

Job Description for Proposal Writer (PW)

About Action for Development (AfD)

Action for Development (formally BDN Global) is a NGO with offices in Geneva Switzerland and Kabul Afghanistan. AfD aims to ensure that funding for health and community development programs are spent in ways that maximize its impact, partnering with local organisations at the grass roots level. The main focus areas of our programmes are strategic health facilities management, maternal, neonatal and child health services expansion, family planning, water, sanitation and hygiene, women's empowerment, capacity building and education. In 2014, AfD was granted consultative status with the United Nations Economic and Social Council (ECOSOC)

Responsibilities of the Proposal Writer

The Proposal Writer (Volunteer) will explore funding opportunities and will take the lead in developing and writing project proposals based on donor requirements, thereby submitting winning proposals. The PW will mainly focus on the areas of health, education, special education for disabled children, poverty eradication, and gender and women empowerment. Ability to write persuasively and articulately are essential. Additional duties may include meeting with donors and presenting projects in order persuade funding. She/he will work closely with other team members based in Geneva. In case of successful proposals resulting in the securing of funds, the voluntary contract may be replaced by a paid job contract.

Specific activities:

- Review and identify Request for Proposals (RFPs) by conducting regular web based researches to explore RFPs and funding opportunities .
- Review identified RFPs with AfD supervisor and proposal team to decide which proposals to submit, developing the project proposals as per the requirement and donor.
- Ensures a high quality submission by following proposal-writing standards with emphasis on readability, consistency, and tone.
- Meets proposal deadlines by establishing priorities and target dates for information gathering, writing, review, and approval; coordinating requirements with contributors; contributing proposal status information to review meetings; transmitting proposals..
- Maintains internal proposal database
- Assists in improving AfDs proposal writing abilities by evaluating and if necessary re-designing processes, approach, coordination, and establishing templates; implementing any necessary changes.
- Updates job knowledge by participating in educational opportunities; maintaining personal networks.

Required Qualifications:

- Graduated or Master's degree in social science, political science, economics, Journalism, Communication & Marketing or a similar field, with a minimum of 4 years' experience with international organizations, international postings, or

managing projects. Familiar with project design and implementation. Knowledge of Middle East (Afghanistan/India) is an advantage

- Fluent in English both written and spoken, should be able to demonstrate his/her ability to translate complicated ideas into language easily understood by others. French would be an asset.

Terms of the Contract:

- Please note that this is initially an unpaid part-time position
- Time Commitment: minimum of three days/15 hours per week either working in the office or from remote distance.
- AfD is an Equal Opportunity Employer, all qualified applicants will be considered for this opportunity without regard to age, colour, religion, gender and origin

Interested candidates are invited to send applications with CV/resume and letter of motivation to :
recruitment@actfordev.org

To learn more about AfD, please visit our website: www.actfordev.org