**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

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| **Title**  **Consultant pour l’elaboration d’une proposition de financement WASH** | **Funding Code**  **GC** | **Duty Station:**  Bujumbura, Burundi | |
| **Purpose of Activity/Assignment:**  Support resource mobilisation within the areas of WASH and Climate | | |
| **Scope of Work:**  *In April 2022, the EU has published a call for expressions of interest for a 9.5m Euro WASH proposal: Component 3 (« Accès à un service durable d’approvisionnement en eau potable ») of the programme “Conservation et valorisation des écosystèmes naturels et de leur biodiversité pour une croissance verte des communautés rurales au Burundi”. UNICEF Burundi requires support for the development of this complex proposal.*  *Tasks include the review of EU project proposal documents, establishment of a detailed workplan, participation in section meetings to distribute proposal input tasks and in discussions with potential proposal partners, carrying out field missions to meet partners and support the technical analysis part of the proposal; draft parts of the proposal; coordinate proposal inputs by colleagues and partners; propose budget for all activities; review the proposal and prepare the submission. A final report on lessons learned and the way forward will be prepared.* | | |
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| **Work Assignment Overview** | | | |
| Tasks/Milestone: | Deliverables/Outputs: | Timeline | Estimate Budget |
| Review of EU project proposal documents; Establish a detailed workplan; Participate in section meetings to distribute proposal input tasks | Workplan and division of tasks approved by supervisor | 3 days | 20% |
| Participate in selection of potential proposal partners; Carry out field missions to meet partners and support the technical analysis part of the proposal | Consortium partner(s) is/are selected; Technical analysis part of the proposal is developed | 10 days | 20% |
| Draft parts of the proposal; Coordinate proposal inputs by colleagues and partners; | Draft proposal is available | 10 days | 20% |
| Propose budget for all activities; Review proposal and prepare submission | Budget is available; Final proposal is submitted | 10 days | 20% |
| Final report on lessons learned and way forward | Final report available | 2 days | 20% |

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| **Minimum Qualifications required:** | **Knowledge/Expertise/Skills required:** |
| Bachelors  Masters  PhD  Other  Enter Disciplines  Engineering, Sciences, Social Sciences, Development Studies. | * At least 8 years of experience in development cooperation, WASH and proposal writing. * In-depth knowledge of WASH sector policy in Burundi; * In-depth knowledge of municipal water management practices in Burundi; * Experience with proposal writing, ideally for the EU; * Excellent French writing skills; English skills considered an advantage. |
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