoint and Excel), and database management skills;

- Native-level English (written and spoken).

Preferred Qualifications:

- Experience within the Latin America and Caribbean region.
- Fluency (written/spoken) in Spanish, French and/or Portuguese.
- New business experience with non-USG donors (World Bank, UN System, European Union).
- Prior experience as a Writing Consultant
- Previous budget/grant development and management

Competencies:

- Excellent writing and verbal skills
- Attention to Detail
- Analytical Thinking
- Organization skills
- Strong understanding of USG business processes
- Ability to work effectively under pressure

6. CONTRACTUAL MECHANISM: COST REIMBURSABLE

Include the following information regarding your rate with your application:

- Overall rate or rate per an hour / day / week / month. Please provide an explanation for this amount.

7. PROPOSAL DOCUMENTS TO INCLUDE:

- a) Please attach Curriculum Vitae (CV) to demonstrate how you meet the TOR requirements.
- b) Please include descriptions of similar projects or assignments and at least three client references.
- c) Your preferred daily rate and justification for the rate. Include the information requested under section 6, Contractual Mechanism.

8. TERM OF THE CONTRACT:

Estimated start date of contract: October 1, 2024. The contract will have approximately a 120 day duration. And will include 24 days of LOE.

9. SUBMISSION DETAILS:

- a) Applications must be received no later than September 13, 2024. All application materials are to be submitted to lleverenz@padf.org and rcoox@padf.org, following the guidelines listed in these Terms of Reference.
- b) Validity of bid: 120 days from the submission deadline.

- c) Amendments: At any time prior to the deadline for submission of proposals, PADF may, for any reason, modify the Terms of Reference document by an amendment which will be posted to the PADF website and/or communicated via email.
- d) Clarifications: Questions may be submitted to lleverenz@padf.org and rcoox@padf.org. The subject of the email must contain the TOR number and title of the TOR.

10. TERMS AND CONDITIONS:

Resulting Award

This TOR does not obligate PADF to execute a contract, nor does it commit PADF to pay any costs incurred in the preparation or submission of the proposals. Furthermore, PADF reserves the right to reject any and all offers, if such action is considered to be in the best interest of PADF. PADF will, in its sole discretion, select the winning proposal and is not obligated to share individual evaluation results.

Confidentiality

All proprietary information provided by the bidder shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation process. This includes but is not limited to price quotations, cost proposals and technical proposals. PADF's evaluation results are confidential.