

Terms of Reference (ToR)

Grant Writing Consultants (Service Contract)



1. Background

IRC Poland seeks to establish a roster of experienced Grant Writing Consultants to support the identification, development, and submission of high-quality grant proposals to European and national funding mechanisms. Targeted donors and programs include, but are not limited to:

- European Social Fund Plus (ESF+/FERS)
- AMIF
- Erasmus+
- Batory Foundation
- Directorate-General for Justice and Consumers (DG JUST)
- Directorate-General for Justice, Equality, and Values / CERV Programme (DG CERV)
- Other relevant EU institutions, national ministries, and foundations

Selected consultants will work on a rolling basis (as needs arise) under service contracts and will collaborate closely with internal teams and external partners throughout the full business development cycle, from opportunity analysis to final submission (in line of the scope of work prepared for each opportunity)

2. Objectives of the Assignment

The primary objective of this assignment is to strengthen the organization's resource mobilization efforts by ensuring the development of competitive, compliant, and strategically aligned grant proposals that respond effectively to donor priorities and contextual needs in line with IRC Poland strategy.

3. Scope of Work and Responsibilities

Under the supervision of the designated Business Development or Program focal point, the consultant will be responsible for the following tasks:

Proposal Development and Donor Compliance

- Review donor solicitations, guidelines, eligibility criteria, and proposal templates to ensure full alignment with donor requirements.
- Analyze evaluation criteria and compliance requirements and advise the team accordingly.

Contextual and Strategic Analysis

- Review and analyze relevant EU and national policies, strategies, action plans, and funding priorities.
- Analyze secondary data, needs assessments, statistical data, and relevant contextual information.
- Identify information gaps and support the country/programme team in collecting or validating missing data required for a strong proposal.

Project Design and Coordination

- Participate in project design meetings with prospective partners and organizational staff to gain a clear understanding of:
 - Context and problem statement
 - Target groups and stakeholders
 - Proposed intervention logic and theory of change
- Document key design decisions and outputs for inclusion in the technical proposal.

Technical Writing and Quality Assurance

- Ensure the technical quality, internal coherence, and strategic positioning of the proposed intervention in coordination with relevant program focal points.
- Synthesize inputs from internal teams and external partners into clear, compelling, and competitive proposal narratives.
- Draft full proposal sections, ensuring responsiveness to donor priorities and alignment with the agreed project design.
- Ensure consistency and alignment across all proposal sections, including logical framework, work plan, results framework, and narrative.
- Highlight clear “win-themes” and comparative advantages throughout the proposal.

Review, Revision, and Finalization

- Incorporate feedback from internal stakeholders and external reviewers in a timely and structured manner.
- Revise and edit proposal drafts to meet donor requirements, including strict adherence to page limits, formatting rules, and submission instructions.

- Copy-edit final proposals to ensure clarity, consistency, and professional language.
- Deliver a final, high-quality proposal package ready for submission within agreed timelines.

4. Deliverables

Depending on the specific assignment, deliverables may include:

- Opportunity analysis or compliance checklist (as needed)
- Concept notes or full technical proposals
- Revised and final proposal drafts incorporating feedback
- Supporting narrative inputs for logframes, results frameworks, and annexes (as applicable)

All deliverables must be submitted in English and/or the language required by the donor call.

5. Duration and Level of Effort

- The duration and level of effort will be defined per assignment, depending on the complexity of the call and the role of the consultant.
- Engagements may range from short-term support (e.g. proposal review) to full proposal development.

6. Required Qualifications and Experience

Consultants must meet the following minimum requirements:

- At least 4-5 years of proven experience in grant writing and proposal development.
- Demonstrated track record of successfully developed proposals for EU and/or national donors, particularly Erasmus+, ESF+/FERS, DG CERV, DG JUST, or foundations.
- Strong understanding of EU funding mechanisms, donor priorities, and compliance requirements.
- Solid experience across the full business development cycle, including opportunity analysis, project design, writing, and revision.
- Excellent analytical and synthesis skills, with the ability to translate complex information into clear and persuasive narratives.
- Strong coordination and communication skills, with experience working with multidisciplinary teams and external partners.
- Excellent written English; additional EU languages are an asset.

7. Reporting and Coordination

- The consultant will report to the designated Business Development or Program Manager.
- Close coordination with program, finance, and partnership teams is expected throughout the assignment.

8. Contractual Arrangements

- Consultants will be engaged under a service contract.
- Fees will be agreed per assignment, based on scope of work, level of effort, and consultant experience.
- Payment schedules will be linked to agreed deliverables and timelines.

9. Application and Roster Establishment

Interested candidates may be invited to join a consultant roster. Applications may include:

- CV highlighting relevant grant writing experience
- Short cover letter outlining experience with EU and national donors
- information on indicative hourly rates, for planning and comparison purposes.

This ToR serves as a general framework and may be adapted for specific calls or funding opportunities.