# **ToR to develop Donor Database for SOS Children’s Villages Bangladesh**

**Introduction**

SOS Children’s Villages Bangladesh is a non-governmental social development organisation which supports disadvantaged families to care for their children, and when children can no longer live with their own families, we provide quality alternative care through our Family like Care Programme. Child development and child rights have been the heart of our mission since 1949 and SOS Children’s Village is currently working in 135 countries and territories around the world. In Bangladesh, SOS Children’s Villages started its activities in 1972 immediately after the war and currently working in six locations: Dhaka, Rajshahi, Khulna, Chattogram, Bogura and Sylhet.

We call upon government and communities to fulfil their commitments for children without parents or at risk of losing parental care, and we support them in their efforts. SOS Children’s Villages has pioneered a family approach to the long-term care of children based on four principles: Child, Parent, Family and Community.

**Purpose and Objective**

The purpose of this task is to contribute to the financial sustainability of SOS Bangladesh by providing information on where local institutional funding opportunities exist and how they can be tapped into, thorough an analysis of the local donor market. The task should involve a review of the mechanisms used by other NGOs (working in the field of children’s rights) to raise institutional funds at local level that will help SOS Children’s Villages Bangladesh to develop new strategies to approach the local institutional funding market.

**Expected Outcomes and Scope**

The tasks and deliverables of the survey should be:

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|  | **Task** | **Deliverable** |
| 1 | To conduct desk review and face-to-face meetings;  To identify potential local, national, international, bilateral and multilateral donors including foundations relevant to the fields of interventions of SOS CV:   * Governments from donor states offering grants through ministries, agencies, embassies, delegations * Multi-lateral donors such as European Commission and UN agencies * Government bodies in the country: international funding to NGOs through different government bodies. | * Other donor mapping/surveys identified. * List of donors interviewed. |
| 2 | To develop or revise a local donor market database including crucial information on:   * Donor contacts * Funding modalities * Period covered by funding * Donors preference of themes and priorities for programme funding (e.g. poverty reduction, strengthening civil society, capacity development, education, health, human/child rights and emergency response / humanitarian aid). * Funding requirements | * Institutional Donor Matrix/database developed. * External funding sources defined, (who operate within the realm of SOS focus areas) process for obtaining funds, funding opportunities forecasted for the next 6 months, and contact information. These should be outlined according to Multi-lateral, bilateral, UN, government, INGOs, NGOs |
|  |  |  |
| 4 | To formulate analytical and strategic recommendations based on the research findings. | * Trends in the funder community described * Donor intervention areas and priorities identified * Recommend top-five donors to approach with a proposal within the next 6 months * Strategies on how to pursue new business development for the NA * Strategies for approaching each key donor |

**Methodology**

The market research will be carried out mainly (but not limited to) through:

* Web research (ministries, delegations, UN agencies, etc.).
* Meetings with programme and operational staff from SOS Children’s Villages Bangladesh to gather IPD related info.
* Key informant interviews with key donor agencies (especially the bilateral agencies, European Embassies and INGOs).

The candidate will also focus on the following (but is not limited to) potential donors:

* Domestic government units especially but not limited to the Ministry of Social Affairs, health, education.
* Representation of OECD donor countries such as embassies and development co-operation delegations.
* Multilateral organisations such as UN agencies and EC delegation.
* International and regional organisations that support child-related development and advocacy work.
* Consortia of partner organisations seeking funding. This should also include a review of networks working on child issues that SOS can leverage against.

**Liasion**

The work will be coordinated by - Institutional Partnership Development (IPD) of SOS Children’s Villages Bangladesh.

**Proposal Specifications**

Candidates are invited to bid on the work programme described above by **25 November 2020.** Proposals received after this deadline will not be accepted. A decision for contract negotiations will be taken within 5 working days, based on a technical and financial assessment of the proposals as outlined below.

Detailed technical and financial proposals must be submitted in the English language. Proposals can be submitted in copy to the name and email address mentioned above.

The Technical Proposal is limited to 5 pages, and should demonstrate knowledge and understanding of the tasks set forth above as well as the candidate’s capability and capacity to perform the assignment. The following information should be provided in the technical proposal:

• In-depth description of the candidate’s recent experience with assignments of a similar nature.

• Description of the methodology proposed to reach the outcomes outline above.

• Estimated days for preparation and completion.

• Up-to-date C.V. of the proposed candidate(s).

The following information shall be disclosed as part of the technical proposal:

• Any information about the candidate that presently or with the passage of time could impair the candidate’s ability to provide the level of service required.

• Statement to certify that all the information provided in the candidate’s bid is, to the best of its knowledge, accurate and complete, and that it is understood that any misleading or false information may result in disqualification of the candidate at the sole discretion of SOS Children’s Villages.

• References – listing previous contracts of similar nature, providing a brief description of each.

The financial proposal should be submitted in electronic form in USD or EUR in the format normally used by the candidate. It must provide sufficient detail to allow cost comparison and assessment. The candidate must, at the very least, specify the cost of:

• Consultant fees.

• Per diem.

• Travel/transportation.

• Other direct costs.

These are minimal specifications. Detailed budgets with clearly defined and descriptive cost notes are highly recommended. The financial proposal of the selected candidate will be reviewed during contract negotiations to determine the final contract price. The contract will be drawn up during the negotiation stage. The selected candidate will receive a maximum of 30 working days to complete the entire assignment from the date of the agreement.

**Final Output**

The principal output of the market research will be a final report and a donor database (output is not solely limited to those) and it should be presented as follows:

***1. Final Report in word containing;***

a. An executive summary.

b. A description of the methodology used.

c. A critical analysis of the surveyed local institutional donors.

d. Recommendations for actions and enhancement of current practice.

e. Annexes, including data sources and tools.

***2. Institutional Database in MS Excel containing***

a. All potential donors broken down into segmented information (1. Website Link, 2. Contact Information [including physical address in Bangladesh], 3. Thematic Focus, 4. Key Persons in Bangladesh and Internationally, 5. Application Procedure).

**Profile of Candidate**

The strongest candidates will likely have:

• At least 5 years of experience in working with institutional donors.

• In-depth theoretical and practical understanding of the institutional donor market.

• Experience in conducting previous market analysis.

• Experience in developing tools and comprehensive training and materials.

• Well informed of the latest trends in donor intelligence.

Interested individuals are requested to email the required information to [national.office](mailto:national.office)@sos-bangladesh.org by **25 November, 2020.**