

## Consultancy Terms of Reference

**Position:** Grant Writer, DFAT Water for Women Proposal, Fiji

**Duration:** Up to 20 days from September 6 to October 6, 2017

**Location:** Suva, homebased and HFH Fiji Office as needed

**Context:**

The Australian Government has opened applications to NGOs for a new Water for Women Fund under Australia's aid program. The program will invest \$110.6 million over five years to improve the health, gender equality and well-being of Asian and Pacific communities through inclusive, sustainable water, sanitation and hygiene (WASH) programs.

More details on the fund, including the full design document, are available here:

<http://dfat.gov.au/about-us/business-opportunities/tenders/Pages/water-for-women-fund-request-for-proposals.aspx>

Habitat for Humanity is seeking an experienced consultant to aid in the design and writing of an application to the fund for a Fijian WASH project, as described in this TOR.

**Purpose of Consultancy:**

To support Habitat for Humanity Fiji in designing and writing of a competitive application to DFAT's Water for Women Fund.

**Key Competencies:**

- Excellent grant writing skills, preferably with experience in writing DFAT grant applications
- Excellent project design skills
- Significant experience in the Fijian context working with a multi-disciplinary local team to obtain necessary content and ownership over the design
- Technical understanding of WASH, Gender, Inclusion and Environment, particularly within the Fijian context.

**Key Outputs:**

Description of Activities	Expected Outputs (Deliverables)
<ul style="list-style-type: none"> <li>• Review donor documents and undertake discussions with the HFH Fiji team to analyse information from project learnings</li> <li>• Conduct stakeholder consultations and analysis</li> <li>• Collect and analyse gender and social policies and analysis frameworks (in country and international)</li> <li>• Carry out a contextual analysis:               <ul style="list-style-type: none"> <li>- Engage stakeholder consultations focusing on gender and social inclusion</li> <li>- Collecte and analyse data</li> </ul> </li> <li>• Facilitate a collaborative workshop with key HFH Fiji staff to conduct a simple gender analysis, and other analysis as needed to develop a project theory of change</li> <li>• Taking feedback from key stakeholders and after analysis of all documentation, finalise the “theory of change” and develop the “theory of action” in coodination with the HFH Fiji team.</li> </ul>	<p>Gender &amp; social inclusion in WASH analysis report (in country and international)</p> <p>Draft of Project “Theory of Change” and “Theory of Action”</p>
<ul style="list-style-type: none"> <li>• Grant Writing (PDD) with regular review and discussion with HFH Fiji and Australia to develop a competitve proposal.</li> </ul>	<p>Write the following sections of the grant application:</p> <ul style="list-style-type: none"> <li>• Project Details:               <ul style="list-style-type: none"> <li>- Project methodology</li> <li>- Project theory of change</li> <li>- Budget &amp; ressources</li> <li>- Activity plan</li> <li>- M&amp;E plan</li> </ul> </li> <li>• Project Concept details</li> <li>• Project theory of change</li> <li>• Theory of action</li> <li>• Knowledge base for the development of gender and WASH outcomes</li> <li>• Risks and Mitigation plan</li> <li>• In-country CSO Capacity Statement</li> </ul> <p><b>Completed grant application are due to DFAT by October 6, 2017</b></p>

**Application:**

Please submit a short EOI outlining relevant experience in line with the key competencies, as well as an indicative timeline, budget and current CV to Sophie Cooke [scooke@habitat.org.au](mailto:scooke@habitat.org.au) and Mat Gamba [maciu@habitatfiji.org.fj](mailto:maciu@habitatfiji.org.fj)