



Terms of Reference

Position: Resource Mobilization Consultant

Department: External Resource Personnel

Reports to: Regional Director

Location: Remote

Duration: Open, from date of signing until terminated by either party.

1. Background

The Pacific Islands Climate Action Network (PICAN) is a leading regional organization working to address the impacts of climate change in the Pacific Islands. PICAN seeks a skilled and experienced Resource Mobilization Consultant to support its fundraising efforts by identifying funding opportunities and developing compelling and successful funding proposals. This is a commission-based position, offering the opportunity to contribute directly to PICAN's mission and impact.

2. Objectives

The primary objectives of this consultancy are to:

- Identify and assess potential funding opportunities aligned with PICAN's strategic priorities and ethical funding guidelines.
- Design, develop, and write high-quality funding proposals for submission to a variety of donors, including foundations, corporations, government agencies, and international organizations, with a focus on Pacific-centered opportunities.
- Conduct thorough needs assessments in collaboration with PICAN staff to ensure proposals accurately reflect the organization's priorities and project requirements.
- Secure funding to support PICAN's operational and programmatic needs, with a focus on proposals above \$250,000 and willingness to collaborate on proposals exceeding \$1 million.
- Contribute to the long-term financial sustainability of PICAN.

3. Scope of Work and Responsibilities

The Resource Mobilization Consultant will be responsible for the following:

- **Prospect Research and Opportunity Identification:**
 - Proactively identify potential funding opportunities from a variety of sources, with a focus on those aligned with PICAN's mission and the Pacific region.

- Conduct thorough research on potential donors and their funding priorities, ensuring alignment with PICAN's ethical funding guidelines (no fossil fuel or similar for-profit organizations).
- Vet federal funding opportunities with PICAN leadership prior to proposal development to ensure compliance with the organization's vision, mission, and values.
- **Proposal Development:**
 - Work closely with the Finance and Grants Officer, the Project and Research Advisor and other staff (as needed) to develop detailed proposal outlines, narratives, budgets, and supporting documents in accordance with donor guidelines and requirements.
 - Develop proposals with a strong emphasis on securing funding above \$250,000 and collaborate on proposals exceeding \$1 million when appropriate.
 - Ensure that all proposals are well-written, persuasive, and accurately reflect PICAN's mission, values, and impact.
 - Incorporate feedback from PICAN staff and revise proposals as needed.
 - Obtain final approval on all proposals from the Regional Director before submission.
- **Needs Assessment:**
 - Collaborate with the Finance and Grants Officer, Project and Research Advisor, and other staff to conduct comprehensive needs assessments to inform proposal development.
 - Gather relevant data and information to demonstrate the need for proposed projects and activities.
- **Reporting:**
 - Provide quarterly reports to the Regional Director on funding opportunities identified, proposals submitted, funding secured, and utilization of the discretionary budget.
- **Discretionary Budget Management:**
 - Utilize the allocated discretionary budget (capped at \$50,000 per financial year) for purposes, such as duty travel, upon submission of an internal memo to the Regional Director.

- Understand that any commission earned beyond the \$50,000 cap in a given financial year cannot be added to the discretionary budget and will be forfeited if the cap is not adjusted by mutual consent. Any unused funds in the discretionary budget at the end of the financial year will be paid out to the consultant.

4. Deliverables

The Resource Mobilization Consultant will be expected to deliver the following:

- **Prospect Research Reports:** Regular reports on potential funding opportunities, including donor profiles, funding priorities, and alignment with PICAN's needs.
- **Proposal Outlines:** Detailed outlines for each proposal, including key sections, arguments, and supporting data.
- **Draft Proposals:** Complete drafts of funding proposals, including narratives, budgets, and supporting documents, ready for review and feedback.
- **Final Proposals:** Polished and finalized funding proposals, incorporating all feedback and approved by the Regional Director, ready for submission to donors.
- **Needs Assessment Reports:** Summaries of needs assessments conducted, outlining key findings and recommendations for proposal development.
- **Quarterly Reports:** Reports detailing activities undertaken, funding opportunities identified, proposals submitted, funding secured, and utilization of the discretionary budget.
- **Discretionary Budget Expense Reports:** Documentation of expenses incurred using the discretionary budget, in accordance with PICAN's financial policies and accompanied by relevant receipts.

5. Qualifications

- Proven track record of success in writing winning grant proposals, preferably in the environmental or climate change sector, with experience securing grants over \$250,000.
- Excellent writing, editing, and research skills.
- Strong understanding of the funding landscape and donor priorities, particularly within the Pacific region.
- Ability to work independently and as part of a team.
- Excellent communication and interpersonal skills.
- Familiarity with the Pacific Islands context and climate change issues is highly desirable.

- Bachelor's degree in a relevant field (e.g., environmental studies, international development, communications) is preferred.

6. Compensation and Commission Structure

The Resource Mobilization Consultant will be compensated on a commission basis, with the commission held by PICAN in a discretionary budget accessible to the consultant for approved purposes (capped at \$50,000 per financial year) and paid out in full (or with remaining balance) at the end of each financial year.

Commission Structure:

This structure is designed to incentivize securing larger grants and reward consistent performance, while also aligning with the target funding range.

- **Tier 1:** For the first \$250,000 in secured funding (cumulative): 1.5% commission
- **Tier 2:** For secured funding between \$250,001 and \$1,000,000 (cumulative): 1.25% commission
- **Tier 3:** For secured funding above \$1,000,001 (cumulative): 1% commission
- **Bonus:** the possibility of a bonus of 0.25% will be considered for exceptionally large grants secured above \$2,000,000. This will be paid into the discretionary budget.

Justification: This tiered structure incentivizes securing larger grants and provides a degree of financial predictability for the consultant. The milestone payment further motivates timely and high-quality proposal submissions. The discretionary budget acts as a mechanism for both compensation and expense reimbursement, simplifying the payment process.

Important Notes on Commission and Discretionary Budget:

- The discretionary budget is capped at \$50,000 per financial year.
- Any commission earned beyond the cap in a given financial year will be forfeited if not utilized.
- Unused funds in the discretionary budget at the end of the financial year will be paid out to the consultant.
- Access to the discretionary budget during the financial year requires an internal memo to the Regional Director.

Deadline: 13 February 2025