

ZANZIBAR NATIONAL ASSOCIATION OF THE BLIND

TERMS OF REFERENCE (ToR)

FOR DEVELOPMENT OF ZANAB RESOURCE MOBILIZATION AND FINANCIAL SUSTAINABILITY STRATEGY

1. Background

The Zanzibar National Association of the Blind (ZANAB) is a national organization representing persons who are blind or visually impaired in Zanzibar. ZANAB advocates for the rights and inclusion of people with visual impairments across education, health, and economic sectors.

To effectively implement its strategic priorities and expand its impact, ZANAB requires a strong and diversified financial base. Currently, the organization relies on limited funding sources, which poses challenges to long-term sustainability and program continuity.

In response, ZANAB seeks to develop a comprehensive Resource Mobilization and Financial Sustainability Strategy that will guide its fundraising efforts, strengthen partnerships, and promote sustainable income generation.

2. Purpose of the Assignment

To engage a qualified consultant to develop a Resource Mobilization and Financial Sustainability Strategy for ZANAB that will:

- Diversify and strengthen ZANAB's funding base
- Identify sustainable financing mechanisms
- Enhance donor engagement and partnership development
- Support long-term financial sustainability of the organization

3. Objectives

The objectives of this assignment are to:

- Assess ZANAB's current financial status, funding sources, and gaps
- Identify potential local and international funding opportunities
- Develop a structured and practical resource mobilization strategy
- Propose sustainable income-generating initiatives
- Strengthening internal systems for fundraising and financial planning
- Develop clear implementation, monitoring, and evaluation mechanisms

4. Scope of Work

The Consultant will be expected to:

- i. Conduct a comprehensive review of ZANAB's current financial position, funding streams, and resource mobilization practices.
- ii. Map potential donors, partners, and funding opportunities (local and international).
- iii. Conduct consultations with ZANAB leadership, staff, members, and key stakeholders to identify priorities and opportunities.
- iv. Identify and propose strategies in the following key areas:
 - Diversification of funding sources (grants, partnerships, private sector, etc.)
 - Development of income-generating activities (IGAs)
 - Donor engagement and relationship management strategies
 - Branding and visibility strategies to support fundraising
 - Financial planning and sustainability mechanisms
 - Risk analysis and mitigation strategies
- v. Develop a comprehensive Resource Mobilization and Financial Sustainability Strategy document.
- vi. Develop a practical implementation plan with clear timelines, roles, and responsibilities.
- vii. Propose monitoring and evaluation (M&E) frameworks with measurable indicators.
- viii. Facilitate a validation workshop with stakeholders to review and finalize the strategy.
- ix. Submit the final strategy document incorporating feedback.

5. Expected Deliverables

- Inception report including methodology and detailed work plan
- Stakeholder consultation report
- Resource mapping and donor analysis report
- Draft Resource Mobilization and Financial Sustainability Strategy
- Presentation of key findings and strategy
- Final validated Strategy document

6. Duration of the Assignment

The assignment will be carried out over a period of 4–6 weeks from the date of signing the contract. A detailed schedule will be agreed upon during the inception phase.

7. Consultant Qualifications

The Consultant should possess:

- Master's degree in business administration, Finance, Development Studies, or related field
- Proven experience in resource mobilization and financial sustainability strategy development
- Experience working with NGOs/CSOs, preferably in disability or inclusion sector
- Strong analytical, facilitation, and report writing skills
- Knowledge of local and international donor landscapes

8. Reporting and Supervision

The Consultant will report to the Executive Director of ZANAB and work closely with a designated technical team.

9. Application Process

Interested consultants should submit:

For Individuals:

- Cover letter expressing interest and suitability
- Technical and financial proposal (including methodology and work plan)
- Updated CV

For Consulting Firms:

- Cover letter expressing interest and institutional capacity
- Technical and financial proposals include:
 - Detailed methodology and work plan
 - Team composition and roles
 - CVs of key personnel
 - Consultancy fee structure

- Certificate of registration
- Tax Identification Number (TIN)

Applications should be sent to email: wasioona@gmail.com

Deadline for submission:

10. Confidentiality

All information obtained during this assignment shall be treated as confidential and used solely for the purpose of this assignment.