

# Terms of Reference



<b>Service Provider Title:</b>	<b>Resource Mobilisation and Innovative Funding Consultant</b>		
<b>Cluster:</b>	Innovation		
<b>Service/Consultancy Fee:</b>	Not to exceed total contract value of \$40,000	<b>Contract Type:</b>	Short-term, deliverables-based consultancy, for a 9-month period
<b>Location:</b>	Johannesburg, South Africa preferred or global/remote can be considered		
<b>Reports to:</b>	Project Lead		
<b>Direct Reports:</b>	None		
<b>Job Role</b>			
<b>Role Overview:</b>	<p>The Resource Mobilisation and Innovative Funding Consultant will work closely with colleagues across the organisation, and in particular the Innovation for Change team, to support them in designing and executing a resource mobilisation strategy for the network, including alternative civil society resourcing practices, innovative financing and exploring social enterprise possibilities.</p> <p>The consultancy will take place between October 2019 and June 2020 and enhance CIVICUS convening as key strategic approach to building financial resilience and sustainability for the Innovation for Change network, and support innovations that promote the resourcing of a diverse and resilient civil society and lead to social transformation. The consultant will help to promote innovation as a tool to fund civil society in non-traditional ways, and assist CIVICUS in promoting, modeling and disseminating best practice in civil society resourcing.</p>		
<b>Deliverables</b>	<b>Key Activities</b>		
<b>Strategy (50%)</b>	<ul style="list-style-type: none"> <li>• Support the Innovation for Change Sustainability Working Group in implementing their resource mobilisation strategy</li> <li>• Design and deliver resource mobilisation strategy development process that engages key stakeholders (Governance Circle, Sustainability Working Group, Regional Hubs, Helper Hub,) and is inclusive of key moments for the network (e.g. IRR)</li> <li>• Contribute to and review CIVICUS' and I4C's strategy documents and knowledge management products to help position the institution for resource mobilization</li> <li>• Support the integration of new technologies and data-driven design and decision-making into resource mobilisation strategies</li> <li>• Support the development of a comprehensive analysis of potential donors based on geographic interest and thematic funding.</li> <li>• Support the development and testing of alternative and innovative civil society resourcing models and practices</li> </ul>		
<b>Outreach (40%)</b>	<ul style="list-style-type: none"> <li>• Assist in the preparation of budgets within funding proposals, working closely with the finance team and staff to ensure accurate costings.</li> <li>• Manage the donor matrix of contacts and support outreach to new and existing donors on behalf of the I4C network.</li> <li>• Track both successful and unsuccessful concept notes and proposals for future use</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Recommend ways to develop and maintain strategic partnership and engagement with key donors.</li> <li>• Remain vigilant for developments in the social enterprise, voluntary giving, trust, foundation and development spaces that might provide opportunities for developing CIVICUS and I4C's funding base</li> </ul>
<b>Training and Development (10%)</b>	<ul style="list-style-type: none"> <li>• Contribute to capacity building of CIVICUS and I4C staff in resource mobilisation, especially pipeline forecasting, project proposal writing and management of resource mobilisation data</li> </ul>
<b>Person Specification</b>	
<b>Education, Language &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Should have a degree in a related field or equivalent experience.</li> <li>• Strong interest in working in non-profit organisations, charitable networks, social enterprises and/or public service institutions.</li> <li>• Demonstrated working fluency in English. Working knowledge of Spanish and/or French an advantage.</li> </ul>
<b>Essential Knowledge, skills and Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 5-years of experience in mobilising funds for civil society, INGOs or social networks, social enterprises and developing business models for social enterprises or NGOs.</li> <li>• Strong analytical, strategic thinking and project management/planning skills</li> <li>• Well-developed communication and interpersonal skills, including demonstrable ability to communicate verbally and in writing</li> <li>• Ability to communicate complex ideas in a comprehensive fashion, across language and cultural barriers.</li> <li>• Strong solution-oriented analytical skills</li> </ul>
<b>Behavioural Skills</b>	<ul style="list-style-type: none"> <li>• Highly organized and methodical</li> <li>• Self-starter and independent work ethic</li> <li>• Action-oriented and results driven</li> <li>• Ability to work to deadlines and cope with pressure</li> <li>• Adept at multi-tasking</li> <li>• Flexible</li> <li>• Excited to do things differently</li> </ul>