

Scope of Work

Area of Expertise Required	Fundraising & Proposal Writing
Assignment	Consultancy
Assignment Type/Location	Borderless Community Center, Ouzai
Duration and Level of Effort (LOE)	15 Days
Maximum Budget	
Brief Description	Borderless NGO is seeking proposals from qualified and experienced consultants in Fundraising & Proposal Writing Consultant who will work with Borderless to enhance its fundraising capabilities and improve its success rate in securing grants. The aim is to develop robust fundraising strategies, create compelling proposals, and build the capacity of the NGO's staff in these areas.

1. About the organization

Borderless is a non-governmental organization (NGO) with a mission to uplift marginalized communities, particularly in Lebanon. Our vision is to address structural barriers to overcoming hardships faced by disadvantaged and at-risk populations, including patterns of discrimination, lack of access to essential services, conflict, and social disorder. Our focus areas include providing support to children, youth, and women through integrated programs aimed at education, livelihood, protection, advocacy, and capacity-building.

2. Assignment Overview

Conduct a capacity building program for Borderless' operations and programs team.

3. Tasks and Deliverables

- a. Conduct Needs Assessment

- Conduct an initial assessment of current fundraising and proposal writing practices.
 - Identify gaps and opportunities for improvement.
 - Develop a customized work plan based on the assessment findings.
 - Share the findings, recommendations and final assessment report with Borderless team
- b. Key objectives:
- To assess and improve the NGO's current fundraising practices.
 - To build the capacity of staff in fundraising and proposal writing.
 - To develop a comprehensive fundraising strategy.
 - To assist in the preparation of high-quality funding proposals.
 - To establish sustainable fundraising practices and diversify funding sources.
- c. Develop Capacity Building Program:
- Using the findings from the assessment, the consultant will develop a comprehensive Fundraising & Proposal Writing Manual tailored to the specific needs and context of Borderless NGO. This framework will outline strategies, policies, and procedures for fundraising and proposal writing effectively.
 - Develop a comprehensive fundraising strategy aligned with the NGO's mission and goals.
 - Identify potential funding sources, including grants, donations, and partnerships.
 - Create a donor engagement and retention plan.
 - Establish a standardized process for proposal development.
 - Create templates and guidelines for proposal writing.
 - Identify and prioritize potential grant opportunities.
 - Conduct workshops on fundraising best practices and donor engagement.
 - Train staff on proposal writing techniques and requirements.
 - Provide training on researching and identifying funding opportunities.
 - Offer one-on-one mentoring and support to staff as they apply new skills.
 - Provide resources and documentation for continued learning.
- d. Measuring Impact:
- Develop tools that measure the impact of the capacity building program (such as training feedback, pre/post assessments, etc.)
 - An updated and final Fundraising & Proposal Writing Manual should be established by the end of the capacity building program.
- e. The consultant must commit to:
- Sharing the assessment, capacity building program outline and training material with the Borderless team for final confirmation
 - Abide by Borderless' reporting mechanism to allow continuous monitoring of activities

- Identify and communicate risks/challenges to Borderless team and call for intervention when required

4. Key Deliverables:

- Initial assessment report of current fundraising and proposal writing practices.
- Customized work plan and timeline.
- Comprehensive fundraising strategy document.
- Proposal writing templates and guidelines.
- Training materials and resources.
- Conducted training workshops and mentoring sessions.
- Developed and reviewed funding proposals.
- Fundraising campaign plans and materials.
- Monitoring tools and evaluation reports.
- Documentation and Reporting: The consultant will document all aspects of the process, including findings, recommendations, and action plans.
- Regular progress reports will be provided to Borderless NGO's management team, and a final comprehensive report will be submitted at the conclusion of the project.

Post the capacity building program, Borderless should have in place a Fundraising & Proposal Writing Manual.

4. Timeline:

15 days in person consulting.

5. Skills and Experience Required

6. Required Documents

Interested candidates should submit the following documents by the specified deadline:

- Cover letter
- Curriculum vitae (CV)
- Samples of previous work
- Financial offer in USD
- Selection Matrix:

The applications will be assessed based on the following criteria:

Criteria	Weight
Profile of the organization (please include the CV of consultant who will deliver the training and conduct the need assessments)	10%
Proven experience in the field of training and capacity building, within risk management principles, methodologies, and best practices	35%
Provision of the technical proposal and the methodology used to conduct capacity building program	30%
Provision of the total cost (noting that the price should be submitted per training day)	25%

Please send the required documents to procurement@borderlessngo.org by July 18, 2024. Include “Fundraising & Proposal Writing” in the subject line and specify how you learned about this opportunity. Incomplete applications will not be considered.