



EASTERN ARC MOUNTAINS CONSERVATION ENDOWMENT FUND

(EAMCEF)

MFUKO WA HIFADHI YA MILIMA YA TAO LA MASHARIKI

**REQUEST FOR EXPRESSION OF INTEREST
(EOI) FOR A FUNDRAISING ACTIVITY
FOR EAMCEF**

Eastern Arc Mountains Conservation Endowment Fund (EAMCEF)

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REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR A FUNDRAISING ACTIVITY FOR THE EASTERN ARC MOUNTAINS CONSERVATION ENDOWMENT FUND (EAMCEF)

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1.0 INTRODUCTION

1.1 BACKGROUND

The Eastern Arc Mountains Conservation Endowment Fund (EAMCEF) is a Trust Fund that was established as a mechanism to provide long-term reliable funding support for Community Development, Biodiversity Conservation and Applied Research Projects, which promote the biological diversity, ecological functions and sustainable use of the natural resources in the Eastern Arc Mountains of Tanzania. The main intention of establishing the Trust Fund is to address the need for a long-term sustainable approach to funding the conservation of forest biodiversity in the important ecosystem. Activities which contribute to the promotion of economic development and social welfare of the local communities in the target areas are given high priority for funding by EAMCEF.

Major Mountain blocks of the Eastern Arc spread over fifteen districts in five regions of Tanzania namely, Tanga (East and West Usambara, and Nguu Mountains), Kilimanjaro (North and South Pare Mountains), Morogoro (Nguru, Uluguru, Ukaguru, Udzungwa, Malundwe, Mahenge and Rubeho Mountains), Dodoma (Rubeho Mountains) and Iringa (Udzungwa Mountains). The mountain blocks in Tanzania cover a total land area of approximately 5,350 km².

The Eastern Arc Mountains form a critical ecosystem which is an important carbon sink that is endowed with unique biodiversity and exceptional catchment values. Current estimate put the carbon storage of the Eastern Arc Mountain forests at about 152 million tonnes with about 200 tonnes of carbon being lost per each hectare degraded. Approximately 300,000 hectares were deforested or degraded during the period 2000-2005 leading to a loss of almost 50% of natural montane and sub-montane forests of the Eastern Arc Mountains belt. The deforestation and degradation has led to approximately 90 million tonnes of carbon been released into the atmosphere. If the current baseline scenario continues, the 330,000 ha. of forest now remaining in the mountain belt and the associated carbon stocks will be lost within the next 20 years.

The Eastern Arc Mountains when combined with the Southern Rift, the Albertine Rift and the Ethiopian Highlands form the Eastern Afromontane Region which is recognized globally as one of the 34 biodiversity hotspots characterized by high concentrations of endemic species currently under great threat. There are at least 85 vertebrates, 800 plants and over 100 species of invertebrates in the Eastern Arc Mountains of Tanzania which are found nowhere else in the world. Major threats facing the Eastern Arc Mountains include agricultural expansion, timber extraction, charcoal making, forest fires, mining and other resource extraction for household consumption.

The biodiversity of the Eastern Arc Mountains is of great value locally for mitigating the impacts of rural poverty. Forest and woodland products such as firewood, construction material, medicinal herbs, wild fruits and other food materials account for about 40% of total household consumption in some forest adjacent communities in the Eastern Arc Mountains.

Nationally, the Eastern Arc Mountain forests form major catchment areas which collectively provide water for many regions such as Morogoro, Dodoma, Iringa, Coast, Tanga, Dar-es-Salaam and most of the nation's coastal communities accounting for about 25% of the 40 mil. mainland Tanzania's population and most of the major industries in the country. Hydro-electricity energy production in Tanzania is heavily dependant on maintaining the integrity of these forests. About 60% of Tanzania's electricity is generated from water sources originating in the Eastern Arc Mountain Forests, e.g. Kidatu, Mtera, Kihansi, Nyumba ya Mungu and Hale hydropower stations.

Due to high rainfall and fertile soils, the Eastern Arc Mountains are famous for large scale agriculture, e.g. sugarcane (Kilombero and Mtibwa Sugar Estates), rice, tea and coffee estates. The mountains also harbour a number of wildlife which is an important tourist attraction, e.g. Udzungwa Mountains National Park and Amani Nature Reserve.

The Eastern Arc Mountains Conservation Endowment Fund is a joint initiative of the Government of the United Republic of Tanzania, the World Bank and the Global Environment Facility (GEF). EAMCEF was officially registered in Tanzania on 6th June, 2001 under the Trustees' Incorporation Ordinance No. 375 of 1956. Governed by a Board of Trustees (BOT), the Fund operates as a Not-for-Profit Non-Governmental Organization (NGO) with its day-to-day operations being run by the Endowment Fund Secretariat (EFS) based in Morogoro and headed by an Executive Director (ED).

Currently EAMCEF operates as a component of the World Bank financed project under the Ministry of Natural Resources and Tourism – the Tanzania Forest Conservation and Management Project (TFCMP). It uses a 3.2 mil. US\$ credit facility under the TFCMP to finance activities and operations of its first phase – the establishment phase.

The establishment phase was planned to last for the first seven years (2002-2009) and mainly concentrate in getting the Endowment Fund Secretariat in place and functional - staff recruitment, office accommodation, procurement of essential equipment and basic supplies/materials, establishment of operational procedures and mobilization of additional resources. Full funding for forest reserve conservation, applied research and community development activities is as well being undertaken during the first phase.

Funding of the second phase (January 2010 onwards) – the implementation phase is expected to come mainly from incomes generated from the investment of the endowment capital secured in November 2006 from the GEF commitment of US\$ 7.0 mil. Additional resources expected to be secured from other donors e.g. the Government of Tanzania, bilateral and multilateral organizations, corporations, foundations, private businesses and wealthy individuals will also augment the amount that would be required during the second phase.

The implementation phase will be dominated by full scale funding of field activities in three priority thematic areas namely;

- **Community based conservation and development** activities for improvement of rural livelihoods of forest adjacent communities.
- **Applied biodiversity research** relevant to the conservation of biodiversity in the priority Eastern Arc Mountains.
- **Protected areas and climate change management** to improve the ecological functions of the ecosystem and to strengthen the management capabilities of the responsible institutions.

1.2 EAMCEF POLICY FRAMEWORK AND GUIDING PRINCIPLES

1.2.1 Motto

The EAMCEF's Motto is "Conserving Biodiversity for Sustainable Development"

1.2.2 Vision

A Conservation Fund sufficiently endowed to provide the financial resources necessary to ensure effective, long-term conservation and management of forest biodiversity in the Eastern Arc Mountains of Tanzania.

1.2.3 Mission

Catalyze resources to foster conservation of forest biodiversity in the Eastern Arc Mountains of Tanzania through investment in sustainable community development, sustained financing for protected areas management and financial support to applied research.

1.2.4 Aims and Objectives

1. To promote the protection of biological diversity in the Eastern Arc Mountains, targeting priority areas of significant diversity.
2. To promote the involvement of the local communities in the conservation and sustainable management of the natural resources and bio-diversity of the Eastern Arc Mountains and to assist them in benefiting from such conservation and sustainable management.
3. To ensure benefits, whether financial, technical or material arising from the Trust's activities, pass to local communities in its areas of operation.
4. To provide long-term reliable support for projects and research which promote the conservation of biological diversity and sustainable use of natural resources in the Eastern Arc Mountains and contribute to the promotion of the economic and social welfare of the communities in the area.
5. To promote the collection and dissemination of information and advice concerning the Eastern Arc Mountains and their global conservation value.
6. To engage in fund-raising activities to obtain resources that shall finance the objectives of the Trust.
7. To enter into covenants or agreements, including but not limited to; joint management agreements, leases, and licenses with other identified stakeholders, including: local communities, central and local governments, the business community, the private sector and individuals, all with respect to any land and immovable property that may have been acquired by the Trust, **PROVIDED ALWAYS** that such agreements shall be in the long-term interests of the Trust.
8. To provide liaison between government agencies, civil society and the private sector in conservation and environmental matters.

9. As an insubstantial part of the activities of the Trust and only to the extent permitted by a public charity organization, to advocate for policies, regulations and laws that are designed to promote sustainable development and conservation.
10. To co-operate with any person or organization with objectives similar to those of this Trust.

1.3 GOVERNANCE

1.3.1 Board of Trustees

Headed by a Chairperson elected by and from amongst the Trustees, the Board of Trustees (BOT) is the highest policy and decision making body of EAMCEF. The BOT is a nine (9) member body with representation from Government, International and National NGOs, Academic/Research Institutions, Legal and Business/Financial Communities and Local Communities. The Board of Trustees governs the Trust and oversees its business in accordance with the provisions of the Trust Deed upon which it was established. The EAMCEF Executive Director serves as the Secretary and an ex – officio Member of the Board of Trustees. Normally, the Board transacts its business through two Board Meetings every year whereas extra – ordinary meetings can be convened any time to deliberate on special or urgent issues.

The Board of Trustees is sub–divided into two Standing Committees, the Investment Committee and the Grants Committee. Whereas the Investment Committee is responsible for providing oversight and handling urgent issues on finance and investment of the assets held by the Trust, the Grants Committee serves to consider and deliberate upon the charitable recipients that receive grants from the Trust and provide oversight for the implementation of the funded projects.

1.3.2 Endowment Fund Secretariat

The day to day operations of EAMCEF are undertaken by the Endowment Fund Secretariat which is based in Morogoro Municipality and headed by an Executive Director. The Endowment Fund Secretariat is comprised of the Executive Director, one Programme Officer – Planning and Communication, one Finance and Administration Officer, two Field Project Officers and five Support Staff. Whereas the Executive Director is the chief executive and an overall in-charge of the Endowment Fund Secretariat, the Programme Officer – Planning and Communication is his immediate assistant in all matters pertaining to technical and professional aspects. The Finance and Administration Officer is the principal assistant to the Executive Director on all matters in relation to finance, procurement and administrative issues.

The two Field Project Officers are field based technical staff each serving as the in-charge of one priority mountain block receiving EAMCEF funding. Field Project officers (FPOs) act as important links between the EAMCEF Secretariat and field partners whereby the FPOs provide technical advice, back – up support and monitoring of field projects implemented by EAMCEF funded partners. Field Project Officers work in close liason with Local Advisory Communities – advisory bodies formed in each of the EAMCEF target districts.

2.0 OPERATIONALIZING ACTIVITIES AND REALIZED ACHIEVEMENTS

2.1 BASIC HIGHLIGHTS

Following the official registration in June 2001, EAMCEF became effective in July 2002 when the World Bank (IDA) financed Tanzania Forest Conservation and Management Project (TFCMP) became operational. By December 2002, the EAMCEF had a fully composed and well functioning Board of Trustees and by August 2003 an effective Endowment Fund Secretariat was as well in place. Whereas the initial endowment capital of US\$ 7.0 mil. was secured from GEF and invested in November 2006, the first project grants were issued to beneficiaries for implementation of field activities in August 2006. Between August 2006 and now a total of Tshs. 612,290,000.00 (US\$ 572,234.50) have been committed as grants for 49 projects implemented by various stakeholders in the Eastern Arc Mountains. As a component of TFCMP, EAMCEF had been operating using IDA resources since its inception and it will continue so up to the end of TFCMP in December 2009.

2.2 MAJOR ACTIVITIES, MILESTONES AND ACHIEVEMENTS

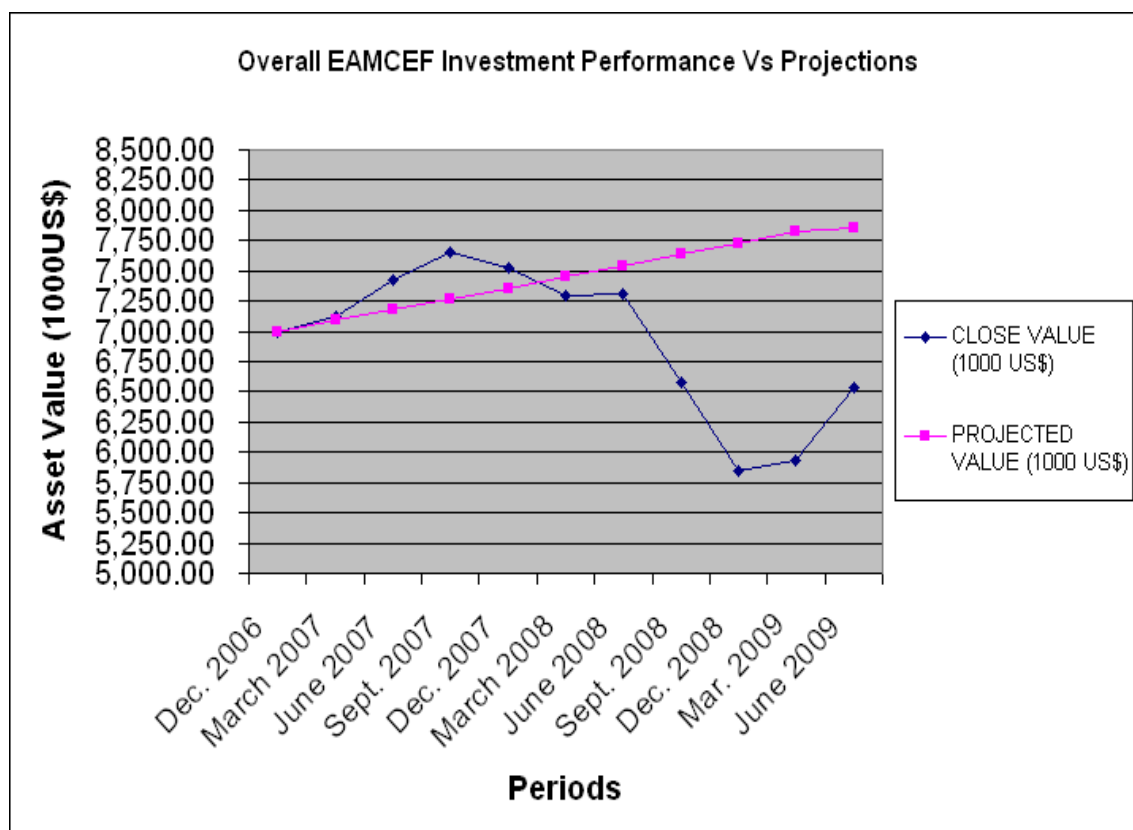
- Formation of the Inaugural Board, formulation of the Trust Deed and the official registration of the EAMCEF were completed by June 2001
- The Financial, Operations and Management Manual was developed and approved in December 2002.
- Currently the Endowment Fund Secretariat (EFS) is comprised of ten staff members as follows: Three professional staff (1 Executive Director, 1 Programme Officer & 1 Finance and Administration Officer), two technical staff (1 Field Project Officer -UD & 1 Field Project Officer -EU) and five support staff (1 Programme Secretary, 1 Administrative Assistant, 1 Office Attendant & 2 Drivers). The EFS is equipped with sufficient office machines and adequate transport equipment.
- A Situation Analysis that prioritized Udzungwa (UD) and East Usambara (EU) Mountain blocks as the two start up sites was undertaken and finalized in October, 2004
- Formation of Local Advisory Committees (LACs) had been completed in six priority Districts (Kilolo, Mufindi, Kilombero, Muheza, Mkinga & Korogwe). Strengthening of existing LACs is well underway and the Local Advisory Committees are well represented in the Board of Trustees.
- Funding of projects had been initiated since 2006 whereby 15 out of 49 projects supported by EAMCEF have been completed and closed while the rest (34) are ongoing well with a total grant budget of Tshs 612,290,900.00 (US\$ 572,234.50).
- The development, approval and official launching of a Fundraising Framework was finalized in March, 2006.
- Attainment of all the nine benchmarks and indicators necessary for the release of the GEF US\$ 7.00 mil. endowment capital was realized in March, 2006.
- Recruitment of the Investment Asset Manager for the US\$ 7.00 mil. endowment capital was completed with the appointment of the Donnelly-Adams Group at Smith Barney-USA (The Citigroup Inc) in July, 2006 and replaced by the UBS Financial Services Inc. in November 2007.
- Development and approval of an Investment Policy to guide the investment management of the endowment capital was as well finalized in July, 2006.
- Development and approval of the Guidelines for Local Advisory Committees (LACs) was finalized in August 2006.

- The process to obtain a tax exemption status in the USA was completed in November 2006 and henceforth EAMCEF can invest in the USA tax free and EAMCEF can be given donations by US-based organizations without taxation.
- An Information Resource Centre for the Eastern Arc Mountains was established and became operational at the EAMCEF premises in December 2005.
- The EAMCEF Website was established in early 2005 and officially launched at the end of March 2006 (www.easternarc.or.tz).
- Awareness raising activities through stakeholders' meetings, workshops, distribution of extension and publicity materials, e.g. EAMCEF Posters, Stickers, Wheelcovers, Brochures, Calendars, T-shirts, Document Bags and Caps and through newspaper articles, radio news bulletins and TV programmes were initiated in November 2003 and still going on well.
- In September 2005 the EFS moved from TAFORI to its permanent offices secured at the Government former Regional Natural Resources buildings in Morogoro.
- Two field offices each manned by a Field Project Officer have been established at Muheza and Kilolo District Councils for East Usambara and Udzungwa Mountain blocks respectively.
- A Subsidiary Grant Agreement between the Government of Tanzania and EAMCEF was signed on 18th May, 2005.
- A Strategic Plan was developed and finalized in March, 2006 so as to guide the long term development process of EAMCEF.
- EAMCEF was officially launched on 31st March, 2006 through a colourful public ceremony held at its main offices in Morogoro.
- In order to accommodate the requirements for capital investment and other developments, a process to revise and amend the Trust Deed was initiated, undertaken and finalized in March 2007.
- Training programmes were initiated in 2004 and are ongoing well for both Trustees and Secretariat Staff in form of short courses, seminars, workshops, in-house training and organized study tours for capacity building and institutional strengthening
- Production and distribution of 1000 copies of the Guidelines for Preparation of Project Proposals and Procedures for Making Grants have been successfully undertaken.
- Production of 1000 copies of a report on Forest Reserves, Amphibians and Birds of the Eastern Arc Mountains had been undertaken and the distribution is ongoing well.
- Regular and extra-ordinary meetings of the Board of Trustees have been conducted on time and as scheduled for the last 7 years.
- The process to transfer the US\$ 7.00 mil. GEF endowment capital to the Asset Managers for investment was finalized in November 2006 whereby the invested capital started to earn income
- Between December 2006 and September 2007 the invested capital increased from US\$ 7.00 mil. to US\$ 7,657,000 or to a net income of US\$ 657,000.00 in a span of ten months. Due to persistent volatility in the world economy and the international financial markets, the EAMCEF investment experienced a decline in value to US\$ 5,849,400.00 by the end of December, 2008. However, a recovery has started and is ongoing well with a total asset value at US\$ 6,540,250.00 by the end of June 2009 as depicted below.

Table 1. OVERALL EAMCEF INVESTMENT PERFORMANCE

| PERIOD | CLOSE VALUE (1000 US\$) | GAIN/LOSS | | PROJECTED VALUE (1000 US\$) | DIFFERENCE |
|------------|-------------------------|-----------|---------|-----------------------------|------------|
| | | 1000 US\$ | % | | |
| Dec. 2006 | 7,000.00 | - | - | 7,000.00 | - |
| March 2007 | 7,118.00 | 118.00 | 1.69 | 7,087.50 | 30.50 |
| June 2007 | 7,426.00 | 308.00 | 4.32 | 7,176.09 | 249.91 |
| Sept. 2007 | 7,657.00 | 231.00 | 3.11 | 7,265.79 | 391.21 |
| Dec. 2007 | 7,519.00 | (138.00) | (1.80) | 7,356.61 | 162.39 |
| March 2008 | 7,291.18 | (227.82) | (3.03) | 7,448.57 | (157.39) |
| June 2008 | 7,303.02 | 11.84 | 0.16 | 7,541.68 | (238.66) |
| Sept. 2008 | 6,581.88 | (721.14) | (9.87) | 7,635.95 | (1,054.07) |
| Dec. 2008 | 5,849.40 | (732.48) | (11.13) | 7,731.40 | (1,882.00) |
| Mar. 2009 | 5,931.14 | 81.74 | 1.40 | 7,828.04 | (1,896.90) |
| June 2009 | 6,540.25 | 609.11 | 10.27 | 7,860.66 | (1,320.41) |

Figure 1. OVERALL EAMCEF INVESTMENT PERFORMANCE Vs PROJECTIONS



2.3 KEY PERFORMANCE INDICATORS

| <u>Indicator</u> | <u>Actual Status</u> |
|--|--|
| • EAMCEF is established and is fully functional by June 2005 | 100% (October 2004) |
| • All nine benchmarks and indicators for the GEF capital endowment attained by December 2007 | 100% (March 2006) |
| • At least 20 field projects funded by December 2009 | 49 Projects (March 2009) |
| • Endowment capital increased to at least US\$ 8.1 mil. by December 2009 | US\$ 6.5 mil. (June 2009) due to economic recession. |

3.0 PRESENT CHALLENGE

3.1 Additional Resources

In order for EAMCEF to be able to provide sufficient funding for effective management of the whole Eastern Arc Mountains area, it needs a capital investment at least four times the US\$ 7.0 mil secured from GEF that will generate the US\$ 1,500,000.00 required every year. Due to resource constraints, EAMCEF had been forced to prioritize only four forest reserves out of the more than 150 forest sites in the Eastern Arc Mountains in dire need of management resources. This applies to the current phase under IDA financial support as well as to the second phase that will be financed out of the proceeds from the GEF invested capital. Following the end of the GOT/WB support under TFCMP in December 2009, EAMCEF will remain on its own and will have to undertake its activities and operations using its own management capacity and own generated financial resources.

Securing additional resources is therefore the greatest challenge EAMCEF is facing. It needs to fundraise and mobilize additional resources from all possible sources for investment, for programme activities and for its operations. There are two options consistent with EAMCEF policies that donors and partners can choose from in extending their support to the Eastern Arc Mountains through EAMCEF.

(i). Funding EAMCEF Operations and Programme Activities

Getting direct funding from donors for operations and field projects would enable EAMCEF to meet its financial needs without making unnecessary withdrawals from its investment thereby re-investing all the proceeds and thus increasing its capital base.

(ii). Contributing into the Endowment Capital

Partners and donors can extend their financial support to EAMCEF and its activities in the Eastern Arc Mountains through putting their monies into its endowment for long term investment and generation of sustainable incomes.

4.0 RATIONALE AND JUSTIFICATION

Apart from the fact that EAMCEF is a permanent institution that was established and functions as a funding mechanism for biodiversity conservation and climate change mitigation in the Eastern Arc Mountains in Tanzania, it:

- Addresses the need for a long-term, reliable and sustainable funding for conservation of the critical ecosystem which is an important carbon sink that is endowed with unique biodiversity and exceptional catchment values.
- Is legally registered in Tanzania as an autonomous Trust Fund and is operating as a not-for-profit Non-Governmental Organization (NGO).
- Is governed by an independent nine (9) member multi-stakeholder Board of Trustees and its day to day operations are being run by a lean Secretariat based in Morogoro and headed by an Executive Director.
- Issues grants to field projects which are competitively selected through an independent and transparent review process.
- Has sufficient institutional capacity and adequate operational arrangements in place, up and running for receiving donor funds and disbursing funds to NGOs and other beneficiaries.
- Disburses funds to government departments, local authorities, NGOs, CBOs, research/academic institutions, private entities and individuals for project implementation under three thematic areas, viz. community based conservation and development for social welfare and improvement of rural livelihoods of forest adjacent communities; protected areas and climate change management, and; applied biodiversity research.
- Provides technical and management back-up support to field partners and administers a rigorous performance based mechanism for project monitoring and financial control.
- Is an independent organization specialized in delivering conservation benefits to target sites and intended beneficiaries.
- Have already built the necessary capacity and gained enormous experience over the last seven years in receiving, managing and disbursing donor funds to beneficiaries and providing oversight control on its use.
- Became operational effectively in year 2002 under a World Bank (IDA) credit facility to the GOT of US\$ 3.2 mil. that extends to December 2009.
- Secured a GEF grant of US\$ 7.0 mil. to capitalize its endowment in December 2006 which kept on growing up to US\$ 7.7 mil. as a result of positive returns up to November 2008 when it started to decline down to US\$ 5.5 mil. in February 2009 and then improved to the current level of about US\$ 6.5 mil. following the ongoing global economic recession.
- Have hitherto secured no additional funding from any other source to carry further forward its noble conservation agenda and sustain the achievements already attained beyond December 2009.
- Is in dire need of financial support to cover an interim period that will allow for recovery and further growth of its investment for realistic future withdrawals.

5.0 ACTIVITY CONTEXT AND PERSONNEL

5.1 Preamble

In its efforts to address the above cited challenge, EAMCEF is now seeking to recruit a fundraising and resource mobilization specialist capable of bringing to EAMCEF the funds required in the short run, medium term and in the long run.

5.2 Personnel/Fundraising and Resource Mobilization Specialist

Ideally the selected Fundraising and Resource Mobilization specialist will be an individual expert or a team of professional experts (firm) with sound skills and superior track record in fundraising and resource mobilization endeavours. Whereas the integrity and reputation of the expert (s) need not be doubted, possession of a successful fundraising experience for at least three similar assignments during the last five years will be highly desirable.

Additionally, background or strong interest in biodiversity conservation and familiarity with the East African region will be an added advantage. Demonstrated commitment to the fundraising cause, ability to make a real good case and ability to ask for support will be among the important attributes of the selected candidate.

5.3 Objectives, Main Activities, Major Outputs and Deliverables

5.3.1 Specific Objectives

- Through a variety of means, ways and options, effectively raise funds for EAMCEF from various sources and potential avenues consistent with EAMCEF policies, objectives and guidelines, including but not limited to the Government of Tanzania, Foreign Governments, Bilateral and Multi-lateral organizations, Local and International Donors, Aid Agencies, Wealthy Individuals, Private Businesses, Corporations, Enterprises, Endowments, Legacies, Foundations and other emerging initiatives such as Payment for Ecosystem Services (PES) – Water, Biodiversity, Carbon (REDD), etc.
- Raise and attract funding for EAMCEF in real \$ amounts commensurate to EAMCEF targets of increasing its endowment from the present amount to US\$ 15 mil. in the next five years, to US\$ 20 mil. in the next 10 years and to US\$ 30 mil. in the next 15 years.

5.3.2 Main Activities

- (i) Critically and sufficiently go through the following EAMCEF documents and other materials;
 - Trust Deed, August 2006.
 - Financial, Operations and Management Manual, July 2006.
 - Strategic Plan, August 2006.
 - Fundraising Framework, March 2008
 - Statement of Investment Policy, Objectives and Guidelines, July 2006.
 - EAMCEF Website: www.easternarc.or.tz
 - Other relevant literature, information material and documents
- (ii) Sufficiently and effectively do the following important activities;
 - Make effective research on existing and potential future donors, design and implement appropriate approach mechanisms.
 - Set-up and effectively operationalize plausible fundraising strategies to raise the required funds.
 - Help to enhance the capacity of EAMCEF to raise funds from new and untapped sources and effectively assist in the creation of conditions necessary for philanthropy.
 - Help to build the necessary confidence and trust by donors and inculcate into them a culture of giving more to EAMCEF again and again.

5.3.3. Major Outputs and Deliverables

In addition to satisfying all the objectives of the assignment as stipulated in Section 5.3.1 above and undertaking all the main activities as specified in Section 5.3.2 above, the Fundraising and Resource Mobilization specialist will be required to produce the following major outputs and deliverables during the course of the assignment;

- Raise and bring to EAMCEF financial resources in excess of US\$ 2.0 mil per annum over the contract period.
- Set up an effective network of fundraising partners and a database of existing and future potential donors.
- Prepare and present to EAMCEF performance reports on the activities undertaken on quarterly basis.

5.4 Terms of Service, Timing and Remuneration

The Fundraising and Resource Mobilization specialist shall provide the required technical and professional services to EAMCEF on consultancy terms. S/he will work as a consultant for EAMCEF and provide her/his services and get paid on commission basis at a percentage proportion of every net amount raised for EAMCEF. The consultant shall work for EAMCEF initially for one year and depending on the performance to deliver the required outputs, the contract may be renewed on annual basis for several years as seen appropriate by both parties.

6.0 REPORTING AND BACK UP SUPPORT

The Fundraising and Resource Mobilization Specialist shall independently perform the assignment and shall be allowed to hold unrestricted consultations with the Executive Director or other Secretariat staff as may be seen appropriate.

One scheduled meeting will be organized at the commencement of the exercise to allow the expert to get the basic insights of the EAMCEF from the Executive Director and other Secretariat staff. Other similar meetings will be organized as found ideal from time to time. Finally the consultant will be expected to produce the major outputs and deliverables for the assignment as required under Section 5.3.3 above.

7.0 AUTHORIZATION

The consultant will be entitled and expected to discuss with various stakeholders and other relevant parties any matters pertaining to the exercise. However, s/he will not be authorized to make any commitments on behalf of EAMCEF and, communicating any confidential or proprietary information on the exercise and/or the outcomes thereof to anybody without prior approval of the Executive Director will amount to gross violation of the contract agreement. Whereas the whole assignment is entrusted with the selected Specialist, s/he will however not be restricted to seek additional assistance from other experts under private arrangements and own agreements with no direct or indirect commitment to EAMCEF. In any case, the delivery, production, presentation and quality of the required outputs shall remain the sole responsibility of the selected Specialist.

8.0 MODE OF APPLICATION

Qualified and interested individuals and teams/firms should submit to the undersigned an Expression of Interest (EOI) for the fundraising activity together with curriculum vitae or institutional profiles detailing how they are best suited for the assignment over other applicants by 30th November, 2009. The submitted EOI should provide a comprehensive and negotiable proposal on the remuneration package as specified under Section 5.4 above. The EOI should also give sufficient details on past achievements for at least three most recent assignments, professional merits of one, two or three principal team members and contact details of three reputable professional referees. A realistic workplan on how the necessary activities will be undertaken and the required outputs delivered and, important recommendations on the improvement of the terms, conditions and other provisions for the assignment should as well form a core element of the submitted EOI.

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