



# Research, Training and Management (RTM) International

RTM Complex, 581, Shewrapara, Mirpur, Dhaka 1216, Bangladesh

Tel.: 8034814 (Hunting), Fax: 8034638, E-mail: rtm@rtm-international.org

## TERMS OF REFERENCE (ToR)

For the recruitment of Individual Consultant to conduct training on Project Proposal Writing for Research, training and Management International (RTMI) Staff

### 1. GENERAL INFORMATION

<b>Post Title:</b>	Local/National Individual Consultant
<b>Duty Station:</b>	Dhaka, Bangladesh
<b>Duration:</b>	04 Days
<b>Expected Start Date:</b>	04 Working days (within 15 March 2024 – 15 May 2024)

### 2. BACKGROUND / PROJECT DESCRIPTION

Research, Training and Management (RTM) International is a non-profit resource organization based in Dhaka, Bangladesh and has been providing high quality technical and professional support to government, private sector organizations and development partners in Bangladesh for the management, technical assistance, capacity building and research and evaluation including design, survey and evaluation of program initiatives.

RTM International is implementing the project 'To enhance advocacy and leadership capacities to promote gender, women's empowerment, GBV and social cohesion for Rohingya women and women-led organizations with the financial support from UN Women. RTMI is going to employ a Consultant for a particular period as specified below.

### 3. FUNCTIONS/DUTIES TO BE PERFORMED BY THE CONSULTANTS

Under the direct supervision of the Executive Director of RTMI and with financial support from UN Women, the consultant is expected to undertake the following tasks:

The consultant will be responsible to equip and strengthen RTMI staff with the skills needed to develop, design and write good quality, effective proposals. More specifically, the training should cover:

- Improve the project design knowledge and writing skills of participating staff
- Improve the proposal writing skills of participating staff
- Support teams to articulate the contextual challenges and develop their innovative responses into good funding proposals; increase participating organization's understanding of donors/grant processes.
- Report Submission

### 4. Expected results

- How to browse the call for proposals/request for proposal document; grasps the most important elements/requirements of CfP/RFP document; how to start including go/no-go decisions;



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- Participants understand the features of a logic, well-designed project
- Participants understand the process and key components for a good funding proposal
- Participants understand and can identify how or if their proposed intervention responds to funders priority themes and the scope of a call for applications,
- Participants understand due diligence requirements and how to satisfy them,
- Understand how to apply relevant donor reporting requirements
- Understand essential writing skills and the support mechanisms available

### 4. DELIVERABLES

The contract duration is six days. The expected deliverables are:

- Inception report including a work plan, detailed methodology for conducting workshop.
- Facilitation of training.
- Submission of final report with recommendation, if any (incorporating all the input from the key staffs).

### 5. PAYMENT

- After the submission of final report with all the deliverables.

### 6. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The Consultant will report to the Executive Director of RTMI.

### 7. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONSULTANT

#### Mandatory:

- A degree in Development Studies, Human Rights, Communications, Business Management, and Resource Mobilization, Finance, International relations or other related fields.
- At least 5 years' relevant experience in Resource Mobilization, Project Design, and effective Proposal Writing, Fundraising, Financial Management, practices and reporting preferably with African organizations
- Previous experience facilitating good quality, impactful training in project design and proposal writing for organizations
- An understanding and demonstrable commitment to of women's rights, feminism, and the donor environment around women's rights.
- Strong track record in the successful design and delivery of multi-stakeholder project design and proposal writing training
- Excellent English communication skills
- Comfortable working with a diverse team.

#### Competencies:

Ability to think strategically, develop initiatives as well as to provide innovative solutions and advice through learning.



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### 8. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose or authorize the disclosure of any proprietary or information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain the property of RTMI.

### 9. How to apply

Interested and capable candidates should send their application documents to: [recruitment@rtm-international.org](mailto:recruitment@rtm-international.org) before or on **10th March 2024**.

The email subject line should read **“Consultant to conduct training on Project Proposal Writing”**. Only relevant professional credentials should be attached with the application.