

Terms of Reference (ToR)
Grant Writer and Communications Consultant for
Mahila Shakti Bikash Kendra Nepal

1. BACKGROUND

Mahila Shakti Bikash Kendra Nepal (MSBKN) was established in 2008 to increase women's leadership and representation in government and non-government decision-making bodies. The organization is registered in the Kathmandu District Administration Office and affiliated with the Social Welfare Council. This is a non-political, nonprofit, social organization of Nepal. The McConnell Foundation is a long-term financial supporter of MSBKN and will fund this consultancy in support of MSBKN's financial sustainability and funding diversification goals.

2. MSBKN AT A GLANCE

MSBKN was established in 2008 and operates projects to promote leadership for rural women in 12 districts of Nepal (Taplejung, Panchthar, Lalitpur, Sindhupalchowk, Dolakha, Kavrepalanchowk, Tanahun, Lamjung, Kapilvastu, Rupendehi, Doti and Dadeldhura). MSBKN's programs work for women's empowerment through three primary themes: Socially, politically, and economically. The current membership of MSBKN's "Village Women Groups" is over 22,000. Initiatives include assisting women with skills and networking for political participation, local leadership, and active roles in decision-making, an economic empowerment program. MSBKN has 60 high-capacity long-term staff who are primarily based in the field working directly with rural women. The organization's financial systems are to international standards and regularly audited.

3. PURPOSE OF HIRING CONSULTANT FOR GRANT WRITING AND COMMUNICATIONS

MSBKN has completed fifteen years of project implementation supported by a primary donor. This funding is sunsetting in the next few years. For the sustainability of the MSBKN, and as per MSBKN's exit plan, MSBKN seeks to hire a consultant for identifying new funding opportunities, proposal writing and bidding for new grants, and improving MSBKN outreach communications.

4. REQUIRED SERVICES

The key tasks for this assignment are to:

1. Search suitable donors (funding sources for MSBKN)
2. Prepare proposals in close coordination with MSBKN
3. Review, edit, and contribute content for MSBKN's website, reports, documents, and other publications

5. EXPECTED OUTPUT

New funding sources identified and grants secured that will allow MSBKN to continue and grow its scope of services in Nepal.

6. CONSULTANT ROLE AND RESPONSIBILITIES

1. To study reports and documents of MSBKN
2. Become familiar with MSBKN staff, objectives, organizational structure, and key capacities

3. To meet virtually with MSBKN staff to discuss material for editing, funding opportunities, and proposal design. Frequency of meetings to be determined.
4. Review material produced by MSBKN and assist with editing, content development, and design, to better illustrate and promote MSBKN's accomplishments and capacities
5. Research funding opportunities well-suited to MSBKN's core capacities
6. Work closely with MSBKN in project proposal design and proposal writing in response to RFPs
7. To prepare necessary materials/documents required for the bidding and submit applications

7. DESIRED QUALIFICATIONS AND EXPERIENCE

1. Familiarity with international funding mechanisms
2. Track record of successful grant applications
3. Experience with project design for improving gender equity
4. Familiarity with social context of Nepal
5. Excellent written and verbal communication skills and cultural sensitivity
6. Experience developing successful communication and marketing strategies

8. TERMS OF PAYMENT

The McConnell Foundation will make payment of the contract amount in by check or wire to the consultant/consulting agency as per agreed in the contract between consultant and The McConnell Foundation. Pay rate will be USD 70 – 100 per hour, commensurate with experience.

9. DURATION OF ASSIGNMENT

The assignment is expected to commence as soon as possible and the tentative activities and number of working days will be finalized along with the consultant. Approximate monthly time commitment of 20-40 hours. A trial period of 3-months will precede a renewable six-month contract.

10. CONFIDENTIALITY

All project documents, outputs, reports, information, etc. provided and produced during the assignment will be treated as property of MSBKN and will remain confidential. The above-mentioned outputs or any part of it cannot be sold, used, distributed or reproduced in any manner by the assigned organization or individual without permission from MSBKN.

To Apply:

Please email a cover letter and resume including three references to submissions@mcconnellfoundation.org

All cover letters and resumes **MUST BE RECEIVED** by The McConnell Foundation by August 25th, 2023.