**Terms of Reference**

**Capacity-building and fundraising consultancy (Ireland)**

**Background**

The international Ecumenical Accompaniment Programme in Palestine and Israel (EAPPI) has been running since 2002 and sends volunteer Ecumenical Accompaniers (EAs) from around 25 countries to live in Palestine for three months at a time. Their role is to monitor and report on human rights abuses, provide a protective presence, support Palestinian and Israeli peace activists, and advocate for a just peace and an end to the military occupation of Palestine based on international law. The [EAPPI UK & Ireland](http://www.eyewitnessblogs.com) office was established in 2003 to recruit, train and support British and Irish EAs. It is managed by *Quakers in Britain* on behalf of 16 churches and church-related partners.

Currently all paid EAPPI UK & Ireland staff are employed by and based at the *Quakers in Britain* office in London, UK, with former Irish EAs volunteering their time to provide additional support for the programme in Ireland. For a number of years staff in the London office have often felt unable to provide adequate or sufficient care and support to Irish EAs, not only due to the obvious geographical difficulties, but also because staff have long recognised that there are significant differences between the UK and Ireland in their political, judicial and faith structures, and also in their historical and current social cultures about which British staff are not always knowledgeable or well-attuned. This has a significant impact on the staff’s ability to adequately and effectively support the programme’s work in Ireland.

EAPPI UK & Ireland therefore wishes to establish a paid staff role in Ireland to improve the programme’s ability to deliver day-to-day operational and political and faith advocacy support to Irish EAs. To help us with this, we are looking for a consultant to map what support is needed and identify sustainable funding for an Ireland-based staff position.

**Project description and outputs**

This project will provide research, mapping and strategic advice to EAPPI UK & Ireland, in particular on:

* How the needs of the programme and Irish EAs can be best met by a paid Ireland-based position
* What opportunities there are for funding/non-funding support for the proposed position from existing partners and networks
* What opportunities there are for funding/non-funding support for the proposed position from new partners and networks
* Any set up, logistical and practical issues related to different funding options/support identified
* Drafting and submitting funding applications

By the end of the project, the consultant will have produced the following outputs:

* Drafted a job description for the proposed position
* Identified and provided recommendations on how to fund the proposed position
* Carried out research on logistical issues relating to the set up and maintenance of the proposed position
* Drafted and submitted funding applications for the proposed position

**Methodology**

The consultant will be responsible for driving and implementing the project, and will keep EAPPI UK & Ireland staff updated and seek feedback and input at all stages. We propose the following methodology:

**Stage one: Understanding the programme and scoping the proposed position**

* EAPPI UK & Ireland staff will provide the consultant with existing programme materials to review, including operational and advocacy documents, as well as information on work already undertaken on this project.
* The consultant will carry out interviews (online and/or in-person) with programme staff and former Irish EAs to gain further understanding of the programme and the needs of staff and Irish EAs going forward in relation to the proposed position.
* The consultant will present findings and recommendations from this stage in a brief report – including recommendations for a draft job description/task-list for the proposed position – and discuss with staff before proceeding to the next stage.

**Stage two: Mapping the landscape and scoping existing and potential funding partners**

* Staff will provide the consultant with a suggested list of contacts to interview (online and/or in-person) to:
	+ Conduct a contextual review of the funding environment in Ireland for similar roles in the Israel-Palestine movement
	+ Conduct a scoping review of potential support (both funding and non-funding, such as free desk space/offer of a seconded position) for the proposed position from among the programme’s existing partners and networks
	+ Conduct a scoping review of potential new funding/non-funding partners to support the proposed position
* The consultant will present findings and recommendations from this stage in a brief report to the programme and discuss with staff before proceeding to the next stage.

**Stage three: Assessing the logistics of potential employment/funding options**

* The consultant will liaise with *Quakers in Britain* staff (eg the finance, IT, HR, M&E departments) to research and identify implementation and practical issues associated with different employment/funding options identified in stage two (for example, implementation and practical issues associated with a seconded position versus a directly employed position, different reporting requirements etc).
* The consultant will present this research in a brief report to staff.
* Based on all the reports and recommendations received so far, staff will then seek management approval to proceed to the final stage.

 **Stage four: Drafting and submitting funding applications**

* Following approval and direction from management, the consultant will draft and submit funding applications for the proposed position on behalf of the programme.
* In the event of application deadlines falling outside the timeline of this consultancy, the consultant will liaise with the *Quakers in Britain* fundraising department to hand over outstanding applications.

**Timeline and budget**

To start in mid-2022, with final outputs delivered by the end of December 2022.

We anticipate this consultancy project to run part time over approx. six months. The budget for this work will not exceed a total of €24,500, including VAT and all related costs and expenses.

There is a short supplier ‘onboarding’ process with which the consultant will need to engage, with support from *Quakers in Britain* staff.

The consultant should be based in Ireland and/or be extremely familiar with the NGO fundraising environment within Ireland.