Fundraising consultancy – Terms of reference

- **Timeframe:** 1st February 2022 to 30th April 2022
- **Estimated number of days:** up to 10
- **Reports to:** PWYP Executive Director
- **Location:** Flexible
- **Travel:** none required
- **Languages:** English

**Background**
Publish What You Pay (PWYP) is the global movement of civil society organizations in over 50 countries making oil, gas, and mineral governance open, accountable, sustainable, equitable and responsive to all people. PWYP works to address the negative impacts of a phenomenon known as the “resource curse”, where countries rich in natural resources tend to have worse development outcomes than those without abundant oil, gas, or mineral resources.

The PWYP movement of national coalitions and member organisations is supported by a small international Secretariat with staff in seven countries. The role of the Secretariat is to support national coalitions in their strategy, governance, management, communications, and delivery of work plans; national coalitions have their own governance structures and are autonomous. The Secretariat will sometimes engage in joint fundraising activities with national coalitions and members in line with our Joint Fundraising & Re-Granting Policy.

One of PWYP’s top three organisational priorities for 2022, as articulated in PWYP’s annual programme of work, is to ensure the sustainability of PWYP beyond 2022 through fundraising and development of internal systems and processes. Key result areas include:

- PWYP secures new funding for the Secretariat worth at least $1M a year in 2023 and 2024
- PWYP is invited to submit concept notes and/or full proposals to at least two new donors in 2022 thus laying the groundwork for diversified funding streams beyond 2022

PWYP is seeking a consultant to undertake targeted prospect cultivation and outreach to contribute to the achievement of our 2022 fundraising strategy.

**Objective**
The main objective will be to secure introductions for PWYP with relevant new donors and to develop strategic and targeted pitches to them, in close collaboration with the Executive Director and Fundraising Manager at the PWYP Secretariat.

This includes:

*The Office Group, 201 Borough High Street, London SE1 1JA United Kingdom*
*T: +44 20 3817 7639 | E: info@publishwhatyoupay.org | W: www.publishwhatyoupay.org*

Publish What You Pay is a registered Charity (Charity number 1170959) and a Company limited by guarantee registered in England and Wales (Company number 9533183)
1. proposing and securing introductory calls with new potential donors or with grant-making organisations that PWYP would not easily be able to access, such as donor-advised funds and donor collaboratives

2. assisting in developing high-impact pitches and strengthening PWYP’s value proposition for new donors in close consultation with the Executive Director

3. drafting and/or reviewing concept notes to new potential donors

Outputs

- Set phone calls with at least 10 new priority prospects over Q1-Q2 2022 in the fields of natural resource governance, transparency, participation, accountability, climate change, energy transition and human rights, gender, or civic space
- Develop at least 5 draft concept notes to pitch to donor organisations/programmes active in the fields above

Key PWYP documents

- PWYP’s global Vision 2025 strategy
- PWYP’s theory of change
- PWYP’s Secretariat Operational plan 2020 to 2022
- PWYP’s energy transition positions (and draft of PWYP energy transition approach upon signature of consultancy agreement)
- PWYP’s annual reports (2019, 2020, 2021)
- PWYP Joint fundraising and regranting policy
- Available upon signature of consultancy agreement:
  - 2022 donor pipeline
  - 2022 Programme of Work
  - 2022 Approved budget (GBP)
  - 2022 Fundraising Strategy
  - TAI Climate Change and the Transparency, Participation & Accountability Agenda: Opportunities for Philanthropic Partnerships

Experience and skills required

- At least 10 years of grant-making or fundraising experience in the philanthropic and/or non-profit sector
- Extensive contacts within the donor community (foundations and bilateral donors), preferably in the fields of Natural Resource Governance (NRG), Transparency, Participation and Accountability, gender equality and climate change
- Excellent understanding of civil society and the role donors play in supporting movement building and systemic change
- Excellent writing and communication skills
- Familiarity with the history, members and advocacy work of Publish What You Pay preferable
To apply

Please submit a CV, a cover letter detailing your experience and a proposal for undertaking the work outlined above by 11 February 2022 to Elisa Peter via epeter@pwyp.org with “Fundraising consultancy” in the subject line.