

# TERMS OF REFERENCE: CONSULTANCY FOR RESOURCE MOBILIZATION AND GRANT PROPOSAL WRITING TRAINING



**APRIL 2024**

## 1. Context

[SWIOTUNA](#) is a regional marine-related network registered in Kenya as an international public benefit organization with its membership consisting of Civil Society Organizations (CSOs), community fisheries collective action units such as Beach Management Units Seychelles, Mauritius, Comoros, Mozambique, Tanzania and Kenya. In Kenya we work with Tuna Fisheries Alliance of Kenya (TuFAK), in Tanzania we work with Tuna Alliance of Tanzania (TUNA), in Mozambique we work with Forum for CSOs for Marine and Coastal Areas (FOSCAMC), in Madagascar we work with Coalition Nationale de Plaidoyer Environmental (CNPE)

The forum provides a capacity-building opportunity to the CSOs working on marine and fisheries-related issues to advocate for sustainable use, development, and management of marine fisheries in the South West Indian Ocean (SWIO) range states with a view to ensuring that the respective countries and local communities derive more socio-economic benefits from their fisheries resources.

WWF over the years has been investing significant resources to empower the Civil Society Organizations (CSOs) to engage in sustainable natural resources management, in particular influencing policy reforms and practices in sustainable fisheries including access arrangements. As part of this CSO empowerment programme, WWF has continued to provide both financial and technical support to various CSOs and non-state actors including South West Indian Ocean Tuna Forum (SWIOTUNA). Empowering civil society organizations (CSOs) is central to the WWF strategy in the South West Indian Ocean (SWIO). If we are to enable just, inclusive and sustainable development across the SWIO Indian Ocean, then addressing civil societies' needs and challenges is vital. As part of expanding the programme portfolio for the network, SWIOTUNA is looking for a competent consultant to support the network in resource mobilization and fundraising

efforts. Specifically, the consultant will support SWIOTUNA to undertake virtual training for its members on resource mobilization and fundraising.

## **2. Objectives and Scope of Training**

This training aims to enhance the resource mobilization skills of SWIOTUNA staff and partners. Participants will gain the knowledge and practical tools to secure funding for achieving organizational goals. The training will culminate in the development of real-world proposal drafts, ready for refinement and submission to funding opportunities.

## **3. Scope of Work**

The selected consultant will undertake the following tasks:

- Conduct a pre-training needs assessment and prepare a report.
- Conduct a post-workshop evaluation to measure the effectiveness the training
- Develop a comprehensive training agenda for the 3-day virtual program.
- Create high-quality training materials relevant to the audience.
- Deliver the online training to a multi-stakeholder group of approximately 30 participants.
- Provide post-training support to participants in finalizing their proposal drafts based on real case studies.
- Compile a training report documenting the process, challenges encountered, and recommendations for future training initiatives.

## **4. Methodology**

The training will be conducted virtually in a participatory and interactive format. The consultant is expected to state the methodology and approach for the training in the inception report.

## **5. Expected Deliverables**

- High-quality and relevant training materials shared with SWIOTUNA.
- Training agenda developed and shared with SWIOTUNA for review and approval.

- Delivery of a high-quality training program.
- Training report summarizing the content covered, incorporating participant feedback.

## **6.0 Duration of Assignment**

The consultancy is estimated to require six working days, encompassing the pre-training needs assessment, training delivery, and report preparation.

## **7.0 Implementation arrangements**

The selected consultant will have overall responsibility in the implementation of the project. The SWIOTUNA Coordinator will facilitate the day-to-day administration and management of this assignment for effective guidance and leadership to ensure deliver of the results as outlined in this TOR.

## **8.0 Eligibility/Qualification of the Consultant**

- Master's degree in development studies, public administration, or a related field.
- Proven experience in designing and delivering training programs on resource mobilization and grant proposal writing.
- Experience facilitating virtual training sessions is highly preferred.
- Demonstrated understanding of proposal development best practices and donor requirements.
- Fluency in written and spoken English with French and/or Portuguese being an added advantage

## **9.0 How to apply**

Interested applicants are encouraged to send us their application via email at [info@swiotuuna.org](mailto:info@swiotuuna.org) with the subject heading: **SWIOTUNA Resource Mobilization and Fundraising Training not later than 3<sup>rd</sup> May 2024, 5.00pm EAT**. The application package should include;

- Expression of interest indicating your understanding of the assignment and relevant skills and experiences with the Resource mobilization and fundraising 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
- Contact details of two references/previous clients that can comment on your ability to effectively and efficiently undertake the assignment