

*Scope of Work – Training consultant on resource mobilization for CSO networks in the Gavi CSO Project 2015*

Scope of Work  
**Gavi Civil Society Strengthening Platform (Gavi CSO)**  
Catholic Relief Services

**Background**

The Gavi 2011-2015 Strategy and Business Plan describes four strategic goals in support of Gavi's mission to increase access to immunization to underserved populations in poor countries. National networks of civil society organizations (CSO) contribute to this under goal 2: "Contribute to strengthening the capacity of integrated health systems to deliver immunization" with a program objective of "promoting active engagement of CSOs". The project supports the establishment of national civil society platforms in Gavi-priority countries around the world. These platforms advocate for improved immunization coverage and stronger health systems within their countries. Direct funding and technical support assists them to access Gavi Health System Strengthening grants and, through that, to strengthen their government's planning, implementation and monitoring for immunization.

Catholic Relief Services (CRS) acts as the grants manager for the project with oversight and technical support provided by the Gavi Civil Society Organization Constituency Steering Committee's and Oversight and Advisory Group. Grant recipients in 2015 include CSO platforms in Bangladesh, Benin, Burkina Faso, Cameroon, Chad, the Democratic Republic of the Congo, Guinea, Haiti, India, Ivory Coast, Kenya, Liberia, Madagascar, Malawi, Mali, Nigeria, Pakistan, Sierra Leone, South Sudan, Togo, Uganda, and Zambia.

CRS seeks 1-2 consultants to build the capacity of CSO networks to mobilize resources and achieve financial sustainability through two three-day training workshops, one conducted in English and one conducted in French. Applicants may propose to deliver one workshop or two (note the variance in day estimates, below). While the consultant is asked to propose an agenda, it is expected that the training will include the following topics:

- Funding models/structures for networks
- Promotion and fundraising
- In-kind contributions
- Donor mapping
- Capture funding and pre-positioning
- Member-generated resources
- Selling services

**Deliverables**

The following are the expected outcomes of this assignment;

- Facilitator's guide
- Participant handbook, including task sheets, handouts, templates, and pre- and post-tests
- All supporting materials for sessions (PowerPoint presentation, flip charts, story examples, etc.)
- Participants are guided to develop a draft funding strategy for their network

**Reporting and Work Relationships**

The consultant will report to the Gavi CSO Program Manager and work closely with the team members for logistics for this assignment. The Program Manager, the project Oversight and Advisory Group, and regional and technical advisors as appropriate will review the consultant's methodology, curriculum, and final report.

**Estimate of Days**

1. Desk review, needs assessment, design and preparation of workshop curriculum (3-5 days)
2. On-site workshop planning (planning meetings, flip chart creation, room set-up) (1-2 days)
3. Workshop facilitation (3-6 days)
4. Off-site post-workshop evaluation and reporting: (2-4 days)

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5. Travel (2-4 days)

Number of days: 11-21

**Draft Timetable of Consultancy (To be discussed)**

March 25, 2015	Submit workshop curricula for approval
April 20 – 25, 2015	Training workshops in Nairobi
May 7, 2015	Submit final report

**Qualifications**

1. Significant experience in cross-cultural adult learning
2. Significant and diverse experience in resource mobilization
3. Proven understanding of civil society networks
4. Demonstrated ability to work to deadline
5. Exceptional ability to think strategically and build partnerships
6. Excellent written and oral communication skills in English and/or French
7. Ability to travel internationally
8. Ability to write training reports and participants manual

**Personal Competencies**

- Able to adapt and operate effectively in resource-constrained environments
- Able to work independently and with minimal supervision
- Demonstrated ability to work with diverse groups of people

**Submitting expression of interest**

Interested consultants should send the following:

- A cover letter introducing the consultant and how the skills and competencies described above are met and giving concrete examples
- An updated Curriculum Vitae (CV) with details of qualifications, experience, and date of availability
- A timeline of the tasks to be undertaken and the time-frame for undertaking the tasks
- A sample of a recent report of a similar work undertaken
- A budget detailing the proposed cost of the consultancy

**Application**

Complete applications can be sent via e-mail to [judith.omondi@crs.org](mailto:judith.omondi@crs.org) by latest Friday March 13, 2015.