

Terms of Reference: Fundraising Consultant

1. General

Position Title:	Fundraising Consultant
Location:	Preferably Australia (but open to other locations and available for AEST/AEDT time zone)
Total days:	Up to 17 days
Reporting to:	Senior Operations Manager

2. Background

Conciliation Resources works with people impacted by war and violence, bringing diverse voices together to make change that lasts. Working across society, we connect community perspectives with political dialogue. Learning from peace processes around the world, we share experience and expertise to find creative solutions to violent conflict. We make peace possible.

Conciliation Resources is headquartered in London, with a branch office in Melbourne (the South East Asia and Pacific Department). We have been registered in Australia as a charity (Conciliation Resources Australia) since early 2020, and are an ACFID member. We have worked in the South East Asia and the Pacific (SEAP) regions since 1994 and currently have four programmes: A regional Pacific Programme, a Papua New Guinea Programme and a Philippines Programme. The SEAP Department also has team personnel and office spaces in the Philippines and Fiji.

3. Position Overview

The majority of the SEAP department's funding comes from restricted grants including from the Australian, UK and European Union governments. Conciliation Resources Australia has less than 1% of income coming from other sources. As part of our Funding Diversification Strategy, Conciliation Resources Australia is looking to expand into new areas of income generation.

As part of this strategy we are seeking a Consultant with knowledge of the fundraising landscape within the South East Asian, Australian and Pacific regions, especially in the philanthropic sector (trusts and foundations, corporates and individuals). Familiarity with institutional donors and Australian Managing Contractors would also be helpful.

Preferably the Consultant would have particular expertise of the Australian not-for-profit funding landscape, with experience of income generation from philanthropic sources in Australia, as well as, a network within this landscape.

The Consultant will be responsible for assessing the viability and likelihood of Conciliation Resources Australia being able to build a strategy to secure significant funding from

Australian-based sources or other relevant donors in South East Asia and Pacific. They will provide recommendations and initiate contacts for Conciliation Resources Australia to take forward.

4. Scope of the Work

The Consultant will be responsible to undertake mapping and research, speaking to various philanthropic foundations, corporations and individuals, and provide recommendations to Conciliation Resources Australia. Through this consultancy, we will be looking to answer the following questions:

1. What are the different approaches of philanthropic giving (foundations, corporates, impact investing and individuals) in Australia and how do they give?
2. What processes/actions do successful international organisations undertake to secure income from these sources?
3. What is the potential for Conciliation Resources Australia securing philanthropic income in Australia:
 - a. How many foundations/corporations/individuals are giving/might give to international **peacebuilding** organisations and what is the financial size of the potential market?
 - b. How relevant and attractive is Conciliation Resources Australia and its work?
 - c. Which are the most suitable foundations, corporates or individual networks for Conciliation Resources Australia to target (donor mapping)?
 - d. How much income is it realistic to target generating over a five-year period?
4. What actions would Conciliation Resources Australia specifically need to take in order to position ourselves to secure Australian philanthropic income (and what investment would be required)?
5. What specific spaces (platforms, networks, events) should Conciliation Resources Australia be participating in, in order to get in front of the right people?
6. Are there any particular partnerships Conciliation Resources Australia could look to develop?
7. Who are the different institutional / government donors who might fund peacebuilding work in the South East Asia and Pacific region?

8. Specific deliverables and payment terms

Specific Deliverables		Estimated number of days
1.	<p>Draft donor landscape mapping and scoping report based on scope of work above, including recommendations with clear and detailed actions (and suggested investment needed).</p> <p>Work involved may include:</p> <ul style="list-style-type: none"> - Interviewing CRA staff and reviewing CRA documentation to gain familiarity with CRA's work. - Conducting desk research, and meetings / interviews with donor stakeholders. - Developing mapping and scoping report 	09-13
2.	Presentation to senior Conciliation Resources Australia stakeholders detailing findings from research, scoping and mapping.	1
3.	<p>Support initial CRA actions: depending on report outcomes and the consultant's networks activities could include:</p> <ul style="list-style-type: none"> - engagement with targeted organisations. - supporting the preparation of promotional material 	2-3

9. Person specification

We are seeking a consultant with:

- Experience of generating income from Australian philanthropic sources for international not-for-profit organisations
- Excellent understanding of how the Australian philanthropic sector (including corporates and foundations) operates
- Networks and contacts in the Australian philanthropic space
- Knowledge of international peacebuilding (desirable) and/or aid/development sectors
- Excellent written and spoken English
- Strong interpersonal, presentation and networking skills
- Experience of providing strategic advice to senior stakeholders

10. Proposed Timeline

It is anticipated this consultancy will take between 10 and 17 days* [to be agreed]

- Consultancy period: Consultant to propose
- Final report/presentation: Consultant to propose

11. Supervision and Submission of Proposals

The Consultant will report to the South East Asia and the Pacific Senior Operations Manager.

The Consultant will be expected to be self-motivated and able to work independently. They will be provided with a general induction to the work, relevant background documents and links to the relevant entities and/or individuals across the wider organisation and outside it.

Interested candidates who meet the above specifications are expected to outline:

- 1) An updated CV (with references) (max 3 pages)
- 2) A Cover Letter outlining the Consultant's suitability in line with the person specification (max 1 page)
- 3) A detailed workplan for completion of the scope of work and deliverables, including estimated time period (max 2 pages)
- 4) A financial proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs for hourly/daily fee and any additional expenses

Applications are to be submitted to aurecruitment@c-r.org **on or before Monday 4 August (17:00 AEST)**. The subject of the application or email should read '**Australian Fundraising Consultant**'

Only email applications will be accepted. In-complete applications will not be considered, and only successful candidates will be contacted.