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| **PURPOSE: Seeking consultants to serve as proposal writers for potential new projects/programs (both humanitarian emergency and/or development programming) for CARE in Sudan – Development of an Approved Vendor List** |
| 1. *SERVICE DELIVERY CONTEXT:*

**Overview.** CARE International is an independent, non-political, non-denominational humanitarian network that fights extreme poverty and advocates for access to basic human rights, especially for women and girls. In 2020, 1,500 emergency and development projects were implemented in over 100 countries, reaching over 100 million direct beneficiaries. The CARE network addresses the root causes of poverty through programs in health, including sexual and reproductive health, food security, livelihoods, access to clean water, education, and climate change adaptation with a cross-cutting focus on gender. In line with this overall CARE vision, CARE International in Sudan (CIS) has an upcoming, new program development strategy with its overall goal to strengthen CARE's place as one of the leading organizations in Sudan in effective programming, especially to reduce gender-based violence (GBV), strengthen gender justice, access to basic services, and empower women and youth to perform active role as members of society. Overall, CARE International has been working in Sudan since 1979, and currently implements major programs in Six states in Sudan.The programs align with national and county level priorities focusing on refugee assistance, health and nutrition, water, sanitation and Hygiene promotion, financial inclusion, adaptation to climate change, disaster risk reduction and resilience building, agricultural value chains and humanitarian and emergency response. Overall, with the main coordination and representation office in Khartoum supported by multiple field offices spread across various States, CARE currently employs over 200 staff in Sudan, manages an average annual (and growing) portfolio of around $15+ million, and works with local communities to build long-term solutions improving resilience to shocks such as (continued) conflict and natural disaster, as well as to defend dignity and fight against poverty.  |
| 1. ***OBJECTIVE & SPECIFIC ROLES AND RESPONSIBILITIES:***

**Objective. To create an approved vendor list of consultants who can support CARE in Sudan with the development of proposals, both writing and coordination.** Those retained for this list, when identified for a given proposal development opportunity will have the following scope of work: The Consultant will take the lead in developing the proposal, coordinating with CARE staff (in Sudan and at other internal levels) to develop a compelling and evidence-based proposal for all activities in the target thematic focuses and locations. The Consultant will bring to the program design process a thorough understanding and prior experience in proposal writing and development, especially as it relates to the sector(s) and donor in question. The Consultant, in consultation and agreement with CARE Sudan country office management team, will undertake at least the following tasks for a given assignment/proposal:**Roles & Responsibilities:*** Literature review:
	+ Review secondary literature on relevant sectors in Sudan (particularly in the target region) as well as existing innovative pilot projects and evidence of their existence from other stakeholders.
	+ Review existing project documents: reports, evaluations, best practices report (in progress); and
	+ Review literature and CARE's core program on all relevant sectors as well as innovative models from other countries/donors to apply to the design of this proposal.
	+ Review the tender and the donor's regulations and priorities as well as potential success factors
* Meet and discuss (remotely or in person, as appropriate) with key stakeholders in Sudan, as needed, to ensure that the program design incorporates the expertise of all relevant actors/sectors, including the private sector, social enterprises, universities, institutes, ministries as relevant
* Drafting of the full technical proposal (length and annexes to be determined according to the scope of the call and/or donor regulations).
* Work with the CARE Funding & Reporting Coordinator, Grants & Finance Team/Manager, and Program Director (and others as deemed appropriate) to facilitate the development of the program budget.
* Review the budget (and supplementary cost documents, such as the budget description) for consistency with the technical proposal and annexes.
* Work with appropriate CARE technical staff at headquarters and regional office to edit and finalize the proposal.
* Perform final editing and formatting, including:
	+ Compliance with donor requirements (e.g., font size, page length, spacing, etc.)
	+ Formatting and writing style in accordance with the CARE One-Page Proposal Writing Standards Guide or donor guidelines, if applicable.
	+ Consistency between the sections in relation to the Logical Framework/Results, the budget, and the budget narrative (and other technical annexes);
	+ Headers, footers, and page numbers, as appropriate.
	+ Correct/update references in appendices (if applicable);
	+ Finalize the table of contents and references by noting the correct pages; and
* Any other task that CARE & the Consultant agree upon.
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| 1. ***DELIVERABLES:***

A complete technical proposal for the proposed project in question, including:* 1. All relevant technical documents finalized (e.g. technical narrative and its technical annexes);
	2. All relevant and finalized cost documents (e.g., budget, budget narrative, schedules); and
	3. Any other documents/deliverables that the Consultant and CARE agree to produce as part of the proposal submission package.

The language of the deliverables will depend on the instructions of the funder, but it is anticipated that almost all work is expected to be carried out in English, given the nature of and working language in the target zone (Sudan). |
| 1. ***COMMUNICATION LINKS:*** The Consultant / Firm will report to the CARE Funding & Reporting Coordinator in Sudan. He/she will work closely with the Program Director, Key Country Office Technical Managers & the PQAL staff, as appropriate, existing CARE project teams (e.g., relevant program and project managers) all in the CARE Sudan country office, as well as the group of CARE technical advisors/teams and cost specialists at the headquarters level (CARE Member Party, or CMP, teams).
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| 1. ***LOCATION:*** The consultancy can be carried out remotely or in-country (in Sudan), depending on the current constraints (both in terms of security and possibility of travel as well as time and financial constraints). If the Consultant will be working remotely, the Consultant must be able to work from a location/base that allows consistent and reliable access to the Internet in order to adequately perform all the required coordination and proposal development tasks. In addition, in the latter case, it is also expected that the proposal writer will be available for calls and teleconferences, and that he/she will regularly check and respond to e-mails.
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| 1. ***QUALIFICATIONS AND EXPERIENCE:***

 -Bachelor's degree (Master's preferred) in one or more of the following areas: international affairs/development or humanitarian studies, health and community development, agriculture value chains/food security, project management, Gender, social sciences, or related field. -At least 5 years of experience in designing, writing proposals and/or managing development programs, preferably in Sudan, in the following sectors: health systems strengthening; women, peace and security (WPS); women's economic justice (WEJ) and Women Peace & Security (WPS); food security and livelihoods (FSL); male engagement/gender equality programs; transition/peace & conflict management programs; inclusive governance programs; GBV programs; or related field. -Strong program design skills, including the ability to prepare logical, coherent, and consistent documents, including logical frameworks and budgets. -Prior experience in developing proposals for various donors, including understanding and familiarity with their design guidelines; major donors, including United States Agency for International Development (USAID), Embassy of the Kingdom of the Netherlands (EKN), Norwegian Agency for Development Cooperation (NORAD); Department for International Development (DFID); BMZ; Global Affairs Canada, DG DEVCO / European Union & Council; World Bank; etc. -Ability to work effectively with project members in a variety of locations, including remote writing and editing of proposal documents. -Ability to integrate different experiences, methodologies, and approaches from a wide range of stakeholders, organizations, and technical experts from multiple sectors. -Preference for working relationships with authorities and stakeholders in the sector concerned.  -Excellent English reading and writing skills required; and -Previous work experience in Sudan preferred. |
| 1. ***SUBMISSION:***

International/National consultants or consultant firms with proven ability or experience in the field are requested to read the specific requirements, programmatic guidelines, process for forming and submitting expressions of interest, selection criteria and conditions, before engaging in the submission of bid proposals to CARE Sudan no later than **28 Feb 2022** at SDN.ProcurementTender@care.org**NB: Failure to comply with the submission of any of the above documents may result in the disqualification of the file.**  |
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| **DOCUMENTATION TO BE SUBMITTED (Required)** | NATIONALS | INTERNATIONAL |
| Covering letter | Yes |  | Yes |  |
| Consultant's CV  | Yes |  | Yes |  |
| 2 Samples of Proposals Developed  | Yes |  | Yes |  |
| Estimated Cost Per Day  | Yes |  | Yes |  |
| Physical address  | Yes |  | Yes |  |
| Notification of receipt of tax number | Yes |  |  | N/A |
| National Identification | Yes |  |  | N/A |
| Consultant's ID / Passport | Yes |  | Yes |  |
| Company's RCCM / Certificate of Authority to Operate (Company)Notarized status for (Association) | Yes, For the firm | No for individuals |  | N/A |
| Certificate of tax status valid on the date of submission | Yes |  |  | N/A |
| Professional and exceptional tax return on remuneration (previous quarter) | Yes, for the firm | N/A for individuals |  | N/A  |
| Proof of VAT liability: VAT declaration to the DGI or CDI or proof of monthly payment to the CDI (last three months) or proof of presence of the company in the DGI directory of active taxpayers liable to VAT  | Yes |  |  | N/A |
| References from previous clients (not less than 03 clients supported with their reference letters. References provided by other NGOs will be given priority) | Yes |  | Yes |  |
| Bank details: Bank Name; Bank Branch; Swift Code; Branch Code; Bank Account. (CARE will make all payments by bank transfer) | Yes |  | Yes |  |

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| **VAT liability:**N.B: The foreign consultant is the one who is not Sudanese and who does not have an address in Sudan.It should be noted that for the fees of a consultant or a foreign company, which is not registered in Sudan, Care International, will deduct at source 10% for the PIT to be paid to the General Directorate of Taxes. The PIT will have to be indicated on the invoice established by the consultant or the foreign company.  |
| National consultants are those of Sudan nationality or those of foreign nationality but established or having an address in Sudan. It should be noted that for the fees of a consultant or a foreign company in Sudan, Care International, will retain 10% for the PIT to be paid to the Directorate General of Taxes in case the latter does not present proof of tax payment. As for the VAT, it will have to be indicated on the invoice established by the consultant or the national company if the latter has the proof of PIT liability.  |