



## **Terms of Reference for a Grant Application Specialist**

### **1. BACKGROUND**

WWF-Norway is planning to submit several grant applications to the Norwegian Agency for Development Cooperation (Norad) during 2025.

This will include an application to answer the to the Norad-funded Norwegian International Climate and Forest Initiative (NICFI) building on our current programme portfolio, *Sustaining Tropical Forests for Climate, People and Nature*. In addition, we anticipate that there will be a separate possibility to develop a grant proposal for a private sector development programme during 2025.

WWF-Norway is therefore looking to secure the services of a consultant with experience in delivering successful applications to public sector donors to support the design, development and drafting of these funding proposals.

### **2. PURPOSE**

The purpose of this consultancy will be to support WWF-Norway's proposal development for new funding. Specifically, the consultant will be expected to support with the following

1. Proposal development for a renewed NICFI portfolio

Based on initial concept notes submitted to Norad in early Q2 2025, the consultant will lead and facilitate discussions with WWF-Norway and prospective partner offices to:

- Develop the problem analysis, risk analysis and baseline of the programme, drawing on lessons learned and achievements from the current programme cycle.
- Identify and refine programme and portfolio deliverables and target groups/partners at impact and outcome level.
- Develop strong theory of changes at programme and portfolio level and identify key assumptions underpinning them.

The consultant will also be expected to incorporate key cross-thematic issues identified by WWF-Norway into the programme portfolio, including, but not limited to, engagement with finance and private sector actors, and policy development at national, regional and global levels.

The deliverables and theory of change should be developed to respond to the six OECD DAC criteria of coherence, relevance, efficiency, effectiveness, impact and sustainability. In addition, the consultant must also account for key cross-cutting issues of women's rights and gender equality, human rights, climate and environment and anti-corruption, and WWF's Network standards.

2. Proposal development for a new private sector development programme.

The consultant will support WWF-Norway to develop a grant proposal for a new private sector development programme, in partnership with other WWF offices and public and private investors.

The consultant will be expected to:



- Liaise with partners including WWF offices, the WWF finance practice, and external investors to identify, define and agree the modalities of a partnership with WWF-Norway.
- Develop programme deliverables based on the terms of partnership agreements and relevant calls for proposals.

The deliverables should be developed to respond to the six OECD DAC criteria of coherence, relevance, efficiency, effectiveness, impact and sustainability. In addition, the consultant must also account for key cross-cutting issues of women's rights and gender equality, human rights, climate and environment and anti-corruption, and WWF's Network standards.

3. Development of portfolio and programme budgets; workplans and results frameworks.

Following the approval by WWF-Norway of paragraphs 1 and 2 respectively the consultant will support the process of developing budgets, workplans and results frameworks at programme and portfolio level with prospective partners.

4. Grant proposal writing

The consultant will support in drafting the grant applications for submission to Norad.

### **3. METHODOLOGY AND PROCESS**

The consultant will work closely with relevant WWF-Norway staff, key staff in WWF partner offices, and prospective project partners. Specific methodology and workplans will be developed with the consultant during the inception phase for both grant development processes, with clear deliverables for the consultant.

A lot of this work will be undertaken virtually with partners, and there may be limited field trips required to key strategic network partners, including to undertake facilitative workshops.

The consultant will report to WWF-Norway's International Conservation and Development (ICD) Team Lead or other WWF-Norway staff where authority has been delegated by the ICD Team Lead.

### **4. OUTPUTS AND DELIVERABLES**

- Inception report outlining proposal development processes for a renewed NICFI portfolio and a private sector development programme. This report will be developed following initial consultations with relevant WWF-Norway staff
- Lead facilitated discussions with prospective partners to develop theories of change and impact and outcome deliverables at programme and portfolio.
- Lead the development of a partnership framework with partners on a new private sector development proposal. Develop programme deliverables based on the terms of the partnership agreement.
- Provide strategic input to WWF-Norway and prospective partners on proposal development.
- Support prospective partners and WWF-Norway staff in developing budgets, workplans and results frameworks at programme and portfolio level.



- Support in drafting the grant proposal application for submission to Norad.
- Proof reading and editing content
- Interpret guidance, messages and signals from key donor prospects and assist in integrating that into our documentation and applications.

## 5. REQUIREMENTS OF THE CONSULTANT

- Master's degree in environmental or social sciences or other relevant fields.
- Minimum of 10 years relevant work experience with programme development as a core part of this.
- Proven experience in successful programme design and application. Experience with Norwegian donors, including Norad, and the Norwegian Ministry of Foreign Affairs, is an advantage.
- Ability to work independently, as well as part of a team
- Strong facilitation skills
- Fluent written and spoken English is required, Norwegian and other languages could be an advantage.
- Understanding of climate, nature and conservation issues would be beneficial.

## 6. TIME FRAME/DURATION

The consultancy will require between 8-12 working days a month from April to September 2025. The consultant should be based in Oslo, available for regular in person interaction at WWF's office and virtually.

## 7. APPLICATIONS

Applications should be submitted by the **deadline of 31<sup>th</sup> March**, to [tender@wwf.no](mailto:tender@wwf.no) and ensure they cover the following:

- Maximum 1-page cover letter detailing how the applicant meets the requirements
- A CV with details of relevant experience and achievements
- Daily rate in NOK, inclusive of all applicable taxes
- Confirmation of how many days per month the consultant can commit to in the period April– September 2025
- At least two relevant references

Any questions or queries can be directed to Steven McQueen via [smcqueen@wwf.no](mailto:smcqueen@wwf.no)