

Terms of Reference for Resource Mobilization Support to IPPF Member Association in Nepal, (Family Planning Association of Nepal-FPAN)

1. Situational Analysis

Funding for international aid in general and for IPPF in particular, is changing and core grants to IPPF are no longer secure or predictable. Donors are increasingly moving towards restricted funding, through competitive tenders, direct to NGOs in-country. IPPF's strategic objective is to secure funding from institutional donors, including the governments of the UK, Japan, Canada, Australia and the EU. However, this may depend on the context (i.e. the interest of that donor) in each IPPF Member Association/country. This is a golden opportunity for IPPF Member Associations to identify and secure funding at the national level.

Nepal has been in restructuring phase, being shifted from the centralized to decentralized system. According to the new Constitution of Nepal, the rights of the people have been shifted from the Singhdarbar (Office of Prime Minister and Cabinet) to community doorsteps. Accordingly, the resources and autonomy have also been shifted to local level. Now the local levels (municipalities and rural municipalities) have been more resourceful with decision making power. This has also been opened new avenues for FPAN to strengthen partnership with the local levels and also with provincial government.

However, FPAN would require further upgradation of skills or knowledge that are required to develop and implement a successful Resource Mobilization programme. Direct, in-country technical assistance and practical Resource Mobilization support and management are therefore required by FPAN, on a fixed-term basis, to build their competency, so that the Member Association:

- Maximises the potential of these funding opportunities.
- Develop/strengthen partnership with local and provincial government.
- Built relationship with donor organizations at international, national and local level.
- Diversify and grow their national income, increasing their long-term sustainability.
- Can build on the Resource Mobilization support and can continue to strengthen their Resource Mobilization programme in the future.

2. The Contract

Purpose: to increase and diversify direct, in-country funding, both core and restricted, for IPPF Member Association in Nepal, from national and international donors. It is expected that the project will secure substantial funding in the six month period.

Duration: Initially, the number of consultancy days is expected to be 60 and the contract will run over a period of six months (January 2018 – June 2018). As per the requirement and fund availability the contract period and consultancy days will be further extended.

Location: the consultant/s will be located onsite, with the IPPF Member Association, in Nepal.

Consultancy Fee:

Payment, will be made on the successful submission and approval of key deliverables, as per the agreed schedule, jointly by the Executive Director, FPAN and Director, Institutional Delivery and Bid Development, IPPF South Asia Region.

3. Proposal

The consultant will work closely with key staff in the FPAN under the oversight of the Executive Director, FPAN and Director Institutional Delivery and Bid Development, IPPF South Asia Region, to help build a robust, sustainable Resource Mobilization programme, which will increase and diversify direct income for the FPAN. This will be achieved by undertaking the following key tasks:

- Update the Resource Mobilization strategy and action plan including key performance indicators (besides others, of income targets and achievements) to monitor and measure progress, for the next six months (at the least) for the FPAN.
- Update the mapping of donors, official development assistance and other funding trends, and all potential opportunities for direct, in-country grants.
- Establish, build and strengthen contacts and robust working relationships with staff in key donor agencies, whether in local, provincial, national and international governments, the private sector (business and corporates), high net worth individuals (including, charitable trusts and foundations, multilaterals agencies (for example, the UN); and all other potential donors and partners, including other NGOs and academic institutions.
- Enhance the FPAN credibility with potential and current donors and strengthen them as a trustworthy partner for managing grants effectively and delivering high quality work.
- Increase the visibility of the Member Association through, for example, social media, conferences, publications, articles and other media.
- Research, identify, analyse and apply for all relevant funding opportunities, including tenders, expressions of interest and requests for concept notes and/or full proposals, and ensure that all intelligence and information relating to these funding opportunities is included in the Bid Pipeline on a regular basis.
- Manage all aspects of the FPAN relationships with all donors and have responsibility for the lead engagement with all donors, both current and prospective.
- Over a period of time, transition this knowledge and capacity to an in-house team at FPAN.
- Liaise and coordinate with other key staff members of the FPAN, including the Executive Director, Programme Director and Finance Director; with key staff members at IPPF's South Asia Regional Office.

4. Specific Deliverables

Working closely with the key staff in the FPAN and Regional office, the consultant will be responsible for these key deliverables:

- i. **A Resource Mobilization strategy (updated)** that is aligned to the FPAN's organizational strategy and to IPPF's Secretariat Resource Mobilization strategy, based on the Funding Formula. It will include key performance indicators to measure progress. These indicators will feed into the regular evaluation of the FPAN by its Governing Body, so that the success of the Resource Mobilization performance is integral to the overall organizational progress of the FPAN.
- ii. **Donor intelligence** through research and mapping will be stored in a database, to include:
 - Thematic or programming priorities, for example, gender, youth, urban poor, women's rights. Lateral thinking will help IPPF/ MA identify new areas of possible collaboration and funding, such as climate adaptation, education, poverty reduction, environmental issues and economic empowerment. The inter-linkages among the SDGs are relevant here.

- Funding mechanisms, including dates of the donor’s financial year, details about budgets and grant cycles, any preference for single or multi-year funding.
 - Current funding, for example, who the donor is supporting, what kind of project(s) it is funding, the size and length of grants.
 - Details about the kind of projects items that the donor will fund.
 - Grant application procedures, for example, whether the donor prefers unsolicited proposals, has a structured application process, consider concept notes, or releases funds through tenders for bids. Notes should also include details of any expected funding opportunities in the pipeline.
 - Primary contact person, desk officer or decision-maker; their title and role; website and email addresses, postal address and phone numbers.
 - Recommendations for next steps, including when and how FPAN could best approach the donor / partner.
- iii. **A Communications strategy** that will include specific, measurable approaches to increase the visibility of the Member Association, including:
- through social media (Facebook, blogs, Twitter etc),
 - attending conferences where donors are likely to also attend and
 - writing and delivering key messages for those donors,
 - writing articles for press and other media,
 - creating and distributing donor-facing publications including a capability statement for the Member Association like a corporate brochure.
- iv. **Client Relationship Management** that includes maintaining an up to date database which stores details of all key meetings, telephone calls, emails and other communication – including any intelligence around budgets, funding trends and upcoming bid opportunities – with all donors.
- v. **The Bid Pipeline** will track and store all potential and actual funding opportunities, from any and all donors, so that these opportunities can be fully assessed; relevant applications can be submitted; and the chances of securing substantial funding for the FPAN are increased. The consultant will help to research, identify, analyse and apply for all relevant funding opportunities, providing hands-on support to the organization in submitting concept notes, proposals or bids.
- vi. **Knowledge transfer undertaken** – one staff recruited/ identified who is assigned the specific task of leading the resource mobilization initiatives at the Organization, a team identified with clear responsibilities to undertake the above mentioned tasks at the Member Association and training provided to the entire team in all the above tasks ending with a clear 12 month action plan built for the entire team.

5. Key Performance Indicators

In line with the specific deliverables listed above, the progress and success of this programme will be evaluated and measured as follows:

Key Performance Indicator	Activity	Timeline	Evidence
i. Resource Mobilization strategy	Update the Resource Mobilization strategy jointly with the FPAN’s staff and Governing Body, with realistic targets, clear responsibilities, key performance indicators and allocated resources to ensure diversification of donors and revenue growth, to meet the anticipated needs of the Organization.	In sixty days from the start date of the contract	<ul style="list-style-type: none"> ▪ Resource Mobilization strategy is agreed. ▪ Monthly workplans are in place. ▪ Workplan covers the one year period from Jan – Dec 2018.

ii. Donor mapping	Undertake donor research and store relevant information on a donor database. Mapping of interests and priorities of all donors and partners must be undertaken against the FPAN's strategy, which is aligned to the Locally Owned Globally Connected strategic framework.	In sixty days from the start date of the contract	<ul style="list-style-type: none"> ▪ Donor database is created. ▪ Donor database is up to date with key details and intelligence uploaded every month.
iii. Communications strategy	Develop a Communications strategy	In ninety days from the start date of the contract	<ul style="list-style-type: none"> ▪ Communications strategy is in place. ▪ Corporate brochure developed ▪ Number of people reached through social media ▪ Number of donor-targeted events to be attended in the six month period.
iv. Client relationship management	Organize and attend high-level meetings with current and prospective donors, partners and other key stakeholders.	Ongoing	<ul style="list-style-type: none"> ▪ Number of meetings attended in the six month period.
v. Funding opportunities identified; applications submitted; and funding agreements signed	Prospect, identify, analyze, and apply for any and all relevant funding opportunities for the Organization.	Ongoing	<ul style="list-style-type: none"> ▪ Total value of funding opportunities identified; applications submitted; and funding agreements signed. ▪ Ratio between these three indicators.
vi. Resource Mobilization capacity of the Organization increased	Ongoing Resource Mobilization skills and expertise of key resources built at the Organization with key tasks undertaken for knowledge transfer	Before end of the contract date	<ul style="list-style-type: none"> ▪ FPAN recruited a staff member and identified a team to undertake Resource Mobilization on a regular basis ▪ Training provided on knowledge transfer in the above areas ▪ A minimum 6 month action plan developed

6. Profile:

- The ideal candidate will have significant experience of researching and mapping donors, funding trends, and the global aid architecture in the field of sexual and reproductive health and rights, especially in light of IPPF's new Strategic Framework and its four outcomes.

- The candidate will also be familiar with other, informal methods of sourcing donor and partner intelligence in the field of sexual and reproductive health and rights, together with a wide network of relevant contacts.
- The candidate should have sufficient expertise and relevant contacts, that substantial funding for the Organization will be secured in the six-month period of the project.
- Experience of the health sector is essential, and experience of the sexual and reproductive health and rights sector is preferable.
- Experience of the international aid industry/sexual and reproductive health Asia, and especially South Asia including Nepal, is preferable.
- A master degree in a related subject, such as public health, social science or management, or the equivalent standard of education is essential.
- Significant experience in and knowledge of related work, with a proven track record in networking and fundraising at a high level, especially within European and other governments, multilateral and bilateral donors and other philanthropic funding structures and processes, is essential.
- Excellent interpersonal skills required to network with contacts for whom English is not the first language.
- Tact and sensitivity are essential.
- Excellent written communication skills, with strong time management and analytical skills, are essential.
- Good IT skills to include Excel, Word and use of databases are desirable, with competency in use of logical frameworks or developing projects.
- Fluency in English is essential; a working knowledge of South Asian languages desirable.

7. Supporting Information

In accordance with IPPF's new strategic framework, IPPF's current Priority Programme Themes are:

- i. Advocacy, including regional and national ownership and accountability of the SDGs
- ii. Gender equality and women's empowerment including preventing gender-based violence
- iii. Youth services and comprehensive sexuality education
- iv. Expanding service delivery
- v. Social Enterprise
- vi. Humanitarian assistance
- vii. Building stronger institutions

However, the relevance of these priority themes may differ from country to country.

8. How to apply: To apply, please send a copy of the following to Executive Director, FPAN at fpandg@fpan.org.np or vacancy@fpan.org.np and Director- Institutional Delivery and Bid Development at Jzamir@ippf.org and copy to program director at FPAN fpanfinnish@fpan.org.np, and smohanty@ippf.org no later than January 16, 2018

- i. Your current resume
- ii. A cover letter
- iii. Copy of relevant assignment undertaken in recent past for reference
- iv. Expected per day consultancy fee