



## **Manusher Jonno Foundation (MJF) Consultancy Term of Reference (TOR) for developing Resources Mobilisation Strategy**

### **1. Understanding the Task/Assignment**

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Manusher Jonno Foundation (MJF) in partnering with other Civil Society organizations, NGOs, CBOs and government agencies has been working all over the country. It provides funding and capacity building support to organizations working on critical issues related to human rights and governance. It endeavors to build capacity of the poor and marginalized for the fulfillment of their rights and entitlements and raises their voice against all violations. MJF works with duty bearers to ensure their responsiveness and accountability towards these groups.

To date from inception in 2002, MJF has mainly been funded by donors. Currently a big segment of MJF's partners are also depended on MJF channelized fund for their programme activities. MJF is presently engaged in a strategic analysis to understand this variability in terms of length of programme, resources, future challenges and way forward. MJF has to continue to prove its value in the society as the basis for diversifying its resources mobilisation as the route to long terms presence in the society as a foundation. Sustainability would be building on the organisational existing strengths i.e. extensive partner network, presence in remote areas, small CSO's enthusiasm, credibility of policy advocacy, possible extensive social entrepreneurship, knowledge management and demand for its capacity building support.

The sustainability concept should not include only reliance upon institutional donor funding to work effectively at local and national levels. An aspect of the sustainability issue for MJF might be the development over time of less financial relationships to partners, perhaps involving, in the future, a morphing of MJF more into the direction of capacity building, knowledge management and advocacy. Resources mobilisation through other different mechanism (e.g. impact investment fund) might be more likelihood for continuing MJF's implementation without reducing the size, association and type of implementation. Recognition of these sustainability ways and a determination to use this period for subsequent diversification of its resource base, thereby reducing risk of resources concentration and single points, is a real step change.

## **GOAL**

The goal of this assignment is to develop a resources mobilisation strategy to improve overall organisational sustainability with the purpose to improve their ability to provide effective support to partners.

## **OBJECTIVES**

- 1) Suggest improved understanding, communication and programme priorities aiming MJF's programme and potential sources/types of resources mobilisation.
- 2) Put in place a strategy for resources mobilisation that include stakeholders analysis and implementation plan
- 3) Suggest implementation plan that include forecasted activities to reach the 2018-2022 strategy plan

## **SCOPE OF WORK**

The consultant will work in close coordination with Director-Capacity Development and Coordinator-Resources Mobilisation and will be expected to undertake the following tasks:

- Review the MJF's internal documents including annual report, strategic paper, business case, other project proposal, evaluation reports, periodic programme reports, donor reports, most relevant policies and priorities
- Review communication methodologies with different donors, corporates, platforms, charities and foundations etc. according to their priorities and recommend new pathway
- Conduct field visit to understand the MJF's association with partner organizations/ beneficiaries and possible ways of engagement.
- Conduct a situation (or SWOT) analysis and recommend strategy to capitalize on the strengths and opportunities and address challenges and gaps identified
- Conduct consultation with stakeholder's i.e. bi-lateral, multilateral donors, private organisations and foundations.
- Prepare comprehensive resource mobilisation strategy paper including a stakeholder mapping and analysis to identify their strategic areas of interest, funds available, grantees, funding windows, and possible partnership opportunities;
- Develop a yearly plan to implement the strategy with possible outputs/activities in consultation with team in line with organisational programme strategy

## **SKILLS AND EXPERIENCE**

- Have degree in Business Administration and/or Development Studies/Social Sciences/International Development.

- Have at least eight (8) years of professional experiences, with at least three (3) years in the strategic planning. The applicant must have experiences in private sector engagement and should have track record in partnerships, resources mobilisation, strategic planning and capacity development.
- Should have strong understanding on methodology to develop strategic plan
- Excellent interpersonal skills and demonstrable networking skills, with experiences in liaising with donors, private companies, foundations and other funding sources
- Excellent in English writing with a prescribed template

#### **DELIVERABLE OUTPUTS**

- Five (5) years MJF’s resources mobilisation strategy
- Mapping and analysis of potential stakeholders according to the strategy
- Well explanatory implementation plan

#### **PLANNED TIMELINES**

- Start date: Mid June 2018
- End date: Mid-August 2018

## **2. Remuneration of the External Consultant/organization<sup>1</sup>**

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MJF will pay remuneration of external consultant/organization subject to timely and satisfactory completion of the contracted job through following installments. All the payments will be made through account payee cheque. VAT and Tax will be deducted from the payment as per government circular.

<b>Sl#</b>	<b>Instalment</b>	<b>Deliverables</b>	<b>Remarks</b>
1	1 <sup>st</sup> installment (25%)	Develop the methodology with forecasted activities and conduct at least three (3) meetings and one field visit with stakeholders.	<i>The first instalment will be provided</i>
2	2 <sup>nd</sup> installment (25%)	Upon conduct all stakeholder’s meetings, SWOT analysis, field visit and draft final strategy and implementation plan	<i>The second instalment will be provided</i>
3	Final installment (50%)	Final strategy and implementation plan	<i>The final instalment will be provided</i>

## **3. Budget (Financial part of the proposal)**

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<sup>1</sup> Tax and VAT will be deducted at source as per govt. rules and regulations. Invoice with appropriate documents must be submitted in this connection.

All cost should be quoted in BDT. The budget of the tasks should be broken down in details as per convenient format. It should be presented in parts as per following format. Also this summary budget information should be inserted in the Front page of technical proposal. The detailed budget should be in the annex.

Category	Total (BDT)
A. Consultancy fees (Lump sum)	
b. SWOT analysis meeting	
c. Field visit cost	
d. Data compilation cost	
e. Stakeholder's consultation meeting	
f. Miscellaneous (stationeries, printing, etc)	
g. VAT on fees & remuneration	
h. Total	

#### 4. How to apply

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Interested consultant/team/firm are requested to submit proposals (including methodology, activity plan, budget, professional CV and evidence of working experiences) on or before **14 June 2018** to 'Manusher Jonno Foundation' House # 22, Road # 4, Banani, Dhaka - 1212 and soft copy through e-mail to ramesh@manusher.org

#### 5. General Terms and Conditions:

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- Either party can terminate this agreement with a written notice within 15 (fifteen) days from the date of signing this agreement. MJF reserves the right to unilaterally terminate the contract if:
  - The External Consultant/organization cannot fulfill any clause of Terms of Reference.
  - The External Consultant/organization cannot submit their reports within the specified time.
- Any document, information or data entrusted to or produced by the External Consultant/organization in connection with this assignment shall be strictly confidential and cannot be used by the external consultant/organization for any other purpose without the written consent of the MJF authority. This provision shall remain valid even after the completion of this assignment.
- In the event of a major natural disaster, war or major civil or political unrest this agreement may be renegotiated and jointly revised between the two parties recognizing any consequent change in the environment for implementation.