

Call for Consultants Business Development, Proposal & Grant Writing

Helen Keller International is seeking to build a roster of qualified and interested consultants **to support various Business Development Initiatives**. The selected consultants will guide and contribute to the design and development of technical components for anticipated proposals. We are looking for individuals with extensive experience and expertise in areas including but not limited to system strengthening, global health, nutrition, and related fields.

Consultants will work closely with our staff and partners to lead the proposal development process, from conceptualization to submission, ensuring alignment with donor requirements and Helen Keller International's mission to prevent blindness and reduce malnutrition globally.

About Helen Keller International

Founded in 1915, Helen Keller International works to combat blindness and malnutrition through evidence-based programs in partnership with local communities. With operations in over 20 countries, HKI is committed to driving sustainable change by addressing the root causes of poor health and nutrition, especially among the most vulnerable populations.

Responsibilities:

- Guide the design and development of technical components for competitive proposals, including all required annexes and attachments.
- Support Helen Keller Intl's proposal development for major donor agencies, working alongside Helen Keller's staff to ensure high-quality submissions.
- Collaborate with local partners to design impactful and evidence-based programs, particularly in areas of health, nutrition, and system strengthening.
- Draft comprehensive Monitoring, Evaluation, and Learning (MEL) plans for proposals.
- Develop cost proposals, including detailed budgets, narratives, and justifications in line with donor expectations.

Areas of Expertise Sought:

- 1. Health and Nutrition Program Design:**
 - Extensive experience in designing health and nutrition programs, especially in areas such as maternal and child health, infectious diseases, and malnutrition.
 - Expertise in developing systems-strengthening interventions that improve the capacity of local health infrastructures.
 - Ability to design technical solutions that meet donor priorities and drive sustainable development outcomes.
- 2. Proposal Development and Grant Writing:**
 - Proven track record in leading and writing successful proposals for major donors such as USAID, Global Affairs Canada, European Union, Agence Française de Développement, Bill & Melinda Gates Foundation, and UN donors, among others.
 - Experience developing multi-sectoral proposals such global health, nutrition, economic empowerment, and education.
 - Ability to manage the end-to-end proposal process, ensuring timely and high-quality submissions.
- 3. Financial and Cost Proposal Development:**
 - Strong skills in developing and reviewing cost proposals, ensuring compliance with donor requirements.

- Expertise in budgeting for large-scale international projects, including personnel, equipment, and other direct costs.
- Familiarity with cost principles, indirect cost recovery, and cost-sharing strategies.
- 4. **Monitoring, Evaluation, and Learning (MEL):**
 - Experience developing MEL frameworks that clearly articulate how program impacts will be measured and reported to donors.
 - Strong ability to integrate MEL plans into proposals to demonstrate accountability and sustainability.
- 5. **Strategic Planning and Program Design:**
 - Expertise in translating complex development challenges into fundable, strategic program designs that align with donor priorities.
 - Ability to collaborate with international and local partners to co-create program designs that are contextually relevant and scalable.
- 6. **Compliance and Regulatory Knowledge:**
 - In-depth knowledge of donor regulations, especially U.S. government frameworks.
 - Experience ensuring proposals adhere to all compliance, eligibility, and risk management standards.

Qualifications/Requirements:

- Bachelor's degree in a relevant field (advanced degree preferred) with at least 5 years of experience in program design, grant writing, or proposal development.
- Demonstrated success in securing funding from international donors.
- Strong writing and editing skills, with the ability to convey complex technical ideas clearly and persuasively.
- Proven track record of working under tight deadlines and managing multiple priorities.
- Familiarity with donor regulations, procurement processes, and compliance standards.
- Experience collaborating with local and international partners in diverse settings.
- Ability to communicate in other languages (French) is a plus.

How to Apply:

Qualified individuals are invited to submit their interest for the Business Development Consultant pool. Please send your resume, cover letter, and contact information for two professional references to consultants.recruitment@hki.org. Use "Consultant Pool– Business Development" as the email subject line. We will evaluate applications as they are received and add suitable candidates to our consultant database for upcoming projects. When relevant opportunities emerge, we will reach out to consultants whose expertise matches the project requirements to verify their interest, availability, and proposed fees.

**In the spirit of our founder and namesake,
Helen Keller places diversity and partnership at the core of our work.**

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**We encourage small, disadvantaged, minority, women, or veteran-owned businesses to submit proposals.**