

Terms of Reference Fundraising support for ForumCiv Regional Office Latin America & the Caribbean

1. Description of the need

ForumCiv is looking for professional services to support the fundraising efforts in Colombia and Latin America. Concretely, work with the LAC team to evaluate potential donors, design and develop proposals, helping to find innovative approaches to the fundraising process and participate in the global efforts to assure financial sustainability of the office.

About ForumCiv

ForumCiv is a politically and religiously unaffiliated development cooperation organisation with around 140 member organisations from Swedish civil society. Together we work with human and civil rights and facilitate popular participation around the globe. We have offices in six countries; Cambodia, Kenya, Colombia, Liberia, Lithuania, and Sweden, through which we provide direct support to local organisations on the ground.

We mediate grants from Sida (the Swedish International Development Cooperation Agency) to Swedish organisations cooperating with local partners in 70 countries. ForumCiv also advocates for just and sustainable development. Our work focuses on enabling people to organise to claim their rights and take control of their lives; it is only then that democracy can grow, resources can be distributed more fairly, and poverty can be reduced.

Regional Office (RO) For Latin America and the Caribbean

The RO LAC is responsible for the follow up on program and project implementation of CIVSAM sub-granting to Swedish organisations active within the region by the agreed-upon processes. It is also responsible for Colombia's country program's performance, administrating fund from other donors such as the European Union.

The RO is to play a platform role for ForumCiv's member organisations and other strategic stakeholders, provide in-depth context analysis of the region, and contribute to ForumCiv's method development and capacity-building work. The RO is also responsible for securing excellent internal control systems and finance, risk, security management and HR work that comply with ForumCiv rules and guidelines. In addition, the RO is responsible for communication within the region and provides the Advocacy and Communication department with up-to-date information that can be used in ForumCiv's external communication.

2. Expected products and responsibilities

Responsibilities

- Lead the design and formulation of proposals for current calls.
- Identify strategic donors for the Colombia/LAC programme.
- Review ForumCiv's country program for Colombia and the programme's fund management strategy.
- Strengthen the capacities of the regional office staff to design proposals and to obtain funds.

Products

- The proposals that the office finds relevant in the second semester of 2021.
- Relationship and diversification of funds' Strategy with strategic donors
- Fundraising training/workshop.

3. Input from ForumCiv

ForumCiv will provide the information and material required to develop the products, such:

- Colombia country programme
- Evaluations and previous proposals
- All the relevant information about previous fundraising efforts.

4. Qualifications and experience required

ForumCiv is looking for a result-oriented person with at least five years of experience working in the development sector as a fundraiser or adviser in fundraising processes. We want a person with documented successful experience and cases in developing proposals for a wide range of donors in the region.

- Fluent in English and Spanish.
- Professional degree, master or MBA in related areas.
- Documented experience.
- Global team builder, inclusive and unifying

5. Type of contract and time of execution.

Local consultancy contract (Colombian professional-service contract). The products should be delivered in a maximum of 4 months.

6. Contract supervisión

The **Regional Manager** of ForumCiv for Latin America and the Caribbean, or another person delegated by her, will oversee the implementation of the contract.

7. Presentation of proposals and requested documents.

If you are interested, please send an application, including:

- Cover Letter (max two pages)
- Brief narrative and financial proposal explaining how to attend to the need described above. The proposal must include a list of successful experiences in Colombia and the Region.

Please send your documents to info.colombia@forumciv.org with the subject: ***Fundraising support RO LAC.***

ForumCiv will consider only the proposals sent before 12:00 pm, Colombian time, of the 15 of August of 2021. Any question about this call should be send to the emails referred before 1 of August of 2021, 12 pm, Colombian time.

ForumCiv is an organisation that promotes equal treatment and gender equality, according to our non-discrimination policy. All the contracts will be done under these principles and the anti-corruption policy.

This professional Support will be financed by the ForumCiv Head Office.