

IPPF RESOURCE MOBILIZATION CAPACITY BUILDING

Terms of Reference for Resource Mobilization Consultant for IPPF

1. The Contract

Purpose: To provide support for the Resource Mobilization component of the Hewlett Foundation grant to IPPF's three Member Associations in Kenya, Malawi, and Togo, undertaking research, donor mapping, identifying funding opportunities, and assisting with proposal development, writing and submission for those Member Associations.

Duration: The contract will run for a maximum period of 15 working days from March 2019 to June 2019.

Remuneration: This consultancy will entail up to a maximum of 15 working days at the daily rate of £420 per day.

Payment Schedule: Payment will be made on the successful submission to IPPF Central Office, Resource Mobilization team, of the expected results and deliverables below.

Profile: The ideal candidate will have –

- i. Significant experience of researching, identifying and responding to a wide range of funding opportunities.
- ii. A comprehensive understanding of aid architecture, the donor landscape, and funding trends in the field of sexual and reproductive health and rights, especially for the Africa region.
- iii. Expertise in proposal development and writing and submitting funding proposals to a wide range of government and institutional donors.
- iv. Experience in the sexual and reproductive health and rights sector.
- v. Fluency in English, and a good working knowledge of French.
- vi. Superb writing skills, and a strong aptitude for communication especially across different countries and cultures.
- vii. The ability to work on their own and to adopt a proactive, methodical approach to their role.

2. Situational Analysis

- i. Since the Mexico City Policy was re-instated in 2017, IPPF has estimated that it will lose significant funding for its projects, especially in the Africa region. A number of donors have made grants to IPPF to counteract this, including the Hewlett Foundation. The aim of the grant from the Hewlett Foundation is to ensure that key projects continue, that the Resource Mobilization skills of relevant Member Associations are built up, and that the future financial sustainability of those Member Associations is ensured. The consultant will help to support this.
- ii. There is currently funding available from government and institutional donors for IPPF's programmes in Kenya, Malawi, and Togo, and the Resource Mobilization team at IPPF Central Office now has the opportunity to work with these new donors. IPPF is positioning itself for significant future funding, playing a lead role in bids or in partnership with other CSOs for sub awards, and the consultant will assist the Member Associations in these three countries with proposal development and submission.

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3. Proposal

The consultant will undertake:

- i. Donor mapping: researching, identifying, and exploring funding opportunities from European and other international government donors, philanthropic foundations, and other global/multilateral agencies for IPPF Member Associations in Kenya, Malawi, and Togo. Opportunities will be identified from new or existing donors.
- ii. Development and writing of funding proposals to key donors for Member Associations’ projects in Kenya, Malawi and Togo in compliance with the funding mechanisms and grant application procedures of those donors. The consultant will work closely with the Resource Mobilization and other teams in Central Office, as well as IPPF Africa Regional Office and the Member Associations themselves, to develop strong funding proposals and to help build the Resource Mobilization skills of those Member Associations. Skills may include:
 - Competitor analysis
 - Comprehensive needs assessments for project proposals
 - Donor mapping and research approaches
 - Identifying relevant funding opportunities
 - Proposal writing skills
 - Donor compliance and reporting competencies
- iii. Any relevant support to the three Member Associations for Resource Mobilization in general, and proposal development and writing in particular, in accordance with the Resource Mobilization workplans developed for each Member Association. Support may include regular calls with Member Associations’ Resource Mobilization focal points; reviewing project proposals; helping with donor calls and visits; developing or reviewing donor-communications materials.

4. IPPF will:

- i. Require regular communication via Skype with Member Association staff, IPPF CO staff and project management team, preferably weekly or more frequently, to ensure there is common understanding of agreed goals, to discuss any outstanding issues, and to check for quality of deliverables.
- ii. Require full confidentiality: the research and funding proposals will be for IPPF’s sole use and must not be shared or used for any other purpose.
- iii. Undertake any further actions and requirements such as consultant proforma and other relevant paperwork that must be completed.

Expected Outputs/Deliverables:

Activity	Estimated Duration/ No. of Days	Member Association

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Competitor analysis	1	Kenya, Malawi, Togo
Donor mapping/identifying opportunities	4	Kenya, Malawi, Togo
Donor messages, branding, communications materials	3	Malawi, Togo
Developing, reviewing, writing funding proposals	7	Kenya, Malawi, Togo

Payment Terms

Full payment will be made upon the delivery of all expected outputs and deliverables, as mentioned above.