



LHAK-SAM (Altruism)

Bhutan Network of People Living with HIV/AIDS (BNP+)



TERMS OF REFERENCE

1. POSITION DETAILS

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| Title | : | Resource mobilization officer |
| Contract Period | : | 18 months |
| Salary | : | Grade P4/P5 as per civil service rules of RCSC |
| Supervisor | : | Executive Director |
| Location | : | Thimphu, Bhutan |

2. ORGANISATIONAL CONTEXT

Lhak-Sam got registered under the CSOA of Bhutan in 2010. It stands in its position to address concerns, respond to the intermittent maneuvers and mitigate potential detrimental impacts due to HIV/AIDS in the country. With nurture and support from Ministry of Health, Lhak-Sam was formed with a morale to effectively implement and intervene in the areas of health, economic and social matters that emerge due to HIV. The people living with HIV/AIDS and their families shall be educated, built life skills capacity and trained in taking leaderships through local, regional and international networks and linkages.

During the last five years since its inception, Lhak-Sam has expanded its group into other districts with formal institution of regional coordinators in three regions of the country. About 171 PLHIVs including 18 children under the ages of 19 years old are registered as its members in 16 of the 20 districts of the country. This has enabled to set its mission to create and promote a strong support system based on solidarity, social networking and people's participation for addressing and taking collective action towards effective responses to HIV/AIDS and its impact in the country and the region.

Governed by the Board of Directors taking a role of an oversight and advisory body, the regular operation of the office is led by the Executive Director under whose administration and supervision, directives are carried out by the dedicated staffs. Lhak-Sam currently is newer but one of the active members of the Asia Pacific Network of People Living with HIV and AIDS (APN+) based in Bangkok.

Lhak-Sam has successfully implemented various small grant projects funded from a large range of donors including UNAIDS cosponsors, regardless of the grant size. The largest grant implemented by Lhak-Sam was of US\$ 67,945 from UNDP PAF (2 years project). Lhak-Sam is the sub-recipient of the GFATM under the principal recipient Ministry of Health (MoH) at the country level, and sub-recipient of the Multi Country South Asia Global Fund Programme on HIV (MSA) under the principal recipient Save the Children Nepal at the regional level. Some technical assistance and fund support are also received from the UN One Programme as a member of the Health Theme Group.

While Lhak-Sam has gained experience in implementing programmes with specific focus on men who have sex with men (MSM) and transgender people, the organization also have extensive experience and empathy in working with other key affected populations (KAPs); on human rights, advocacy, outreach and education, organizational development, HIV care and support, and strategic information, which has been Lhak-Sam's one of the inventory agenda in some important forums since 2012.



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The main purpose of resource mobilization can be reasoned on the following accounts. How can an organization raise the income needed to carry out its mission? Where are the required resources? How do you sustain your organization and work? These are the key questions confronting organizations when they consider how to maintain their work and strengthen organizational sustainability. Developing a plan or strategy for resource mobilization can lead to creative efforts in using your own local assets to gain support for your organization. Multiple sources of funding can increase your independence and flexibility to implement programs and reduce reliance on external (or foreign) funding. With increased competition for scarce grant resources, thinking of, and creating options for new, diverse, and multiple funding streams will help organization manage its programs.

3. FUNCTIONS/ KEY RESULTS EXPECTED

The Resource Mobilization Coordinator is responsible for providing administrative support for organizations short term and long term sustainability. The coordinator shall work closely with executive director, program and finance department heads.

- Develop Resource Mobilisation Strategy
- Initiate and establish relationships with donors at the National, Regional and International levels and lead in programmes that will facilitate this
- Research and analyse donor calls for funding applications including expressions of interest and requests for proposals
- Provide technical support and advice on grant proposal development to the programme team members
- Develop innovative approaches in mobilizing non-financial resources locally and internationally; and develop a strategy for obtaining this regularly
- Develop and execute pitches and strategies to reach funder segments, including creating supporting materials such as funding proposals
- Effectively link donor interests with the organization's Strategic and Programmatic priorities
- Work closely with programmes, field, and other staff to provide seamless service and information to donors and prospects.

4. COMPETENCIES

- A strong awareness of current issues in the field of development, and donor funding opportunities
- Proven computer skills and knowledge of Microsoft software including MS Word processing, Power point presentation, Excel spreadsheets, e-mail and web-based research; use of virtual office applications will be an added advantage
- Excellent networking and partnership building skills with experience in networking with local and international NGOs, CSOs, donors, Ministry-level partners, and other organizations



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- Knowledge of various donor requirements and proven ability to develop and write winning grants proposals
- Extensive knowledge in Programme planning, design development and management
- Proven ability in grant management reporting
- Proven ability to work collaboratively in a multidisciplinary team environment
- Dynamic, self-motivated and ability to work independently
- Team builder and player

Recruitment Qualification

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| Education | University degree in Economics, media and communication or development field |
| Experience | A minimum of five years of relevant professional experience in a related field and in non-profit resource mobilization Proven track record in fundraising and resource mobilization at local, regional and international levels |
| Language requirements | Excellent verbal and written communication skills in English and Dzongkha. |