



***Terms of Reference for Resource Mobilization Expert
Women Development Organization (WDO)***

A. JOB INFORMATION:	
Post title: Resource Mobilization Expert	<u>Nationals of:</u> OIC member states
Start Date of the Consultancy: 15 th March 2022	<u>Duration of the Consultancy:</u> Six Month
<u>Duty Station:</u> WDO HQ and \ or Virtual (depends on the task)	

B. WOMEN'S DEVELOPMENT ORGANIZATION (WDO)
<p>The newly established WDO will be the center of the gender equality architecture of the OIC and has a quadruple mandate that encompasses normative support and policy work, advocacy and outreach, coordination, and operational activities. These four components are complimentary to one another and seek to jointly advance gender equality and women's empowerment, and promote, protect and fulfil the human rights for women and girls within WDO Member States, as well as engage in cross-regional and global exchanges around human rights of women and girls in WDO countries.</p> <p><u>WDO's Objectives:</u></p> <p>The aim of the Organization is to advance women in the Islamic world. It shall be concerned with everything necessary to meet this aim, in particular through:</p>



1. Spreading awareness of women's social, economic, political, and cultural rights and highlight the role of Islam in safeguarding the rights of women;
2. Supporting member states in enacting the necessary legislations, laws and policies that support women's rights;
3. Conducting research and studies and issuing books, reports and publications that contribute to directing awareness of women's issues and achieving sustainable development goals related to women;
4. Supporting national efforts by strengthening the capacities of government institutions, civil society organizations and the private sector;
5. Raising awareness of the importance of empowering women in leadership roles;
6. Establishing an institutional mechanism and an observatory to follow up on women's issues, monitor successful experiences and practices, and disseminate them to member states;
7. Implementing policies, directions, and decisions of the Organization of Islamic Cooperation in the areas of women's development and advancing their capabilities;
8. Establishing and supporting projects relevant to sustainable development goals;
9. Organizing conferences, seminars and workshops in the member states that aim to enhance the role of women in society and raise awareness of their issues.

Rationale and Purpose of the Assignment:

A Strategic Partnership Plan between WDO and Islamic Development bank “IsDB” is taking place through a Technical Assistant (TA) project contributing in strengthening the institutional capacity of WDO to effectively realize its quadruple mandate that encompasses normative support and policy work, advocacy and outreach, coordination, and operational activities in the area of women’s empowerment. Through this TA grant operation, IsDB will support the WDO in the development of its new 4-year strategy and action plan, a



policy/research paper for the promotion of women's empowerment, a resource mobilization strategy, as well as capacity development activities for WDO staff. These interventions will be supported by the development of a fully integrated management and electronic archiving system to automate WDO's business processes.

The success of WDO as an intergovernmental organization relies on guaranteeing sustainable support through the dedication of its member states, partners and stakeholders' attention and action, and through the active engagement, dialogue and sharing of knowledge and experiences in different fields relevant to women's needs.

The IsDB's support to WDO, as the only specialized entity for women's empowerment is a strategic step towards advancing the status of women in OIC-IsDB member states in the long run. It is also worth stressing that any technical support provided to the WDO is effectively contributing to the implementation of IsDB's newly approved Women's Empowerment Policy.

This technical assistance project is in line with the IsDB's new "inclusive social development" strategic approach that has been mentioned several times in the Governors Roundtable during the IsDB 46th Annual Meeting in Tashkent, Uzbekistan and implements the guiding principle to "build capabilities in strategic pillars." In addition, it contributes to the realization of the OIC Plan of Action for the Advancement of Women and of the IsDB Women's Empowerment Policy and its Operational Strategy.

Main Objective:

The main objective of the TOR is hiring an expert in the field of Resource Mobilization, with extensive experience working with intergovernmental / development institutions.

C. DESCRIPTION OF DUTIES

Main Objective:

- Develop a comprehensive resource mobilization strategy of WDO based on its objectives and priorities entailing an overview of the situation, a critical analysis of the current fundraising experiences, exploring future opportunities and strategies, details workflow processed and mechanisms for contribution management and outlines a time-bound action plan (with key responsible focal points) to systematically research and raise funds for key WDO mandates and priorities.
- Design and implement resource mobilization and strategic partnerships training programs to WDO staff to help to building their capacity in mobilizing resources and developing and maintaining partnerships at international and regional level.

Deliverables

The expert will be asked to deliver the following:

1. An annex that maps member states interests, priorities, funding windows, typical funding amounts, focal points, samples of successful project applications, and points to clear actions that should be taken to mobilize funds and develop and maintain relationships with member states and other stakeholders;
2. An annex that outlines a series of fundraising materials (print and digital) that need to be produced to secure funding/raise the profile of key WDO mandates, including all means of communications throughout WDO member states;
3. A high-level dashboard providing a single consolidated view of all fundraising activities from initial concept through the various stages to funding secured and then funding disbursement and project implementation;
4. An action plan that outlines clear time lines for the strategy implementation.

5. Implementation of the capacity building for the key staff in mobilizing and leveraging resources, developing and maintaining partnerships for the WDO.

Time Line:

Activity	Duration /time line	Deliverables
Submit the inception report	7 days	Inception report
Annex 1	15 days	Submit a full study
Annex 2	15 days	Submit a Report
Providing Fundraising Activities Dashboard	20 days	Submit Fundraising Activities plan and dashboard structure
Resource Mobilization Action Plan	15 days	Submit Resource Mobilization Action Plan
Design of Resource Mobilization Training Programs	10 days	Approved Program Material
Resource Mobilization Training Programs Implementation	30 days	Submit report includes the evaluation analysis

Method of Payment:

Payments will be disbursed through a bank transfer upon a satisfactory report based on the completion of the agreed milestones.

The remuneration of the consultant should be as follows:

A. 25% upon acceptance of:

- o inception report
- o Annex 1 full study
- o Annex 2 Report

B.45% upon acceptance of:

- o Franchising activities plan and dashboard structure
- o Resource mobilization Action plan
- o Training Program

30% upon acceptance of:

- o implementation of resource mobilization training program
- o final report including evaluation analysis

D. REQUIRED QUALIFICATIONS

Education:

An advanced university degree in business administration, accounting, international, public relations, social sciences, or related field.

Work Experience:

- At least 10 years' experience in the development sector, especially in fundraising and resource mobilization including proposal and report writing as well as experience in delivering training programs in the required field of specialization
- Deep understanding and knowledge of women's social, economic and political status of WDO and OIC member states.

Languages:

1. Fluent spoken and written English, and fluency in another WDO language is a must;
2. Fluency of a third language is an asset.

Other Essential Requirements:

Nationality of one of the OIC member states

E. SKILLS

Proven ability to:

- o Coordinate processes managed by others and to influence compliance with conflicting demands;

- Express clearly and concisely ideas and concepts in written form; specific skills in report writing and editing;
- Conceptualize, plan and execute ideas;
- Effectively manage relationships with donor partners and potential donor groups;
- Organize meetings, calls and documents that may require the input of multiple sources;
- Work both independently and as part of a team.

F. WDO COMPETENCIES

1. Teamwork;
2. Respecting and promoting individual and cultural differences;
3. Communication;
4. Producing results;
5. Building and promoting partnerships across the organization and beyond.

G. ADDITIONAL INFORMATION

1. Interested candidates must send the following:
 - CV;
 - Example of previous works;
2. Only candidates under serious consideration will be contacted;
3. If your candidature is retained for an interview, you will be required to provide, in advance, a scanned copy of the degree(s)/diploma(s)/certificate(s) required for this position. WDO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: <http://www.whed.net/>. Some professional certificates may not appear in the WHED and will require individual review;
4. Any appointment/extension of appointment is subject to WDO Staff Regulations, Staff Rules and Manual.