**Terms of Reference (ToR)**

**Development of a Resource Mobilization Strategy and action plan for Consortium of Reproductive Health Associations (CORHA)**

**Introduction**

The Consortium of Reproductive Health Associations (CORHA) is an umbrella organization that exists mainly to create an enabling and conducive environment for its member organizations so as to contribute to improvement of the overall Reproductive Health conditions of all people in Ethiopia. Currently the funding environment in Ethiopia is very competitive and complex characterized by shrinking donor funds and shifting of their priorities. This requires a robust forward-looking resource mobilization strategy which takes into account this changing donor landscape as well as assesses lessons learned from past and current resource mobilization efforts. The strategy must also explore new ways of resource mobilization modalities, potential donors and outline a systematic and strategic approach to leveraging existing and new partnerships as well as recommend how to diversify the resource base for CORHA and its member organizations.

To this end, CORHA seeks a qualified consultant to develop a resource mobilization strategy with a proposed action plan responsive to CORHA Strategic plan. The development of the resource mobilization strategy will be based on information gathered from the experiences of similar organizations, consultations and discussion with the staff, Board of Directors of CORHA and stakeholders.

**Management of the Process of Resource Mobilization Strategy Development**

The development of resource mobilization strategy will mainly be managed by the in-house resource mobilization strategy technical team comprising CORHA’s staff and the consultant.

The Board of Directors (BOD) of CORHA will give the overall direction and monitor the progress of the development of resource mobilization strategy. Besides, the BOD is mandated to make critical decisions concerning the development of resource mobilization strategy. The in-house technical team will closely work with the consultants in the development of resource mobilization strategy and has supervisory role on the work of the consultants.

**Scope of Work**

The consultant will be responsible for undertaking the following tasks:

* Discuss with and orient the in house technical team (ITT) on the overall process of the Resource mobilization strategy development
* Undertake desk review of relevant documents including:
  + relevant policy, strategy and other related documents for better understanding of the organization’s vision, mission and focus areas
  + past resource mobilization mechanisms, best practices, lessons learned and challenges encountered by the organization
* Assess the importance and potential of vertical and core funding sources
* Conduct a comprehensive analysis of potential global and local donors to map the feasibility of securing multi-year and thematic funding
* Recommend how to develop and maintain strategic partnerships and engagement with key donors
* Submit the draft RMS to the in-house technical team for comments
* Incorporate comments and present the revised version of the RMS to the BODs with the consent of the ITT;
* Present and facilitate draft report for CORHA Board of Directors and if necessary for donors
* Present the RMS in a validation workshop organized for different stakeholders
* Submit the final version of RMS to CORHA incorporating relevant comments in soft and hard copies

**Expected Results (Deliverables)**

CORHA plans to hire a consultant who is expected to produce the following deliverables:

* Resource mobilization strategy Development work plan showing the assignment’s important activities and milestones
* Resource mobilization strategy development process report
* A comprehensive draft resource mobilization strategy that includes an overview of the situation, an analysis of past fundraising experience, explores future opportunities and strategies, to be presented to CORHA for feedback and validation
* Final report incorporating comments of CORHA and stakeholders
* A plan for building the capacity of key staff of CORHA and its member organizations in mobilizing and leveraging resources and developing and maintaining partnerships with donors

**Methodology and Approach**

The consultant will develop a work schedule together with the ITT of CORHA. The schedule will describe the objectives of the consultancy and show that the consultancy service will be adequate, high-quality and feasible. The consultant should also propose a detailed methodology in order to fulfill the development of Resource Mobilization Strategy and a detailed timetable for the assignment and submit to CORHA for consideration and approval.

**Budget and Payment**

The consultant should submit a proposal on how s/he intends to address the assignment with an attached budget breakdown and submit it to CORHA secretariat. The payment will be made based on the contractual agreement made between the consultancy firm and CORHA.

**Proposal Requirements**

The proposal should provide the following information:

* Technical proposal - Outline and methodology for undertaking the development of Resource Mobilization Strategy as well as the detailed work plan showing the assignment’s important activities and milestones
* Financial proposal including a detailed quotation for the development of Resource Mobilization Strategy showing all necessary costs. A consultant/firm can apply only for one Resource Mobilization Strategy development of CORHA.
* Contact details of three past performance references
* Updated CV of consultant, including relevant work experience and qualifications
* A sample of a recently written document for a similar assignment
* Legally registered and renewed license for consultancy the service and business licenses with a with TIN Registration certificate

**Qualification and Skills**

A minimum of Master’s Degree in Development, Organizational Management, Business Management, Economics, or other related disciplines. The consultant should also meet the following qualifications and skills:

* Experienced in developing Resource Mobilization Strategy preferably for CSOs
* Experience in working with development partners and non-profit development organizations
* Knowledge and experience in organizational development, capacity development, and strategic management
* Demonstrated analytical, communication, facilitation and writing skills

**Time Frame**

The time frame envisaged is three months starting from the signing of the contractual agreement. The Consultant will submit the final report at the end of the third month to the member organizations and CORHA Secretariat both in electronic and hard copy.

**Ownership**

All work created pursuant to this agreement shall be original work and that no third party will hold any rights in or to such work. The organizations shall solely and exclusively own all rights in and to any work related to this agreement.

**Application Procedures**

Interested consultants/consultancy firms satisfying the required qualification and skills are invited to submit hard copies of their application/proposal with a cover letter to the CORHA office, located at Kebena area, near to OiLibiya, Oromiya Forest and Wildlife Development Enterprise Building, 1st Floor before14 May 2015.

For further information, please call to CORHA office at 0111260320 or 0118592642

**Note**

*Please note that only selected consulting firms/independent consultants will be contacted immediately after the evaluation of submitted technical and financial proposals*