**TERMS OF REFERENCE (TOR) FOR THE CONSULTANT TO SUPPORT LHRC’S RESOURCE MOBILIZATION INITIATIVES**

1. **Introduction**

The Legal and Human Rights Centre (LHRC) is a private, autonomous, voluntary non-governmental, non-partisan and non-profit sharing organization envisioning a just and equitable society. It has a mission of empowering the people of Tanzania, so as to promote, reinforce and safeguard human rights and good governance in the country. The broad objective is to create legal and human rights awareness among the public particularly the underprivileged section of society through legal and civic education, advocacy linked with legal aid provision, research, and human rights monitoring. LHRC is undoubtedly the leading Civil Society Organization that commands profound recognition, respect, and admiration equally by the duty bearers and rights holders.

**The overall Purpose of the assignment**

The purpose of this task is to support the LHRC Resource Mobilization Initiatives for the period of five (16) months effective from July 01st to November 30th, 2024. The consultant will provide routine support in the development of various funding proposals and concept notes in line with LHRC Strategic thematic areas of focus and Resource Mobilization Strategy. The consultant will work in collaboration with Mr. Bill Bruty from Fund raising Training company based in UK.

1. **Objectives of the assignment**

The Consultancy is aimed at enhancing and strengthening LHRC Resource Mobilization endeavors and strategies to advance human rights advocacy work in Tanzania. This Consultancy work will have the following objectives:

1. Enhancing LHRC’s capacity on resource mobilization and fundraising for continuation of LHRC’s service/products and allow improvement and scale-up.
2. Supporting and strengthen LHRC financial sustainability.
3. Supporting LHRC to create an enabling environment for mobilizing resources.
4. **Scope of the Work/ Assignment**

In performing the assignment, the consultant shall perform the following duties:

* 1. Implementation of the LHRC Resource Mobilization strategy and plan
  2. Prepare and provide guidance on various calls for grant proposals and Concept Notes
  3. Preparation of Monthly, Quarterly and Annual Resource Mobilization reports for Management and the Board.
  4. Coordinate all LHRC resource mobilization events.
     1. Support in capacity building on Resource Mobilization to staff and the Board
  5. Conduct Resource mobilization Committee meetings monthly or on ad hoc as and when necessary.
  6. Research on funding opportunities related to LHRC strategic thematic areas of focus and develop Proposals or CN to that effect.
  7. Work closely with RM Consultant in UK including organizing and coordinating various meetings and trainings on Resource Mobilization.

1. **Competencies of the consultant**

LHRC will select a consulting firm / Individual Consultant to undertake the consultancy on a competitive basis. The consultant firm/individual should have:

4.1. Sound knowledge of the charity sector.

4.2. Experience managing a team.

4.3. Excellent written, verbal, and telephonic communication skills.

4.4. At least 10 -15 years of experience in doing similar work for social development sector.

4.5. Master’s degree in the relevant field of work.

1. **Supervision/of the Consultant**

5.1. The Consultant will work closely with the Fundraising Consultant based in the UK Mr. Bill Bruty and LHRC Resource Mobilization Committee

5.2 The consultant will functionally report to the Executive Director and Administratively to the Director of Finance and Administration.

1. **Key Deliverables**

6.1. Development of core funding proposals

6.2. Development of project funding and diversified focus areas proposals

6.2. Create & grow sustainability development fund.

6.2. Strategize for diversification of funding sources, beyond bilateral support.

6.3. Develop capital assets, with a focus on growing financial reserves.

6.3. Strengthen staff and Board capacity in resource mobilization.

6.4. Develop social enterprises and endowment funding; and

6.5. Create RM database for local corporations and International Private Foundations

6.7. Conduct Local Resource Mobilization meetings with corporates.

6.8. Increase annual contributions from corporates.

6.9. Craft a detailed stakeholder CSR engagement plan

6.10. Create Income Generating Activities

1. **Duration of the Assignment**

The consultant will not be required to be present in the office on daily basis, it will specifically be based on the time of the activity; however, the whole assignment will cover the period of sixteen (16) months effective from August 01st to November 30th, 2024.