

Proposal Surge Support Consultancy

Consultancy Title: Proposal Surge Support Consultant

Duration of Consultancy: TBD

Anticipated Start Date: TBD

Anticipated End Date: TBD

Cover letter: Required with consultant rate information

Resume: Required

Submit to: bd_submissions@worldlearning.org

Interviews: Scheduled on a rolling basis with a panel

Base of Designation: Remote

Travel: TBD

PURPOSE

World Learning seeks consultants to provide surge support across a variety of roles in the development of government proposals for international exchange and international development projects, including the U.S. Department of State (DOS) and the U.S. Agency for International Development (USAID).

DESCRIPTION OF NEEDS AND SERVICES

World Learning is seeking consultants to serve in the following roles:

- Proposal Management
 - Serve as Proposal Manager, overseeing the proposal development process for bids and ensuring proposals are compliant and responsive to funder requirements
 - Develop proposal calendars, compliance matrixes, and facilitate proposal color team reviews
- Proposal Strategy
 - Facilitate and participate in strategy discussions, including win strategy and partnering strategy, among others
 - Participate in scoping trips, gathering information from relevant stakeholders to inform win strategy
 - Serve as proposal reviewer, providing feedback on proposal drafts
- Proposal Design and Writing
 - Facilitate or actively participate in technical design sessions
 - Develop detailed proposal outline for technical narrative within page limits, containing sub-headings and content

- Draft technical narrative sections that are both compliant with the solicitation and compelling to the funder and/or be responsible for drafting specific technical sections and serving as integrating writer
- Address feedback provided during color reviews or quality control milestones, reviewing technical narrative and annex drafts,
- Ensure seamless integration of all inputs and feedback from reviewers on assigned technical sections and annexes

QUALIFICATIONS

- Experience serving as Proposal Manager, Design Lead, Lead Writer, or Section Writer on proposals for DOS, USAID, and other USG funders with strong understanding of Shipley proposal processes and color reviews for government proposals
- Strong understanding of technical design concepts in any of the following areas: basic education, workforce development, civic engagement, positive youth development, gender and social inclusion, higher education, and international exchanges
- Excellent writing, editing, and organizational skills
- Experience working or living overseas is preferred
- Bachelor's degree in international relations, international development, international education, or related field and at least seven years of relevant experience; master's preferred

EVALUATION CRITERIA

- The consultancy award will be based on a combination of factors, including best value, consultant qualifications, and past performance experience on activities with similar scope, interview, and references.

BACKGROUND

World Learning Inc. is a thriving global organization incorporating 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 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.

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.