



## Terms of Reference

### Proposal Writing

**Project #:** SYR 1692

**Project title:** Empowering Syrian Communities: Capacity Building Initiatives for Local NGOs and CBOs

#### Background and Context

Dorcac plans to provide capacity building for local NGOs and CBOs based in Aleppo under this project. The initiative is based on findings from the Multi-Sector Needs Assessment (MSNA) conducted in October 2023, which identified significant capacity gaps among local NGOs, particularly in the areas of livelihood, protection, and mental health. The MSNA also recommended strengthening the capacity of local actors to provide comprehensive support services. By enhancing the skills of local actors, including community leaders, healthcare providers, and frontline employees, through training and sensitization programs, this project aims to contribute significantly to effective prevention and response efforts.

**Location:** The training will be conducted in the Syrian territory Aleppo Governorate.

**Dates:** The training will take place during the month of August 2024 (dates to be defined)

#### 1. Purpose of the Training:

The primary purpose of this training is to enhance the capacity of local Syrian NGOs in developing project proposal. This will improve their ability to secure funding, manage projects efficiently, and demonstrate impact to donors.

#### 2. Training Objectives:

By the end of the training, participants will be able to:

- Understand donor priorities and requirements in the Syrian context
- Develop well-structured, persuasive project proposals
- Design logical frameworks (logframes)
- Create realistic and appropriate budgets for project proposals

- Prepare donor-compliant reports demonstrating project impact and outcomes

### **3. Target Audience:**

- Program managers and officers from local Syrian NGOs
- M&E officers and coordinators
- Proposal writers and fundraising staff
- Project coordinators involved in proposal development and project implementation

### **4. Duration:**

- 2 days intensive training program

### **5. Methodology:**

- Mix of theoretical sessions, practical workshops, and hands-on exercises

### **6. Key Topics to be Covered**

#### **a. Proposal Writing**

- Understanding donor guidelines and priorities
- Components of a strong proposal (Executive Summary, Problem Statement, Objectives, etc.)
- Developing a clear and convincing narrative
- Creating logical frameworks
- Budget development and financial planning

### **7. Qualifications of the Trainer:**

- Extensive experience in proposal writing and in humanitarian contexts
- Strong knowledge of donors' requirements
- Experience in capacity building and training delivery
- Familiarity with the local context
- Excellent communication and facilitation skills
- Languages: English and Arabic

### **8. Deliverables:**

- Detailed training curriculum and materials
- Training report including recommendations for follow-up support

- Coaching sessions for 2 consecutive months after the training along with detailed reports

#### **9. Evaluation:**

The training should include an evaluation component to assess its effectiveness and gather feedback for future improvements.

#### **10. Reporting**

The Expert will provide a report to Dorcas focal point and will work closely with the project team and local partners.

#### **11. Application Process**

Interested candidates should submit their CV, a cover letter, and references to [office@lebanon.dorcas.org](mailto:office@lebanon.dorcas.org) by July 30, 2024 deadline

This TOR framework provides a comprehensive outline for proposal writing training program tailored to local organizations in a humanitarian context. The trainer should be prepared to adapt the content to the specific needs and context of the participating organizations, ensuring relevance and practical applicability.