

Call for a Consultant

Survey on Existing Initiatives by Caritas organisations to Mobilise Resources Locally in within the Church in Africa

&

Development of a Guidance note for Domestic Resource mobilisation

Caritas Africa is inviting written technical and financial proposals from an individual consultant or an academic institution to carry out the assignment outlined in the Terms of Reference below.

Application process

The written proposal should comprise:

1. A technical proposal consisting of:

- an up-to-date curriculum vitae,
- a survey methodology and a workplan, (no more than 3 pages in total).
- Proposed structure of the Guidance note

2. Financial proposal indicating the amount to be charged for the assignment, which should be quoted in Euros.

The proposal and any supporting documents, evidence of previous work must be in English or French.

Selection Criteria

Caritas Africa will place great emphasis on ensuring that the objectives of this assignment are met. The selection criteria will be based on: technical capacities, understanding of resource mobilisation and fundraising and; knowledge of the structure of Caritas and value for money.

The proposal should be submitted by e-mail no later than the close of business (17:00 UTC) on July 10. E-mail proposals should not exceed 10 MB.

The email address is: secaf@caritas-africa.org and recruitment@caritas-africa.org

Terms of Reference

Caritas Organisations in Africa Region pursue activities to address economic development challenges through initiatives to: relieve suffering during emergencies, promote the interests of the poor, protect the environment, provide basic social services and promote the development of local communities¹. Notably, over the years the aid sector has realised rapid changes characterised by an increase in number of charity organisations all competing for scarce grant resources.

To attract funding and ensure continuity, Caritas organisations should diversify their donor portfolio and; invest in sustainability and resource-generating strategies to achieve among others; competitive advantage and leverage efficient business operations.

Challenges Faced by Caritas Organisations in Africa

The role of the Caritas Africa Regional Executive Secretariat (Headquartered in Lomé, Togo with an ancillary Office in Nairobi, Kenya) is to provide the following core services to its members: coordination of the network, harmonisation of network activities, representation in governance bodies of Caritas Internationalis and international fora and capacity strengthening.

For the Regional Secretariat to be strong, National Caritas Members have to be strong in order for them to effectively fulfil their mission and faithfully remit their statutory fees to sustain operations of the Secretariat. Additionally for the National Caritas to be strong, they need the support of a strong Regional Secretariat.

However, the Regional Secretariat and its Member organisations operate in a funding environment that increases the vulnerability of Caritas organisations. Consequently, the Network currently faces a number of challenges including:

a) Concentrated Donor Portfolios.

Most Caritas organisations depend on funding from sister agencies within the Caritas Internationalis Confederation. Consequently, Caritas Organisations compete for diminishing scarce grant resources, indicating the need to diversify donor portfolios beyond the Caritas Confederation.

b) Lack of a reliable financial base and sustainability strategies to reduce over reliance on external funding resulting to:

- Inadequate assets and technology infrastructure to facilitate the operations by Caritas Organisations in Africa Region.
- Lack of functional organisational policies to promote sustainability of Caritas Organisations in Africa through: Income generating ventures, fund development² and donor diversification.
- Domestic resource mobilisation has not been well embraced in Africa Region. A Regional Emergency Solidarity Fund exists, it should ideally be funded by Caritas Africa Member Organisations, yet it receives 1% of the desired target.
- Members face challenges remitting their annual statutory fees to Caritas Africa and Caritas Internationalis.

¹ World Bank Definition of NGOS.

https://scholarship.claremont.edu/cgi/viewcontent.cgi?referer=&httpsredir=1&article=2367&context=cmc_theses

² Fund development is the ongoing strategic positioning of an organization to sustain and grow its resources by building relationships with those who understand and care about the organization's relevance to the community

c) Short term project-based funding and lack of support to overhead costs translating to high staff turnover as a result of:

- Inability to retain competent staff on fixed term contracts. The retention of key positions is dependent on availability of donor funding.
- Inability to attract competent staff from the job market as a result of the non-competitive salary packages that do not offer pension schemes and medical covers.
- Networking and collaboration with other actors provide opportunities for competent staff to be “poached” by international organisations offering better salary packages.

Role of the Consultant

Caritas Africa through funding support from Caritas Internationalis will hire a consultant who will:

(1) Conduct a survey on existing domestic resource mobilisation initiatives

The survey will respond to the following questions:

- What are some of the existing initiatives to raise funds locally within the Catholic Church in Africa?
- What measures are in place to ensure financial resilience and organisational and institutional sustainability?
- What challenges do Caritas organisations face in remitting their statutory fees to Caritas Africa and Caritas Internationalis?
- What lessons can we learn on Catholic Community engagement and fundraising from the Northern Caritas?
- How do we earn the support of the Bishops responsible for Caritas, Parish Priests and Church Hierarchy in domestic resource mobilisation?

(2) Support the development of a Guidance Note for Caritas Africa MOs for Resource Generation Strategies towards Sustainable Operating Models.

The outcome document will analyse the current challenges faced by Caritas Africa Member Organisations and propose measures towards sustainability with demonstrated return on strategic investment and propose policy considerations ethical resource mobilisation /ethical finance.

Timelines

- July 2023: Recruit a Consultant
- August 2023: Data collection
- September 2023: Data analysis and presentation of first draft
- October 2023: Review of Second Draft
- November 2023: Validation of Second draft through an online webinar
- December 2023: Publication of Guidance Note for Caritas Africa MOs for Resource Generation Strategies towards Sustainable Operating Models.