



Rue Washington 40
1050 Bruxelles, Belgique
T: +32 2 204 05 30
W: adept-platform.org
E: info@adept-platform.org

Terms of Reference for a Fundraising Consultant

1. Background

ADEPT, the Africa-Europe Diaspora Development Platform, brings together Europe-based¹ African diaspora organisations and individuals implementing development projects in Africa as well as diversity and integration-related actions in Europe. Run as a project from 2011 to 2017 and registered under Belgian law as an AISBL – Association Internationale Sans But Lucratif² – since 2017, ADEPT is 45-member strong and has a network of several hundred organisations and individuals.

Led by a Directorate consisting of African diaspora's members, ADEPT assists African Diaspora Development Organisations in:

- Optimising their development engagement in Africa
- Professionalising their organisations and activities
- Creating effective partnerships in Europe and Africa
- Expanding and improving their development activities in Africa
- Influencing the policy and practice of development cooperation.

For further information see www.adept-platform.org and www.adept-mag.org

2. Purpose and Scope of the Consultancy

ADEPT is currently funded by the European Commission through the International Centre for Migration Policy Development (ICMPD). The Association already received funds from the Swiss Agency for Development and Cooperation (SDC) and the *Deutsche Gesellschaft für Internationale Zusammenarbeit* (GIZ).

In order to strengthen and diversify ADEPT financial base, additional sources of funding must be identified according to our current fundraising strategy. There is a need to augment the organisation's fundraising capacity and secure financing for the mid-term period (1-4 years). ADEPT's targets is to mobilise more than one Million for next year.

ADEPT is seeking the assistance of experienced consultant to identify, contact and organize meetings with high potential Foundation and Corporate targets in Europe and in Africa that would match ADEPT interventions over the next 3 years. The consultant will be responsible for the actions presented below, to be conducted as from September 2022.

The work will focus on the non-institutional sector :

- International organizations, European and African
- European and African businesses and Foundations
- Philanthropy, notably African foundations and sponsors
- Investment Banks and others.

¹ Our members are based in European Union's Member States, the United Kingdom, Switzerland, and Norway.

² i.e. an international not for profit association.

Particular emphasis will be put on (i) donors with strategies and priorities in line with ADEPT’s focus on the link between Migration and Development and on (ii) possibilities and modalities for accessing funds as from September 2022.

The focus is Mobilization of funds and will be placed on the following priorities:

- **the Diaspora grant fund. The objective of this fund is to support ADDOS’ Field Activities, serve as guarantee for entrepreneurship initiatives and support ADDOS in the event of disasters, such as COVID-19, for example.**
- **the Reserve fund. The objective of this fund is to ensure two years of ADEPT's operations and ensure flexibility for unplanned activities.**

3. Deliverables (including dates)

- a) Identifying funding opportunities in non-institutional sector at national and international levels and put recommendations forward on necessary steps to approach these sources of financing.
- b) Agree on a qualification process with ADEPT to refine the shortlist to at least 7 qualified philanthropic European prospects with the best possible match between on the one hand ADEPT main thematic focus and activities/services, and on the other hand donor interests.
- c) Provide recommendations on effective approaches to the top 7 prospects, which result in direct engagement by ADEPT with at least 4 of these top prospects.
- d) Contact and organize fundraising meetings with these 4 tops prospects; as well as tailoring presentations accordingly to ADEPT’s main thematic focus and activities/services, and donor’s interests for these 4 top prospects.
- e) Prospect, present the financing plan and coordinate until the contract is signed.

Timeframe: Up to 2,5 months engagement, beginning as early as September 2022.

	Activity	Timeframe			
		Sep	Oct	Nov	Dec
a)	Identifying funding opportunities in non-institutional sector and provide a list of potential prospects to be shortlisted with ADEPT				
b)	Agree on a qualification process with the ADEPT team and Board members to refine the shortlist to at least 7 qualified philanthropic European prospects				
c)	Provide recommendations on effective approaches to the top 7 prospects, which result in direct engagement by ADEPT with at least 4 of these top prospects.				
d)	Contact, organize the meetings and tailoring presentations accordingly to ADEPT’s main thematic focus and activities/services, and donor’s interests for these 4 top prospects.				
e)	Prospecting, presenting the financing plan and coordinating until the contract is signed. (under commission bases) - valid for up to 6 months after the end of the contract.				

4. Logistic, Supervision and Guidance

The consultant will be expected to work independently and remotely using their own equipment and have at least a weekly check-in with the line manager. The Consultant will be expected to be self-motivated and able to work independently. S/he will be supported by the Executive Director – Operations and supervised by a “fundraising taskforce”, who will provide a general induction to the work of ADEPT (e.g. relevant background documents).

5. Qualifications & Experience:

- Demonstrable prior experience in conducting business development and fundraising consultancy in the private sector and the not-for-profit sector related with African Diaspora.
- At least 8 years’ experience in producing and implementing fundraising strategies
- Experience in partnership development financing and international cooperation.
- Advanced University degree in non-profit management, international relations/ development, business, or related field.
- Demonstrable prior experience in conducting research on an international level.
- Excellent communication skills including presentations and report writing.
- Excellent spoken and written English and French. Knowledge of additional languages such German or Dutch would be an advantage.
- Ability to multi-task and to work under pressure.

Desirable

- Previous experience with African Diaspora Development sector.

6. How to Apply

To apply for this opportunity, please submit a brief proposal, no more than 2 pages or 5 slides to include:

- a) qualifications/team.
- b) how you will address the deliverables, draft timeline with how many days you will address to the mission.
- c) proposed fee with a disbursement schedule (fix fee for points from a to d and commission bases for point e).

We will review applicants on a rolling basis, and the deadline for **submission is September 6**. Candidates who are short-listed will be invited to attend an online interview on **September 8**. The selection will be based on the candidate's proven network, level of knowledge of issues related to Migration and Development and pricing.

Mission starting by September 12.

All applications must be sent to applications@adept-platform.org

For any questions, please contact: samla@adept-platform.org