

Consultancy Brief: Project planning and fundraising training and mentoring for an MS organisation in Montevideo, Uruguay

Aim

As part of its 2018-19 Tailored Capacity Building Programme in the Latin America (LATAM) region, the MS International Federation (MSIF) is seeking experienced consultant(s) to mentor [Multiple Sclerosis Uruguay](#) (EMUR) in the areas of project planning and fundraising in order to build their organisational capacity.

Background

[MSIF](#), based in London, UK, - is a [global network](#) of multiple sclerosis (MS) organisations, people affected by MS, volunteers and staff from around the world. Our movement is made up of 49 MS Member organisations with links to more than 60 other MS organisations and groups across the globe.

Our mission is to inspire, mobilise and bring the world together to improve the quality of life of everybody affected by MS and to end MS forever. [We strengthen organisations](#) in countries where there is little support for people with MS. [We campaign](#) for increased awareness of the disease, provide information to our members, and [support international research](#) into better treatments and ways to manage the disease.

MSIF has built relationships with many MS organisations in the LATAM region and in the current strategic period (2017-2021) is committed to continuing its efforts to strengthen these organisations and groups, which, in turn, will be better able to meet the needs of people affected by MS.

The key objectives of the 2018-19 Tailored Capacity Building Programme are to improve the skills and knowledge and increase the internal capacity of a number of our Member organisations in the LATAM region. EMUR is one of the Member organisations that will benefit from the programme.

EMUR has been supporting the MS community in Uruguay since 2004 and has been an MSIF Member organisation since October 2006. It has a vision, mission and objectives in place and supports people with and affected by MS through service and information provision and advocacy work

Through a visit in October 2017 and follow-up Skypes and email exchanges with the board of trustees and staff members, the first priority area for capacity building support identified by EMUR was **project planning** and **fundraising**. In addition to EMUR receiving training and mentoring in its identified areas of need, EMUR will be invited to send a delegate to attend the MSIF World Conference and MSIF's Board and Committee Meetings in October 2018.

Task

We are looking for a consultant to train and mentor EMUR in **project planning and fundraising**. The service will consist of:

Co-Training (first half of May 2018)

Delivery of **3 days training** (and **2 days preparation**) in project planning & fundraising for EMUR and a limited number of representatives from MSIF Member organisations from neighbouring countries. The content of the training will be agreed with MSIF in advance. A member of MSIF staff will be co-training with the consultant.

Mentoring (May 2018 - January 2019) A maximum of **15 days** (to include material preparation) mentoring provided to EMUR's board of trustees and staff members. A set of SMART goals will be agreed between the consultant, EMUR and MSIF at the outset of the service. The tasks will include:

1. Development and implementation of a multi-year Fundraising Plan, linked to EMUR's vision, mission and objectives including practical support in:
 - 1.1. developing and managing relationships with funders and
 - 1.2. diversification of funds (e.g. membership, events etc.).
2. Using the Fundraising Plan to prioritise which activities/projects to seek funding for and which funders to approach including practical support in:
 - 2.1. drafting and reviewing 3 project plans to present to the prioritised funders and
 - 2.2. submitting these project plans in appropriate grant proposal format(s).

Other services

1. Preparation, in liaison with the MSIF Secretariat and EMUR, of the mentoring service
2. Participation in 1-2 webinar/teleconference/Skype calls prior to the start of the mentoring service with the MSIF Secretariat and EMUR, call charges to be covered by MSIF
3. Meeting with EMUR and MSIF at the start of the service to brief and set an action plan and timeline for the service (this will be carried out in-country)
4. Preparation of all relevant materials required during the service
5. Delivery of the mentoring service during the period May 2018 and January 2019
6. Participation in around 4 teleconference/Skype calls with the MSIF Secretariat during the service, call charges to be covered by MSIF

Outputs

Project planning

1. Delivery of training sessions (EMUR and MS organisations in neighbouring countries)
2. EMUR team demonstrates an understanding of and can use various project planning tools, including but not limited to monitoring and evaluation tools and timelines
3. A project plan template for EMUR
4. A list of prioritised activities/projects (for which to seek funding)
5. 3 completed project plans

Fundraising

1. An integrated multi-year Fundraising Plan for EMUR
2. Identification of the funders to be approached, with the above project plans, and their requirements (proposal format, reporting etc.)
3. 3 completed grant proposals, using the above project plans, submitted to the prioritised funders

Reporting requirements

1. Report of learnings after the training sessions, using a pre and post-tests measurement tool
2. 4 calls with MSIF throughout the service period to report on progress and learnings
3. Final report (January 2019)

Consultant(s) specification

MSIF is seeking consultant(s), currently living and working in Uruguay¹ to carry out both the training and the mentoring service ensuring the integration of EMUR's fundraising and project plans.

¹ If not based in Uruguay please note at least 2 trips to Montevideo during the period of the service will be required. One in the first half of May 2018 and one to be agreed once the consultancy is under way.

This consultancy is open to individuals or groups of consultants². The consultant(s) will be required to give up to **20 working days in total** (to include material preparation) between **May 2018 and January 2019**.

It is anticipated that the co-training will take place in the first half of May 2018. Consultant(s) therefore need to be available during this time to deliver the training.

It is essential that the consultant or consultancy team has the following skills:

- Native Spanish-speaker;
- Excellent spoken and written English;
- Excellent facilitation and communication skills;
- Proven work experience in the field of organisational development/NGO capacity building;
- Successful experience in fundraising through a variety of channels; with a proven good track record in meeting fundraising targets;
- Proven experience in fundraising for small/emerging NGOs;
- A good understanding of the South American (and wider regional) fundraising /donor landscape and related regulatory environment;
- Proven experience in training, consulting or on-the-job coaching of NGOs in the region in the areas of project planning, fundraising and donor mapping.

Conflict of interest

In order to avoid any conflicts of interest, perceived or otherwise, consultant(s) should note that in order to be eligible to tender for the work, they (or their company/ agency/ organisation) should not have been employed by (as permanent or temporary member of staff) or have carried out services for (in an advisory or consultancy capacity) national or international healthcare companies, or their subsidiaries, within the past 6 months. Consultants that have carried out services for national or international healthcare companies, or their subsidiaries, within the past 18 months, **should declare this within their application.**

Application procedure

Interested candidates should submit the following information to Paulina Arce Casillas, MSIF Regional Capacity Building Manager (LATAM region), paulina@msif.org by **17.00 GMT on 23 April 2018**:

1. Curriculum Vitae for all consultants who will be involved in the work³
2. A proposal in Spanish or English⁴ of no more than 2/3 pages explaining how you would respond to the Brief indicating the methodology/techniques you would use and how you would distribute your time in each area (if applying as a team please indicate how the work would be distributed between consultants)
3. An outline of the budget for the service (the daily rate for preparing and carrying out the training and mentoring⁵).
4. A timeline for you/your team to implement the services indicated in the Brief between May 2018 and January 2019.

MSIF, April 2018

² Who have previously worked together and who will both be involved in the consultancy from the outset

³ Relevant references may be requested at a later stage

⁴ The choice of language will not impact on assessment of the proposal

⁵ If not based in Uruguay please include estimated costs for 2 return trips to Montevideo (allowing 3 nights of accommodation per trip)