



## Terms of reference

### Consultant for project development and proposal writing

Actions engaging young EU citizens and young people living in partner countries in joint initiatives

#### Timeframe:

- **Start date:** January 2023
- **End date:** March 2023

**Estimated number of days:** 15 to 20

**Reports to:** Mathilde Beziau, Director, *Pays de la Loire Coopération Internationale* (PDLCI), and Anick Lapart, Board Member, *Conférence Interrégionale des Réseaux Régionaux Multi-Acteurs* (CIRRMA)

**Location:** Flexible

#### Deliverables:

- A short report outlining the main meetings/calls conducted with consortium members and partner organisations, summarizing relevant findings and key people contacted;
- A final project proposal compiling with the European Commission's (DEAR programme) guidelines, templates and requirements, including:
  - A full narrative in English (Word document);
  - A logical framework with SMART progress indicators;
  - A risk analysis with mitigation measures;
  - A list of proposed activities with timeline;
  - An overall budget in EUR (Excel sheet).

CIRRMA is looking for an experienced grant writer for a short-term assignment to develop a 4-year project proposal aiming at developing a critical understanding about conflict or crisis roots among EU citizens, especially young women and men, with a strong focus on gender inequalities and migration issues resulting from conflicts.

## Background

In November 2022, CIRRMA has submitted a concept note to answer European Union's [DEAR call for proposals](#) as the lead applicant. A group of *Réseaux Régionaux Multi-Acteurs* (RRMAs – Multi-Stakeholder Regional Networks), from five French Regions, acting under the umbrella of their inter-regional agency, the *Conférence Interrégionale des RRMA* (CIRRMA – RRMAs' Interregional Conference), have built a partnership with 2 European NGOs and 4 CSOs from partner countries to promote peace and democratic values within a minimum of 8 European Union (EU) Member States and 6 partner countries and territories.

The programme they wish to implement together intends to connect, empower and engage young women and men in the EU and beyond. The aim is to offer them opportunities: i) to share their vision of peace and democracy, ii) to meet with peers from other cultural backgrounds, iii) to learn from each other about how to face or deal with different crises, iv) to engage in awareness raising and advocacy activities. The programme's main outcome will be to develop a critical understanding about conflict or crisis roots among EU citizens, especially young women and men, with a strong focus on gender inequalities and migration issues resulting from conflicts. This will be achieved by fostering cooperation between youth groups from EU Member States and from partner countries and territories located in conflict/post-conflict related settings, in order for them to build relationships of trust and mutual support and implement joint awareness raising and advocacy campaigns. The programme will also aim at building the capacity of Local Authorities (LAs) and Civil Society Organisations (CSOs) - among 120 partners involved in the action - in order for them to develop and implement global citizenship education activities to promote peace and democratic values. Bonds with research centres in Italy, France and the Netherlands will contribute to implement new practices and to understand better peacebuilding issues among the programme's partners.

If the concept note were selected in January 2023, CIRRMA and the 11 other consortium members will develop a full project proposal by March 2023.

## Purpose of the consultancy

The consultant will be responsible for developing a proposal which reflects EU development education strategy, through assessing the objectives and activities proposed by the consortium members and ensuring they fall into the DEAR programme's priorities. The consultant will take the lead, in conjunction with CIRRMA Executive Director, to develop a compelling, evidence-based proposal for the activities. The consultant will bring to the programme design process a thorough understanding of and prior experience in bid-writing for institutional donors. Preferably, the consultant will have prior experience working with the European Commission and in development education programmes.

The consultant will develop, in consultation with CIRRMA Executive Director, a detailed work plan that will include undertaking at least the following tasks:

- Review secondary literature on development education and relevant EU policies (gender, youth...) as well as existing initiatives implemented by other stakeholders under the DEAR programme;
- Review the call for proposals' guidelines and the concept note submitted by CIRRMA;
- Reach out to key persons from each consortium member organisation to discuss their added value in the context of this call for proposals, help identifying their priorities as well as the staffing needs/organigramme for the proposed programme;
- Propose relevant ideas/topics which serve the consortium's and members' needs and which simultaneously satisfy DEAR programme's objectives;

- Write a draft of the comprehensive bid, including all annexes and especially logframe and budget.

### Qualification and experience

- Preferably an advanced university degree (masters or equivalent) in international affairs/studies or development;
- Minimum 5 years of experience in the design, proposal writing, and/or management of development education programmes;
- Strong programme design skills, including capacity to prepare logical, coherent, and consistent documents including logframes and budgets;
- Prior demonstrated experience developing proposals for the European Commission;
- Ability to work efficiently and effectively with consortium members in various locations and from multiple organisations, including remotely writing and revising proposal documents;
- Ability to integrate different experiences, methodologies, and approaches from a diverse range of stakeholders and organisations;
- Excellent English and French speaking/writing skills required.

### To apply

Interested firms/individuals should send the following requested documents to Mathilde Beziau – [mbeziau@paysdelaloire-coopereation-internationale.org](mailto:mbeziau@paysdelaloire-coopereation-internationale.org) – and Anick Lapart - [anick.lapart@gmail.com](mailto:anick.lapart@gmail.com) - before **January 8<sup>th</sup>, 2023**:

- Cover letter detailing the firm/individual's suitability for the assignment and current contact information;
- Detailed proposal including technical (including work plan to carry out the consultancy) and financial information and detailed profiles/CVs of key person(s) to be involved at any stage of the consultancy.

Candidates should indicate "Proposal Writing Consultant" in the subject line. Candidates will be contacted shortly after the application deadline, with a start date to be set in January 2023, depending on EU feedback upon the concept note.