

CARE FRANCE**TERMS OF REFERENCE****CONSULTANCY FOR PROPOSAL WRITING****FOCUS: ENHANCING CSO'S CONTRIBUTION IN NORTHERN THAILAND/ SUSTAINABLE AGRICULTURE****I. General Information**

CONSULTANCY FOR:	Proposal writing
PROJECT	EUROPEAID/136665/DD/ACT/TH "Capacity building of local key institutions to develop and implement sustainable agriculture strategies at landscape level in northern Thailand"
PROJECT AREA	4 districts in Chiang Mai province (northern Thailand): Kallayaniwattana, Mae Chaem, Chom Thong, Omkoi districts.
NGO implementing the project	CARE France / Raks Thai
Deadline for application for the consultancy	July 6 th – 9AM BKK time. Consultant selection will be announced on July 7/8 (information on the project to be developed will be sent by CARE France and Raks Thai to the consultant including background information)
Start date of the consultancy	No later than 13 July 2015 Earlier availability would be plus
Deadline for submission of the complete proposal draft to the EU	Aug 3 rd , 2015
Supervisor	Climate Change Advisor
Work location	Some work could be done remotely but some time will need to be spent in Chiang Mai, Thailand where the project will be implemented.

II. Background:

CARE France has submitted a Concept Note to EuropeAid on the following call for proposal. EuropeAid/136-665/DD/ACT/TH - Civil Society Organisations: Enhancing CSOs' Contribution to Governance and Development Processes in Thailand.

The aim of the call is to promote enabling environment for Thai CSOs to operate in the following areas of their engagements in governance and development process: 1. Thai CSOs as actors in governance and public accountability 2. Thai CSOs as partners in promoting social development 3. Thai CSOs as stakeholders in promoting inclusive and sustainable growth. The 3rd area will concern Actions that will aim at improving the livelihoods of populations in need, particularly disadvantaged groups, through CSO initiatives. Different CSOs, notably cooperatives, farmers' and small-scale fishermen' associations, chambers of commerce, NGOs, social partners, environmental organisations etc., each have a role to play in the economic area as they engage at various levels in social economy and affordable innovations initiatives, combining beneficiaries' economic empowerment with ambitions of social development and/or long term sustainability and climate change.

The project proposed by CARE France: "Capacity building of local key institutions to develop and implement sustainable agriculture strategies at landscape level in northern Thailand" has been selected and full proposal **should be submitted by August 3rd**.

The project focuses on 4 districts in Chiang Mai province (northern Thailand): Kallayaniwattana, Mae Chaem, Chom Thong, Omkoi districts.

III. OBJECTIVES AND EXPECTED OUTPUTS:

The objective of the consultancy is to produce final technical and economical full proposal for the following call: EUROPEAID/136665/DD/ACT/TH for CARE France.

The sub-objectives are:

- To facilitate the elaboration of the logical framework and the strategy of intervention of the project (including identification of relevant CSOs)
- To facilitate the preparation of the budget of the action
- To write the draft proposal according to EuropeAid format
- To finalize the proposal taking into account the different comments received from stakeholders and CARE France

The consultant will be expected to produce a final full proposal (narrative section) in English language by July 31th maximum following the below calendar:

Consultancy application deadline	July 6th
Consultant selection	July 7/8
Consultancy work start date	13 July (maximum)
Final proposal to be submitted to EU ¹	31 July

The proposal will need to follow the guidelines that could be find [here](#).

¹ A complete draft need to be submitted at the latest to CARE France on July 26th to allow final modification

IV. Selection Criteria / core competencies

Technical skills

- Familiarity with EuropeAid's requirements
- Good program design skills, including capacity to prepare logical, coherent and consistent documents including log frames.
- Knowledge on sustainable agriculture / agro-ecology / climate-Smart Agriculture
- Sensibility to gender-sensitive approach
- Knowledge of the region and CSO's structuration especially on agricultural subject.

Soft skills

- Well-developed written and oral communication skills. Able to communicate clearly and sensitively with stakeholders.
- Clear commitment to CARE's core values and principles.
- Ability to operate effectively under tight deadline
- Ability to manage a team and drive a process to submit a proposal of quality and on time

Language

- English compulsory / Thai would be a plus

V. Application process and timeline

We invite interested organizations/consultants to submit the following application documents (in English):

- CV
- Expression of interest addressing above outlined selection criteria,
- Example or reference to previous similar work. Please make sure to answer the following questions:
 - ✓ In which contexts have you developed proposals: rapid-onset emergencies, slow-onset emergencies, development settings?
 - ✓ For which donors?
 - ✓ For what budget levels?
 - ✓ On which sectors?
 - ✓ In which languages?
 - ✓ What has been your involvement on both the narrative/technical and financial/budget development sides? How were you involved (leading the processes? Working alone? In a supporting role?)
 - ✓ How familiar are you with the concepts of gender and climate change, and how have you included them in your proposal writing work?
- **Financial offer: should include consultant fees. International flights to Chiang Mai will be reimbursed by CARE France as well as lodging. Costs for workshop and/or local travel in Chiang Mai region will be covered by Raks Thai.**
- **Technical proposal for the consultancy: should explain how the consultant propose to organize the work (# of days in Thailand / # of days remotely / workshop...)**

Please send the above documents with the following object – Proposal Writing Raks Thai to :

- Jeremy Kaelin: jkaelin86@gmail.com
- Aurélie Ceinos: ceinos@carefrance.org

Feel free to contact us for any clarification/question.

The deadline for submission of applications is July 6th 2015 (9AM Bkk time).