



TERMS OF REFERENCE DEVELOPMENT OF A RESOURCE MOBILIZATION STRATEGY, ACTION PLAN AND TRAINING FOR AMANI INITIATIVE AND PARTNERS. (RFP N° AMANI/UNW/WPHF/SERV/2021/0002)

BACKGROUND

Amani Initiative is a Ugandan organization founded in 2011 as a Community Based Organization within Maracha District and currently registered as a National NGO with the Uganda NGO Bureau as of September, 2020. The organization is currently focused on the prevention and response to teenage pregnancy and child marriage through low cost-high impact community led solutions.

Amani Initiative would like to develop a resource mobilization strategy and also build capacity of her staff and stakeholders in areas of resource mobilization. The organization is a growing and ambitious organization which aims at identifying and collaborating with sustainable funding to enable her continue supporting the communities and meeting the vision of the organization.

Amani Initiative is therefore seeking the services of a supplier to facilitate the development of the organization Resource Mobilization Strategy and training of staff on resource mobilization.

SPECIFICATION OF THE DESIRED PERFORMANCE A RESOURCE MOBILIZATION STRATEGY

The supplier will proactively engage all relevant staff to develop a Resource Mobilization Strategy for the organization that looks into both traditional and non-traditional funding opportunities. The suppliers will also train staff on aspects of proposal writing, donor engagement and maintenance.

SCOPE OF WORK

The assignment will be undertaken in three major phases as described below:

PHASE 1: Planning and Initiation

Conduct an assessment of Amani Initiative in line with resource mobilization through using online surveys and 1day assessment workshop with a select team of the organization.

PHASE 2: Resource Mobilization Strategy development

The facilitator will prepare a draft strategy that is to be shared with the Amani Initiative team for review and feedback. A final strategy to be developed following feedback and submitted to the Board of Directors for approval.

PHASE 3: Training of staff and stakeholders on aspects of resource mobilization (proposal writing, and donor engagement)

The facilitator will be expected to conduct a one hands on workshop for staff on proposal writing and donor engagement.

The supplier will install the developed system including the hardware components with Amani Initiative's premises. The supplier will provide system setup, software code and passwords to Amani Initiative. At this phase, Amani Initiative will require the supplier to provide 30 working days of the testing period for the system.

TIME FRAME

The assignment is expected to be executed between 19th April to 31st May 2021.

DELIVERABLES OF THE ASSIGNMENT

- Organization resource mobilization assessment report.
- Organization resource mobilization strategy with clear action points
- Training report for staff on resource mobilization.

KEY CONTACTS

All proposals should be submitted by 15th April, 2021 at 5:00pm digitally through procurement@amaniwestnile.org together with the following:-

- A technical proposal how you plan to execute the assignment. This should also include CV's of the people you will be working with to execute the assignment and ability to complete the task in the provided period.
- Financial proposal for the assignment
- References from at least 2 organizations preferably CSO's for whom you have done a related assignment.

Note:-

Fraud and Corruption

Amani Initiative is committed to preventing, identifying, and addressing all acts of fraud against Amani Initiative, as well as against third parties involved in Amani Initiative activities. Amani Initiative's Policy regarding fraud and corruption policy. Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Head of Finance/Administration of Amani Initiative as well as with any other oversight entity authorized by the Team Leader of Amani Initiative.

Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow Amani Initiative to repudiate and terminate the contract, and to debar and remove the supplier from Amani Initiative's list of registered suppliers. Any fraud needs to be immediately reported to whistleblowing@amaniwestnile.org

Child protection and Safeguarding

Amani Initiative stands against any forms of violence against children and a supplier will be automatically terminated at any stage of the procurement process incase found to not to comply to our child protection and safeguarding standards.