



TERMS OF REFERENCE

STRENGTHENING ACC'S CAPACITY THROUGH DEVELOPMENT OF STRATEGIC PLAN AND RESOURCE MOBILIZATION STRATEGY

AUGUST 2025

1. Background and Context

Action for Community Care (ACC) is Non-Governmental Organisation officially registered on 24th July 2019 to continue the activities of Sharing Worlds Tanzania which operated for 11 years from 2008 to 2019. ACC envision for vulnerable groups in Tanzania access their needs and have good life focusing on the areas of Health, Education, Livelihood, Social Protection, and crosscutting issues such as gender and environment. Its Mission is to empower vulnerable groups to gain full access of their needs.

Over the past years, ACC has been implementing its strategic plan to guide programming, advocacy, and institutional growth. Through the strategic plan, the organization was able to develop and implement various programs including the Orphans and Vulnerable Children (OVC), Early Childhood Development, Pediatric HIV, as well as women and youth empowerment interventions. Currently under the support of Aidsfonds the organization has been implementing the Pediatric HIV projects called Imarisha Afya in Dodoma and Njombe regions in partnership with SUMASESU and IPH-KCMC, and the Pediatric Breakthrough Partnership Project in partnership with EGPAF, PATA and UNICEF. Other projects are Mtoto Kwanza in partnership with TECDEN, focusing on Early Childhood Development and Boresha Mazingira, Tumia Jiko Banifu in partnership with CAST Italy and OffgridSun focusing on environmental protection by promoting the usage of improved cook stoves and tree planting among rural households.

With those interventions, new external developments and ACC new experiences, it is time to develop a new strategic plan and resource mobilization strategy to sustain outcomes, strengthen community support, and collaboration among partners.

To accomplish that, ACC is seeking **an individual or a small team of consultants** to support the development of the resource mobilization strategy and a new strategic plan that:

(1) holistically addresses its programmatic focus, communication and advocacy strategies, monitoring and evaluation (M&E) systems, and fundraising approach in light of CSO partnerships, cooperation/coordination with government, as well as a sustained role for the community actors involved.

(2) The plan should also critically assess whether the current organizational structure remains fit for purpose in light of emerging priorities. The new plan will therefore provide a basis for reviewing and potentially restructuring the organizational setup to ensure it remains effective and responsive.

(3) A simple review of the existing strategic plan would not be sufficient to drive the level of transformation required. Developing a new, comprehensive strategic plan will position ACC to strengthen its institutional capacity, increase its visibility, and enhance its impact, ensuring the organization remains relevant and resilient in a dynamic operating environment.

The consultant will be supervised from the ACC's head office in Dodoma.

2. Objectives of the Assignment

The purpose of this consultancy is to facilitate a participatory process to develop a strategic plan to guide programmatic direction for the period of 2026 to 20230, helps the Board of Directors and senior management make informed decisions based on strategic priorities, and improve stakeholders' engagement; and design a Resource Mobilization Strategy that aligns with the strategic plan, diversifies funding sources, strengthen financial capacity, promote financial sustainability and support accountability and learning.

3. Key Tasks

The Consultant will perform the following tasks

For the Strategic Plan:

- Conduct document reviews, stakeholders' interviews and consultations
- Facilitate a three-day session with board members, staff, partners, health care providers, govt representatives including RHMT and CHMT members and community representatives, for SWOT analysis, discussion on strategic direction, priorities, objectives, implementation and action plan.
- Guide the development of organizational goals, priorities, objectives, and implementation plans
- Develop a draft strategic plan for review
- Develop a final strategic plan that accommodate feedback from all partners
- Dissemination of the revised strategic plan to staff, board members, and partners, and provide orientation as needed.

For the Resource Mobilization Strategy:

- Conduct a one-day workshop with representatives from the board and staff to share insights on organizational capacity, funding and resource mobilization history, and what has or hasn't worked
- Conduct document review and key stakeholder's interview
- Development of resource mobilization strategy that includes objectives of the strategy and intended outcomes, priority areas, stakeholders and donor mapping, funding landscape analysis, key strategies and approaches, outline revenue streams both internal and external, outline non-financial resources, Action Plan, roles and responsibilities, and means of monitoring.
- Disseminate the Resource Mobilization Strategy to staff, board members, and partners, and provide orientation as needed.
- Develop an actionable implementation plan

4. Key Deliverables

- Inception Report with Methodology
- Draft Strategic Plan
- Final Strategic Plan
- Draft Resource Mobilisation Strategy
- Final Resource Mobilisation Strategy
- Orientation sessions conducted

5. Time Frame and Duration

The assignment will be carried out over the period of 2 months from August to September 30th 2025

6. Required Qualifications

- Minimum of 3 years of relevant experience in strategic planning and resource mobilization for NGOs or development organizations.
- Proven facilitation experience with participatory and inclusive processes.
- Familiarity with Health, HIV, ECD and community development work in Tanzania.
- Experience working with children, youth, women and marginalized population in Tanzania
- Good communication skills, attested by a good level of written and spoken English.
- Ability to deliver within tight timelines

7. Administrative Clauses

- Detailed CV and applicant's profile with examples of previous similar assignments.
- Technical proposal outlining approaches, methodology and work plan
- Financial proposal in Tanzanian Shillings (inclusive of taxes)
- The Consultant can apply for one of the components, (either the Strategic Plan or Resource Mobilisation Strategy) or both
- Payment is subject to the deliverables outlined under section 4 above and approval by the Executive Director

6. Reporting and Coordination

The consultant will report to ACC's Executive Director. Coordination will be supported by a small committee composed of staff and board members.

7. Application Process and deadline

Interested consultants are requested to submit their proposals via email to info@actionforcommunitycare.org by 10th August 2025.

This advert can also be accessed through our website, www.actionforcommunitycare.org

Only shortlisted candidates will be contacted.