

PROPOSAL WRITING CONSULTANT, NIGERIA

SCOPE OF WORK

Equal Access International (EAI) – a non-governmental organization (NGO) headquartered in Washington, D.C. – partners with communities around the world to co-create sustainable solutions utilizing community engagement and participatory media and technology. With funding from bi-laterals, multi-laterals, foundations, and individual donors, EAI has a 20-year record of accomplishment implementing social change projects and currently operates in Afghanistan, Burkina Faso, Cameroon, Chad, Kenya, Mali, Nepal, Niger, Nigeria, and the Philippines.

PROJECT OVERVIEW:

EAI is seeking a Proposal Writer Consultant experienced in all phases of the proposal process including proposal writing for DoS/DRL funding opportunities. The knowledge of Nigerian local context and expertise in programming for women with disabilities is strongly preferred.

OBJECTIVES/DELIVERABLES:

- Analyze the technical requirements of Notice of Funding Opportunity (NOFO).
- Conceptualize and facilitate technical design in collaboration with EAI's Business Development team.
- Identify and persuasively articulate win themes in the technical application.
- Write, and review compelling documents while maintaining compliance with technical requirements, including past performance documentation, capabilities descriptions, and management and project plans.
- Conceptualize at a high level visually appealing, informative technical graphics and illustrations.
- Interview subject-matter experts to understand country context, technical methodologies, and elicit the appropriate technical information to compose high-quality technical write-ups.
- Evaluate technical sections: text, layout, graphics, etc., for storytelling quality, consistency, coherence, clarity, compliance with technical requirements, and alignment with solutions and themes.
- Provide substantial editing and reorganize material needed for finalization of proposals.
- Liaise with technical experts, both in-country and in Washington, DC, to ensure the accuracy of content; with editors to incorporate their feedback; and with other communications experts to ensure compliance with organizational processes for preparation and approval of materials.
- Ensure a smooth proposal development process and adherence to proposal timelines.

AVAILABLE RESOURCE MATERIALS:

EAI will provide the consultant with necessary documents. While EAI will provide some background documents, the consultant is also expected to identify and use resources via electronic and print media and solicit additional information and resources, as appropriate.

LOCATION:

Remote

TRAVEL:

The consultant is not expected to travel.

PERIOD OF PERFORMANCE:

The period of performance for this Scope of Work is from March 30, 2022 through April 29, 2022, with the possibility of extension, depending on need.

APPLICATION INSTRUCTIONS:

To apply, please send your CV/daily or hourly rate, and indicate your proposal writing experience to: consultancies@equalaccess.org with "Proposal Writing Consultant, Nigeria" in the subject line of the email.