

TERMS OF REFERENCE

BUSINESS DEVELOPMENT ADVISOR AND FUNDRAISING

IRAQ DELEGATION

1. PRESENTATION OF TERRE DES HOMMES IRAQ

Terre des hommes (Tdh) is a prominent Swiss organization dedicated to child rights. Since its inception in 1960, Tdh has been committed to improving the future for children and youth, particularly those facing significant risks. With a presence in over 30 countries, Tdh leverages innovative and sustainable solutions to make a meaningful impact.

Tdh initiated its operations in Iraq in December 2014, focusing on the urgent needs of children and youth aged 9 to 22 who were affected by the ISIL crisis from 2014 to 2017. Since then, Tdh has been actively engaged in Child Protection (CP) and Education activities in Ninewa, Baghdad, and Anbar. The organization has also conducted Access to Justice (A2J) initiatives in Kirkuk, Salah al-Din, and Baghdad. Tdh's comprehensive response includes a variety of services such as awareness-raising, case management, referrals, psychosocial support, specialized mental health services, catch-up classes, and teacher training.

2. PURPOSE

The role will lead implementation and review of the country business development/ funding plan; build business relationships with a range of donors, identify strategic funding opportunities and lead the process of developing high quality concept notes and proposals.

3. RESPONSIBILITIES

Business Development

- *Support the Head of Delegation and the senior management team in relation to donors engagement and other strategic engagement for business development;*
- *Establish strong network within the donor, INGOs and other peer organizations and monitor trends in the donor environment;*
- *Coordinate country business development core team/ task force and business development efforts and initiatives;*
- *Identify strategic opportunities and evaluate risks and benefits in relation to specific funding opportunities, programme cost recovery and funding mechanisms;*
- *Build collaborative relationships with key Tdh staff in Iraq and MENA region; and identify appropriate country and possible multi country programming/funding opportunities focusing on institutional donors;*
- *Regularly update the country funding plan, and donor mapping and intelligence. Ensure country teams are regularly updated in relation to donor intelligence and upcoming funding opportunities.*

Proposal Development

- *Lead proposal development processes, ensuring realistic planning, quality project design, narrative and budget development, risk and safeguarding planning as needed for the proposal, and internal approval;*
- *Provide direct support to program staff, editing and writing sections in proposals and drafting concept notes to ensure they are in line with donor information needs and application requirements;*
- *Monitor and report on success rates for proposal submissions to donors and ensure that the programme team receives feedback from donors regarding submitted proposals; and source and manage consultants for specific proposal development processes, as needed, in consultation with Iraq team and MENA Business Development Advisor.*

Funding Coordination and Compliance

- *Provide advice and support to the finance, logistics, HR and programme/ project teams in relation to donor requirements and contractual compliance;*
- *Support the finance team in ensuring optimal use of restricted funds through strategic recharging to donor contracts thereby ensuring maximum cost recovery;*
- *Support in ensuring contract management tracking and project and donor reporting;*
- *Strengthen the capacity of the cross-functional teams that are involved in business development, proposal writing, grant management and donor compliance.*

4. ETHICAL CONSIDERATIONS

The consultant is obliged to respect the following ethical and child protection requirement:

- **Conflict of interest:** *The consultant must demonstrate the necessary independence and declare any conflict of interest and potential biases, including bias towards any of the stakeholders.*

5. TIME FRAME AND LOCATION

Start date and end date of the consultancy: from the 24th of November 2024 until the 28th of February 2025. The consultant should work from Baghdad with regular presence in Tdh Office and regular visits to Tdh office in Erbil.

6. PROFILE OF THE CONSULTANT: QUALIFICATIONS AND EXPERIENCE

Essential

- *A university degree - or equivalent - in Development Studies, Social Sciences, International Development, Business Administration, or other relevant fields.*

- *At least 5 years of demonstrated experience and success working in institutional fundraising, programme development and management in the humanitarian & development sector.*
- *Direct experience with key institutional donors' guidelines and procedures (USG, EU, ECHO, UN, GIZ, SIDA, FCDO etc.).*
- *Strong written skills with proven experience of developing quality proposals and reports and securing income, and a high level of analytical skills and critical thinking.*
- *Very good knowledge and understanding of the donor and funding context, environment and key players in Iraq and the Middle East.*
- *Experience of working with and coaching technical teams to develop complex proposals and reports.*
- *Solid understanding and convictions of a rights-based approach and gender sensitive, and experience in the NGO sector.*
- *Highly developed interpersonal, communication and influencing skills: networking, representational, and negotiation skills.*
- *Knowledge of Project Cycle Management and humanitarian and development programming.*
- *Strong numeracy and financial and IT skills, with attention to detail to develop and analyse donor budgets and reports.*
- *Ability to work effectively with others in diverse team situations and ability to work in a multi-cultural environment.*
- *Ability to manage time effectively and adapt priorities to respond to changing demands and tight deadlines, across multiple time-zones.*
- *Excellent command of English (both written and verbal).*

Desirable

- *Experience and understanding of the Middle East context– especially Iraq and of key issues of development and transition.*
- *Good knowledge and awareness of issues related to Tdh programs.*

7. APPLICATION PROCEDURES

Consultants who are interested in this assignment are invited to submit a proposal describing their profile and experience as well as their understanding of the role and their proposed action plan.

*Each application should be submitted no later than **5:00 pm Iraq Time on November 12, 2024**. The proposal should include each of the following sections in the specific order listed below to be considered for this consultancy:*

- *A technical offer comprising:
 1. *Profile and experience.*
 2. *Understanding of the role*
 3. *Proposed action plan**
- *A financial offer with a budget detailed by item (fees, other costs)*
- *An updated and detailed CV of the consultant*

- *Registration needed for registered Firms or Associations*
- *Signed Terms of Reference.*
- *Examples of similar consultancies carried out.*
- *Contacts of 3 references.*

*Please send all questions and the submission documents to: irq.tenders@tdh.org. Each proposal should be submitted no later than **5:00 pm Iraq Time on November 12, 2024.***