

TOR for Short-term Consultant Proposal Writer - Higher Education Capacity Strengthening

Reports to: Business Development and Partnerships Manager

Anticipated Period of Performance: August – December 2024

Term of Consultancy: Up to 20 Days

Apply by: ASAP

Base of Designation: Global

World Learning seeks a short-term consultant to serve as the lead writer in support of World Learning staff in preparation for upcoming higher education programming in Lebanon. Ideal candidates will bring technical expertise in workforce development, private sector partnerships, entrepreneurship ecosystem development, and/or capacity strengthening for higher education institutions to improve graduate employability.

Please email your CV and a cover letter that includes relevant experience in addition to your desired daily consulting 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.
- Experience with USAID projects is a plus.

Behavioral and Managerial Competencies:

- Strong technical writing, editing, and design skills.
- Ability to synthesize large amounts of information into concise narratives.
- Strong organizational management skills, including the ability to prioritize tasks, adhere to tight deadlines, and respond with flexibility in a fast-paced environment.
- Excellent oral and written communication skills.

- Professional proficiency in written and spoken English.

Technical Competencies:

- Knowledge of competitive proposal processes and the role of a proposal writer.
- Technical expertise in workforce development, private sector engagement, entrepreneurship ecosystem development and/or capacity strengthening for higher education institutions.
- Understanding of the education and employment landscape in MENA and/or Lebanon preferred.
- Experience sustaining or supporting the creation of HEI – industry links and partnerships is a plus.

Applicants must be authorized to work in the location where this position is offered.

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.