



## **Terms of Reference**

### **Fund Raising Consultant for LDC Watch**

#### **Background:**

LDC Watch is a global network of national, regional and international civil society organisations (CSOs), alliances and movements based in the Least Developed Countries (LDCs), defined by the United Nations (UN). It acts as a coordinating body for LDC civil society to advocate, campaign and network for the implementation of the Istanbul Programme of Action (IPoA) for LDCs for the Decade 2011-2020 and other Internationally Agreed Development Goals (IADGs) such as the Sustainable Development Goals (SDGs).

LDC Watch does not yet have a comprehensive fundraising strategy and it does not have the in-house fundraising expertise it needs to effectively identify, cultivate and secure new sources of funding. Currently, it is dependent on one major donor and has not yet explored new strategies. Bread for the World is the primary sponsor of LDC Watch's project 'Strengthening LDC Civil Society Voice in context of the Istanbul Programme of Action (IPoA) for the Decade 2011-2020 and the Post-2015/SDG agenda'. As a part of a longer term strategy, LDC Watch is developing plans and diversifying sources of funds for future sustainability of activities that are being and will be implemented in future.

LDC Watch is seeking the assistance of an experienced professional to achieve its aim of diversifying funding sources and building sustainability of its activities. LDC Watch sees it essential to build a fundraising strategy that includes all aspects of fundraising for global projects.

#### **Objective of the fundraising consultancy:**

Development of a (global) fundraising strategy tailor-made for the needs of LDC Watch in order to diversify its funds and ensure long-term sustainability of LDC Watch.

#### **Key Duties:**

- To research and identify potential donors and develop a database or map existing data bases which are regularly updated summarizing the range of donors potentially interested in funding LDC Watch's work.
- To identify other funding opportunities (foundations, funding agencies etc) for global organisations as LDC Watch internationally and locally, and provide recommendations for next steps in approaching these sources of funding
- To prioritize potential funding opportunities according to the best possible match between the scope of LDC Watch's activities and donor interests
- To suggest a distribution of tasks among the staff and identify other institutional assets to implement the steps laid out in the fundraising strategy
- To coordinate with and train project's management and staff to develop a fundraising strategy that will guide the organisation in its fundraising efforts during the next two years.
- To train the project's management and staff on how to update the fundraising strategy developed for the future



## Qualifications and Experience

- Degree – preferably in management or social sciences
- Minimum of five years of strategic development and fundraising experience (including donor management, identification and liaison; proposal writing).
- Proven track of successful fundraising/fundraising consultancies
- Knowledge of project cycle management.
- Demonstrated success in preparing proposals and grant applications that have been approved for funding.
- Sound knowledge of the current global funding and business environment and the familiarity with sources of funding for projects related to advocacy and campaign projects.
- Knowledge of fundraising cycles, proposal formats and application procedures for key donors that might be interested to fund projects of LDC Watch
- The ideal candidate would be energetic, flexible and adaptable in their approach, be able to work individually or as a team and have excellent training and communication skills.
- Professional knowledge of English.

## Deliverables:

1. Fundraising strategy for LDC Watch with a special focus on funding for new projects and co-funding possibilities for existing partnerships. This fundraising strategy shall be developed together with LDC Watch so the staff that will be in charge for fundraising know-how to fundraise for new and current projects. This training should be done in the offices of LDC Watch in Nepal and can be a Workshop for the staff and/or one-to-one trainings with each of the staff in charge.
2. Donor database or map existing data bases
3. List of funding opportunities across the region, prioritized according to the best possible match between the scope of future independent organisations activities and donor interests.
4. Frameworks for project proposal/grant applications for specific sources of funding based upon findings from the research phase.
5. Written report outlining a realistic and effective mix of fundraising methods and sources appropriate to an organization of the nature and scope of LDC Watch with identification of needs to implement modalities and achieve goals.

The report must contain:

- A summary
- A description of the advisory process (action taken, methods used, people involved, deviations in schedule)
- The fundraising strategy
- Factors which were in assistance of services provided, factors which were a hindrance to it
- Conclusions and recommendations: The recommendations made should give a clear picture on what needs to be done and what are the concrete steps to be taken. As well with regard to LDC Watch knowing how to update the fundraising strategy developed.
- An implementation plan, based on the recommendations, considering the deadline for the next proposal that requires third party contribution

The deliverables must be submitted within 30 days of the completion of the consultation.



### **Timeframe**

The consultation will be ideally start in mid- February and end in April.

Interested applicants can send in your applications including a work offer including work schedule and expected remuneration at [s.rushka@gmail.com](mailto:s.rushka@gmail.com). The deadline for submitting applications is 16 February, 2018.

Should you require any further clarification you can get in touch with:

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