



Title: Consultant – Fundraising and Capacity Building Consultant (Re-advertised)
Duty Station: Monrovia, but with the possibility of working remotely
Duration: 60 Working days
Start Date: August 18, 2025
Reporting to: TCC Senior Program Officer

1. About the Organization

SAWABENU (which means "the law exists" in Vai, one of the languages spoken in western Liberia) is a local non-governmental organization founded in 2023 by former staff of The Carter Center Rule of Law Program out of a keen desire to localize and continue the rule of law programming in Liberia. With initial support from the Embassy of Sweden, The Carter Center is guiding the organization in its formative stage. Ultimately, a fully developed SAWABENU will endeavor to bridge the rule of law programming gap created by the departure of the Carter Center in Liberia.

2. Objectives of the Assignment

The overall objective of this assignment is to strengthen the fundraising capacity of Sawabenu as an organization, which will include developing systems and strategies that will enable them to operate more efficiently, attract sustained funding, and deliver long-term impact. A key component of this capacity-building effort will focus on mobilizing resources from the private sector.

3. Scope of Work and Responsibilities

A. Fundraising and Resource Mobilization

- Assess the current donor fundraising space (in and out of Liberia) for available opportunities tied to the rule of law work.
- Assess the potential donors' needs and goals.
- Evaluate Sawabenu's strategic plan to define the scope of projects to pursue that would align with the donors' interests/priorities.
- Assess all potential donors' grant deadlines, reporting requirements and renewal timelines.
- Assess the current fundraising capacity and practices of Sawabenu.
- Develop comprehensive fundraising strategies tailored to Sawabenu.
- Train staff on:
 - Grant writing
 - Budgeting for proposals
 - Donor research and relationship management
- Provide hands-on support in drafting proposals and donor communications.

B. Stakeholder Engagement and Networking

- Facilitate partnerships between Sawabenu, private sector actors, and potential donors.
- Support the establishment of strategic alliances and CSR initiatives.

- Organize stakeholder roundtables or fundraising forums.
- Assist in other donor engagements and relationship-building efforts
- Engage with Sawabenu BoD to enlist their input and exploit their contacts/external relationships.

C. Monitoring, Evaluation, and Reporting

- Strengthening Sawabenu's M&E framework development skills to make her proposals competitive which will increase her grant application chances.
- Develop MEL frameworks and indicators for capacity building and fundraising activities.
- Support implementation of monitoring tools and reporting systems.
- Document lessons learned, case studies, and impact stories.

D. Reporting and Deliverables

- Prepare an inception report outlining methodology, work plan, and timeline.
- Submit quarterly progress reports within the agreed timeframe.
- Updated donor mapping and prospect list with the most relevant/potential donors
- Deliver training materials, fundraising strategies to cover the period of Sawabenu strategic plan, and submit at least two fully developed proposals relevant to the goal of this task.
- Submit a final report summarizing activities, outcomes, challenges, and recommendations.

E. Deliverables

No	Deliverables	Level of Effort	Payment
1	Inception report with work plan and timeline	5 Days	5%
2	Capacity assessment reports for Sawabenu	5 Days	5%
3	Customized training modules and session materials	7 Days	10%
4	Fundraising strategy document for Sawabenu	15 Days	20%
5	Two fully developed grant proposals	15 Days	25%
6	MEL tools and reporting templates	5 Days	20%
7	Final consultancy report	8 Days	15%

4. Duration and Timeline

The assignment will be carried out for sixty (60) working days from the start date, with the possibility of extension based on performance and organizational needs.

5. Qualifications and Experience

- Advanced degree in International Development, Business Administration, Nonprofit Management, or a related field.
- Minimum of 5 years of relevant experience in capacity building, organizational development, or NGO fundraising in Liberia and the region.
- Proven experience working with both private sector entities and NGOs.
- Proven track record in NGO fundraising and resource mobilization.
- Strong track record in resource mobilization and donor engagement.
- Knowledge about the donor landscape (in and out of Liberia)
- Experience in delivering training and technical assistance.
- Experience in capacity building a strategy development.
- Excellent written and verbal communication skills.

6. The evaluation criteria will be based on the following:

Category	Maximum Score
Qualification and Experience	40
Proposed Technical Approach	30
Competency-based Interview (only for short-listed candidates)	20
Financial Proposal	10

7. Support from SAWABENU

The Consultant will be remunerated upon delivery of the agreed outputs, at the rate of the agreed number of days of professional fees chargeable. In addition, the Consultant will receive the following from Sawabenu:

- Internet in office space (If not working remotely)
- Access to research content and relevant resources to complete deliverables.

8. Performance evaluation:

Upon receipt of the deliverables and before the payment of each installment, the deliverables and related reports and documents will be reviewed and approved by Sawabenu and TCC. The period of the review is five days after receipt. The consultant's performance will be evaluated based on timeliness, responsibility, initiative, communication, accuracy, and product quality.

9. Application Process

All applications must be submitted electronically by e-mail with the subject line **Capacity Building and Fundraising Support Consultant** to **employmentliberia@cartercenter.org** by **Wednesday, August 6, 2025 @17:00**. Any application received after this time will not be considered.

Please include the following application materials:

- A letter of interest detailing the candidate's relevant experience and qualifications.

- A current CV or resume (no more than 4 pages). Please list three professional references.
- A technical proposal outlining the approach and methodology, including a timeline.
- A financial proposal.
- Examples of similar previous work.

Diversity and Inclusion

The Carter Center is an equal opportunity employer and does not discriminate against any employee or applicant based on race, color, sex, sexual orientation, gender identity, religion, nationality, or disability.

Please note that only short-listed candidates will be contacted