



Cheshire Homes Society of Zambia

TERMS OF REFERENCE (ToR) FOR A CONSULTANT TO TRAIN ZECREP PARTNER ORGANIZATIONS AND CHSZ STAFF IN RESOURCE MOBILIZATION AND PROPOSAL WRITING, AND TO DEVELOP RESOURCE MOBILIZATION STRATEGIES AND SUSTAINABILITY PLANS

1. Background

Cheshire Homes Society of Zambia (CHSZ) is a non-profit disability service organization and a Strategic Partner Organisations of Liliane Foundation (LF) in Zambia. CHSZ implements disability programs through 24 Partner Organizations across the country. With support from LF, CHSZ, along with Archie Hinchcliffe Disability Intervention (AHDI), Wukwashi Wa Nzambi (WWN), and Twatasha Disability and OVC Organization (TDO), is implementing the Zambia Enhanced CBR Response (ZECREP 2) project in Lusaka, Kitwe, and Kafue. This project aims to significantly improve the lives of children with disabilities (aged 0-25 years) by 2030. The ZECREP 1 project ran from August 2020 – July 2024 and was extended to December 2024. The ZECREP 2 project will run from January 2025 – December 2026 and focuses on improving the quality of life for children with disabilities using the CBR/CBID approach. This approach operates at local, national, and international levels, strengthening capacity-building efforts for CBR workers and rehabilitation professionals. As part of ZECREP 2, CHSZ and its partner organizations require training in resource mobilization and proposal writing to diversify funding sources. Additionally, the project aims to develop resource mobilization strategies and sustainability plans to ensure long-term financial stability and service continuity.

2. Objectives of the Consultancy

The overall objective of this consultancy is to strengthen the capacity of CHSZ and its ZECREP partner organizations in resource mobilization, proposal writing, and sustainability planning. Specifically, the consultant will:

- i. Conduct a training for CHSZ and ZECREP partner organizations on:
- ii. Resource mobilization strategies (grants, partnerships, donor engagement, social enterprises, etc.).
- iii. Proposal writing for funding diversification.
- iv. Best practices in donor mapping, engagement, and stewardship.
- v. Financial sustainability and income-generation strategies.
- vi. Develop resource mobilization strategies for CHSZ and ZECREP partner organizations.
- vii. Develop sustainability plans to ensure long-term financial stability of ZECREP activities.

3. Scope of Work

The consultant will be expected to:

- i. Assess the current resource mobilization strategies of CHSZ and its partners.
- ii. Design and deliver a practical training workshop (including hands-on proposal writing exercises).
- iii. Develop tailored resource mobilization strategies for participating organizations.
- iv. Develop sustainability plans that include diverse funding sources.
- v. Provide mentorship and follow-up support for a period of four after the training.

4. Expected Deliverables

The consultant will deliver the following:

1. Training materials and workshop agenda before the training session.
2. A detailed training report outlining key learnings, recommendations, and next steps.
3. Resource mobilization strategies tailored for CHSZ and its partner organizations.
4. Sustainability plans for financial resilience and long-term project success.
5. Follow-up mentorship plan for continued capacity strengthening.

5. Duration and Location

The training session will be conducted in Lusaka for 5 days with 4 months virtual follow-ups support as needed.

6. Required Qualifications and Experience

The consultant should have:

A minimum of five (5) years of experience in resource mobilization, fundraising, and proposal writing.

Proven experience in developing resource mobilization and sustainability plan for NGOs.

Strong facilitation skills and experience conducting capacity-building training.

Knowledge of donor landscape, grant mechanisms, and funding opportunities for disability-focused organizations.

Understanding of Community-Based Rehabilitation (CBR)/Community-Based Inclusive Development (CBID) approaches (preferred).

7. Consultancy Fee

The consultant will be offered a fixed-price contract to include travel and accommodation and all the activities and deliverables listed above. CHSZ shall pay the consultant in the following stages unless discussed otherwise:

50% upon signing of the contract

50% on submission of the final report

8. Application Process

Interested consultants should submit the following:

A technical proposal outlining their understanding of the ToR, proposed methodology, and work plan.

A CV highlighting relevant experience.

At least two references from similar assignments.

Submission Deadline: 7th April 2025. Email Applications to: cheshirezambiajobs@yahoo.com