

Terms of Reference

Business Development and Fundraising Lead Consultant

ActionAid Haiti

1. Organisation information

ActionAid has been present in Haiti since 1997. Lead and staffed by Haitians, working with the people living in poverty and facing successive natural disasters and political turmoil; AA Haiti (AAH) works closely and coordinates with local authorities to respond to emergencies while strengthening their governance and supporting community-based organizations by building their resilience and capacity.

ActionAid Haiti is a member of the ActionAid Federation which was formed in 2003 when the previously UK based charity moved its headquarters to South Africa and became a Federation focusing on a new mission of increasingly shifting power to the Global South. ActionAid is in a merger process with Alianza por la Solidaridad, which joined the federation in 2018 and has since become the Spanish member of the Federation of ActionAid International. As country programs, ActionAid and Alianza Haiti are in the integration process of their structures and programs.

ActionAid's work in Haiti is in line with its Feminist Principles and Human Rights-Based Approach (HRBA) and the focus of the work in Haiti over this time has been women's rights, food security, the development of economic initiatives for women and young people and the management of sudden onset disasters.

ActionAid works in 5 regions in the country: the Center, West, South-East, South, and Grand'Anse. AAH's mission is to "Fight alongside the excluded and vulnerable to resoundingly defeat all forms of poverty, exclusion, injustice and inequality in our society" and through its actions, ActionAid Haiti aims for "A sovereign Haiti, freed from poverty, disasters, inequality and injustice, where every citizen, especially women, small farmers, children and young people, is aware and has fully integrated what is necessary to meet and enjoy their rights with dignity."

Position overview

The Business Development and Fundraising Lead Consultant will work closely with the Country Director and Program Heads to develop funding models to put in place fundraising mechanisms, researching new market opportunities, strengthening donors' engagement, strengthening partners and staff's capacity in

Terms of Reference

Business Development and Fundraising Lead Consultant

ActionAid Haiti

fundraising, reinforcing communication mechanisms, developing appropriate tools/resources for monitoring, and managing and ensuring grants compliance. He/she will support the program in building an effective and innovative pipeline of concept notes and proposals for funding, mobilize financial resources from donors for development and humanitarian programs, and develop AAH's relationships with institutional donors and grow strategic funding partnerships. The Business Development and Fundraising Lead Consultant will engage with Funding Affiliates of ActionAid's Federation, Global Secretariat Fundraising Units, and ActionAid Spain Headquarters.

2. Areas and key responsibilities

1-Development and implementation of AAH fundraising strategy:

- Conduct in-country donor mapping with detailed analysis to determine priority donors;
- Explore donors' country and regional plans and identify alignment with AAH's program niche;
- Conduct SWOT analysis (assessing the strengths, weaknesses, opportunities, and threats) and competitor analysis;
- Build donor engagement strategies;
- Identify alignment with national priorities and develop engagement strategies with State institutions;
- Develop and update the funding pipeline, including income forecasts;
- Identify AAH staff and partner reinforcement needs to support the fundraising strategy;
- Build and maintain collaborative relations with the federation members to position for funding opportunities;
- Keep fundraising strategies/plans dynamic as program needs change and adapt to context.
- Apply standard operating procedures for donor reporting of all SHEA and Safeguarding concerns.

2- Partnership development:

- To develop and nurture relationships with other members of the federation, working with colleagues to obtain early intelligence on funding opportunities / identify further funding

Terms of Reference

Business Development and Fundraising Lead Consultant

ActionAid Haiti

opportunities, and conduct research to ensure a coordinated approach, following up on all opportunities;

- Manage, initiate, and act on opportunities to strategically engage with, involve, and deepen AAH relationships with new and existing donors;
- Promote AAH's distinctive approach by promoting Localization of Aid, women and young people leadership in all new and established relationships;
- Conduct partner mapping by identifying organizations that best align with AAH's program priorities and where there is added value of a consortium
- Develop senior level partnerships with other organizations on resource mobilization, including institutions, potential consortium partners, private sector organizations, INGO's and relevant research institutions;
- Actively participate in donor meetings and networking events to develop funding relationships;
- Coordinate and provide leadership representation with other institutions in agreeing on ways of working and applying AAH cost recovery policy;
- Provide technical support to local organizations, including women's and youth's organizations that are partners of AAH, in a way to build capacities and facilitate more access to direct funding.

3 - Scope and position for funding opportunities both at national and international level

- Maximize existing relationships with fundraising contacts in the country and in the wider region to scope out potential funding opportunities;
- Act as the main point of contact for fundraisers, responding to funding enquiries;
- Identify fundraising priorities and communicate with affiliates' fundraisers;
- Identify affiliate program priorities and alignment with Country Strategic Paper (CSP);
- Ensure updated fundraising strategies/plans are communicated to affiliates/associates;
- Ensure data collection, information/knowledge sharing around programs to maximize fundraising opportunities from donors in affiliate and associate markets;
- Build on existing national donor relationships by sharing information on programs through

Terms of Reference

Business Development and Fundraising Lead Consultant

ActionAid Haiti

key communication products (case studies, blogs, capitalization report or content).

4 - Proposals and tenders:

- Track funding opportunities and inform relevant departments about these opportunities;
- Ensure that new donors, if any, are in line with AA criteria/values for pursuing funding;
- Ensure proper analysis, robust quality assurance and risk assessment based on existing tools, including the Go/No Go tool, to inform decision-making;
- Ensure proper consultations and engagement of communities in the project development cycle;
- Keep abreast of donor intelligence about upcoming opportunities and funding streams;
- Act as operational lead, responding to, and managing large, complex funding opportunities, including multi-country calls;
- Lead proposals writing in coordination with program and other department staff and ensure compliance with donor funding criteria is fully met;
- Develop AAH internal guidance and/or adapt federation's guidance to deal with compliance issues;
- Follow-up on donors' inquiries, including complementary information on submitted proposals
- Ensure compliance with donors' contractual requirements and relevant legislation;
- Develop guidelines, tools, and checklists to facilitate proposal development and grant management best practice;
- To support partners in leading project implementation, including doing inception meetings to ensure that all stakeholders are able to meet and adhere to donor rules and regulations.

5-Reinforce systems and their application for management of income

- Set up a country grant tracking system, including reporting requirements and update the global Contract Management System (CMS)
- Work in collaboration with the Head of Finance to ensure adequate financial systems are set up and do regular due diligence checks to ensure the financial contractual obligations of

Terms of Reference

Business Development and Fundraising Lead Consultant

ActionAid Haiti

donors are met;

- Ensure that staff integrate the use of contract management system into their daily work;
- Ensure a proper archive of project funding related documents, including contracts, donors' reports, etc., both physically and electronically on Sharepoint.
- Support key projects of the federation including cost recovery, co-finance, contract management system and ensure systematic application by AAH;
- Manage internal and external relationships throughout bid development processes, including negotiating with consortium partners, AA Associates, and Affiliates, ensuing approval, and supporting new approaches.

Skills and qualifications

- At least 5 years of proven experience in business development and institutional fundraising, particularly within the NGOs sector;
- Experience in developing and implementing successful program funding strategies and delivering income against targets;
- Proven experience securing grants and contracts at a multimillion level;
- Excellent communication skills in English, French and Creole. Spanish is a plus;
- Excellent interpersonal, negotiation & influential, written, and verbal communication skills to work effectively and manage relationships with donors, funding affiliates and associates;
- Knowledge of major institutional donors in Haiti and requirements (EU, USAID, GAC, AFD, UN, GAFSP, etc.)
- Consultative and empowering working style and willingness to learn from others;
- Availability to travel in and outside the country as required;
- Knowledge of the humanitarian principles and minimum standards for disaster response;
- Understanding and commitment to the importance of downward accountability to rights-holders and transparency in humanitarian response;
- Proven experience in working with community-based organizations;
- Excellent project management skills, with the ability to lead and work collaboratively with

Terms of Reference

Business Development and Fundraising Lead Consultant

ActionAid Haiti

virtual teams across multiple countries in high pressure environments;

- Experience in coordinating bid teams to deliver proposals, bids, or manage contracts;
- Experience in building skills and capabilities of other staff through training, mentoring, and coaching;
- Ability to interpret and analyze complex information from a range of sources and present it to a donor in a detailed and accurate format;
- Good ability to analyze financial information and develop budgets;
- Excellent reporting skills;

Desirable

- Experience working in both the humanitarian and development sectors;
- Understanding of the triple nexus peace-development and humanitarian work;
- Good knowledge of the Haitian context and/or experience of working in the developing world, especially in a humanitarian and/or armed conflict context;
- Excellent organizational awareness and problem-solving skills;

3. Application process

Candidates that meet the requirements should submit expression of interest, which should include the following:

- 1) Cover letter including suitability for the position, financial offer, their availability and contact information.
- 2) Curriculum Vitae with relevant work experience as stated in the skills/qualification section above.

All offers must be submitted by email no later than **January 31, 2024**, to fabine.mentor@actionaid.org and Eloise.dougere@actionaid.org by copying angeline.annesteus@actionaid.org and elizabeth.richard@actionaid.org. Please indicate **Business development/Fundraising position** in the mail subject.

Terms of Reference

Business Development and Fundraising Lead Consultant

ActionAid Haiti

N.B. This position is based in Haiti. While AAH is flexible and may accept the service from a qualified provider based outside of the country, priority will be given to qualified candidates that are available in Haiti.

ActionAid Haiti is keen to provide equal opportunities for all. Candidates will be selected according to the above qualifications, and only pre-selected applicants will be contacted.

Each staff member has the responsibility to contribute to ActionAid International culture and comply with organization's values and practice which include:

Feminist Leadership: Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power).

To learn more about ActionAid values click [Action Aid Values & Behaviours](#) .