

Request for Proposal

Consultancy: Proposal Development Expert

Description

The Canadian Association of Midwives (CAM) wishes to recruit a Proposal Development Expert to support the development of various project proposals. The consultant's services are required to play a key role in developing project proposals for CAM's global department (and specifically funded by Global Affairs Canada), and for other areas of CAM work as required.

Timeframe: Ongoing

Schedule: Flexible (to be negotiated); anticipated periods of high demand (specifically October 2023-February 2024)

Remuneration: \$50-100/hour, up to a maximum of \$15,000 annually

Location: Home-based

Travel: International travel (2-3 weeks) during the course of the consultancy

Background

The Canadian Association of Midwives (CAM) is the national professional association representing midwives and the profession of midwifery in Canada. CAM's Global Program works in partnership with Midwifery Associations and other partners in several countries to improve maternal and neonatal health outcomes and empower women and girls through an evidence-based approach. Our work is guided by three main pillars: Advocacy, Association Strengthening, and Promoting Excellence, which includes strengthening quality of care, in-service training, and incorporating new innovations and research.

Position Summary

Under the direction of the Program Development and Research Lead and in collaboration with global department leads, the **Proposal Development Expert** will provide extensive technical expertise in preparing full proposals specifically for government funders. The successful candidate must demonstrate experience coordinating the development of proposals with the participation of multiple stakeholders. The candidate must also demonstrate extensive experience in writing proposals for government agencies and have excellent writing and editing skills.

Duties and Responsibilities

- Work with different program leads (Global Programs & Partnerships Manager and Program Development and Research Lead) to support the organization in developing funding proposals including:
 - Leading development of key proposal elements (such as theory of change, logic models, performance measurement frameworks, risk registers etc.) in coordination with the Project Development team, partners, and other stakeholders
 - Writing proposal components
 - Liaise with partners and stakeholders as required;
 - Conceptualize and plan funding proposals and applications and other targeted appeals for established funding priorities of the associations in collaboration with CAM's global team;
- Other related duties as identified by the Executive Director during the contract period.

Qualifications, Knowledge and Skill Requirements

- Post-Secondary degree in a related field or equivalent combination of education and experience.
- Proven track record experience in leading /writing proposal development (3-5 consultancy contracts of similar nature and value)
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- Knowledge of the organizational structure of the Canadian federal government's departments and agencies.
- Expert knowledge of Global Affairs Canada funding initiatives and priority areas.
- High level knowledge of results-based management (logic frameworks, theory of change).
- Knowledge related to one or more of the following domains: public health, maternal health, SRHR, Indigenous health, global health, and/or gender mainstreaming.
- Excellent planning, research, and writing skills.
- Superior proofreading and editing skills.
- Experience facilitating workshops
- Experience managing / engaging with multisector stakeholders
- Ability to write clear, structured, articulate, and persuasive proposals.
- Ability to work well in a team environment, handle multiple assignments and meet tight deadlines.

Additional Assets

- Knowledge of the Canadian midwifery model.
- Knowledge of private sector and foundation funding opportunities.
- Knowledge of USAID.
- Communication skills in French (verbal and written) an asset.

Working Conditions

- The Consultant will be required to use their own laptop and other communications equipment. No laptop, computer or phone will be provided by CAM.
- Work will be done remotely from the Consultant's home office. During the contract, the Consultant may be required to travel to CAM's head office in Montreal for in-person meetings. In such cases, prior approval by the Executive Director of travel expenses such as train, mileage, accommodation, per diem, etc will be required. Expenses will not be reimbursed without prior consent from the Executive Director.
- The Consultant will work closely with CAM's Program Development and Research Lead and Global Programs & Partnerships Manager on the implementation of specific program development strategies.
- Travel to Eastern and Southern Africa may be necessary to liaise with partner organizations located in the regions. Therefore, a valid passport is a requirement of the position (travel costs will be provided for separately).

Application Process:

To respond to this request for proposals please submit an expression of interest and CV. Your expression of interest should include:

- An expression of interest outlining your relevant skills, experience, availability, and rate
- CV

Please submit your expression of interest and CV to admin@canadianmidwives.org by October 2nd, 2023. We appreciate all applications, please note that only shortlisted candidates will be contacted for follow-up.