TERMS OF REFERENCE

Consultancy on ECHO-HIP Proposal Development Analysis

Place of Assignment: Remote – Desk Review

Duration of Assignment: max. 10 days, less preferred

Consulting period: August – September 2024

Malteser International (MI) is the international humanitarian relief agency of the Sovereign Order of Malta. For over 60 years we provide relief and recovery for people during and following conflicts and disasters around the world. Christian values and humanitarian principles form the foundations of our work. In over 30 countries in Africa, the Americas, Asia, Europe, and the Middle East, we support people in need – regardless of their religion, origin, or political convictions.

MI’s Vision: We aspire to a world where all individuals – particularly those in need and those who are displaced – live a life of health and dignity.

MI’s Mission Statement: We improve the health and well-being of suffering and displaced people in crises situations around the world. In this way, we especially fulfill the mission of the Sovereign Order of Malta to “serve the poor and the sick”.

MI’s Approach: We intervene to provide medical and mental health support, clean water, sanitation, and hygiene (WASH), food and nutrition security, and protection. We take a holistic approach to health in our programming, which includes the protection of nature and the interconnections between environmental, animal and human health (One Health approach). We work with local resources and engage local partners, as well as the Order of Malta’s global network, to provide rapid and effective responses in even the most remote locations. People are at the center of our assistance. Our goal is to sustainably increase the resilience of those worst affected by disasters. We are also committed to contributing to the achievement of the UN Sustainable Development Goals. In doing so, we extend our support to all individuals in need regardless of gender, political belief, origin, or faith.

Background Information

Malteser International has actively pursued funding from the European Civil Protection and Humanitarian Aid Operations (ECHO) in the past and has had mixed success in securing ECHO Humanitarian Implementation Plans (HIPs) funding in recent years.

To improve our future funding prospects, we are seeking a specialized consultant with proven expertise in ECHO-funded projects and a successful track record of writing winning proposals for
ECHO HIPs to analyze our most recent ECHO proposals and provide recommendations for improvement.

**Scope and Objective of the Consultancy**

The objective of this consultancy is to analyze and review Malteser International’s recent ECHO HIP proposals, both successful and unsuccessful, and to evaluate the project design of the country teams that submitted these proposals. The consultant will identify shortcomings in the unsuccessful proposals and provide actionable recommendations for improving future submissions to increase the likelihood of securing ECHO funding. The consultancy is expected to take place in form of a desk review.

The consultant will be expected to:

- Review Malteser International’s recent ECHO HIP proposals, including both winning and losing submissions.
- Identify specific shortcomings and areas of improvement in the unsuccessful proposals.
- Provide actionable recommendations on content and process improvements for future ECHO HIP proposals.
- Conduct consultations with relevant staff to understand the proposal development process and gather additional insights.
- Deliver a comprehensive analysis report outlining findings and recommendations.

**Expected Tasks and Deliverables**

The consultant will deliver:

- An analysis report on the reviewed ECHO HIP proposals, highlighting strengths and weaknesses.
- Recommendations for improving future ECHO HIP proposals, including specific suggestions for content and process enhancements.
- Optional: a presentation of findings and recommendations to Malteser International’s Business Development Team (BDT) and relevant staff during a lessons learned webinar organized by the BDT.

**Intended Timeframe**

Consultants are encouraged to provide a best-guess estimate of the number of days required to complete the tasks outlined in the Scope of Work within this limit.

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<thead>
<tr>
<th>Task Description</th>
<th>Timeframe</th>
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<tr>
<td>Desk review of five ECHO HIP proposals submitted by Malteser International</td>
<td>7 days</td>
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<tr>
<td>Drafting of comprehensive report containing analysis and recommendations for improvement</td>
<td>2 days</td>
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<tr>
<td>Optional: verbal presentation of findings during internal lessons-learned event</td>
<td>1 day</td>
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<td>TOTAL</td>
<td>10 days</td>
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**Required Qualifications and Expertise**

The ideal consultant will possess the following qualifications:

- Proven experience in working with ECHO-funded projects.
- Demonstrated success in writing winning proposals for ECHO HIPs.
- Deep understanding of ECHO’s evaluation criteria and funding priorities.
- Strong analytical skills and the ability to provide clear, actionable recommendations.
- Excellent communication skills and the ability to engage effectively with NGO staff.

**Expression of Interest**

Interested consultants / consultancy teams must submit an offer / proposal including the following:

- A detailed CV outlining relevant experience and qualifications.
- A proposal including a brief outline of the approach to be taken for this consultancy, an estimated timeline, and a fee structure.

Offers must be submitted electronically referenced under title “Consultancy on ECHO-HIP Proposal Development Analysis” to:

Matthias Witt  
Head of Business Development  
matthias.witt@malteser-international.org  
Malteser Hilfsdienst e.V. / Malteser International  
51103 Cologne/Germany  
www.malteser-international.org.

**Deadline for submission:** August 9, 2024