



DIOCESAN DEVELOPMENT SERVICES-NORTH KARAMOJA CHURCH OF UGANDA

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TERMS OF REFERENCE FOR GRANT WRITING CONSULTANCY FIRM

Background:

Diocesan Development Services – North Karamoja (DDS-NK) is the development arm of Church of Uganda North Karamoja Diocese, with headquarters in Kotido Municipality. DDS-NK is registered by Uganda National Bureau for Non-Governmental Organizations as indigenous NGO with registration number INDR138431268NB

DDS-NK envisions empowered, productive, and self-reliant communities in North Karamoja. Our mission is to support communities and church workers in North Karamoja to improve their livelihoods through an integrated and sustainable development approach. DDS-NK key thematic areas are sustainable Livelihoods, Water, Hygiene and Sanitation and Hygiene (WASH), Climate Change and natural resource management. DDS-NK operates in all the four districts of North Karamoja - Kotido, Kaabong, Karenga and Abim and uses an integrated development approach.

The organization's overarching goal is to support key target groups such as men, women, and youth, as well as vulnerable populations such as people living with HIV/AIDS, people living with disabilities, orphans, vulnerable children, and the elderly.

Introduction:

DDS-NK is looking for a creative, proactive, and detail-oriented grant writing consultant firm to facilitate the organization's proposal development process and secure resources to fund its strategic plan. The ideal firm will have explicit experience in writing grants and successfully securing funding from a wide range of funders, including corporations, foundations, governments, and bilateral and multilateral agencies. The consultancy firm will work closely with DDS-NK's program staff to identify funding opportunities, develop proposals, and ensure timely submission.

The Scope of the consultancy:

The consultancy firm will be responsible for the following tasks:

- i. Conduct research on potential funding opportunities and identify potential donors,
- ii. Develop high-quality proposals and grant applications for submission to potential funder,
- iii. Collaborate with DDS-NK to gather information and data needed for proposals,
- iv. Ensure all proposals are submitted on time and meet all requirements.



Tasks to be performed:

Tasks to be performed by the consultancy firm during the engagement period will include:

- i. Conduct research and analysis to identify potential funding sources and opportunities that align with DDS-NK's mission and strategic priorities, including corporations, foundations, governments, and bilateral and multilateral agencies.
- ii. Work closely with DDS-NK staff to develop proposals that align with funder priorities, meet proposal requirements, and effectively communicate DDSNK's mission, goals, and objectives.
- iii. Write, edit, and format grant proposals, concept notes, and other funding requests in collaboration with DDS-NK's staff, ensuring that proposals are comprehensive, compelling, and well-written.
- iv. Prepare required documentation for grant proposals, ensuring that proposals meet funder requirements and align with DDS-NK's financial management policies and procedures.

Deliverables:

The consultancy firm will be responsible for the following deliverables:

- i. A list of potential funding opportunities and potential donors including corporations, foundations, governments, and bilateral and multilateral agencies.
- ii. At least four grant proposals or applications
- iii. All supporting documentation required for the proposals.

Required education, experience, and competencies.

The required education, experience, and competencies for the consultant/firm to be considered for this engagement shall include:

Education Qualification

The Firm should have atleast three experts at post graduate level. They should have technical abilities in general proposal development, monitoring and evaluation and financial management.

Experience:

- At least five years of experience in proposal writing, grant development for NGOs in Uganda
- Proven experience in securing funding from corporations, foundations, governments, and bilateral and multilateral agencies.
- Demonstrated success in proposal writing, with a track record of securing funding for development programs and initiatives.
- Experience working in or with a community-based organization, preferably in a leadership or management capacity.
- Knowledge of the funding landscape for development programs in Uganda and the East African region.
- Experience in writing grant proposals for semi-arid and pastoral areas added advantage



Competencies:

- Strong analytical and research skills, with the ability to identify funding opportunities.
- Excellent writing, editing, and communication skills, with the ability to write compelling proposals and effectively communicate DDS-NK's mission, goals, and objectives.
- Strong interpersonal and teamwork skills, with the ability to work collaboratively with DDS-NK's staff and leadership, as well as external stakeholders such as funders and program officers.
- Knowledge of budgeting and financial management principles, with the ability to prepare accurate and comprehensive budgets for grant proposals.
- Ability to meet deadlines.
- Excellent English, both written and spoken.

Submission:

Interested candidates must submit.

- Cover letter: A well-written cover letter that outlines the firms' personnel qualifications, firms' experience in grant writing, and interest in the position.
- Profile of the consultancy firm
- Resume: Up-to-date resume of each of the three technical personal required. The resume should highlight each candidate's achievements in proposal writing for non-governmental organizations.
- Recommendation from NGOs the firm has supported in successful grant writing and copies of contract/agreements with between firm and those organisations
- Consultancy fees payment plan: The consultancy firm should clearly indicate consultancy fees to be paid for successful grant proposals.
- Any other relevant documents or information that can support the consultancy firm's application.

The proposal and required documents should be sent by email to diocesan.developmentservicesnk@gmail.com with a reference "**DDS-NK Grant Writing Consultancy**" in the subject line. Or Submit hand delivered proposals to

The Executive Director

Diocesan Development Services - North Karamoja

P.O. Box 26, Kotido

DEADLINE FOR SUBMISSION OF APPLICATIONS: August 09, 2024 at 5:00pm

