

Terms of Reference for Consultant Hiring on Donor Mapping, Innovative Resource Mobilization Strategy in COVID19 and Capacity Building Sessions for Selected Partners

1. BACKGROUND:

Save the Children is an international organisation working for the rights of the children. The country office in Bangladesh (SCiBD) working in several program related projects as well as advocacy, campaign and communications in partnership with a number of regional and global organisations. SCiBD believes PARTNERSHIPS enhance the effectiveness and sustainability of its multi-sectoral programs and enable it to strengthen country development capacity, including an empowered civil society across the TOC. It is reflected in our global and country strategy that majority of SCiBD programs are working with strategic partners to achieve breakthroughs or outcome level changes.

Since the inception of Danida Strategic Partnership Agreement (SPA) project, Save the Children has been providing different capacity strengthening support to the partner Civil Society Organizations (CSOs). Save the Children follows its 70-20-10 model in providing capacity strengthening supports to the partners. To ensure such supports, in recent partner feedback, partners requested for “Technical Assistance” on Donor mapping in new changing landscape of development sector in Bangladesh, Innovative resource mobilization strategy in the post COVID19 situation and report writing skills.

2. RATIONALE:

Save the Children is committed to achieving breakthroughs for children that are ambitious and go beyond the scope of any single organization. Recent COVID19 pandemic shows us that traditional way of development practices need to be challenged and reflect our way of working with the donors, communities, and range of stakeholders. Besides that, Bangladesh has been entered into new arena as mid income level country which will have impact on future funding landscape. Therefore, traditional Civil Society Organizations (CSOs) needs to develop their capacity in changed context particularly in resource mobilization and new reporting requirement demanded by the donors. As a partner of choice, SPA partners requested Save the Children for technical assistance in innovative resource mobilization including donor mapping in new development context of Bangladesh and capacity building in proposal writing, donor reporting. As SPA has allocated budget for TA to partners, SCI decided to provide these TA to partners by hiring a consultant.

3. JUSTIFICATION FOR HIRING CONSULTANT:

The tasks will be assigned to a consultant with sufficient expertise and experience developing, implementing resource mobilization strategy, facilitate formation on

resource mobilization team, and conduct training on proposal development and report writing for reputed organizations. S/he should have experience in working with governing bodies and very senior level staff. Save the Children does not have such internal resource at this moment to deliver such task during desired period for this assignment.

4. OBJECTIVES:

The overall objective of this assignment is to support SCI in providing technical assistance to selected partners (total 3 partners) for strengthening their capacities. In this connection the assignment will attain the following specific objectives-

1. Review and assess existing good practices of partners on Resource Mobilization.
2. Conduct a comprehensive donor mapping exercise to identify diverse base of donors/ sources of funds considering the post COVID19 development context.
3. Develop Innovative Resource mobilization strategy for the Partners.
4. Design and conduct capacity building session for technical team of partners.

5. SCOPE OF WORK:

In close consultation with and coordination support from the respective team of SCiBD, the consultant will have the following scope of work in achieving the specific objectives of the assignment.

1. Review and assess existing good practices of partners' on Resource Mobilization.
 - Collect existing good and effective practices of Partners
 - Analysis of practices and fit into strategy
2. Conduct a comprehensive donor mapping exercise to identify a diverse base of donors/sources of funds considering the changing context of development sector
 - This should assess a wide range of funding sources, including bilateral, institutional, corporate and individual donors as well as sponsorship funding mechanisms.
 - identify the possible sources of resources (including donations) i.e. the donor mapping and other possible sources;
 - making financial projections of each of the possible sources by using some kinds of references (e.g. how much money possibly one national NGO have been able to generate for exploring option e.g. child sponsorship program);
 - identifying the most effective strategies (once again by picking up examples of best practices across various organizations);

3. Develop a Resource Mobilisation Strategy for Partners, which covers:
 - A 3–5–year plan that outlines key RM strategies to tap into different sources of funding, with annual milestones
 - An innovation fund sourcing strategy considering the post COVID19 situation and changing development context in Bangladesh
 - A Resource Mobilisation HR structure required to support this resource mobilization strategy
 - Resource management and reporting mechanisms
 - A financial projection under each resource mobilization strategy would be required, which needs to be backed up by some data and analysis
 - Policy advocacy on Child rights sector investment from govt. and bilateral agencies

4. Design and conduct capacity building sessions for the Partners' Technical team (in the absence of an RM team). Components to be covered:
 - Proposal development tools and best practice
 - Reporting tools and best practice

6. DELIVERIABLES:

- Resource Mobilization strategy
- Report on donor mapping and donor requirements
- Conduct capacity building session(s) on RM
- Generic proposal template /donor engagement tools
- Training report

7. KEY MILESTONE, DELIVERABLES AND TIMELINE :

MILESTONE/ DELIVERABLES	TIMELINE	PAYMENT SCHEDULE
Inception Report		
<ul style="list-style-type: none"> • Time bound action plan illustrated in Gantt chart 	By 30 th November 2021	30% payment will be paid after receiving the detail work plan and inception report as signing money
Donor Mapping, Resource Mobilization Strategy and Report Writing Workshop		
<ul style="list-style-type: none"> • Facilitate donor mapping exercise and develop donor maps for the selected partners • Develop resource mobilization strategies or the selected partners • Facilitate one Capacity Building workshop 	By 15 th December 2021	70% payment will be paid after successful completion of the services and receiving all deliverables as per work plan

8. COMPETENCY AND THE EXPECTED REQUIREMENTS:

The expected consultant/agency should have the following competencies:

- a. Must have prior experience with donor mapping, strategic plan, resource mobilization of national organizations with approach & methods similar to this assignment.
- b. Must have prior experience with International and multilateral organization in resource mobilization
- c. Must have at least 10 years of professional experience in the field of organization development (OD) and planning, resource mobilization, program management and capacity building;
- d. Must have excellent facilitation and communications skills;
- e. Should have proven ability in preparing analytical reports in English;
- f. Must willing to run the program with consultation & monitoring process by the SCIBD's concerned Managers.

9. APPLICATION PROCEDURES:

Interested and competent individual consultants are requested to submit a concept note and budget as following:

Technical Proposal (maximum 2 pages), including:

- Approach for donor mapping, resource mobilization strategy and capacity building session.
- Time bound action plan illustrated in Gantt chart.

Financial Proposal: Include expected cost structure, per day rate, travel, DSA and materials cost.

Annexes:

- Evidence of past comparable experience that consultant has provided/ or successfully completed and three sample agreements.
- Detailed CV/profile of the team members containing experience on relevant issues.
- TIN certificate and VAT registration copy.

10. REPORTING:

The consultant will report directly to the Senior Advisor- Partnership of Save the Children in Bangladesh and will submit any required reports. The consultant will also closely work together with the other relevant staff of Partnership Unit. The consultant must go through the supervision of the SCIBD's local facilities.

11. AUTHORITY:

All drafts and final reports, materials should be submitted to Save the Children in Bangladesh in both hardcopy and electronic versions. The ownership of the report for publication will rest with Save the Children in Bangladesh. All the data and the reports including the findings and recommendations will remain the property of Save the Children in Bangladesh and must not be published, shared or sold with a third party without a written and prior permission of Save the Children in Bangladesh. Any changes in these deliverables must be approved by Save the Children in Bangladesh.

12. CHILD SAFEGUARD POLICY:

According to the policy of the Save the Children the assignee will sign the 'Safeguard Policy'

of the organization and during the contract period consulting firm will not violate any policy. In

case of any policy violation of Save the Children 'Safeguard Policy' (if noticed) the contract

will be automatically cancelled.

13. WITHDRAWAL / TERMINATION:

This agreement shall be effective between dates mentioned in agreement, unless otherwise

earlier terminated. Save the Children may terminate this agreement with immediate effect on occurrence of any irregularities, anomalies relating to project implementation and noncompliance of any terms and conditions as agreed upon in this agreement or in violation of any rules or laws of the land. Beside this, In the event of a major natural disaster, war or major civil or political unrest agreement may be renegotiated and jointly revised between the two parties recognizing any consequent change in the environment for implementation.

14. KEY CONTACT:

Deputy Manager, Partnerships, wahidun.nabi@savethechildren.org for project management, coordination with consultant, partners, and respective sectors.

Interested individual consultant, may submit their technical and financial proposal along with CV, TIN certificate and VAT registration copy to the following email address: prosanta.roy@savethechildren.org. Application closing date: **November 26, 2021**.
