

Terms of Reference

For a short-term consultancy to undertake a scoping study of Global Affairs Canada's existing funding streams, across both development and humanitarian, including analysis into means through which ActionAid should approach, engage and cultivate partnerships with both Global Affairs Canada and its key suppliers.

1. Background

Through its Feminist International Assistance Policy, the Canadian Government publicly committed to adopting a feminist approach to international assistance in 2017. To most effectively champion gender equality and the global empowerment of women and girls, Canada advocates for and supports initiatives that:

- enhance the protection and promotion of the human rights of women and girls;
- increase the participation of women and girls in equal decision making, particularly when it comes to sustainable development and peace; and
- give women and girls more equitable access to and control over the resources they need to secure ongoing economic and social equality.

To ensure that Canada's international assistance is best able to achieve the goals of gender equality and the empowerment of women and girls, Canada has set out six action areas on which it will focus its efforts, namely:

1. Core Action Area: Gender Equality and the Empowerment of Women and Girls
2. Human Dignity (health and nutrition, education, humanitarian action)
3. Growth that Works for Everyone
4. Environment and Climate Action
5. Inclusive Governance
6. Peace and Security

These commitments and the underlying principles align well with the ActionAid Federation's strategy, values and programming priorities and present a unique opportunity for the wider Federation, which ActionAid UK is looking to scope in further detail.

2. Description of services

The current ActionAid International strategy prioritises engagement with institutional donors in countries where ActionAid does not yet have a presence. In order to optimise the use of resources across the ActionAid Federation for this element of the strategy, specific ActionAid members are given the mandate and responsibility to lead in these new "markets". One of these new markets is Canada, whose feminist foreign policy and overseas development assistance programme are very strongly aligned with ActionAid's focus on women and girls. The ActionAid Federation has delegated to ActionAid UK the responsibility to engage, cultivate and mobilise resources from Global Affairs Canada (hereinafter referred to as GAC) for both humanitarian and development programmes across the countries in which ActionAid has a presence. The long-term ambition in doing so is to become a valued partner and supplier for GAC, to support its goals and to secure a steady income stream to the Federation. In the short-term, we seek to position and prepare ActionAid members to submit viable proposals for funding to GAC, with at least one secured contract within the next 18 to 36 months.

The services being procured through this contract will include analysis into the most effective means for ActionAid UK to approach and begin engaging with GAC as a development and humanitarian donor. The contractor will use his/her existing knowledge and networks to conduct key prepositioning and scoping work, consult with peer organisations and develop recommendations for ActionAid UK to take forward.

The objectives of this contract are to:

(A) Develop thorough analysis of potential funding streams available to the ActionAid Federation and relative return on investment of each;

(B) Develop thorough analysis of peer/competitor organisations working in relevant thematic and geographic areas to inform market positioning.

3. Deliverables

The consultant will be asked to structure their analysis around the following two deliverables:

1. A report (max. 20 pages, excluding annexes) outlining current GAC funding mechanisms for development and humanitarian funding,¹ including:
 - a. Distribution or disaggregation of funding by geography (at country-level), thematic area (focusing particularly on the following areas of the ActionAid International and ActionAid UK strategies – Violence against women and girls; women’s economic justice; women’s economic rights; civic participation and state accountability; gender-responsive public services; resilient livelihoods; climate justice; emergency preparedness, response and prevention), and funding mechanism;
 - b. A trend analysis of recent funding patterns across GAC’s development and humanitarian pipeline (which can be informed by informal conversations or anecdotal information);
 - c. Details on the 2021 funding pipeline including when it will be published, key thematic areas of focus, details of specific opportunities (including date of release, value, country, no. months, funding mechanism etc)
 - d. A mapping of key recipients of past funding, disaggregated by geography, thematic area and funding mechanism;
 - e. A mapping of Canadian involvement in multi-country funding streams (such as HGC, IDRC and others), including their suitability for ActionAid UK, their priorities and overall competition to be expected;
 - f. A calculated return on investment for each funding mechanism;
 - g. Recommendations for short-term and long-term engagement priorities;
 - h. A reference list of key suggested strategy and policy documents to help ActionAid UK understand GAC’s focus areas and approaches better;
 - i. A guide outlining key procurement documents (Terms and Conditions, Code of Conduct or the like) for ActionAid UK to start work on compliance and preparedness
2. A report (max. 50 pages – 2 per supplier) profiling between 10 - 20 existing key GAC suppliers (list to be agreed with ActionAid UK), outlining the following for each:
 - a. Trend analysis of funding received from GAC, disaggregated by geography, thematic area and funding mechanism;

¹ Funding mechanisms to include grant and commercial funding streams accessible to ActionAid based on existing organisational structure and those that would become accessible should ActionAid register within Canada.

- b. SWOT analysis of the supplier’s reputation and position with GAC and the Canadian development/humanitarian market more broadly;
- c. Thematic and values alignment with ActionAid;
- d. Recommendation for relationship cultivation and development, including short-term and long-term engagement priorities.

4. Indicative timelines

Key Stage	Deliverable	Proposed date	ActionAid UK Lead
1	Draft Funding Mechanism Report, in format agreed with ActionAid UK	March 26 th , 2021	Charlotte Otterway – Head of Business Development, International Development Policy & Practice
	Draft GAC Supplier Report, in format agreed with ActionAid UK	March 26 th , 2021	Charlotte Otterway – Head of Business Development, International Development Policy & Practice
2	Final Funding Mechanism Report, in format agreed with ActionAid UK (incorporating feedback on draft report)	April 9 th , 2021	Charlotte Otterway – Head of Business Development, International Development Policy & Practice
	Final GAC Supplier Report, in format agreed with ActionAid UK (incorporating feedback on draft report)	April 9 th , 2021	Charlotte Otterway – Head of Business Development, International Development Policy & Practice

5. Management and roles

A consultant will be hired to undertake the scoping study outlined above. The activity will be overseen by the Business Development Specialist (Tino Orbon) with the support of the Head of Business Development (Charlotte Otterway). Colleagues sitting across ActionAid UK’s International Development and Humanitarian teams will be available at the consultant’s request to input into the scoping study, providing relevant background information and sharing documentation where appropriate.

6. Required skills, competencies, and experience

Functional competencies:

- ✓ Extensive knowledge of Global Affairs Canada and other Canadian donors and partners, preferably in one or more of the technical areas relevant to ActionAid.
- ✓ Track record of having engaged successfully with Canadian donors is preferable, whether in the form of having successfully secured funding or having otherwise formed fruitful partnerships.
- ✓ Previous experience conducting similar desk-based research on institutional donors.
- ✓ Understanding of the broader donor funding landscape; funding trends, mechanisms and policies.
- ✓ Strong research and excellent writing skills in English.
- ✓ Demonstrated ability to meet deadlines and work under pressure.

Behavioural competencies:

- ✓ Ability to be flexible and respond to incorporate the changes to text as part of the review and feedback process.
- ✓ Strong interpersonal skills, able to communicate and work with a diverse range of people.
- ✓ Participate effectively in a team-based, information-sharing environment, collaborating and cooperating effectively with others.
- ✓ Focus and results oriented.
- ✓ Strong commitment to feminist (research) principles.

7. Submitting applications

Considering the scope of work detailed above and the required competencies, if you are interested in undertaking this work, please submit a concise technical and financial proposal, outlining relevant skills and experience, along with a CV to Tino Orbon (tintotenda.orbon@actionaid.org) and Charlotte Otterway (charlotte.otterway@actionaid.org) **on or before close of business on March 10th, 2021**. Applications will be reviewed on rolling basis. Early applications are encouraged.