



TERMS OF REFERENCE FOR TRAINING FACILITATOR: 3-DAY WORKSHOP ON RESOURCE MOBILIZATION FOR DEC-SSPF SUB- GRANTEES

Background	The Development Exchange Centre (DEC) in partnership with Bread for the World (BftW) on a 42-month project (June 2026 – November 2029), is supporting 50 CBOs in implementing their self-designed projects and build capacity toward institutional growth for enhanced and sustainable development. The programme recognises that while many emerging CBOs possess strong commitment to addressing community needs, they often lack the organisational systems, governance structures and technical capacities required to effectively manage projects, mobilise resources, engage public institutions and sustain long-term organisational growth.
Purpose	The main purpose of this document is to describe in clear terms the intended activity, the beneficiaries and what is expected of the resource person. DEC is seeking the services of a resource person to work with the SSPF Team in supporting selected CBOs with relevant training on resource mobilization (RM)/fundraising. The training will aim to improve CBO's knowledge and skills in resource mobilization/fundraising; enabling them to support the resource mobilization/fundraising function of their organizations more effectively. The resource person will provide the participants with practical skills they need to improve their resource mobilization abilities including in proposal writing.
Justification	One of the objectives of the SSPF Project is to support local organizations for growth, development, and sustainability. A strategy of achieving this is building capacity on several fronts including administratively, operationally, and technically that will aid institutional development and service delivery. As part of the project activities, DEC conducted a capacity assessment of CBOs in five thematic areas that included operational and technical effectiveness to identify the capacity gaps that the CBOs have. One of the gaps identified was lack of capacity to develop and implement fund raising strategies. This has been further confirmed by M&E findings during monitoring activities of previous cycles. Hence, there is need to strengthen CBO's skills in identifying funding opportunities, developing competitive proposals, leveraging local resources, and building partnerships will significantly improve their operational independence and long-term sustainability.
Objectives	To enhance the skills of CBOs on the DEC-SSPF project on resource mobilization/fundraising strategies.



	Specific objectives: - Improve participants' understanding of fundraising principles and donor landscapes. - Build capacity in proposal writing, budgeting, and grant management. - Equip participants with strategies to mobilize local resources and engage community stakeholders. - Strengthen communication and networking skills needed for successful fundraising partnerships. - Support CBOs to develop tailored fundraising plans aligned with their missions and operational context.
Scope of work	This assignment will comprise of preparing the content and training materials as well as organizing, administering and facilitating the workshop for a period of 3 days (9am – 4pm daily). The training class is a maximum of 40 participants. Emphasis is on developing and applying active learning methodologies such as exercises and simulations to reinforce learning. The workshop should be highly participatory and practical, focusing on techniques, experiences, tools and tips of resource mobilization/fundraising.
Expected outcome.	At the end of the training, CBOs should be seen to: - Have a common understanding of what resource mobilization/Fund Raising is. - Demonstrate improved knowledge and confidence in fundraising and resource mobilization. - Know why organizations need to invest in Resource Mobilization/fundraising – the need to spend money to raise money. - Understand that RM is a team effort, and everyone has a role to play. - Understand the key principles, strategies and best practices for successful fundraising. - Have an overview of various types of funding sources, approaches and mechanisms. - Be aware of strategies for cultivating donor relationships, especially those that they engage with in their course of work. - Understand how to manage donor expectations and reporting; and - Have an overview of the components of a good proposal



	and how to develop them.
Deliverables	The Resource person will: - Develop workshop agenda. - Develop and share training materials with DEC-SSPF. - Facilitate a 3-day (9am-4pm) workshop on Resource Mobilization/Fundraising with respect to the agenda. - Submit workshop report not later than 3 days after close of workshop.
Required skill	• The facilitator should have at least a 5 years' experience in development, business administration, project management, finance, grants management, and/or any other relevant discipline. • The prospective consultant should have a proven track record in fundraising and resource mobilization for an NGO or not-for-profit organization. • Possess not less than five years of experience in conducting and facilitating similar assignments. • Good knowledge of global development sector trends and funding. • Excellent communication skills and fluency in English. • Knowledge of northern Nigeria development context is an added advantage.
Remuneration	The Resource shall be paid an agreed fee comprising the following: - Professional fee, less (5%) WHT - DSA - Transportation Total DSA and one-way transport cost will be paid the resource person upon arrival at venue of workshop. The professional fee and one-way transport will be paid on satisfactory completion of the 3-day workshop.
Methodology	Participatory and experience-oriented training method
Resources required	- Developed agenda for the activity. - Develop materials and checklist required for the workshop. - Participants.
Proposed date	January 2027 (specific date will be determined in due course.
Reporting & coordination	The facilitator will report directly to the DEC-SSPF Project Manager to ensure successful planning and execution.
Venue	EED Hall, DEC Conference Centre & Guest House, DEC Bauchi, Bauchi state, Nigeria.



Submission requirements	A cover letter expressing interest in the assignment; A technical proposal (maximum ten pages); A financial proposal; A detailed Curriculum Vitae; Copies of relevant academic and professional qualifications; Evidence of at least three similar assignments undertaken within the last five years; Contact details of three professional referees.
Evaluation process	Understanding of the assignment (15); Quality of proposed methodology and mentoring approach (25); Relevant organisational development experience (25); Qualifications and technical competence (15); Experience working with NGOs/CBOs and donor-funded programmes (10); Financial proposal (10). Total: 100. Only shortlisted applicants will be contacted.
Submission procedure	Submission can be made in either hardcopy or soft copy. The application should include both the Technical Proposal and Financial Proposal. a. Hardcopy: applications to be sealed in A4-sized envelope addressed to the Executive Director DEC. “Organizational Development” is to be inscribed on the other side of the envelop. This will be placed in a collection box at the DEC Head Office at Bauchi. b. Softcopy: applications to be submitted to procurement@dexcentre.org with “Fund Raising /Resource Mobilization” as the subject of the mail. All submissions are to be made before 4pm (Nigeria) on Wednesday 21st October 2026.
Ethical standards	Observe the highest standards of professional and ethical conduct; Maintain confidentiality of all information obtained during the assignment; Disclose any actual or potential conflict of interest; Comply with DEC's safeguarding, antifraud and anti-corruption policies; Promote inclusion, equity and respect in all engagements.
Equal opportunity	DEC is committed to providing equal opportunities to all qualified applicants irrespective of gender, disability, ethnicity, religion or other status. Qualified women and persons with relevant lived and professional experience are strongly encouraged to apply.
Disclaimer	Issuance of this Call for Expressions of Interest does not constitute a commitment by DEC to award any consultancy contract. DEC reserves the right to accept or reject any application, cancel the procurement process at any stage, or engage one or multiple consultants, without incurring any liability to applicants.