EXPRESSIONS OF INTEREST FOR TECHNICAL WRITERS (CONSULTANTS)

AUGUST 2020

Background

AECF is seeking applications from technical writers with significant experience developing and writing technical proposals and tenders for international development clients in the development finance, impact investing and blended finance sectors in Africa. Consultants will work closely with AECF’s partnerships team and other internal experts to ensure high-quality development and submissions of fund proposals and investment prospectuses, in response to anticipated competitive calls and direct investment opportunities from various bilateral and multilateral entities, including but not limited to EuropeAid, GIZ, Global Affairs Canada, KfW, World Bank, foundations, private capital investors, amongst other funders.

Consultants must demonstrate success in the development of finance and impact investment sectors and have a track record of securing funding and contracts for fund management and private sector investment from one or more of the above entities. Subject matter expertise in one of the following areas is required: agribusiness, food systems, renewables, climate adaptation technologies, gender and fintech as well as working with MSMEs/SMEs.

The consultants will be responsible for the development of technical and financial narratives that are compliant with donor requirements, based on collaborative design meetings with AECF portfolio experts across Africa. Selected consultant candidates will be contacted and kept on file as part of a roster of writing experts for one year. Consultants must have availability from September 2020.

Responsibilities

- Providing leadership and coordination to proposal writing teams, while serving as the lead writer.
- Works with the Partnerships, Portfolio, and Investment Advisory teams to understand proposal requirements and to meet proposal datelines
- Participate in internal proposal meetings
- Reads solicitation material to understand scope and client terminology
- Work with the proposal team to conceptualise and create high quality, accurate and persuasive proposal content.
- Adheres to all client requirements and complies with the AECF formats and standards including instructions pertaining to bid preparation and submission guidelines.
- Meets proposal deadline by establishing priorities and target dates for information gathering, writing, review and approval and coordinating requirements with contributors.

Functional Competencies

- Excellent technical writing skills and project management ability
- Strong analytical skills with the ability to write clearly and concisely, to structure arguments logically and to balance technical rigour with simple explanations;
- Detail-oriented, with demonstrated organisational skills and ability to work under stringent proposal submission deadlines;
- Understanding of funder requirements for development finance and blended finance approaches with experience in fund management proposals and tenders;
- Strong research skills;
- Expertise and/or familiarity in M&E frameworks and methodologies is an added advantage;
• A strong communicator and team player, culturally aware and able to work in an international setting.

Required Skills and Experience

• Education
  o Advanced degree in international development, development finance, impact investing, or a related field

• Job Experience
  o 5+ years’ experience writing technical proposals, with a proven track record of writing successful proposals and tenders for international development donors, including EuropeAid, GIZ, GAC, KfW, World Bank, and other donors and major US foundations.

• Language Requirement
  o Fluency in oral and demonstrated superior writing skills in English is required. Knowledge in French is an added advantage.

Duration

The assignment will last for a period of Twelve (12) months, AECF will sign a framework contract with successful consultants and work will be assigned on a need basis.

Reporting

The consultant shall report to the Strategy and Partnership Advisor who will assign all activities under the contract and approve all deliverables and invoices.

Evaluation Criteria

• General Qualification- 10%
• Experience of the consultant-20%
• Consultant’s methodology, work plan and understanding of the assignment-30%
• Relevant Academic Qualification-20%
• Detailed reference list indicating the scope and magnitude of similar assignments carried out-20%

In deciding the final selection of pre-qualified bidders, the technical quality of the proposal will be given a weighting of 75% based on the evaluation criteria. Only the financial proposal of those bidders who qualify technically will be opened.

Proposal Submission

• Technical Proposal
  o Detailed Curriculum Vitae
  o Detailed reference list indicating the scope and magnitude of similar assignments carried out
  o Demonstrate possession of qualification and experience required
  o Provide methodology, work plan and understanding of the assignment

• Financial Proposal
  o The consultant shall provide a daily rate for carrying out the assignment
  o The consultant may also propose additional pricing options or modalities for consideration.
  o The price must be quoted in US Dollars (USD)
  o All applicable taxes (withholding taxes) should be quoted separately
  o If the financial proposal is silent on taxes, AECF shall assume that these are inclusive;
Reimbursable costs if applicable shall be quoted separately.

The financial proposal shall be submitted separately from the technical proposal. Only the best candidates meeting the minimum technical score (>75%) shall be moved to the financial evaluation.

Application Details

The AECF is an Equal Opportunity Employer. The AECF considers all interested candidates based on merit without regard to race, sex, colour, national origin, religion, sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.

a. Interested individuals/firms/group of consultants are requested to submit their technical and financial proposals to aecfprocurement@aecfafrica.org by 8th September 2020 5:00 PM EAT

b. The Subject of the email should read “Technical Writers”. The AECF shall not be liable for not opening proposals that are submitted with a different subject.

c. The proposal and ALL Attachments submitted via email SHALL NOT exceed 10MB

d. VALIDITY of the proposal shall be for 90 days from the date of bid closure.

Disclaimer

AECF reserves the right to determine the structure of the process, number of short-listed participants, the right to withdraw from the proposal process, the right to change this timetable at any time without notice and reserves the right to withdraw this tender at any time, without prior notice and without liability to compensate and/or reimburse any party.