

Terms of Reference for Training services

Financial Management: Developing a fundraising strategy for sustainability

About the Lebanon Humanitarian & Development NGOs Forum (LHDF):

The Lebanon Humanitarian & Development NGOs Forum (LHDF) is an independent entity composed of over 90 local and national NGOs active in the humanitarian and development fields in Lebanon and operating across a wide range of sectors, being the largest and most recognized network of local and national NGOs in the country. Among its different missions, LHDF facilitates the coordination between its members and other relevant stakeholders, including public entities, donors, international community, and persons of concern, to ensure an efficient response to both humanitarian and development needs in the country. LHDF is also keen on strengthening its LNGOs members through the delivery of trainings, learning workshops, technical assistance opportunities and individual support.

Objectives of the training: Developing a fundraising strategy for sustainability

Following the latest internal Training Needs Assessment exercise that has been conducted with the Local NGO members, this training topic has been identified as an important one. Accordingly, LHDF is looking for a trainer to delivering a training on Developing a fundraising strategy for sustainability for local and national NGOs in Lebanon.

The primary objective of this training is to enhance the financial sustainability of these organizations by equipping them with the necessary skills and knowledge to develop and implement effective fundraising strategies.

Scope of Work:

The trainer will be responsible for designing and delivering a comprehensive training session that addresses the specific needs of local and national NGOs. The training will cover key areas essential for building effective and sustainable fundraising strategies, including:

- Financial management fundamentals
- Budgeting and financial planning
- Grant writing and proposal development
- Donor relations and stewardship
- Fundraising strategies and techniques
- Monitoring, evaluation, and learning for fundraising
- Crisis and Emergency Fundraising: including techniques for rapidly mobilizing funds during emergencies or humanitarian crises, addressing the need for quick responses in Lebanon's volatile situation.
- Diversifying Funding Sources: exploring a mix of funding streams (e.g., individual donors, corporate partnerships, social enterprises) to reduce dependency on single sources.

The trainer is expected to customize the content to reflect varying levels of expertise among participants and address the specific challenges of fundraising in Lebanon's current economic and political climate.

Methodology:

- We are looking at a 2 to 3-days (TBD) face to face high-quality training session adapted to the audience of NGOs.
- The preferred language of delivery is Arabic.
- The trainer is expected to employ interactive and participatory training methodologies, including case studies, group discussions, and practical exercises.
- Trainers are asked to administer pre/post-tests for participants.
- We would like to note the importance of providing practical deliverables and action points that LHDF members could immediately use and include in their organizations' procedures and strategies.

Timeline and Deliverables:

The trainer is expected to:

- Provide a detailed training plan outlining the training objectives, methodology, and agenda **2 weeks prior to the delivery of the training**
- Provide Training materials (handouts, presentations, practical guides).
- Deliver the training before the 15th of December 2024
- Provide a post-training report **within 2 weeks after the training** summarizing the training activities, methodology and participant pre/post-test results. The report will also include an evaluation of the training's effectiveness and recommendations for future training initiatives.

Requirements:

The trainer should possess the following qualifications:

- Advanced degree in finance, business administration, or a related field.
- Minimum of 8 years of experience in financial management and fundraising for NGOs.
- Proven track record in designing and delivering training programs to NGOs.
- In-depth knowledge of the NGO sector in Lebanon and the local fundraising landscape.
- Strong facilitation and communication skills.
- Ability to facilitate group discussions and create engaging learning experiences
- Proficiency in English and Arabic (both written and spoken).

How to apply

Interested trainers are requested to submit to procurement@almajmoua.org by Monday, November 18th, 2024

1. A short concept note/proposal highlighting key learning outcomes to be covered in the training, providing a draft of the training agenda and specifying availability to deliver the training between the 4th of November and the 15th of December 2024.
2. A financial quotation for the training consultancy
3. CV of the trainer

Kindly specify in the subject line: **LHDF Training Proposal: Developing a fundraising strategy for sustainability**