



## Terms of Reference for FUNDRAISER

### 1) BACKGROUND

The Centre for Coordination of Agricultural Research and Development for Southern Africa (CCARDESA) is a subsidiary organization of the Southern African Development Community (SADC). CCARDESA was established in 2010 but started its full operations in 2013. Its mandate for CCARDESA is to coordinate agricultural research and development in the SADC region and contribute towards improving food and nutrition security in the region. CCARDESA is currently coordinating the implementation of several Programmes and Projects linked to agricultural research and development that are supported by a diversity of partners.

Mobilisation of resources from International Cooperating Partners (ICPs) requires sustained efforts targeted at specific organisations and proposals to ICPs have to be consistent with their strategic interests while supporting CCARDESA's strategic themes. CCARDESA developed a new Strategic Plan in 2019 for the period 2020-2029. This was followed by the drafting of the Medium-Term Operational Plan (MTOP) for the period 2021-2025, which is meant to operationalise the Strategy. The current strategic themes that guide the technical work of CCARDESA are: (i) Agricultural productivity and food and nutrition security; (ii) Resilience to emerging agricultural risks: environmental, climate change and transboundary pests and diseases; (iii) Commercialisation of the agricultural sector and market access; (iv) Women, youth and social inclusion; (v) Knowledge and information management, communication and policy support; and (vi) Capacity strengthening of CCARDESA and Agricultural Research for Development (AR4D) institutions. The Strategic Plan (2020-2029) and MTOP (2021-25) require a corresponding Resource Mobilisation Strategy and Action Plan (RMS & AP). These were developed and approved in 2020.

CCARDESA's noted attempts towards implementing the Resource Mobilization Strategy and Action Plan (RMS&AP) include a mapping report on existing and potential partners in agricultural research and development and potential funding partners (donor grid) as well as opportunities worth pursuing. Some draft proposals/concepts have also been developed by CCARDESA in collaboration with regional stakeholders in various fields linked to the organisation's strategic direction. Building on the foundation that has been laid and outputs produced thus far, CCARDESA seeks to engage a fundraiser to raise resources required to support the

implementation of the organisation's Long-Term Strategy (LTS) and Mid-Term Operational Plan (MTOP).

## **2) OBJECTIVE OF THE ASSIGNMENT**

The overall objective of this assignment is to raise funds to support CCARDESA's implementation of its Long-Term Strategy (LTS) and Mid-Term Operational Plan (MTOP).

## **3) SCOPE OF ASSIGNMENT AND SPECIFIC TASKS**

### **3.1 Scope of the Assignment**

The scope of this assignment entails fund raising from diverse sources to support CCARDESA's implementation of its Long-Term Strategy (LTS) and Mid-Term Operational Plan (MTOP).

### **3.2. Specific tasks**

In undertaking this assignment, the specific tasks will include, but not limited to the following:

- (i) Scan for open calls for proposals and write winning proposals;
- (ii) identify and engage potential major development partners or donors. This should include understanding their interest and reconciling them with corresponding themes on the CCARDESA strategy;
- (iii) identify and engage Diplomatic Missions and Embassies relevant to CCARDESA's work and subsequently mobilize resources for the CCARDESA strategy;
- (iv) identify overseas governments that may be willing to fund the implementation of CCARDESA's strategy and share with them CCARDESA's costed strategy;
- (v) market the CCARDESA brand internationally to attract funding and other relevant resources; and
- (vi) develop and lead a resource mobilization or fundraising campaign through various platforms with a target of raising US\$100 million in 12 months to capitalise the CCARDESA Endowment Fund to ensure sustainable financing of CCARDESA's operations.

## **4) DURATION OF THE ASSIGNMENT**

The Fundraiser is expected to undertake the assignment within a period of 12 months from the date of contract commencement.

## **5) REPORTING REQUIREMENTS AND TIMELINES FOR DELIVERABLES**

The reporting requirements and timelines for deliverables are as shown in the Table below:

<b>No</b>	<b>Deliverable/Reports</b>	<b>Timelines</b>	<b>Format of submission</b>
1	Inception report outlining the methodology and workplan with timelines	2 week after the inception meeting	Softcopy in MS Word and pdf
2	Provide written and oral monthly updates to CCARDESA on progress of implementing the agreed workplan	Monthly	Softcopy in MS Word and pdf
3	Provide quarterly written and oral updates showing milestones and achievements on progress of implementing the agreed workplan	Quarterly	Softcopy in MS Word and pdf
4	Obtain a minimum of \$50 million in the first six months of the contract	6 months	
5	Obtain a minimum of \$100 million within 12 months of the contract.	12 months	

#### **6) PAYMENT FOR SERVICES**

CCARDESA will engage the Fundraiser at a contractually agreed fee. A nominal mobilization fee will be payable upon the appointment of the Fundraiser and the approval of the inception report. The incumbent will be entitled to a success fee equivalent to a percentage of funds raised and paid into the CCARDESA Endowment fund. This fee shall be agreed upon between CCARDESA and the Fundraiser.

#### **7) MINIMUM REQUIREMENTS FOR THE FUNDRAISER'S QUALIFICATIONS AND EXPERIENCE**

- At least a Masters degree in Agriculture, Social Sciences, Development, Business Administration, or any related field;
- At least ten (10) years proven international experience in financial resource mobilization with a success rate of at least 70%;
- At least 5 years proven experience and success in mobilising funds for agricultural research and development organisations;
- Strong analytical, strategic thinking and planning skills as well as ability to work under tight deadlines;
- Experience in working with key funders/donors in agriculture and development regionally and internationally is desirable;
- At least three (3) past or current traceable clients that CCARDESA can contact for references and results achieved by the Fundraiser
- Fluency in written and spoken English is essential. Knowledge of the other two SADC working languages (French or Portuguese) is desirable.

#### **8) MANAGEMENT AND ACCOUNTABILITY OF THE ASSIGNMENT**

The Fundraiser will report to the Executive Director with the CAADP-XP4 Regional Coordinator responsible for the assignment's overall technical and administrative issues.

The Fundraiser's personnel will, on reasonable notice, participate in meetings and discussions as required by CCARDESA.

All meetings, discussions, presentations, and deliverables shall be in English language.

## **9) OBLIGATIONS OF THE CLIENT**

The Client will provide the following support to the Fundraiser where necessary:

- (i) All available relevant documentation to the Fundraiser, such as the LTS, MTOP, resource mobilisation strategy and action plan, draft proposals, and other related documents that will facilitate the Fundraiser's work;
- (ii) Contacts of key stakeholders;
- (iii) Introductory letters to key stakeholders to facilitate communication;
- (iv) Facilitate review and dissemination meetings with key stakeholders; and
- (v) Facilitate liaison with other program implementing partners.

## **10) OBLIGATIONS OF THE FUNDRAISER**

The Fundraiser shall be responsible for the provision of all necessary resources to carry out services such as international travel, project transportation for visits in countries, subsistence allowances, accommodation, information technology, and means for communications, reporting materials, insurance, and any other required resources.

The Fundraiser is expected to undertake activities that will ensure that outputs are consistent with the professional and legal requirements and are provided in a timely manner.

## **11) PROPRIETY RIGHTS OF CLIENT IN REPORTS AND RECORDS**

All data, reports, information collected, or obtained from the implementing agencies, and reports developed, etc. by the Client and other institutions during this exercise, shall belong to the Client. No use shall be made of them without prior written authorization from the Client.

At the end of the contract, the Fundraiser shall relinquish all data, manuals, reports and information (including the database, codes, and related documentation) to the Client and shall make no use of them in any other assignment without prior written authority from the Client.