

## Scope of Work: Freelance Proposal Writer

Date: **20 September 2020**  
Closing Date: **N/A; Open Call for C.V.s**  
Located in: **Remote/Flexible**  
Contract type: **Consultancy**  
Duration: **Subject to available funding**  
Reporting to: **COAR Managing Director OR Syria Director**  
Supervision of staff: **N/A**

COAR is an independent social enterprise that directly supports practitioners, policy-makers, and donors by facilitating humanitarian and development interventions in complex, fragile, and high-risk environments.

### Objective

This scope of work (SoW) outlines the Freelance Proposal Writer consultancy with COAR. The Freelance Proposal Writer will lead the development of tenders, grand proposals, and any other new business opportunities COAR wishes to pursue. The Freelance Proposal Writer will be expected to coordinate with internal and external stakeholders affiliated with COAR, set internal benchmarks for proposal/tender development, and ensure proposals/tenders are submitted with a high degree of quality, accuracy, and timeliness.

### Activities

The COAR Freelance Proposal Writer will:

- Understand, communicate, and plan proposal/tender designs, particularly as related to donor/client needs, solicitation requirements, rules, and regulations;
- Map all technical, personnel, administrative, and financial requirements for grant proposals and contract tenders;
- Identify internal and external candidates based on profile, work experience, and proposal requirements;
- Set milestones for the proposal/tender development process, culminating to the submission of the proposal and any post-submission requests;
- Identify any potential gaps or shortcomings within COAR, as related to the proposal/tender;
- Coordinate with technical experts to integrate technical portions of proposals/tenders;
- Coordinate with COAR's senior management and Finance Manager to develop proposed budget;
- Ensure draft budget is aligned with technical narrative;
- Coordinate recruitment and/or support of external technical experts;
- Ensure proposal/tender is submitted on time with a high degree of quality, accuracy, and adherence to donor/client requirements and formatting;
- Ensure the proposal/tender is aligned with COAR's mission and values.

## **Deliverables**

The COAR Freelance Proposal Writer will:

- Produce a work plan, to include a schedule with milestones, internal technical and administrative capacities, external needs, and recommendations for proposal;
- Draft non-technical portions of grant proposals and tenders, including (but not limited to) sections related to management/ organizational structure, administration/operations, past performance, and due diligence/compliance;
- Integrate technical components of the proposal/tender;
- Undertake multiple reviews and copy edits for client suitability, cohesion, logic, language, and syntax;
- Register COAR on any required donor/client online submission portals;
- Present a finalized proposal for review to COAR's senior management before the due date with any recommendations, suggestions, and action points required.

## **Qualifications and Experience**

The ideal candidate for COAR Freelance Proposal Writer will have:

- A bachelor's degree in Political Science, International Affairs/Relations, Middle East Studies, Public Policy, Anthropology, Sociology, or a related field. Master's degree is desirable.
- Two to five years of experience developing proposals and tenders for donor-funded projects;
- Demonstrated track record of successful proposal/tender submissions;
- High level of organizational skills;
- Ability to work autonomously, independently, and (if required) remotely;
- Demonstrated ability to work collaboratively and with flexibility;
- Demonstrated ability and/or willingness to work under tight deadlines, provide real-time data points and analysis with accuracy under pressure, and off-work hours.
- Commitment to client confidentiality.

This is an open call for CVs. If you believe you fit the criteria above, please send your CV to [HR@coar-global.org](mailto:HR@coar-global.org), listing 'COAR Freelance Proposal Writer' in the subject line.