



Terms of Reference

Program Development Consultant – MENA Region

ABOUT FIELD READY

Field Ready is an international non-governmental organization that is dedicated to empowering people living in complex environments to make the things they need, where they need them, when they need them. Our vision is to meet humanitarian and development goals through technology, innovative design and engaging people in new ways. We make useful items to solve problems locally. We build capacity to extend this impact and enable others to foster their own resilience. Our approach is truly effective and ground-breaking. For more information, please see www.fieldready.org.

POSITION SUMMARY

Field Ready is expanding its programming in the Middle East region. The organization has developed a successful track record with institutional donors and would like to increase this support along with extending our relationships with major donors and foundations (trusts).

An effective Program Development Consultant is sought to increase our donor base and grant resources. The chosen consultant will bring an established network and solid track-record of raising funds in the Middle East region.

The duration of the consultancy is expected to take 2-3 months but the exact time and number of days will be based on the contents of the Scope of Work and proposed by the consultant as noted below. The exact start and end dates of the consultancy, and deadlines for deliverables, will be discussed and agreed with the selected consultant after the review of the proposed methodology. There is flexibility in terms of location and work hours. Travel is not expected with this consultancy.

EXPECTED STEPS

- Gain a familiarity with Field Ready's approach, current and future programming and priorities.
- From internal discussions, identify potential funders particularly institutional donors (e.g., EU, USAID, World Bank and the UN) and funding mechanisms (e.g., CERF, IHF/Pooled Funds, etc.) as well as major donors (i.e., wealthy individuals and families) and philanthropic organizations (i.e., foundations and trusts) and other select categories (e.g., corporations).
- Having identified both the funding needs and potential funding sources, the Consultant selected will work with management to match funding sources against priority areas.
- If needed, the Consultant may undertake actions such as review proposals that have been developed over the past year and identify reasons why fundraising has or has not been successful.
- Identify key funding priorities and funding sources and, building on previous funding proposals, develop high quality proposals.
- Prepare funding applications (i.e., requests, concept notes and proposals) including provide key technical input such writing and editing.

DELIVERABLES

1. Develop a working plan for the consultancy, identifying funding needs along with potential leads and sources. Field Ready has established tools for this purpose which will be shared during the consultancy.

2. Regular reporting and information sharing during the consultancy (as agreed upon in the first days of the consultancy and following submission of the draft plan).
3. Initiating contact and arranging meetings with key donors identified with the intention of fostering an on-going relationship (in the long-term) and submission of funding applications (in the short-term).
4. Develop at least three high quality applications responding to priority needs in support of Field Ready's programming. To clarify: the Consultant is not expected to do all the work on these applications but will instead collaborate with Field Ready team members by providing essential technical input which will involve standard steps in the program development process such as writing draft prose, editing and coordinating other elements such as design/ToC, budgeting, preparation of budget narratives and the like.
5. Depending on progress in the last part of the consultancy, produce either a draft strategy, set of recommendations or action plan (this deliverable is not expected to involve extensive preparation or analysis).

KEY CHARACTERISTICS & QUALIFICATIONS

- Extensive experience in program development and fundraising with a strong understanding of donor identification, submission expectations (rules and regulations), relationship cultivation and solicitation.
- Proven success in raising funds and building/maintaining relationships with active donors. The Consultant **MUST** have existing knowledge of, and a network in, the region to support the work described herein.
- Appropriate level of education and years of experience relative to the expected deliverables including writing, editing and application preparation.

The Consultant selected will also possess the following attributes; this person:

- Has a commitment to humanitarian principles and an interest learning Field Ready's approach.
- Has an entrepreneurial mindset in that they will be able to bring new ideas forward while being able to strategize a plan of how to make them a reality.
- Is flexible and is a creative thinker able to find and create new opportunities for programs.
- Is a people person where networking is second nature and they will be able to not only lead an engaging conversation, but are also able to lay the foundation and nurture relationships with various people.

TO APPLY

Submit a cover letter of not more than one page that describes your understanding of the consultancy along with how your qualifications meet the criteria above along with a Scope of Work of not more than two pages covering how the deliverables will be achieved within the parameters mentioned. Please submit these along with a detailed CV to: info (at) fieldready.org. The title "Program Development Consultant – MENA Region" must be included in the subject line.

All documents submitted should be in English (NB: additional documents such as references, diplomas and certificates should not be submitted at this stage). Applications will be reviewed on a rolling basis until a suitable candidate is found, a contract is awarded and this notice is withdrawn from our website. Thank you for your interest and understanding.

The Consultant selected will be expected to agree in writing to Field Ready's policies regarding key humanitarian principles and positions (e.g., code of conduct and safeguarding).