
Request for Proposal (RFP) for Grant Proposal Drafting Services

Purpose:

RECLAIM is requesting proposals from a Fundraising Consultant (individual or organization) to support RECLAIM in generating funds for its human rights work.

Background Information:

RECLAIM is a newly established NGO that works to amplify the voices of European civil society in their struggle to promote democratic, just and inclusive societies at home and abroad. Our goals are to counter democratic backsliding and ensure that European civil society, in all its diversity, can continue to work unhindered. RECLAIM is committed to acting against unjustified restrictions affecting European human rights, democracy and humanitarian groups and their counterparts in the Global South. We want to ensure an operating environment in Europe where civil society can continue to thrive. Working in partnerships is critical to us. To do this, RECLAIM brings together the voices and concerns of different civic sectors and support their meaningful engagement with EU institutions.

Technical specifications:

The purpose this ToR is to secure the services of a suitably qualified and experienced fundraising consultant or consultants with the required leadership and technical skills to source funding from EU institutions and philanthropies for RECLAIM.

The selected consultant(s) will be retained to:

1. Write and prepare all material needed to submit grant proposals, including the budget, log-frames, etc.
2. (For EU funding applications) recruit consortium partners based on input and introductions made by RECLAIM's Director and Board.

Procedure:

1. The Candidate will provide an expression of interest in participating in the call by March, 7.
 - ✓ Please send an email to esther.martinez@reclaiming.eu with:
 - A CV or a description of you or your organization;
 - A list of previous projects for which you have contributed to fundraising, including copies of samples of fundraising material;
2. Candidates that will be pre-selected (criteria listed below) will receive the necessary documentation for preparing the proposals. This includes:
 - ✓ Draft concept notes, working plan of the activities and log-frames for the projects that RECLAIM wish to fundraise for;
 - ✓ A non-exhaustive list of potential donors.
3. Deadline for submission of full proposals is April, 21. Please submit your proposals at: esther.martinez@reclaiming.eu.

The total length of the bidding proposal should be a maximum of 4-5 pages. The proposal must:

- ✓ Identify the number of project proposals the consultant commits to deliver;
- ✓ Quantify the size of the grant application he or she expects to fundraise for each project proposal;
- ✓ Identify relevant donors' deadlines and outline tentative timeframe to prepare an application for each specific donor, and exact costs per application (expressed on the consultant's daily rates).

Evaluation criteria:Pre-selection criteria:

40%	Proven track record in successfully fundraising from the European institutions.
40%	Relationships with foundations, trusts and other funding groups in the human rights sector.
10%	Familiarity and experience in advocating for human rights and media freedoms.
5%	Fluency in Polish or Hungarian, and knowledge of issues faced by civil society in Eastern and Central European countries.
5%	Other relevant non-profit experience.

Proposals criteria:

30%	Level of alignment between the submitted proposal and RECLAIM Working Plan and objectives.
25%	A proven track record in successfully fundraising from the selected donors.
10%	Fundraising Efficiency Ratio (expected income generated/ fundraiser costs)
25%	Clarity, coherence and conciseness
10%	Originality (new ideas, in terms of activities, income generation strategy, proposed by the consultant to RECLAIM)

Deadline for receiving the services:

All grant applications must be finalized in before December 2021. The hired consultant will submit his/her proposal to RECLAIM at least a month in advance of the relevant deadlines.

Type of remuneration and pay terms:

- One consultant might be retained for one or more grant applications. Several consultants can be retained.
- The selected consultants will be remunerated at a fixed cost based on the submitted proposal for a given lot.
- Payments will be made upon submitting agreed proposals and confirmation that donor requirements/eligibility criteria are met.

Working place:

Flexible.