



## **Terms of Reference**

### **Consultancy to deliver writing projects' proposal and fundraising for ACAD in the Gaza Strip**

#### **Background**

The Arab Center for Agricultural Development was established in 1988 as a project under the name “the United Agricultural Company” in both Jericho and Ramallah cities. The Company aimed at building the economic capacities of small farmers, who were facing risks of collapsing during the Palestinian First Intifada, through in-kind financing.

The centre aims at developing the agricultural sector and helping small farmers through financing, marketing and technical support.

ACAD accumulated a long experience in providing finance services and sustainable development and advocacy projects in a manner that it has become an important part of the small and microfinance sector and the non-governmental development sector in Palestine.

ACAD also played an outstanding role in developing the non-governmental developmental work in Palestine as it was one of the initiators for establishing the Palestinian Non-Governmental Organizations Network in 1994 and participated in finalizing the Palestinian Non-Governmental Organizations Law, which was issued in 2000.

ACAD has built broad partnerships at the local, especially with the Ministry of Agriculture, Ministry of National Economy, the Palestinian Monetary Authority and the Palestinian civil organizations, and at the international level, especially with the European Union, the main donor, UNDP, the Islamic Bank for Development based in Jeddah, the American Ministry of agriculture, the Norwegian People’s Aid, the French Development Agency, and many other non-governmental organizations.

#### **Objectives:**

The objective of this training is to build the capacity of ACAD staff in the following areas:

- Understanding of fundamental principles and structure of project proposal of different donors especially in the field of agriculture, environment and climate change, sustainable development and livelihood, advocacy and finance;
- Problem analysis, identify creative/ feasible ideas and highlight the urgency of the problems to gain attraction of and persuade donors;
- Identifying purpose, objectives according to the priorities of donors;
- Determine who are target groups, intermediate groups and final groups; thereby ensuring coherence between goals, objectives, expected outcome and activities;
- Establishing logframe and financial frame according to templates of donors.

#### **Participants:**

- ACAD staff members.

**Expected contents:**

- What are fundamental principles and structure of project proposals of different donors in the field of agriculture, advocacy and campaigns, environment, and sustainable development and livelihood;
- How to seeking for creative ideas and develop the ideas into projects;
- How to make a proposal that attract attention of the donors;
- How to identify clearly who are the target groups, intermediate groups and final groups;
- How to identify goal, objectives strictly accord to the priorities of donors;
- How to produce a log frame and financial frame to meet the requirements of donors.

**Description of tasks: The trainers are expected to:**

1. Prepare an agenda for and deliver a 2-day training to around 6 participants in both Gaza and in the West Bank, covering the topics outlined above. The training is expected to be given in Arabic.
2. Prepare all training material (PowerPoint presentation, capacity assessment, pre and post assessment, handouts, etc.) for the participants
3. Prepare the final report of the training.

**Time Frame and location**

The training will be conducted on 17<sup>th</sup> – 18<sup>th</sup> of December 2016.

**Location:** Not determined yet.

**Qualifications:**

ACAD is looking for a national consultant/ consultant team with the following qualifications:

- At least 10 years of proven professional experience in writing projects' proposals and fundraising
- Substantial experience in the design and delivery of social media campaigning/advocacy training;
- Good knowledge of the context in the NGOs and INGOs;
- Strong knowledge of management and development;
- Excellent facilitation skills;
- Excellent in English for reporting.

**How to Apply:**

Qualified and interested candidates are requested to draft a proposal outlining previous experience in conducting fundraising and writing project's proposal trainings, CV and budget (including day fee and expenses) to [info@acad.ps](mailto:info@acad.ps) by no later **than 3 December 2016**.