

Terms of Reference (ToR)

Consultancy Service for Developing tailored Fund-Raising plan/ Strategy and Donor Mapping for the Local Response Pooled Fund.

South Sudan

April 2024

Funded by: Humanitarian Fund.

Name of the project	SSD HF - Strengthened capacity for humanitarian and anticipatory action for national partners, communities, and children in Maban - 2023
Start and end date	22 nd July – 15 August 2024
Donor	Humanitarian Fund
Activity	<ul style="list-style-type: none">• Support Fund Raising plan/ Strategy and Donor Mapping for Local Response Pooled Fund.
Location	Juba

Introduction

The Local Response Pooled Fund South Sudan is a pooled fund mechanism created by National Non-Governmental Organizations (NNGOs) and Civil Society Organizations in South Sudan with support from Save the Children, CARE, CAFOD, TEARFUND and Christian Aid and the South Sudan NGO Forum with an aim to deliver more relevant, effective and mutually accountable humanitarian assistance, by optimizing the strengths and the capabilities of national organizations, in collaboration with international organizations and other stakeholders.

Overall, the Local Response Pool Fund for Local NGOs in South Sudan is an innovative step towards localization and empowerment of local and national actors in humanitarian response.

It's transparent, competitive, and locally led approach has the potential to bridge the funding gap facing many local organizations and enhance their capacity to provide effective and sustainable assistance to their communities.

Rational

This write up is a Terms of Reference for developing tailored Fund-Raising plan/ Strategy and Donor Mapping for the Local Response Pooled Fund.

Based on the brief background of the project, Save the Children South Sudan is therefore soliciting consultancy services from a competent individual consultant, consultancy firm, organization, or institution to conduct this consultant service.

Scope of Services

The consultant shall ensure the completion of the following activities in accordance with the terms and conditions of the consultancy contract:

- Review LRPF's current fundraising approach and practices (successful and unsuccessful ones).
- Identify and analyze current and past donors and partnership/funding agreements or practices.
- Define LRPF's needs, fundraising priorities and goals, in view of the current situation and LRPF's initiative strategy and goals.
- Align LRPF's fundraising goals to capacities of the initiative.
- Provide clarity over fundraising priorities.
- Ensure full operational focus and alignment with the strategic objectives of the LRPF.
- Help developing of programmatic/project ideas in strategic areas that are newer to LRPF.
- Desk research and interviews to receive more insight in fundraising from other CSOs and donors working in the same field.

- Identify new donors as well as expanding the existing list of prospects, and more specifically Identify potential donors who support programs that are in line with LRPF goals.
- Anticipating fundraising trends and adaptation measures.
- Be associated with a concrete fundraising plan.
- Identifying and assigning fundraising duties to LRPF Steering Committee and Secretariat staff.
- Provide guidance on how to follow the fundraising plans.

Role and deliverables of the consultant

To meet the above-mentioned objectives, LRPF will expect the selected consultant(s) to:

- Desk research and consultation with LRPF.
- Review past practices of LRPF, and objectives linked to fundraising (provide feedback).
- Guide LRPF in the process of developing the fundraising strategy.
- Hand on mentoring role to provide LRPF with feedback on upcoming proposals.
- Help and assist on preparing specific pitches and provide guidance and advice when applying for new project proposal calls.
- Meeting the timeframe and deadlines agreed with Save the Children and LRPF.

Deliverables:

- Inception report outlining a) outline LRPF's strengths and weaknesses in terms of its fundraising practice and track record and confirm the overview of funding 'gaps'; b) confirm the next steps of the assignment (workplan and deliverables) c) table of content for the envisaged fundraising strategy.
- Draft fundraising strategy and plan in line with agreed table of content and inclusive of updated mapping of potential donors and results framework.
- Final fundraising strategy based on feedback of LRPF, inclusive of any associated fundraising tools (e.g. specific pitches element or case for support).
- Actionable feedback on upcoming proposals developed by LRPF.

Timeframe & coordination:

This assignment is expected to require approximately 15-25 consultancy days, but SCI is open to hearing other time estimates from applicants. The assignment should start as soon as possible and be completed within 1-month period of time.

The consultant(s) will work closely with the Localisation Specialist and LRPf team, which will supervise the consultant's work, progress and deliverables. The progress will be assessed on a regular basis so that any required adaptation can be agreed in a timely manner.

Payment schedule:

There will be two-payment schedule; first instalment of 30% of contract value after submission and approval of inception report while the remaining 70% will be paid after submission and approval of the Final fundraising strategy to Save the Children South Sudan Country office. Please be aware that, along with the quality of the technical proposal and of the sample of previous work submitted, the amount of the financial proposal will also be a criterion for assessing the EoI received.

Consultancy Competencies, Experience and Skill Requirements:

Individual consultants and team of consultants possessing the qualifications outlined below are invited to apply.

- Demonstrated track record of successfully advising CSOs in the development of effective fundraising strategies.
- Demonstrated experience in facilitating organizational development of non-profit organizations, including in relation to the development of fundraising strategies.
- To have knowledge on local and regional socio-political context.
- To have experience in accompanying organizations with similar scope of work.
- Experience with the development of Monitoring and Evaluation framework (especially regarding the development of results framework and associated indicators).

- Programme design & methodological experience in relation with SCI & LRPF's fields of work will be considered an asset.
- Demonstrated track record in securing programmatic and core funding and demonstrated know-how in donor relations including private donors.
- Demonstrated knowledge of the funding landscape in the South Sudan will be an asset.
- To have excellent facilitation and writing skills.

Guiding principles and values

The consultant must be willing to adhere to Save the Children's Code of conduct, Child Safeguarding Policy and practices and confidentiality of respondent's views. Gender mainstreaming is key to Save the Children and the donor; therefore, the consultant will have to ensure that the research team on the ground is gender balanced, ensuring that females are available to interact with female beneficiaries and vice versa. The consultant will also consider principles of impartiality, independence, objectivity, participation, collaboration, transparency, reliability, privacy and utility throughout the process.

Selection process

Save the Children will use its internal guidance, checklists, and an interview process to select the successful consultant.

Application requirements

Save the Children is inviting both individuals as well as teams of consultants, consultancy firms and/or institutions, to apply for this assignment. Interested candidates who meet the key qualifications and have relevant experience in designing and delivering similar type of assignments must submit their technical and financial proposals in a sealed envelope to the below stated address.

Deadline and submission of expression of interest

If you are interested in supporting our strategy development and meet the criteria, please send us your application via email: SouthSudanTenders@savethechildren.org with the subject

reading **“Fundraising Strategy Development for LRPF”** no later than **17th July 2024** (COB). Your application package should include:

- Expression of interest indicating your understanding of the assignment and relevant skills and experiences with the fundraising strategy development, including the CVs of all engaged.
- Proposed methodology and related timeframe. In case you are applying as a team of consultants your methodological offer should also clarify how you will divide the work.
- Financial proposal comprising detailed quotation for the assignment, showing working days, and expected fee, availability as well as travel costs from place of residence to Juba and back.
- Contact details of two references/previous clients that can comment on your ability to accompany strategy development.

Shortlisted candidates will be interviewed as soon as possible.

Incomplete proposals shall not be considered for further process. Proposals received after the exact time specified for receipts of offer shall be considered late and shall not be evaluated.

Annex 1-Evaluation Criteria

SECTION 1 - ESSENTIAL CRITERIA

INSTRUCTIONS – Bidders are required to complete all sections of the below table.

Item	Question	Bidder Response	
1	MANDATORY CRITERIA: bidder accepts Save the Children’s ‘Terms and Conditions of Purchase’ included within Appendix 1 of the ITT, and that any work awarded from this tender process will be completed under the attached ‘Terms and Conditions of Purchase’	Yes / No	Comments / Attachments
2	MANDATORY CRITERIA: The bidder and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG’s policies and code of conducts listed below.	Yes / No	Comments / Attachments

	<p>1) Child Safeguarding Policy</p> <p>2) Anti-Bribery & Corruption Policy</p> <p>3) Human Trafficking & Modern Slavery Policy</p> <p>4) Protection from Sexual Exploitation and Abuse Policy</p> <p>5) Anti-Harassment, Intimidation & Bullying Policy</p> <p>6) IAPG Code of Conduct</p> <p>7) Conditions of Tendering</p>		
3	<p>MANDATORY CRITERIA: The bidder confirms it is not linked directly or indirectly to any terrorism related activity, and does not sell any Dual-Purpose goods / services that may be used in a terror related activity.</p>	Yes / No	Comments / Attachments
4	<p>MANDATORY CRITERIA: The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this.</p> <p>MANDATORY CRITERIA: The bidder confirms it is fully qualified, licensed and registered to trade with Save the Children (including compliance with all relevant local Country legislation) if not registered in South Sudan</p>	Yes / No	Comments
5	<p>This includes the bidder submitting the following requirements (where applicable):</p> <p>Valid Legitimate business address</p> <p>Valid Tax Compliance Certificate</p> <p>Valid Tax registration number & certificate</p> <p>Valid Business registration certificate</p> <p>Valid Trading license</p>	Yes / No	Comments
6	<p>The Bidder confirms it is registered with the appropriate authorities in South Sudan for the purposes of trade.</p>	Yes / No	Comments

	-Valid Operation Licence from the Ministry of Trade and Industry, Central Equatoria State.		
	-Valid Tax identification from the National Revenue Authority		
	-Valid Tax clearance from the National Revenue Authority.		
	-Valid Certification of Incorporation from ministry of Justice and Constitutional Affairs		
	-Membership Certificate Issued by South Sudan National Chamber of Commerce, Industry and Agriculture.	-	-
7	For Individual Consultants, applicants must submit the following documents: - Copy of Passport 'data page' or National ID - Individual tax registration - Curriculum Vitae(CV)	-	-

SECTION 2 – CAPABILITY QUESTIONS

Instructions – Bidders are required to complete all sections of the below table.

Item	Question	Bidder Response	Attachment(s)
1	Demonstrated track record of successfully advising CSOs in the development of effective fundraising strategies.-Attach prove of previous experience		
2	Demonstrated experience in facilitating organizational development of non-profit organizations, including in relation to the development of fundraising strategies-Attach prove of expereince in similar assignment		
3	Experience with the development of Monitoring and Evaluation framework (especially regarding the development of results framework and associated indicators).-Please attach previous experience	-	-
4	Programme design & methodological experience in relation with SCI & LRPF's fields of work will be considered an asset-Please attach a prove	-	-
5	Demonstrated track record in securing programmatic and core funding and demonstrated know-how in donor relations including private donors-Please attach prove	-	-

SECTION 3 – SUSTAINABILITY QUESTIONS

Instructions – Bidders are required to complete all sections of the below table.

Item	Question	Bidder Response	Attachment(s)
------	----------	-----------------	---------------

2	<p>What strategies do you have in place to promote diversity & inclusion in terms of recruitment of your staff to ensure equal opportunity for staff of different gender and/or ethnic background If yes, please explain and attach prove</p>		