



Request for Expression of Interest - ACBF/REOI/006/24/SALCA

**Consultancy Services - Resource Mobilization and Partnership Building Consultant
Individual Consultancy Services**

1. Background

The African Capacity Building Foundation (ACBF) is implementing the "Strengthening African Leadership for Climate Change Adaptation" (SALCA) program, which aims to improve the performance of organizations working in the field of climate change adaptation for a sustainable climate change adaptation ecosystem on the African continent. The overall expected outcome of the program is to have a strong group of African-based and African-led organizations capable of shaping Africa's response to climate change through effective policy dialogue, advocacy, and the use of a common voice to raise awareness and influence policy.

More specifically, the SALCA program will strengthen the capacity of selected organizations to play a leading role in climate adaptation by improving their efficiency, effectiveness, relevance, and sustainability, while enhancing their ability to develop an organizational culture of excellence, with the overall aim of improving the continent's ability to undertake the actions needed to prepare for and adapt to the current and future impacts of climate change. The program emphasizes a data- and evidence-based approach in its implementation, as well as gender sensitivity and social inclusion in the climate adaptation strategies of selected organizations. As part of its implementation strategy, the SALCA program supports target organizations including the Center for Studies and Research in Economic Analyses and Policies (CERAPE), in implementing the customized institution capacity improvement plans (CICIPs). These plans aim to address priority capacity challenges faced by target organizations working with marginalized African communities to develop sustainable and resilient climate adaptation strategies.

The Center for Studies and Research in Economic Analyses and Policies (CERAPE) is a research Centre established in November 2002 and registered in the Republic of Congo, as a Non-Governmental Organization. Its mission is to conduct research on economic and social issues, including agriculture, to inform policy and practice. CERAPE has a regional presence, with country research units in Cameroon, the Central African Republic (CAR), and the Democratic Republic of Congo (DRC).

As part of this 4-year program, ACBF is supporting CERAPE to strengthen its capacity as a research institution contributing meaningfully to climate adaptation agenda in Africa. The specific objectives of the intervention are:

- i) To enhance the organizational systems and processes for effective delivery of its mandate;
- ii) To strengthen human capacity; and
- iii) To enhance capacity for sustainable operations.

As a first step to support CERAPE, ACBF conducted a Capacity Needs Assessment (CNA) of the institution between September and November 2022 to understand its strengths and needs. The CNA of CERAPE focused on the following ten key institutional capacity areas: Governance and Leadership, Strategic Planning and Innovation, Human Resource management, financial management, Program Planning and Implementation, Results management and Quality Assurance, Communication, Knowledge Management, Resource Mobilization and Partnership and Infrastructure. The CNA, among other findings, revealed weaknesses in the CERAPE's governance structure. It was therefore recommended that a Governing Board be set up and a charter drawn up to govern the functioning of the Board.

It is in this regard that the CERAPE Regional Coordination, in partnership with the ACBF, seeks engage the services of a Resource Mobilization (RM) and Partnership Building Expert to support the capacity enhancement of CERAPE.

2. Objective

The purpose of the consultancy is to engage a high-level RM Expert to support the fundraising and partnerships building efforts of the Institute, at its head office in Congo Brazzaville with research units in Cameroon, the Central African Republic (CAR) and the Democratic Republic of Congo (DRC). The role will involve building CERAPE's internal capacity as well as leading and managing its short- and medium-term RM processes and strategies.

3. Role of the RM Expert

The RM expert will be contracted initially by ACBF for one year, and have the following key responsibilities:

- (i) Oversee the building of the resource mobilization unit of CERAPE
- (ii) Undertake and raise new resources for CERAPE
- (iii) Manage the RM of and sustainable resources for the short- and medium- term.
- (iv) Build CERAPE's internal capacities for RM.
- (v) Develop medium-term strategic plan to build strong external partnerships for fundraising & RM.
- (vi) Lead partnership development within CERAPE.

Specific roles in line with resource mobilization:

- Identify and promote funding opportunities that align with CERAPE strategic priorities.
- Develop and manage a RM work plan and constantly follow-up its implementation.
- Initiate external engagements and submit proposals in responses to relevant calls and/or to prospective funding partners.
- Build CERAPE's internal capacity for RM by providing mentorship to relevant CERAPE staff.
- Collect donor information and develop comprehensive donor funding landscape mapping relevant for CERAPE.
- Develop a minimum of 4 high standard and competent proposals on selected themes and win at least 2 new grants for CERAPE during the engagement tenure.
- Lead the design and delivery of the funding strategy which aligns with the Institute's strategic planning priorities, which entails developing or formulating a practicable RM Strategy for CERAPE that details all activities related in a fund-raising plan.

- Train relevant staff in effective RM, including funding proposal writing processes, budget plan development and coordinating with different units within CERAPE.
- Develop, institute, and maintain relevant trackers and planners to monitor RM performance and make regular updates.
- Work with Regional Coordinator /Communication teams of CERAPE to develop marketing materials and presentations to donors and for broader external use.
- Design and deliver project proposal workshops, developing concept papers, full proposals, ensuring quality standards donor requirements are met.
- Clearly identify roles and responsibilities of different units of CERAPE for RM and ensure that there is a robust internal review process in place to ensure quality proposals are submitted.
- Develop, maintain, and upgrade donor database, proposal tracking system, collating system for proposal, resources roster, etc.
- Assist the CERAPE Director, the coordinators of the 4 research units and researchers on how to monitor donor reporting and grant expenditure deadlines: responding to these deadlines while participating in the preparation of quality financial and narrative reports to donors.

Specific roles in line with partnerships building and donor engagements:

- Identify and facilitate dialogue between CERAPE and potential partners/donors (*Congo Brazzaville with research units in Cameroon, the Central African Republic (CAR) and the Democratic Republic of Congo (DRC)*).
- Develop donor agreements in connection with funding opportunities and ensure effective and timely follow-up in terms of submission of reports to the donors and grant renewal proposals.
- Contribute to CERAPE newsletter and distribution to donors particularly highlighting funds generated or resources mobilized and showing resources needs.
- Design and assist in CERAPE profiles and other documentation for communications with prospective donors and partners.
- Support the Director , the Coordinators of the 4 research units and technical teams to build strong relationships and funding partnerships.
- Proactively engage with institutional partners to facilitate technical programs exchanges and identify key areas of potential cooperation, including programs funding.
- Lead the development of donor's engagement plans and coordinate the execution of donor engagement actions.

4. Academic Profile, Experiences and Skills

S/N	Criteria	Score
1	A minimum of Master's Degree in Social sciences, International Development Studies/MEAL, Project Management, RM or Fundraising or other relevant fields.	10
2	At least 10 years' experience in RM, business development, fundraising management, or related fields.	10
3	Good understanding of donor proposal requirements (multi-lateral, bi-lateral, private sector entities, foundations, corporate entities, etc.).	10
4	Demonstrable and a proven track record in developing winning concept notes and project proposals.	25
5	Highly skilled in program design, including development of log frames, Theory of Change, results frameworks, and budgeting; as well as inclusion of cross cutting issues like gender, environment, etc.	15

6	Excellent writing and presentation skills in French.	10
7	Strong interpersonal and communication skills including influencing, negotiation, and coaching, as well as the ability to work well in an international or regional environment with people from diverse backgrounds and cultures.	10
8	Good skills in developing and implementing RM strategies	10

5. Location and working arrangements.

This assignment will be predominantly carried out remotely with possible travel missions to *Congo Brazzaville, Democratic Republic of Congo, Cameroon and Central African Republic*. The Consultant may work from his own office or that of the CERAPE regional coordination office in Congo Brazzaville. The Consultant will be given access to the relevant information required to carry out the tasks set out in this assignment. The Consultant will be required to provide his/her own workstation (laptop, Internet, telephone, scanner/printer, etc.) and have access to a reliable Internet connection when working remotely.

However, it is expected that the consultant commits to work directly with CERAPE designated staff from the CERAPE Regional Coordination office at least **15 days each quarter**. This is aimed at mentorship and building capacity for resource mobilization. The commitment for this assignment is expected to be 30 days per quarter, 15 days of which may be remote work and the other 15 days, in person. Time sheets will be used to track efforts and deliverables per quarter as a justification for payment.

6. Commitment Proposed for the Assignment

Quarter	Designated days	Deliverable by quarter
Quarter 1 – Remote	15	Deliverables per quarter will be prior agreed with CERAPE and ACBF and will inform a detailed workplan for each quarter.
Quarter 1 – Physical	15	
Quarter 2 – Remote	15	
Quarter 2 – Physical	15	
Quarter 3 – Remote	15	
Quarter 3 – Physical	15	
Quarter 4 – Remote	15	
Quarter 4 – Remote	15	
Total	120	

At the end of every quarter, a total of approximately 70% of the total allocated fees will be paid to the consultant. This is indicated as **actual payment per quarter** in the table above. The remaining 30% will be paid at the end of the contract once the consultant shows evidence of significant grants and/or resources of not less than **USD 200,000** mobilized through the consultancy to support the programmes and activities of CERAPE.

7. Language

All reports should be written in French, single spacing font size 11, Times New Roman and submitted as both word and pdf versions.

8. Submission

Interested individual consultants should apply with the following:

- CV including experience gained in similar projects and at least 3 references.
- Financial proposal

9. How to Apply:

Consultants who meet the required profile are requested to submit a Cover Letter, CV and three references no later than 17:00 (Harare local time), **17th May 2024** to the following address: procurement@acbf-pact.org with the subject line: " **Resource Mobilization and Partnership Consultant** ".