



CARE FOR CHILDREN & OLD AGE IN SOUTH SUDAN



SO-H-3
Approval
A/D
[Signature]
7/10/2021

TERMS OF REFERENCE FOR FUNDRAISING STRATEGY DEVELOPMENT CONSULTANCY

1. Introduction:

Care for Children and Old Age in South Sudan (CCOSS) is a National NGO founded and registered with Rehabilitation & Relief Commission (RRC), No. 060 in the year 2016 and with the Ministry of Legal Affairs & Constitutional Development (MLA&CD), currently, the Ministry of Justice, No.345 in the year 2008. Since its inception, CCOSS has been working in Jonglei since the year 2004 and has over the years expounded its coverage to Lakes and Warrap States and thus developed experience and can deliver results in a cost effective and efficient manner.

Right from its inception, CCOSS has been rooted in South Sudanese communities. The established of CCOSS in 2004 was a response to the felt needs of the most vulnerable and marginalized in the society; that is the elderly, children and the women. The elderly, women and children suffered much more during the war, and as such, there was a felt need to establish an instrument that would spearhead empowerment on their behalf. This situation is not any better even after the country become independent.

Care for Children and Old Age in South Sudan (CCOSS) is seeking to hire services of an individual consultant to develop a comprehensive resource mobilization plan, within a four (4) months period. This is aimed at ensuring the activities of the organization are sustainable.

2. Purpose:

The purpose of this consultancy is three-fold. The first output will be a comprehensive funding strategy for Care for Children and Old Age in South Sudan (CCOSS) that can be divided into smaller stand-alone proposals as needed. The length and scope of the strategy will be determined by the selected consultant in consultation with CCOSS.

The second output is to identify potential donors and develop an advocacy plan for donor outreach. The plan should indicate and define specific best channels to reach them.

The third output is to develop three funding proposals.

Project will be undertaken over a period not to exceed 30 calendar days.



3. Tasks and Scope of the Assignment:

The tasks and scope of the consultancy will be to:

- a. Undertake a donor mapping and analysis and draft a comprehensive report which includes but not limited to:
- List of donors including bilateral and multilateral donors and foundations
 - Donors' key thematic/ focus areas and their relevance to CCOSS' work
 - Donors' key opportunities, their funding schedule/timeframe, and size of funding
 - Donors' COVID-19 related interventions and opportunities
 - Donors' grant and contract process and main compliance requirements
- b. Develop a fundraising strategy which includes:
- Sources of funds the organization should prioritize, including potentially non-traditional ones
 - Key relevant fundraising methods and activities
 - Advocacy plan for Donor outreach
 - Internal structure required to achieve the fundraising strategy
 - Three thematic areas where CCOSS can pioneer and add value, and which are prioritized in development financing
 - Develop three proposals that will be the basis of the organization's fundraising for the three thematic areas.



4. Deliverables:

- A high quality, comprehensive donor mapping and analysis report;
- Fundraising strategy
- Three proposals prioritized in the Three thematic areas identified;
- An annex that outlines a series of fundraising materials (print and digital) that need to be produced to secure funding/raise the profile of key CCOSS results, including website content and signage throughout CCOSS office.
- A plan for building the capacity of key staff in mobilizing and leveraging resources and developing and maintaining partnerships for the CCOSS at both the global and regional level.
- Presentation to the senior management team and to all staff

5. Duration:

The consultancy is spread over the period of 30 working days over 3 – 4 months period

Duty Station: The work may be done anywhere, though a Juba-based consultant is preferred for easier in-person consultation. No travel is foreseen for this consultancy.

6. Minimum Requirements and Competencies:

- Demonstrable prior experience in conducting business development and fundraising consultancy in the not-for-profit sector
- Proven experience in development, design and drafting of successful proposals and plans
- At least five years' experience in producing and implementing fundraising strategies
- Experience in partnership development financing.
- Advanced University degree in non-profit management, international relations/ development, business, or related field.



- Excellent leadership, organizational and time management skills
- Excellent communication skills including in presentations, report writing and research
- Excellent spoken and written English
- Good judgement, pays attention to nuance and detail, takes initiative, high sense of responsibility, tact and discretion, with sensitivity to different cultures.

7. Payment Terms

Payments will be made in the following instalments:

- The first installment is 25% upon the signing of contract.
- The second installment is 50% upon the submission of draft donor mapping and analysis report, fundraising strategy and three proposals, fundraising materials and a plan for staff capacity building.
- The third instalment is 25% upon the submission and satisfaction of:
 - A high quality, comprehensive donor mapping and analysis report;
 - Fundraising strategy
 - Three proposals prioritized in the Three thematic areas identified;
 - An annex that outlines a series of fundraising materials (print and digital) that need to be produced to secure funding/raise the profile of key CCOSS results, including website content and signage throughout CCOSS office.
 - A plan for building the capacity of key staff in mobilizing and leveraging resources and developing and maintaining partnerships for the CCOSS at both the global and regional level.
 - Presentation to the senior management team and to all staff

8. Submission of Proposals

Interested candidates who fully meet the above criteria are invited to send their applications using the email address

procurement@ccoss7.org

The application file must include the following documents:

- An updated Company profile and /or Curriculum Vitae (with references)
- Cover letter (indicating interest and past experiences from similar projects)
- A detailed Expression of Interest (EOI) work plan and proposal for the assignment (not exceeding 3 pages)
- A financial proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs for each task or element in the ToR. (not exceeding 2 pages)

Applications are to be submitted **on or before 29th October 2021 by 5:00 p.m. (EAT)**. The subject of the application letter or e-mail should read '**Fundraising Strategy Development Consultancy**'.

Both e-mail and hand delivery (see our contact / direction on first page) applications will be accepted. In-complete applications will not be considered, and only successful candidates will be contacted. Any form of canvassing will lead to automatic disqualification.

