TOR for Short-term Consultant
Business Development and Partnerships

Reports to: Senior Business Development Officer

Anticipated Start Date: July 2023

Term of Employment: 10 Days

Apply by: ASAP

Base of Designation: Remote

World Learning seeks a short-term consultant to act as lead proposal writer in collaboration with World Learning staff. Proposals may cover topics such as people-to-people activities, peacebuilding, and civic education.

To apply, please send your CV and daily rate to Samantha.holly@worldlearning.org and sarah.govan@worldlearning.org.

RESPONSIBILITIES

- Serve as lead writer for the funding opportunity.
- Participate in technical design, including identifying and analyzing potential solutions in response to development challenges through desk research and ideation with specialists across the organization.
- Collaborate with specialists across the organization to build the evidence, local context, and analysis to inform and justify technical solutions.
- Write compelling technical sections that are compliant with bid requirements and tell a differentiating story of how the proposed approach will result in systemic change.
- Participate in quality control milestones and revise iterative drafts in response to feedback from reviewers.
- Ensure seamless integration of all inputs to the technical narrative, to achieve one voice.

REQUIREMENTS

Required Experience/Education:

- Bachelor’s degree in international relations, international development, business, or related field and at least seven years of relevant experience; master’s preferred.
- Five years of experience developing and writing successful proposals to USG donors.
- Familiarity with USG requirements for proposal compliance and responsiveness.
- Strong technical writing, editing, and design skills.
- Ability to synthesize large amounts of information into concise narratives.
- Knowledge of competitive proposal processes and the role of a proposal writer in those processes.
- Strong organizational management skills, including the ability to prioritize tasks, adhere to tight deadlines, and respond with flexibility in a fast-paced environment.
• Strong knowledge in the international development field and governance in the MENA region; knowledge in civil society strengthening and peacebuilding in the Levant preferred.

• Commitment to international development and a values-driven work environment.

THE WORLD LEARNING INC. FAMILY

For more than 90 years, World Learning Inc. is a thriving global organization made up of The Experiment in International Living, the nation’s most experienced provider of international education through exchanges for high school students; School for International Training, offering accredited undergraduate study abroad programs through SIT Study Abroad and internationally focused master’s degrees through SIT Graduate Institute; and World Learning, a global development and exchange nonprofit organization.

World Learning  |  worldlearning.org

World Learning has worked to create a more sustainable, peaceful, and just world. World Learning’s education, development, and exchange programs help people find their voices, connect with their communities, strengthen the institutions that form the backbone of a democratic society, and build relationships across cultures. With World Learning’s support, these emerging leaders tackle critical global issues like poverty, conflict, and inequality.

The Experiment in International Living  |  experiment.org

The Experiment in International Living is the nation’s most experienced provider of international education through exchanges for high school students. For more than 90 years, The Experiment has empowered young people to step off the beaten path, experience the world as a classroom, immerse themselves fully in another culture, and build the knowledge and skills needed to confront critical global issues.

SIT  |  sit.edu

School for International Training (SIT) was founded in the early 1960s as a training center for the first Peace Corps volunteers. For nearly 60 years, SIT has prepared students to be effective changemakers and global citizens through experiential education focused on the world’s most critical global issues. SIT Study Abroad offers accredited summer and semester undergraduate programs in Africa, Asia and the Pacific, Europe, Latin America, and the Middle East, as well as comparative programs on multiple continents. SIT Graduate Institute offers global and hybrid certificates, master’s, and doctoral degrees.

An organizational commitment to diversity, equity, inclusion, and access.

We are a globally diverse community of staff, faculty, board members, alumni, students, and participants who believe that inclusive and equitable practices are at the heart of a peaceful and just world. Each of us strives to honor diverse voices and lived experiences, examine our own biases and privileges, actively work to address inequities in our structures, and foster a community of open dialogue. We are committed to acting with accountability, transparency, reciprocity, authenticity, and empathy.

World Learning is an equal employment opportunity/affirmative action/veterans/ADA employer, committed to increasing the diversity of its workforce.