

Business Development and Resource Mobilisation Consultant

Terms of Reference

Duration/Timeframe: up to 35 days for 3 months between November 2020-January 2021

OVERVIEW OF IPPF

The International Planned Parenthood Federation (IPPF) is a global service provider and a leading advocate of sexual and reproductive health and rights (SRHR) for all. We are a worldwide movement of national organisations working with and for communities and individuals. Empowering the most vulnerable women, men and young people in over 160 countries to access life-saving services and programmes and to live with dignity, IPPF and its 30,000 staff, along with millions of volunteers, campaign for SRHR and deliver education and services through over 50,000 service delivery points.

OBJECTIVES

- To support IPPF's 10 Member Associations (MAs) in the Americas and the Caribbean to increase and diversify their funding base from various donor sources such as Embassies, Foundations, and governments.
 - This will include ensuring that MAs can win opportunities that will support the delivery of IPPF's Strategic Framework (2016-2022) and the Business Plan (2019-2022) in their countries.
- To support MAs in building their knowledge and understanding of donors processes and systems especially to bid for restricted funding.
- To support MAs in building credibility, ensuring relevance, and developing relationships/networks that increase their ability to raise funding from donor sources.

KEY TASKS

1. To work with MAs to prepare capability statements and other presentations that can be used to introduce MAs' work to different donor sources.
2. Map out donor contacts (embassies, missions etc) at the country level and support MAs to develop contacts and good working relationships with these donors.
3. To identify restricted funding opportunities and where potential funding opportunities are identified to work with relevant Secretariat colleagues (if/where necessary), regional offices colleagues and MAs to build pre-bid intelligence streams in-country (donor and recipient).
4. To work in close collaboration with the Strategic Partnerships and Development Team on global opportunities that are in the Americas Region and coordinate proposal preparation/bid process with the MAs in the region.
5. To support/develop the capacity of Member Association staff to access funding from diverse national, regional and global donors.

6. To proactively support MAs for funding applications including tenders, expressions of interest and requests for proposals, likely to include supporting the formation of programmes, consortia and pre-teaming agreements which are in line with donor-priorities.

The consultant will work closely with the Americas team as well as the Strategic Partnerships and Development team and the Global Income Generation (GIG) colleagues in the Secretariat, and will provide on-going updates to the Global Bid Pipeline, representing Americas team at GIG coordination meetings.

KEY DELIVERABLES

- 10 Member Associations' Capability Statements.
- Contact list of in-country potential donors
- Two virtual training for MAs on
 - donors relations
 - fundraising strategies and activities
- Report on fundraising opportunities in the region.
- Proposal preparation and leading bid processes for the Americas and the Caribbean region
- Global Bid pipeline with content for the Americas and the Caribbean

REPORTING LINE

The consultant will report to the Director of Strategic Partnerships with a dotted line to the Americas Transition Regional Director.

PROVEN ABILITY & SKILLS

- Advanced application in related work and proven track record of developing successful restricted project proposals in the international development sector.
- Sound understanding of restricted funding tender processes/structures and donor requirements in the international development sector in particular in the Americas and the Caribbean.
- Developed application and proven track record in networking, research and fundraising at a high level and in raising funds from defined governments.
- Workshop delivery experience
- Excellent written communication skills essential
- Understanding of Official Development Assistance (ODA) channels and processes, essential.
- Essential: fluency in English and Spanish
- Essential: Experience with fund raising and donor management.