

**TERMS OF REFERENCE FOR CONSULTANCY TO CONDUCT RESOURCE MOBILISATION TRAINING FOR RIAMIRIAM CIVIL SOCIETY NETWORK - KARAMOJA.**

**Introduction.**

Riamiriam Civil Society Network-Karamoja (RCSN-K) is a regional umbrella body for civil society organizations (CSOs) operating in the Karamoja region. The Network serves as a critical coordination and capacity-building platform to unify CSO voices and amplify collective advocacy for peace, human rights, and sustainable development. Riamiriam envisions a vibrant civil society that empowers self-reliant communities and drives meaningful change. The Network works through strengthening member organizations through coordinated action, advocacy, and capacity development especially in advancing the rights and welfare of vulnerable populations including girls and women, children, persons with disabilities, and the elderly.

Following the Organizational Capacity Assessments (OCA) conducted for the Riamiriam under the Strengthening Citizens’ Engagement and Public Accountability (SCEPA) project with support from Denmark, Sweden, the Netherlands and Ireland. The assessment focused on Institutional capacity of Civil Society Organisations including governance and leadership, organizational management, programme management, advocacy strategies, organization’s approach to inclusivity and gender sensitivity, human resources and financial management with a focus on internal controls. As a result, Capacity building plans were developed for each organisation based on the findings from the assessment.

One of the key actions from the Riamiriam Capacity Improvement plan is to enhance the capacity of the staff and board members on resource mobilisation. It is against this background that Uganda National NGO Forum (UNNGOF) seeks to engage a qualified firm/consultant to facilitate a training on Resource mobilisation as part of the capacity strengthening plan.

**Objective of the Assignment**

To build the capacity of Riamiriam Civil Society Network- Karamoja staff and board members in resource mobilization, equipping them with the knowledge, skills, and strategies needed to attract and sustain funding for their programs and institutional sustainability. Specifically;

1. To examine the current resource mobilization strategies at Riamiriam CSNK.
2. To equip board members and staff with knowledge and skills on resource mobilisation
3. To discuss innovative and diversified fundraising approaches
4. To develop an action plan for Resource Mobilization.

**Scope of Work**

The consultant will be expected to:

* Conduct a pre-training assessment to understand existing knowledge on resource mobilization among Riamiriam staff and board members.
* Conduct a three (3) days training workshop for Riamiriam staff and board members.
* Develop and provide training materials, tools, and case studies relevant to CSOs operating in low-resource contexts like Karamoja.
* Facilitate discussions on donor mapping and engagement strategies, proposal writing, budgeting for fundraising, building donor relations, institutional sustainability and diversification.
* Work with Riamiriam staff to develop a practical Resource Mobilisation Action Plan.
* Prepare a training report including recommendations for follow-up.
* The training will be conducted in Moroto, Karamoja sub-region, with logistical support provided by RCSN-K and UNNGOF.

**Expected Deliverables**

* Pre-training assessment report
* Training program
* Training tools and materials
* Resource mobilisation Action Plan for Riamiriam Civil Society Network – Karamoja.
* Training report with
* Training report inclusive of an end of evaluation assessment.

**Duration of the assignment**

The assignment should be completed within 7 working days agreeable between UNNGOF and the consultant during the inception meeting.

**Reporting and Supervision**

The consultant will report to the Team Leader – Programmes at UNNGOF, with direct coordination and logistical support from Riamiriam CSNK’s Executive Director.

**Required qualifications, skills and experience**

1. Master’s degree in development studies, Social Sciences, Economics, Public Policy or any other relevant
2. The consultant should be knowledgeable about Uganda’s Civil Society Sector.
3. A minimum of 5 years’ experience in undertaking similar assignments specifically in resource mobilisation, donor engagement and fundraising.
4. Demonstrates analytical, report writing skills and presentation skills.
5. Understanding of donor trends, proposal development and institutional fundraising strategies.

**How to Apply**

Interested candidates should submit a detailed (a) technical and (b) financial proposal that includes the following components:

1. Understanding and interpretation of the ToR
2. Statement of capability by the Consultant highlighting relevant experience
3. Methodology to be used in undertaking the assignment.
4. Clear work plan including outputs/deliverables and detailed time frames.
5. The financial proposal (in Ugandan shillings), highlighting total costs as per person-day rates, and any other costs anticipated in undertaking the process of the assignment.

**Note:** The Technical and Financial proposal should not be more than five (5) pages

**Submission**

Full Technical and Financial Proposals should be submitted to the Executive Director by email to procurement@ngoforum.or.ug no later than **Friday, 26th September 2025**.