



## **African Biodiversity Network (ABN)**

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# **Terms of Reference (ToR) for Consultancy on Resource Mobilization Training for African Biodiversity Network (ABN)**

## 1.0 Background

The African Biodiversity Network (ABN) is a network of organizations and individuals across Africa, dedicated to building resilient, vibrant communities living in harmony with their natural and cultural environments. ABN envisions a future where Africa's biological, cultural, and spiritual diversity is celebrated and protected, ensuring sustainability and equity for all.

To achieve this vision, ABN operates under thematic areas and cross-cutting functions, which include:

- Community Seed and Knowledge **(CSK)**
- Community Ecological Governance **(CEG)**
- Youth, Culture, and Biodiversity **(YCB)**
- Gender Mainstreaming and Actions
- Advocacy and Policy
- Communication
- Network Practice and Partnership Building

ABN collaborates with partners across 18 African countries, implementing projects that benefit a range of stakeholders including farmers, pastoralists, herders, fishermen, and traditional leaders. Given the increasing importance of securing sustainable financial support, ABN is seeking an expert consultant to deliver Resource Mobilization Training to its staff and partners.

## 2.0 Objective

The objective of this consultancy is to provide Resource Mobilization Training that will strengthen ABN's capacity to diversify and increase its funding sources. This training will equip ABN staff and its partners with the skills, tools, and strategies necessary to successfully mobilize resources for their programs and initiatives.

## 3.0 Scope of Work

The consultant will design and deliver a comprehensive Resource Mobilization Training Program that will include, but not be limited to, the following components:

- i. Assessment of ABN's current resource mobilization efforts: Review existing resource mobilization strategies, successes, and challenges.
- ii. Training on Fundraising Strategy Development: Guide participants on how to develop and implement effective fundraising strategies aligned with ABN's goals.
- iii. Donor Mapping and Engagement: Teach participants to identify potential donors (foundations, development agencies, private sector, etc.), establish donor relationships, and maintain effective communication.
- iv. Proposal Writing: Provide training on crafting compelling, successful grant proposals, including key elements, structure, and messaging.
- v. Innovative Financing: Introduce innovative resource mobilization strategies such as crowdfunding, public-private partnerships, and digital fundraising.
- vi. Developing Donor Retention Strategies: Training on how to maintain long-term relationships with donors.
- vii. Monitoring and Reporting for Donors: Equip participants with skills to provide effective monitoring and reporting to meet donor expectations and enhance future funding opportunities.
- viii. Program cycle Management

## 4.0 Methodology

The training should be highly interactive and participatory, combining theoretical inputs with practical exercises, case studies, and group work. The consultant should incorporate:

- a) Pre-training assessments to tailor content to ABN's specific needs.
- b) Training materials such as PowerPoint slides, handouts, and templates.
- c) Post-training follow-up to assess implementation of the skills gained and provide feedback.

## 5.0 Deliverables

The consultant will be required to deliver the following outputs:

- a) Pre-training needs assessment report.
- b) Comprehensive training materials including presentation slides, templates, and handouts.
- c) Facilitation of a two-days in-person - training workshop.
- d) Training report detailing outcomes, recommendations, and participant feedback.

## 6.0 Timeframe

The consultancy is expected to start on November 5th, 2024 and be completed by November 18th, 2024. The consultant will submit key deliverables according to the following timeline:

**Wednesday 6th Nov 2024:** Submission of pre-training needs assessment.

**Friday 8th Nov 2024:** Finalization of training materials.

**Monday November 11th to Tuesday, Nov 12th, 2024 until 1.00pm:** Delivery of training.

**Monday November 18th:** Submission of final Training Report and Recommendation.

## 7.0 Qualifications

The consultant should possess the following qualifications:

- i. At least 7 years of experience in resource mobilization, fundraising, or related fields.
- ii. Proven track record of developing successful resource mobilization strategies for non-profit organizations, preferably within the biodiversity or environmental sectors.
- iii. Experience in capacity building and conducting training workshops for NGOs or similar organizations.
- iv. Strong knowledge of donor landscapes, including foundations, development agencies, and private sector partnerships.
- v. Excellent communication skills, with the ability to produce clear and concise training materials.
- vi. Knowledge of African biodiversity and cultural landscapes is an asset.

## 8. Submission Requirements

Interested service providers should submit the following:

- i. A detailed proposal outlining their approach to the training, including methodology, timelines, and any innovative techniques or tools.
- ii. Budget estimate, broken down by task and in USD.
- iii. Evidence of past work related to resource mobilization, fundraising, or similar consultancy services.
- iv. References from at least two previous clients.

## 9. Evaluation Criteria

Proposals will be evaluated based on the following:

- i. Experience and expertise in resource mobilization and training delivery.
- ii. Relevance and quality of past work.
- iii. Understanding of ABN's objectives and ability to align training with ABN's context.
- iv. Proposed methodology and timelines.
- v. Cost-effectiveness of the proposed budget.
- vi. References and past client feedback.

## 10. Application Process

Interested consultants should submit their proposals to [abnsecretariat@africanbiodiversity.org](mailto:abnsecretariat@africanbiodiversity.org) with a copy to [accounts@africanbiodiversity.org](mailto:accounts@africanbiodiversity.org) by **October Thursday 31st, 2024**.