



Terms of References (ToRs) for the Grants Proposal Writing Consultant.

Table of Contents

1. Introduction.....	3
2. Background.....	3
2.1 Mission.....	3
2.2 Vision	3
2.3 Key Programs	3
3. Objectives.....	3
4. Scope of Work.....	4
5. Deliverables.....	4
6. Qualifications and Experience.....	4
7. Reporting.....	5
8. Duration of Consultancy.....	5
9. Submission of Proposals.....	5
10. Evaluation Criteria	5
11. Payment Terms	5
12. Intellectual Property Rights.....	6
13. Confidentiality.....	6
14. Termination	6
15. Dispute Resolution	6
16. Submission Deadline.....	6

1. Introduction

Rwanda Internet Community and Technology Alliance (RICTA) (hereinafter referred to as “the Organization”) is seeking a highly qualified and experienced Grant Proposal Writing Consultant (hereinafter referred to as “the Consultant”) to assist in developing compelling grant proposals to secure funding from various donor agencies, foundations, and other funding sources.

2. Background

RICTA is a non-profit organization formed in 2005 and mandated by the Rwanda Utilities Regulatory Authority (RURA) to manage the RW Country Code Top Level Domain (.RW ccTLD) and the Rwanda Internet Exchange point (RINEX). RICTA also represents the interests of the Rwanda Internet community by hosting ICT trainings and Internet related events.

2.1 Mission

To guarantee the best Internet user experience to drive digital growth in Rwanda and beyond.

2.2 Vision

To make RW the domain of choice within and beyond Rwanda, and RINEX the preferred peering point for local content.

2.3 Key Programs

RICTA Ltd implements various programs, including:

1. Initiatives to increase awareness and adoption of RW domains
2. Programs to increase usage and adoption of the Rwanda Internet Exchange point (RINEX) for the purpose of enhancing quality of Internet services with the country.
3. Capacity Building for ICT Professionals: Equipping ICT professionals with advanced skills to support Rwanda's digital transformation and other digital literacy initiatives aiming at empowering business owners.
4. Internet Governance and Advocacy: Promoting responsible Internet usage, security, and governance through training, workshops, and collaboration with key stakeholders.

As part of our growth and impact strategy, we aim to mobilize funding to support initiatives that promote capacity building, initiatives to increase awareness and adoption of RW domains, Internet development. To achieve this, we are seeking a qualified and experienced Grant Proposal Writing Consultant to assist us in securing funding from donors, development partners, and other stakeholders.

3. Objectives

The main objective of the assignment is to develop compelling, well-researched grant proposals aligned with the organization's strategic goals, enabling us to secure funding for our priority projects.

The specific objectives of the consultancy are;

- i. Develop grant proposals that effectively aligns with organization's vision, mission and project objectives to potential funders.
- ii. Assist the Organization in identifying and securing funding opportunities from relevant donors.
- iii. Enhance the Organization's capacity to write and submit competitive grant proposals.

4. Scope of Work

The Consultant will be responsible for:

1. Conducting thorough research on potential funding opportunities, including identifying relevant donors, reviewing funding guidelines, and analyzing donor priorities.
2. Developing compelling grant proposals that align with the Organization's strategic plan; This includes:
 - Conceptualizing and developing project proposals with clear objectives, measurable outcomes, and a well-defined budget.
 - Writing high-quality narratives that effectively communicate the project's significance, methodology, and impact.
 - Preparing budgets and financial projections aligned with donor requirements.
 - Ensuring that all proposals are well-written.
3. Providing guidance and support to the Organization's staff on proposal development, including:
 - Providing one-on-one mentoring and support to staff on proposal development.
 - Developing and maintaining a database of funding opportunities.
4. Supporting the submission of grant applications to relevant funders, including:
 - Preparing and submitting all required documents within deadlines.
 - Following up with funders on the status of applications.
5. Maintaining regular communication with the Organization's management team on progress.

5. Deliverables

The Consultant will deliver the following:

- A list of potential funding opportunities identified.
- Draft grant proposals for identified funding opportunities.
- A database of funding opportunities and donor information.
- A repository of templates and tools for grant writing and donor engagement.
- Progress reports on project activities and deliverables.

6. Qualifications and Experience

- Strong understanding of grant writing principles, methodologies, and best practices.
- Excellent research, writing, and communication skills.
- Strong knowledge of the donor landscape, especially in the Technology such as Internet Exchange point, Domain name industry, Internet Governance, and Capacity-Building in different digital literacy initiatives.
- Proven experience in writing successful grant proposals for international development organizations, NGOs, or other non-profit organizations.
- Experience in developing and managing budgets.
- Knowledge of donor regulations and compliance requirements.

- Strong interpersonal and communication skills with the ability to build effective working relationships with diverse stakeholders.
- Ability to deliver high-quality outputs under tight deadlines.
- Familiarity with Rwandan development priorities and the broader African context is an added advantage.
- Proficiency in using relevant software such as Microsoft Word, Excel, Google Docs, Sheets and PowerPoint.

7. Reporting

The Consultant will work on daily basis with the business development team and reporting to the business development manager of the organisation.

8. Duration of Consultancy

The duration of the consultancy will be 12 months with the possibility of extension based on the performance and mutual agreement.

9. Submission of Proposals

Interested consultants are invited to submit the following:

- A detailed CV highlighting relevant experience.
- A brief technical proposal, including the methodology, work plan, and timeline.
- A financial proposal detailing the consultant's fees and any anticipated expenses.
- At least two references and examples of successful grant proposals written.

10. Evaluation Criteria

Proposals will be evaluated based on:

1. Experience and qualifications (40%)
2. Quality of the technical proposal (30%)
3. Financial proposal (20%)
4. References and sample work (10%)

11. Payment Terms

Payment for this consultancy will be **commission-based**, structured as follows:

- The consultant will receive a percentage commission of the total funding successfully secured through the submitted grant proposals.
- The commission percentage will be agreed upon prior to the start of the assignment and formalized in the contract.
- No upfront fees will be paid. The consultant's earnings will depend entirely on the success of their grant applications.

12. Intellectual Property Rights

All intellectual property rights related to the grant proposals developed under this consultancy shall belong to the Organization.

13. Confidentiality

The Consultant shall maintain the confidentiality of all information obtained during the course of this consultancy, including but not limited to the Organization's financial and programmatic information, donor information, and confidential communications.

14. Termination

This consultancy may be terminated by either party with thirty (30) days written notice.

15. Dispute Resolution

Any disputes arising from this consultancy shall be resolved through amicable negotiations. If negotiations fail to resolve the dispute, the parties agree to submit the matter to Kigali International Arbitration Center (KIAC).

16. Submission Deadline

Proposals must be submitted by **March 07, 2025** infodesk@ricta.org.rw with the subject line: *Grant Proposal Writing Consultant Application*.