

**TERMS OF REFERENCE**

**CONSULTANCY TO DOCUMENT BEST PRACTICES OF CIVIL SOCIETY ORGANIZATIONS MODELS OF RESOURCE MOBILIZATION – GUYANA AND JAMAICA**

1. **Background**

The CARICOM Secretariat is currently the principal recipient of a Global Fund Multi-country grant, **“Sustainability of services for key populations in the Caribbean”** being implemented in ten counties, Antigua and Barbuda, Barbados, Belize, Cuba, the Dominican Republic, Guyana, Haiti, Jamaica, Suriname and Trinidad and Tobago. PANCAP, CVC and COIN will serve as Sub-Recipients of this grant. The Goal of the grant is to provide sustainable prevention, treatment and care services for Key Populations in the Caribbean Region to stop HIV transmissions and AIDS-related deaths by 2030.

This grant is aimed at building capacity for Civil Society Organisations (CSOs) that are an important component of the regional HIV response. One of the challenges that CSOs in the region face is mobilizing resources from International Development Partners (IDPs) and domestically to sustain their work.

Resource mobilisation and sound financial management are essential in any Civil Service Organization.  CSOs engaged in HIV/AIDS and other health and development activities continue to explore different strategies to mobilize resources. CSOs in many countries list strengthening their resource mobilization capacity as one of their top organisational priorities, along with financial management, planning systems, governance, human resources and monitoring and evaluation. Resource mobilization includes all activities undertaken by these organizations to secure new and additional financial, human and material resources to advance their mission and support the regional targets of ending AIDS.

This consultancy seeks to document best practices for resource mobilization among CSOs in Guyana and Jamaica. The documentation of these practices will be used to support CSOs in other countries to implement similar measures to mobilise resources and to advocate for social contracting to support them to implement aspects of their HIV response and accelerate progress toward epidemic control.

1. **PURPOSE, OBJECTIVES AND SCOPE OF WORK**

**Purpose**

The purpose of this consultancy is to document best practices for CSOs models of resource mobilization in Guyana and Jamaica to support HIV response and Key Population services.

**Objectives**

The overall objectives of the consultancy are to:

1. Define, document and highlight best practices for resource mobilization for HIV response currently in use by CSOs in Guyana and Jamaica.
2. Document key strategies implemented by CSOs in the successful mobilization of resources from IDPs to support national HIV and Key Population services.
3. Document key strategies implemented by CSOs in the successful mobilization of domestic resources to support national HIV response and services for Key Populations.
4. Recommend strategies that can be implemented widely at the national and regional levels to support CSOs in filling existing resource mobilization gaps for HIV and KP services.

**Scope of Work**

Under the supervision of the Director, PANCAP Coordinating Unit (PCU), the Consultant will be responsible for developing a report documenting best practices by CSOs for resource mobilisation in Guyana and Jamaica.

Specifically, the consultant will be responsible for:

* 1. **Desk reviews** of CSOs resource mobilisation strategies in Guyana and Jamaica.
  2. **Preliminary discussions and planning** with staff of the PANCAP Coordinating Unit (PCU), Caribbean Vulnerable Communities Coalition (CVC) and El Centro de Orientación e Investigación Integral (COIN).
  3. **Consultation** with Civil Society Organisations (CSOs) in Guyana and Jamaica and with major funding partners that support CSOs work in HIV and KP services.

**III. DELIVERABLES**

* 1. **An Inception Report** detailing the methodology to be used to collect the best practices for resource mobilisation by  **March 2021**.
  2. **A Draft Report** detailing the main findings from the desk reviews and the consultations with stakeholders for review by PANCAP by **March 2021.**
  3. **Finalised Report** that reflects the feedback provided by PANCAP and other stakeholders by  **April 2021.**

1. **ACADEMIC AND EXPERIENCE REQUIREMENTS**

The Consultant will be required to:

* + 1. Possess advance qualifications in in marketing, business administration, economics, communication, or other relevant discipline.
    2. Possess Fund raising and resources mobilization skills
    3. Have an understanding of the HIV funding landscape in the Caribbean.
    4. Previous working experience in the field of HIV particularly working with CSOs
    5. Excellent problem-solving skills and an ability to work within tight deadlines. A commitment to excellence in order to meet high quality standards expected internally and externally.
    6. Ability to work independently with minimal supervision
    7. Excellent written and oral communication skills.

1. **CONDITIONS OF ENGAGEMENT/REMUNERATION**

The Consultant shall be engaged for the period **one (1) month** and paid professional fees in the sum of **Fifteen Thousand** **United States Dollars** **(US$15,000).**

The consultant will be expected to use primarily email and Skype for communicating with the PANCAP Coordinating Unit and regional partners.

1. **Timelines for Deliverables and Payment Schedule**

| **No.** | **Deliverable** | **Date** | **%** | **Amount**  **US$** |
| --- | --- | --- | --- | --- |
|  | **Execution of Agreement** | **March 2021** | 15% | $2,250.00 |
|  | **An Inception Report** detailing the methodology to be used to collect the best practices for resource mobilization from CSOs in Guyana and Jamaica. | **March 2021** | 20% | $3,000.00 |
|  | **A Draft Report** detailing the main findings from the desk reviews and the consultations with stakeholders for review by PANCAP | **March 2021** | 40% | $6,000.00 |
|  | **Finalised Report and Technical Brief** that reflect the feedback provided by PANCAP**.** | **April 2021** | 25% | $3,750.00 |
| **TOTAL** | | | | **$15,000.00** |