

## **TERMS OF REFERENCE DEVELOPMENT OF A FUNDS MOBILIZATION STRATEGY**

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### **Duration of Assignment:**

Approximately the period of 1.5 months (preferred start on 10 October 2023), maximum of 9 working days within this period.

### **1. BACKGROUND**

Domovik was established in 2010 in Mitrovica North. Domovik is profiled as an organization that conducts activities concerning the psychosocial and physical health, social and legal protection and education of children, youth, and members of vulnerable groups, and as an organization that seeks to help people in understanding the factors that affect their life quality.

The primary objective of this TOR is to guide and govern the development of Funds Mobilization Strategy, to facilitate a systematic and sustainable financial resources mobilization, to support the mission, goals, and operational needs of Domovik. This strategy aims to diversify funding sources, enhance financial stability, and ensure the availability of adequate resources to fulfil the organization's mandate effectively.

### **2. OBJECTIVE AND SCOPE**

The process of the development of a Funds mobilization strategy should cover the following objectives:

1. Support for the revision and upgrading of Domovik's Strategic Plan
  - Desk research:
    - a. Conduct a comprehensive analysis of the organization's current financial situation.
    - b. Assess the financial strengths and weaknesses of the organization.
  - Strategic Funding Goals:
    - a. Define clear and measurable funding goals aligned with the organization's mission and strategic objectives.
    - b. Prioritize funding needs based on urgency, impact, and feasibility.
  - Diversification of Funding Sources:
    - a. Identify and explore new potential funding sources.
    - b. Reducing dependency on a single source of funding to enhance financial resilience.
  - Donor Relationship Management:
    - a. Strengthen existing donor relationships through effective communication and engagement.
    - b. Identify new donors and funding partners.
  - Grant and Proposal Development:
    - a. Establish a systematic approach to identify and apply for relevant grants and funding opportunities.
  - Financial Sustainability Measures:
    - a. Develop strategies to ensure the long-term financial sustainability of the organization.
  - Developing a draft Funds mobilization strategy
  - Developing a final version of Funds mobilization strategy

It should be emphasized that all relevant documents, available at NGO Domovik, will be provided upon request of the consultant.

### **3. ROLES AND RESPONSIBILITIES**

#### **3.1 External expert/consultant/consulting company:**

will be responsible for:

- Initial meeting to define the scope of the process and methodology of developing the Funds mobilization strategy,

- Organizing workshops with Domovik staff,
- Prepare a draft Funds mobilization strategy,
- Prepare a final version of Funds mobilization strategy.

### **3.2 Domovik:**

Domovik will have the responsibility for the overall management of the consultancy, and this will include the following:

- Reviewing and approving the proposed draft documents and workshop agendas & materials
- Organizing informative meetings and workshops
- Ensuring that Domovik management staff provide all necessary documentation.
- Supporting in delivering the milestones
- Monitoring the delivery of milestones

### **4. KEY DELIVERABLES**

- Funds mobilization strategy

### **5. DURATION AND TIMEFRAME**

The contract of the assignment should be within the timeframe of 1.5 months, preferable throughout the period starting from 10 October 2023.

### **6. QUALIFICATIONS AND COMPETENCIES OF EXTERNAL EXPERT/CONSULTANT/CONSULTING COMPANY**

- A minimum of five (5) years experience in working with Civil society, public institutions;
- Advanced degree in law, development studies, economics, general management, social sciences, humanities or related discipline;
- A minimum of five (5) years experience in developing organizational capacity building;
- Excellent analytical, oral and written communication skills in English;
- Strong facilitation skills and ability to lead a plenary and document simultaneous;
- Strong interpersonal skills and the ability to communicate and work well with diverse people.

### **7. APPLICATION PROCEDURE**

Applications must be sent in English or Serbian and entail the following:

- Expression of Interest and availability;
- CV
- Expected remuneration, in the form of gross fee.

### **8. Zero tolerance on Sexual exploitation and abuse**

Domovik applies zero tolerance to sexual exploitation and abuse. It is, therefore, required that the interested candidates read and understand the *Anti-harassment, intimidation, and bullying policy* and *Child Safeguarding Policy*. The policies are available in the Programmes/Policies section of [www.domovik.org](http://www.domovik.org) website, or through links: <https://domovik.org/wp-content/uploads/2021/12/NGO-Domovik-politika-protiv-zlostavljanja-zastrasivanja-i-uznemiravanja.pdf>; and <https://domovik.org/wp-content/uploads/2021/12/Politika-za-zastitu-deteta.pdf>

Expression of Interest clearly named as “*Development of a Funds Mobilization Strategy*” can be submitted at the email address [office@domovik.org](mailto:office@domovik.org) or as a hard copy at the address Sutjeska bb, L1, Mitrovica North, before **6 October 2023, 17:00** hours local time. Only short-listed candidates will be contacted.