



PROPOSAL WRITING SERVICES

# Proposal Writing Services & Fee Schedule

A transparent, sliding-scale partnership model for NGOs and CSOs developing humanitarian and development grant proposals in Myanmar.

# A partnership built on transparency and trust.

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At EMPO Training & Consultancy Services partners with NGOs and CSOs to develop high-quality, compelling grant proposals tailored for the humanitarian and development sectors in Myanmar.

To ensure transparency and predictable budgeting for our partners, our proposal development fees are structured on a sliding scale based on the total project budget. We provide a final fixed flat-fee quote prior to beginning any work — ensuring there are no hidden costs.

01

## Transparent

Sliding-scale percentages published upfront.

02

## Predictable

Fixed flat-fee quote before any work begins.

03

## Shared risk

Reduced fee model when proposals are not funded.



Photograph: NGO partner workshop, Yangon · EMPO Training & Consultancy.

# Standard fee structure.

Our fees are calculated as a percentage of the total requested grant budget. As the size of the grant increases, our percentage rate decreases — ensuring cost-effectiveness for major institutional funding applications.

PROPOSAL BUDGET (USD)	BASE RATE	FLAT FEE RANGE	INCLUDED SERVICES
Up to \$50,000	6.5%	\$1,500 – \$3,250	Foundational narrative development, logframes, and basic budget alignment.
\$50,001 – \$200,000	4.5%	\$3,250 – \$9,000	Advanced program design, standard theory of change, and detailed budget narratives.
\$200,001 – \$500,000	3.0%	\$9,000 – \$15,000	Coordination with multiple stakeholders, comprehensive M&E frameworks, and complex theory of change.
Over \$500,000	1.5%	\$15,000+	Full multi-year institutional grant development, consortium coordination, and extensive logical frameworks.

*Note: Estimated flat-fee ranges are provided for budget planning. EMPO provides an exact, fixed-fee quote based on your specific solicitation documents.*

# Add-ons & shared risk.

## Service add-ons & special conditions.

We understand that every funding opportunity is unique. Our standard rates apply to typical proposal development windows.

### **+1.0%** Specialized / complex proposals premium

For proposals requiring highly specialized technical writing (e.g., complex humanitarian clusters, extensive technical annexes) or an expedited/rapid turnaround time, a 1.0% premium is added to the base calculation.

## Shared risk partnership. *(Base coverage fee)*

We are deeply invested in the success of the organizations we support. While we bring expert-level grant writing to every project, funding decisions ultimately rest with the donor. To share this risk with our partners, EMPO operates on a reduced-fee model for unsuccessful submissions:

### OUTCOME · FUNDED

# 100%

The full, agreed-upon fixed flat fee is applied as defined in your engagement letter.

### OUTCOME · NOT SELECTED

# 0.5%

A minimal base coverage fee of the total requested grant amount — covering our dedicated labor.



# Request your quote.

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Share the donor's Call for Proposals (CFP) or Terms of Reference (ToR). We review the requirements and return a customized, fixed-fee proposal within 48 hours.

## OUR COMMITMENT

“We partner with humanitarian organizations to turn rigorous design into funded impact — transparently, predictably, side by side.”

# 48

## hours

from CFP submission to a customised, fixed-fee proposal in your inbox.

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**EMPO Training & Consultancy Services**  
*Empowering humanitarian and development excellence.*

**UNLOCK THE FUTURE.**