



**SCOPE OF WORK
USAID WATER AND SANITATION PROJECT**

Short Term Technical Assistance for Grant Applications Writing.

PROPOSED PERSONNEL	TBD	
POSITION	Consultant	
PERIOD OF PERFORMANCE ON/ABOUT (FROM – TO)	o/a November 1, 2019	o/a April 30, 2020
MAXIMUM LEVEL OF EFFORT	60 Days	
BASE OF OPERATIONS	Port-au-Prince	
POSITION REPORTS TO	Enterprise Acceleration Funds Manager	

Project Background:

The USAID Water and Sanitation – WatSan, is a 4.5-years project working in five communes in Haiti: Les Cayes, Jeremie, Canaan, Mirebalais and Cap-Haitian. The primary goals of the Project are the following:

1. Helping 250,000 people get access to basic or improved access to water
2. Helping 75,000 people get access to basic or improved sanitation
3. Laying the foundation for sustainable increases in access to water and sanitation across Haiti.

USAID Water and Sanitation Project is applying an Enterprise Acceleration funds to support through the Grants mechanism, the project’ objectives above. Giving the priority to Haitian local Organizations, the Project will support those deploying market based approaches with the demonstrated business model for provision of Water and Sanitation services.

In July 2018, WatSan Project issued an Annual Program Statement soliciting concept notes from Organizations for the implementation of water and sanitation activities that may contribute to the WatSan Project’ objectives. Interesting concept notes were received and some Organizations were invited to develop the full application for submission. But while Organizations have a sounds technical skill in the implementation of activities, not all possess the skill to develop the grant applications or proposals at the required standard and therefore will need support in developing their proposal.

Purpose of the Consultancy:

This consultancy consists to provide technical assistance to the Organizations in developing their grant proposal to be submitted to WatSan project. The Consultant will work with Organizations whose concept notes were selected and invited to submit a full package of application for the grant funding.



Expected Activities

1. Write grant applications and supporting documentation in coordination with the grant applicants, WatSan activity lead and grant team;
2. Work with supported activity's lead from WatSan and Applicants to address Evaluation Committee' recommendations in the grant applications;
3. Timely submission the written grant applications to applicants for submission to WatSan;
4. Research information and data that are relevant for the grant applications;
5. The Consultant is expected to spend a then (10) days maximum to develop an application;

Deliverables:

At least four Grant applications and supporting documents developed for Applicants and approved by both applicant and WatSan.

Deliverables are submitted in electronic files in the appropriate format of MS WORD, MS EXCEL and PDF.

The grant applications are submitted in English language. Other existing documents provided as supporting documentation can be in French.

The grant application should include at minimum the followings sections:

I. Program Description:

1. Summary of project purpose
2. Background of the activity
3. Objectives global and specifics
4. Description of the activities to be implemented
5. Expected Results from the activities
6. Description of Project supervision and monitoring
7. Description of Project Management plan
8. Description of sustainability plan
9. Description of Branding and marking plan, if any
10. Activities implementation plan in the GANTT chart format

II. Detailed and budget summary

III. Budget Note

IV. Annex

Qualifications:

- Resident in Haiti;
- University Degree in Social Sciences or related area;
- At least three years experiences in USAID funded Projects Management;
- Experience in writing successful grant applications;
- Proficiency in Microsoft Office including Word, Excel;
- Aptitude in both English and French languages;
- Previous experience in Water and Sanitation activities is a plus.



Application:

Interested candidates are invited to submit Cover letter and CV to

email: RecruitmentHaitiWASH@dai.com by October 25, 2019.