**REQUEST FOR CONSULTANT APPLICATIONS**

**Nutrition Technical Design Lead Consultant**

**under**

**The Quality Impact and Learning Team at Corus International**

**ISSUANCE DATE: December 16th, 2021**

**LAST APPLICATION RECEIPT DATE: January 21st, 2022, 5:00 PM EDT**

**Components of this solicitation are as follows:**

**Appendix A:** Overview + Statement of Work

**Appendix B:** Evaluation Criteria

**Appendix D:** Instructions for Application and Review Process

**Annex A:** Consultant Biodata form

**Annex B:** Consultant Background Disclosure and Authorization Form

**APPENDIX A:**

**Overview/Statement of Work**

**Background**

Corus International requires Nutrition Technical Design Lead Consultants for the current calendar year to support Business Development opportunities.

**Responsibilities**

The Nutrition Technical Design Lead Consultants will be responsible for designing and providing written drafts on the technical content of proposals. Consultants will be assigned to solicitations based on expertise, availability, and the mutual agreement of the Consultant and Corus International. When assigned to a proposal, the Consultant will work closely with the Proposal Team that is assigned to the specific solicitation. The Consultant and the Proposal Team will work closely to review the status of the bid and produce inputs in preparation for each deliverable and deadline. All deliverables will be completed by the Consultant in compliance with Corus’ processes. Duties, responsibilities, and timelines may shift depending on the release of solicitations.

**Deliverables**

Provide vision and leadership to the Proposal Team – mentor and supervise the application of best practices for the specific technical expertise

* Conceptualize teaming, lead designs, execute technical approaches, and cost strategies to maximize competitive advantage
* Stay abreast of industry and donor learning agendas, CLA, and design requirements
* Conduct desk research of reports of existing donor and government projects and initiatives in the assigned solicitation’s geographical area along with in-country interviews and research to learn donor priorities for the solicitation
* Identify private firms, government, local organizations, and other key stakeholders and develop recommendations with whom to meet to collect information and consider collaboration
* Build off work already conducted in early research and design to give more detail and nuance to the initial technical design framework
* Support the Proposal Team with the development of the strategic approach, including appropriate activities leading to objectives and results
* Provide written inputs to advance the pre-proposal plan document, the solution design worksheet, and the initial draft.
* Provide written inputs to the technical proposal, which may include: the executive summary, main technical body, components/activities, graphics to demonstrate the design, and other areas included in the solicitation
* Review other sections of the proposal to ensure coherence with the technical proposal, namely staffing, management, M&E, and past performance
* Review and provide feedback on the org chart and staffing decisions
* Collaborate with the cost and pricing team to provide feedback on the costs associated with technical activities, in line with the language presented in the approach

**Qualifications**

* Master’s degree, or relevant combination of qualifications and experience in international health and nutrition.
* A minimum 10 years’ experience in international relief and development programming, including in humanitarian contexts
* Demonstrated technical skills and implementation experience in Nutrition
* Considerable experience in program design, management, implementation, monitoring and evaluation, including donor relations, security, and protection considerations
* Excellent training, coaching and mentoring skills
* High level of writing and communication skills
* Cross-cultural sensitivity required; experience living and/or working in developing countries preferred
* Experience working with professional and support staff in a multicultural, multi-linguistic environment
* Experience with USAID project implementation.
* Experience working with host government counterparts, international partners, and NGO/FBO/CBO partners
* Language skills: English essential, French and/or Spanish desired
* Commitment to Corus’ core values and ability to model those values in relationships with colleagues and partners

**Timeline/Reporting**

The Consultant will directly report to Dennis Cherian, Associate Vice President of the Health & Nutrition Quality Impact and Learning Team. The Consultant will informally report to Business Development managers and director.

Provide a short cover letter (no more than a page) and a copy of your resume. Please include your daily rate in your cover letter.

**February 1st – December 31st, 2022**

**Max 15 Days LOE**

**APPENDIX B:**

 **EVALUATION CRITERIA**

Applications will be evaluated against the criteria in the table below.

|  |  |
| --- | --- |
| **Evaluation Category** | **Rating - Points** |
| Education  | 20 |
| Professional Profile/Qualifications | 30 |
| Experience | 30 |
| Skills and Abilities | 5 |
| Language  | 5 |
| Value for Money | 10 |
| **Total** | **100** |

Additional guidance regarding the technical evaluation criteria is as follows:

1. **Education (20 points) –** Master’s degree, or relevant combination of qualifications and experience in international health and nutrition
2. **Professional Profile/Qualifications (30 points) –** A minimum 10 years’ experience in international relief and development programming, including in humanitarian contexts with a large amount of experience in nutrition
3. **Experience (30 points) –** Considerable experience in program design, management, implementation, monitoring and evaluation, including donor relations, security, and protection considerations
4. **Skills and Abilities (5 points) –** Experience working with professional and support staff in a multicultural, multi-linguistic environment
5. **Language (5 points) –** English language skills required, French and/or Spanish desired
6. **Value for Money (10 points) –** (is the daily rate reasonable - $500-900/day)

**APPENDIX D:**

**APPLICATION INSTRUCTIONS AND REVIEW PROCESS**

**LANGUAGE REQUIREMENTS –** All documents submitted in response to this solicitation, as well as all correspondence in connection with the solicitation, shall be in the English language.

**EVALUATION –** Evaluation of responsive and technically acceptable applications submitted pursuant to this solicitation will be carried out by Corus in accordance with the evaluation factors in Appendix D, “Instructions for Application and Review Process.”

**APPLICATIONS –** Applications are to be submitted electronically via email no later than the Last Application Receipt Date, which is defined as January 21st, 2021, at 5:00 PM EDT. Electronic applications must be addressed and delivered to:

Attention: Khareen Curtis and Isabelle Ick

Email: kcurtis@corusinternational.org; and iick@corusinternational.org

Last Proposal Receipt Date: January 21st, 2021, 5:00 PM EDT

**Note:** Corus will not accept responsibility for delays with transmission or receipt of applications/ proposals. Applicants are solely responsible for ensuring the timely receipt of their applications/ proposals. Applications/ proposals received after the date and time required will generally not be considered unless no other proposals are received.

Submissions shall be in accordance with the instructions provided in this solicitation, at the place and time specified. Interested applicants are requested to submit:

1. **A recent CV or resume.** The CV/resume must include sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria and must contain the following information:
	* Personal Information: Full name, mailing address, email address, phone number.
	* Education: School/ university name, type of any degrees received.
	* Work and Consultancy Experience: Job/consultancy title, duties, and accomplishments, starting and ending dates (month and year).
	* Other Qualifications: Other pertinent information related to the qualifications required for the position, as noted above, including job-related training courses (title and year), job-related skills, and notable accomplishments.
2. **Completed Consultant Biodata Form** enclosed as **Annex A** to this solicitation.
3. **Completed Consultant Background Disclosure and Authorization Form** enclosed as **Annex B** to this solicitation.

 **ANNEX A**

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| --- |
| **CONTRACTOR BIOGRAPHICAL DATA SHEET** |
| 1. Name *(Last, First, Middle)* | 2. Contractor’s Name |
| 3. Consultant’s Address *(include ZIP code)* | 4. Proposed Rate$ |
| 5. Telephone Number *(include area code)* | 6. Place of Birth | 7. Citizenship (*If non-U.S. citizen, give visa status)* |
| **8. EDUCATION** *(include all college or university degrees)* | **9. LANGUAGE PROFICIENCY** |
| NAME AND LOCATION OF INSTITUTION | MAJOR | DEGREE | DATE | LANGUAGE | ProficiencySpeaking | ProficiencyReading |
|  |  |  |     |  |  |  |
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| **10. EMPLOYMENT HISTORY** *(List last three (3) positions held by the individual)* |
| POSITION TITLE | EMPLOYER’S NAME AND ADDRESSPOINT OF CONTACT &TELEPHONE # | Dates of Employment *(M/D/Y)* |
| From | To |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **11. SPECIFIC CONSULTANT SERVICES** *(give last three (3) years).* *Continue on a separate sheet of paper, if required, to provide this information.* |
| SERVICES PERFORMED | EMPLOYER’S NAME AND ADDRESSPOINT OF CONTACT &TELEPHONE # | Dates of Services and Pay Rate |
| Date of Service | Rate |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **12. RATIONALE FOR PROPOSED RATE** *(Provide the basis for the rate proposed in Block 4 with supporting rationale for the market value of the assignment. Continue on a separate sheet of paper, if required)*  |
|  |
| **13. CERTIFICATION: To the best of my knowledge, the above facts as stated are true and correct.** |
| Signature of Consultant | Date |

**ANNEX B**

**DISCLOSURE AND AUTHORIZATION REGARDING BACKGROUND INVESTIGATION FOR CONSULTANT AGREEMENTS**

**Disclosure**

*Corus International (“the Company”)* in the course of the standard Consultant Agreement process, will be requesting background information about you in connection with your engagement for services (including independent contractor or volunteer assignments, as applicable).

This process is conducted through our third-party vendor partner HireRight, LLC. (“HireRight”) will prepare or assemble the background reports for the Company. HireRight is located and can be contacted at 3349 Michelson Drive, Suite 150, Irvine, CA 92612, (800) 400-2761, [www.hireright.com](http://www.hireright.com/).

The types of background information that may be obtained including but not limited to: terrorist watch list; national sex offender list; social security number verification; and other information.

**Authorization**

I hereby authorize the Company to obtain the information described above about me.

Consultant Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Consultant Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_ \_