REQUEST FOR PROPOSALS

CONSULTANCY TO SUPPORT THE DELIVERY OF NCDA’S SEED PROGRAMME
VIRTUAL TRAINING ON GRANT PROPOSAL WRITING – DECEMBER 2022

Background

The NCD Alliance (NCDA) is a registered non-governmental organisation based in Geneva, Switzerland, dedicated to supporting a world free from preventable suffering, disability and death caused by noncommunicable diseases (NCDs). Founded in 2009, NCDA brings together a unique network of over 270 members in more than 80 countries into a respected, united and credible global civil society movement. The movement is unified by the cross-cutting nature of common risk factors including unhealthy diets, harmful use of alcohol, tobacco smoking, air pollution and physical inactivity, and shared health system for chronic NCDs including cancer, cardiovascular disease, chronic lung disease, diabetes, mental health conditions and neurological disorders.

Since 2016, NCDA has stepped up its strategic focus on supporting national and regional activities via its capacity development (CD) work. NCDA’s CD programmes catalyse and strengthen civil society coalitions and support locally owned advocacy efforts to drive political leadership and policy change and ensure accountability on NCD prevention and control, promoting the rights, voices and meaningful involvement of people living with NCDs.

The Advocacy Institute

Since its launch in 2017, the Advocacy Institute has become one of NCDA’s flagship capacity development programmes, helping build member leadership and advocacy skills of NCD alliances through its Seed and the Accelerator programmes. The Advocacy Institute is a multi-year programme that helps form NCD alliances where these are non-existent, and works with existent NCD alliances to support strengthening their coalition building and advocacy efforts, by providing annual grant support, technical assistance and training and development opportunities. The Advocacy Institute cultivates diverse civil society alliances via the Seed Programme (aiming to support coalition building efforts and to set the foundations for advocacy), and fast-tracks NCD advocacy efforts via the Accelerator Programme (aiming to accelerate advocacy on NCD prevention and control).

The Advocacy Institute’s first phase consisted of a three-year cycle, 2017-2019, with the participation of nine NCD alliances in the Seed Programme (of which 6 were formed during the programme) and other four in the Accelerator Programme. The results of this first phase can be found here. The second phase started in 2020, with a new Seed Programme, a thematic NCDs and UHC Accelerator Programme, followed by a new thematic NCD Prevention Accelerator Programme launched in 2021. Alliances currently participating in the Seed Programme include Malawi, Malaysia, Senegal (formed in 2020), the African NCDs Network (regional alliance).

In 2021, thanks to new partnerships with the Swedish International Development Cooperation Agency (Sida) and the Norwegian Agency for Development Cooperation (Norad), NCDA added 3
Least Developed Countries to the Seed Programme (Nepal and Bangladesh, and renewed support to Senegal).

**The Seed Programme**

The Advocacy Institute’s Seed Programme is a multi-year programme that promotes and supports NCD coalition building by establishing the foundations for effective NCD advocacy. It does this through training opportunities, tailored technical assistance, tailored capacity building resources, expert and peer support, as well as annual seed grants. The Seed Programme also promotes networking and peer support to exchange information, best practice and lessons learned on coalition building and NCD advocacy. Through its monitoring and evaluation, the programme documents early advocacy and network development successes with a view to disseminate lessons learned with the broader NCD civil society community. Throughout the Seed Programme, NCDA also seeks to promote the work of the Seed alliances with key UN/WHO bodies and agencies as relevant.

The Seed Programme offers annual virtual training sessions to enhance alliances’ coalition building and sustainability beyond the work supported via the Programme. The training aimed at increasing knowledge and skills on topics related to coalition building, organisational sustainability and early NCD advocacy, and based on alliances interests and needs. These training opportunities, when relevant, are timed to coincide with regional and/or global advocacy opportunities to increase exposure and engagement.

NCDA is looking to organise a virtual training with the aim to introduce alliances to project cycle management and grant proposal writing practises to efficiently and timely respond to funding opportunities when they arise. Following up on the first training session (July 2022) in collaboration with NCDA’s Peer Learning Advocacy Networks on NCD financing to create momentum ahead of the NCDA’s Global Week for Action with the theme on investment, the training would meet the following learning objectives:

- Provide participants an overview of the project life cycle, from initiation to closure
- Understanding the key sections of a grant proposal and the different steps to develop and refine one
- Provide critical skills to write effective grant proposals, using informative and persuasive writing

This will be achieved through a mixture of presentations, peer exchange and capacity building elements. Exact format, structure and length of the workshop is to be decided as part of the conceptualisation process.
Description of services needed:

NCD Alliance is looking for a consultant to support the development and preparation of a virtual training session(s) with duties including:

- Support the conceptualisation of the virtual training exploring the themes of project management and grant proposal writing, including the development of Concept Note, content, format and structure of the training session(s).
- Develop materials and resources to be used for the training including presentations, briefing notes and any other content required.
- Support the promotion of the event and communications with the participants as needed.
- Deliver the training session to participants as agreed

Profile of consultant(s):

The ideal consultant ought to have a track record of developing and delivering training and workshops to organisations on the theme of project management exhibiting excellent analytical and organisational skills. Experience and/or interest in global health, development and non-profit sector is desired. Familiarity with the NCD space is of value.

Period of engagement:

NCDA is looking to engage a consultant for up to 8 days, starting early November until delivery of the training early December. Exact dates and schedules of engagement are to be agreed with the consultant.

Process to follow

Interested consultants should send a proposed scope of work and budget, their CV, as well as a sample via email to Cristina Parsons Perez, Capacity Development Director (cparsonsperez@ncdalliance.org) and Jessica Amegee Quach, Capacity Development Officer (jamegee@ncdalliance.org) by Monday November 7th, 2022. Please make sure to describe your capability to conduct this project in the email.