



## Request for Proposals – Grant Writing Services

### About VillageReach

VillageReach transforms health care delivery to reach everyone. Our vision is a world where every person has the health care needed to thrive. Our programs focus on building people-centered health systems that make sure health products and services are available when and where they are needed, with a focus on developing scalable, high-impact solutions. We are driven by a passion for collaboration and partnership, as we believe strongly that collective action is the only way to achieve sustainable change. Our work increases access to quality health care for more than 35 million people in sub-Saharan Africa. VillageReach is incorporated in Washington State and has offices in Seattle (USA), Democratic Republic of Congo, Malawi, and Mozambique. Diversity and Inclusion is one of our core values. We believe that equitable participation enhances collective impact.

VillageReach currently conducts Business Development activities across the organization and writes grant proposals internally. During the last fiscal year, VillageReach applied for \$51M in funding and was awarded over \$16M. Our largest funders include USAID, bi-lateral, multi-lateral, and family foundations. To learn more about us, see [www.villagereach.org](http://www.villagereach.org).

### Grant Writing Services

In order to support our continuing growth, VillageReach is seeking a grant writer consultant to work on request with VillageReach Program Leads and Country Directors to develop competitive country office proposals and large (\$2M+) federal, corporate, foundation and multi-lateral grants. The consultant may also work directly with VillageReach's Development Director to write proposals for VillageReach global. On occasion, the consultant may work with both VillageReach and another NGO staff on a shared proposal.

The ideal grant writer has significant experience: (1) writing complex, large grants for global health, such as those for USAID; and (2) working with program staff to translate highly technical language to a high quality narrative. Fluency in English required. Fluency in French (DRC) and/or Portuguese (Mozambique) is an asset, but not a prerequisite.

Specific services, which will vary according to application requirements, may include:

- In collaboration with the Development Director, Country Directors and Program Leads, respond to funding opportunities.
- Work with Program Leads to understand and translate technical information into a narrative form.
- Coordinate the proposal process, including managing deadlines and collecting technical and operational information from VillageReach staff.

Through this Request for Proposals, VillageReach will identify several bidders to provide contract grant writing services for services provided between 1 Sept 2020 and 30 Sept 2021, with the potential to renew in the future.

## Proposal Process and Requirements

### Submission

Please submit proposals to Development Director Jennifer Crouch [jennifer.crouch@villagereach.org](mailto:jennifer.crouch@villagereach.org) by 01 August 2020 and include the following information:

1. Contact Information – Name, email, phone number
2. Past Experience – Provide a resume and summary of past experience, including the Amount and Name of Funder for top three successful proposals.
3. Payment Type and Rate – Indicate whether fixed fee or hourly/daily rate; if hourly rate, must include all costs and taxes if applicable.
4. Availability in 2020 – Indicate requirement for advance notice of proposals.
5. References – Provide names and contact information for 3 prior clients or employers who can speak to the quality of your work.
6. Writing sample (1-5 pages) – Provide 1-3 excerpts from past proposals. We are especially interested in examples that define problem statements and impact or evaluation measurement.
7. Diversity and Inclusion – Describe how you will support our commitment to Diversity and Inclusion if selected.
8. Optional – Provide any other information or materials that best reflect your subject areas of expertise and approach to working with clients.

### Review, Interview, and Selection

VillageReach may select up to 3 well-qualified applicants. We will review and evaluate proposals on a rolling basis, and interview applicants of interest within several weeks of submission. VillageReach will select applicant(s) in its sole discretion, and will notify applicants when a decision has been made.

Note: Submission of a proposal that meets the requirements of this RFP does not create a binding agreement. VillageReach will negotiate the terms of engagement with applicant(s) once selected. VillageReach reserves the right to reopen the RFP process if no proposal meets the RFP requirements, or if VillageReach and the selected applicant(s) are unable to agree on terms of engagement.