

Terms of Reference (TOR) for Resource Mobilization Strategies

Organization	Trócaire Rwanda BHC Building, 260 Bvd de l'Umuganda, Kacyiru, P.O. Box 2040, Kigali, Rwanda Tel : (+250) 0252 502663 / (+250) 0252 502664
Assignment	Consultancy for the formulation of 5 Resource Mobilization Strategies. Only applications from qualified registered companies in Rwanda will be considered.

About Trócaire

Trócaire is the official overseas development agency of the Catholic Church in Ireland, established in 1973 and currently has presence in more than 17 countries in Latin America, Africa and Asia including Rwanda. Trócaire has been operating in Rwanda since 1994 and is currently focusing on 3 strategic areas: Resource Rights, Women's Empowerment, and localisation& partnership. More information about Trócaire can be found on <http://www.trocaire.org/>

As a partnership agency, Trócaire is committed to the 'Localisation of Aid' agenda that has been at the forefront of humanitarian discourse since the World Humanitarian Summit, 2016. Trócaire Rwanda Country Programmes support localisation in four key areas: 1) increasing voice and influence of local actors, 2) capacity strengthening, 3) improved quality of partnerships, and 4) increased access to funding and resources.

Context of Work

One of the central pillars of the localisation agenda is the commitment to increasing funding and resources for local and national NGOs (L/NNGOs). This is essential to improving the financial viability and sustainability of L/NNGOs. To deliver on this, Trócaire has adopted a proactive approach to supporting L/NNGOs to access funding as directly as possible from both in-country and overseas donors. This involves supporting L/NNGOs to develop their

organisational capacities for Resource Mobilisation through workshops, trainings, and tailored follow-up support.

In keeping with this pillar, and with the longer-term objectives of the localisation agenda to increasing funding and resources to local and national actors, Trócaire is looking to strengthen the capacity of its 5 implementing partners under TWIYUBAKIRE Program to mobilize and manage resources independently. This consultancy will support partner organizations in developing tailored and individualized Resource **Mobilization Strategy** that enhances their autonomy, sustainability, and ability to respond to community needs.

2. Objectives of the Assignment

The overall objective is to design a practical and actionable Resource Mobilization Strategy for CCOAIB, REFAC, IRIBA, CEJP and STRADH that:

- Builds the capacity of the above-mentioned partner organizations to identify, access, and manage diverse resources.
- Promotes **local ownership** and sustainability by reducing dependency on external donors.
- Strengthens the above-mentioned partners' ability to engage with communities, private sector actors, and government institutions.
- Provides tools and approaches for long-term financial sustainability and organizational resilience.

3. Scope of Work

The consultant will:

- Organise a kick off meeting with Trocaire for a common understanding about the expectations, roles, and responsibilities.
- Organise meetings with each implementing partner to gain their insights and expectations regarding their resource mobilization efforts.

- Conduct a light review of the strategic plans and other relevant documents from each partner to inform the inception report.
 - Draft a detailed inception report outlining the methodology, phases, and plans for each partner.
 - Submit the inception report to Trocaire for review and approval.
 - Research current market and donor trends relevant to each partner's focus areas.
 - Based on the assessments and analysis, draft initial resource mobilization strategies tailored to partners' realities, with clear goals, objectives, and action plans
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- Provide practical tools/templates for donor engagement, proposal development, and accountability.
 - Collaborate with Trocaire to organize a **capacity-strengthening workshop** with partner organizations to review the draft strategies.

4. Deliverables

1. **Inception Report** – methodology, work plan, and timelines.
2. **Draft Resource Mobilization Strategy** – including analysis, proposed approaches, and action plan.
3. **Review Resource Mobilization Strategy** – incorporating feedback from Trocaire and partners.
4. **Capacity-Building Workshop Materials** – for training on finalizing the strategies.

5. Duration of Assignment

The consultancy will run for **30 days** starting from **20 February to 20 March 2026**

6. Required Qualifications and Experience

- Advanced degree in Development Studies, Business Administration, Economics, or related field.
- Minimum of 6 years' experience working in international development and the humanitarian sector.
- Experience of proposal and report writing for major international donors.
- Project cycle management using results frameworks and/ or logical frameworks
- Experience working with international and national partner organisationsProven experience in developing resource mobilization/fundraising strategies for NGOs, preferably in Africa.
- Proven track record of securing institutional funding from successful grant applications.
- Experience of managing grants financed by the donors
- In depth knowledge of managing grants and contractual requirements of institutional donors.
- Excellent budget analysis and budget development skills.
- Experience of working with partners and good understanding of partnership approachStrong understanding of **localization principles** and experience working with local civil society organizations.
- Knowledge of donor landscapes (local, regional, international) and innovative financing mechanisms.
- Excellent facilitation, analytical, and writing skills.
- Highly developed relationship, negotiation and interpersonal skills
- Proven strategic thinking and planning skills, including ability to think creatively, analyse and be innovative, set priorities, manage work plans and evaluate progress.
- Familiarity with Rwanda's development context and civil society environment is an added advantage.
- Excellent facilitation & capacity building skills and experience of applying them when working with individual partners or groups of partners
- Excellent written, oral and presentational communications skills
- Computer literacy skills in word, excel and internet/email.

7. Reporting and Supervision

The consultant will report to **Trocaire Rwanda Program Manager** and collaborate closely with partner organizations.

8. Application Process

Proposals must be clearly marked **“Resource Mobilization Strategies”** and submitted via email to: inforwanda@trocaire.org not later than 17th February 2026

Interested consultants should submit:

- A technical proposal (understanding of the assignment, methodology, work plan).
- A financial proposal (consultancy fees, travel, and other costs).
- CV(s) highlighting relevant experience.
- At least two references from similar assignments
- Valid tax clearance certificate & business registration.

Demonstrable experience and Value for Money (VFM) will be key considerations in evaluating proposals submitted. Only suitably qualified applicants in Rwanda will be considered. Any questions regarding this consultancy should be directed to the same email addresses.

Country Director
Trócaire Rwanda

6 Feb 2026

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