

TERMS OF REFERENCE

Consultant for Business Development and Funding Workshop

1. INTRODUCTION

ChildFund Vietnam is the representative office of ChildFund Australia – an independent international development organisation that works to reduce poverty for children in developing communities.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations that assists almost 23 million children and their families in 70 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade, which manages the Australian Government's overseas aid program.

ChildFund began working in Vietnam in 1995 and works in partnership to create community and systems change, which enables children and young people in vulnerable situations, to assert and realise their rights.

Projects are mainly implemented in the northern Provinces of Bac Kan, Cao Bang and Hoa Binh, where most people are from ethnic minority groups; often the most vulnerable and marginalised sections of the population. ChildFund Vietnam also implements nationwide projects that provide support to both formal and informal systems at national and provincial levels.

ChildFund Vietnam's projects focus on child rights and child protection, education, health, and wellbeing for children. ChildFund Vietnam prioritises building the resilience of young people, by giving them the opportunity to take part in sports, life skills learning, and supporting their participation in local decision-making processes.

2. BACKGROUND

In the strategic direction for 2022-2025, ChildFund Vietnam reiterates to work with our alliances to explore more opportunities of mutual interests, strengthening, and scaling up our work with women and families of the most vulnerable children, both in school and in the community, and areas that ChildFund Vietnam has not yet addressed.

To effectively secure a diverse source of funding and achieve our development objectives, it is important to streamline our pitching approach and implement a well-planned strategy. Additionally, we recognize the potential benefits of partnering with other peer NGOs to supplement our current track record of successful grants. As part of our efforts to enhance our institutional capacity, we aim to strength capacity in raising funds from grants and establish a system for responding to requests for proposals in a timely and efficient manner.

3. OBJECTIVES OF SERVICE

We are seeking a skilled consultant to enhance the effectiveness of our team in developing high-quality proposals for a range of projects. The successful candidate will work closely with our Business Development Managers (BDM) to organize one-day workshop to share and discuss the best practices in response to a call for expression of interest/full proposal published by institutional donors (e.g GAC or UN) and unsolicited grant with corporates.

4. METHODOLOGY, TOOLS AND TASKS

The consultant is expected to review ChildFund’s existing system and working mechanism between different internal departments (program, finance, HR and BD) in relation to the project development and Grant call application that will be briefed by BDM. A full-day workshop will be organized for a group of 20-25 key staff to share best practices in proposal development, followed by a Q&A section for further discussion. The following topics will be also covered in the workshop:

- Provide feedback on the current practice of ChildFund Vietnam.
- Provide hints and tips for specific donors, including but not limited to languages, compliance, and hot buttons and so on.
- Provide a brief update of some latest funding trends and suggest potential partners such as research institutes and CSOs

5. SCOPE OF WORK

Location

The workshop will be held in ChildFund Vietnam's offices in Ha Noi.

Time Frame (Scheduled activities)

It is anticipated the assignment will be undertaken in July, 2023.

An indicative timetable for this work is provided below. The number of days for this assignment will be discussed and mutual agreed by both sides.

Indicative dates	Outputs and Activities
The week of 24th July 2023	<ul style="list-style-type: none"> • Face to face mini workshop in Hanoi offices

Deliverables (Major outputs/ results)

Major responsibilities

- One face-to-face full-day workshop is delivered.

Supervision/management of the assignment

The Consultant will work with and report to the Business Development Manager and Head of Program.

Confidentiality:

All discussions and documents relating to this TOR will be treated as confidential by the parties.

Child Safeguarding:

The successful applicant will be required to comply with ChildFund Australia’s Child Safeguarding Policy and Procedures and to sign the Code of Conduct. If the consultant will be having direct, contact with children or having access to children’s personal information, a Criminal Background Check must also be carried out.

Counter-Terrorism:

ChildFund Australia acknowledges its obligation under the Australian laws relating to counter-terrorism. In order to meet its obligation, the consultant’s name will be reviewed against Department of Foreign Affairs and Trade (DFAT) and National Security Australia lists at the onset of financial relationship.

6. SELECTION CRITERIAS

- ✓ Qualification (degree/post graduate) in international development, humanization, or related technical field of expertise;
- ✓ 7-10 years of work experience in proposal writing and institutional fundraising in an international non-profit or consultancy firm is highly desired;
- ✓ Understanding of funding mechanisms and procedures of bi-laterals such as DFAT, USAID, multilateral agencies such as the EU and UN; knowledge and experience of opportunities with corporates highly desirable;
- ✓ Proven track record of planning and leading successful multi-million dollar proposal submissions;
- ✓ Strong writing, editing, and proofreading skills in English required, with excellent attention to detail.

7. HOW TO APPLY, SUGGESTED TIME AND BUDGET

Interested applicants should submit the following documents:

- ✓ CV of consultant
- ✓ Track record of successful proposals
- ✓ Proposed fee

and complete the online application form through this link:

<http://childfund.org.vn/en/working-opportunities/vacancies>

no later than 5.00pm on 18 July 2023. Only short-listed applicants will be contacted.