



JOB POSTING – Proposal Writer and Program Development – Consultant

Organization:	Right To Play International
Contract Duration:	2 months
Work location:	Beirut
Closing Date:	May 12, 2022

ORGANIZATIONAL OVERVIEW

Right to Play (RTP) is a global organization that uses the transformative power of play to educate, protect and empower children facing adversity. We were founded in 2000 by Johann Olav Koss, social entrepreneur and a four-time Olympic gold medallist.

Right To Play Lebanon works on the following objectives:

- Enhancing the quality of education for boys and girls (6-12 years) in Lebanon
- Improving the quality of formal and non-formal education for Syrian refugee and host community children (12-17 years) to provide positive learning environments and increase retention in formal education.
- Provide youth with the necessary skills to better equip themselves to access the job market and mitigate risk factors impacting their lives

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity using play. By harnessing play, one of the most powerful and fundamental forces in a child's life, we helped 2.3 million children last year to stay in school and out of work, to prevent life-threatening diseases like HIV and malaria and to stay safe from exploitation and abuse. We are the only global development organization focused exclusively on using play to transform the lives of children and youth impacted by poverty, war, disease and inequality. Established in 2000, Right To Play reaches children through experiential programming in 15 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and eight national offices across Europe (Germany, The Netherlands, Norway, Sweden, Switzerland, UK) and North America (Canada, US).

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- Accept Everyone – Be intentional about inclusion
- Make Things Happen – Seek opportunities to lead and innovate
- Display Courage – Act with integrity
- Demonstrate Care – Look after yourself and one another
- Be Playful – Have fun at work

Please visit [our website](#) to learn more about who we are and what we do, and watch this video to find out about the five pillars of our Culture Code

1. Job Summary

- Right To Play Lebanon is seeking a Proposal Writer & Programme Development Consultant. The overall purpose of the position is to track Request for Applications (RFAs) and proposal opportunities from government agencies, large foundations and corporations, assess RTP competitiveness and strategic positioning in light of these opportunities, and produce complete proposals for submission to potential donor agencies and foundations.

2. Primary Responsibilities

- Determines proposal concept by identifying and clarifying opportunities and needs; studying requests for proposal (RFPs).
- Writes proposals, draft, edit and ensures final production of competitive proposals for submission to donors, uses writing skills to transform technical content and conceptual design into polished final proposals that are responsive to donor guidelines
- Works with internal departments, INGOs and partner agencies to collect all necessary documents and information,
- Develops and utilizes tools, templates and work processes that result in streamlined and efficient proposal development and teamwork.
- Ensures effective and ongoing collaboration and communication among RTP departments and offices, external partners
- Constantly seek to make RTP's mission, vision and values central to our program design.
- Supports in meeting proposals deadlines by establishing priorities and target dates for information gathering, writing, reviewing, and approval; entering and monitoring tracking data; coordinating requirements with contributors; contributing proposal status information to review meetings; transmitting proposals.
- Gathers proposal information by identifying sources of information; coordinating submissions and collections; identifying and communicating risks associated with proposals.
- Maintains quality results by using templates; following proposal-writing standards including readability, consistency, and tone; maintaining proposal support databases.

- Develops of concept notes and proposals for new programs.
- Perform continuous online research on funding prospects.

3. Qualifications of the consultant

Essential Education background and experience:

- The consultant should have relevant Master's degree and background in Education, Sports development and /or health, international relations, international development, Political science, non-profit management, business, or related field.

EXPERIENCE:

- Previous experience in fundraising, 3- 5 years' experience working in the field of fundraising, research/data analysis, education, non-profit management, or foundation relations
- Extensive experience in managing and implementing consultations.
- Extensive experience in proposal writing and responding to institutional donors RFA, RFP, including budget development.

Competency profile:

- Organizational skills with attention to details and high level of professionalism
- Ability to multitask and work independently as well as with team members to collectively meet proposal deadlines (i.e., in coordination with members from technical, contractual, financial and administrative units).
- Have strong writing and editing skills
- Excellent research skills
- Have confidence interacting with staff and external agencies at a variety of levels
- Creativity and innovation skills
- Full understanding of donor's requirements and visibility
- Strong commitment to children's rights and the objectives of Right To Play

LANGUAGES:

- Fluency in spoken and written English is mandatory. Arabic is also desired.

4. Timeframe

Task	Deliverable	No of working Days (estimation)	Date of completion
Verification needs meeting with key Right To Play team members	Gathering of information and secondary data, consultations with Key RTP members	1 day	Following contract signature
Coordination with INGOS and partner agencies	Collect all necessary needed documents and information	4 days	
Project design development	Development of top line project design based on the consultation and gathered data	1 day	
Development of proposal package: including concept notes, results framework, risk assessment matrix, budget development, & staffing needs	<ol style="list-style-type: none"> 1. Draft copy submission of the proposal developed 2. Do necessary adaptations after reviewed by RTP members 	8 days	
Submission of final proposal		1 day	

5. Proposal submission

Interested Individuals are requested to submit the following documents:

- Cover letter/expression of interest which mentions the per diem rate (in USD) for a total of 15 days for this consultancy.

The letter should also include the MOF registration if applicable and should be signed and dated.

- CV of the applicant and/or portfolio of the organization applying (if relevant)

The proposal must be submitted no later than **Thursday, May 12, 2022** to Mrs. Mariam Zaytoun, Logistics Officer, Right To Play Lebanon at: mzaytoun@righttoplay.com. Incomplete proposals will not be considered.

The following should be clearly stated in the email heading: **“Proposal Development and Program Development Consultant”**. Early submissions are encouraged and appreciated. While we thank all applicants for their interest, only those selected for interviews will be contacted.

Competitive budgets would be considered.

Right To Play is a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs.

Right To Play provides equal internship opportunities to candidates regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically

To learn more about how we are and what we do, please visit our website at www.righttoplay.com