

TERMS OF REFERENCE (TOR)

Consultant / Trainer – Proposal Writing, Resource Mobilisation & Grant Management

1. Background

Business Support Services Ltd seeks to engage a qualified and experienced consultant/trainer to deliver a five (5)-day professional training on Proposal Writing, Resource Mobilisation, and Grant Management. The training is designed for NGO and CBO staff, donor-funded project teams, county government officers, and development practitioners seeking to strengthen their resource mobilisation and grant management capacity.

2. Objective of the Assignment

The objective of this assignment is to deliver a practical, results-oriented training programme that equips participants with the skills to develop competitive funding proposals, mobilise resources effectively, and manage donor-funded grants in compliance with donor, regulatory, and fiduciary requirements.

3. Scope of Work

- Review and align training content with current donor priorities, funding trends, and compliance requirements
- Deliver a five (5)-day in-person training programme
- Facilitate practical proposal writing, budgeting, and logical framework (logframe) development sessions
- Guide participants through donor mapping, resource mobilisation strategies, and grant compliance requirements
- Provide practical tools, templates, and reference materials for immediate application
- Support Continuing Professional Development (CPD) documentation where applicable

4. Deliverables

- Facilitated delivery of the five (5)-day training programme
- Comprehensive training slides and participant materials
- Case studies and hands-on practical exercises
- Attendance confirmation and post-training completion report

5. Target Audience

- Programme and Project Managers
- Resource Mobilisation and Grants Officers
- NGO and CBO Coordinators
- Finance, Compliance, and Monitoring & Evaluation Officers

6. Duration and Location

Duration: Five (5) days, from 8:30 AM to 4:30 PM daily

Location: As specified in the Business Support Services Ltd training calendar

7. Required Qualifications and Experience

- Minimum of a Master's degree or relevant professional qualification
- At least seven (7) years' demonstrated experience in proposal development, resource mobilisation, and grant management
- Proven track record of working with donor-funded programmes
- Experience in delivering professional training and capacity-building programmes

8. Reporting

The consultant/trainer will report to the Training Coordinator, Business Support Services Ltd.

9. Payment Terms

Professional fees shall be agreed on a per-engagement basis. Payment will be made upon satisfactory delivery of the assignment and submission of agreed deliverables.

10. Application Requirements

- Updated Curriculum Vitae (CV)
- Brief technical proposal or professional profile
- Evidence of similar assignments or relevant references
- Include your daily charge rate

Send Application to hrrecruitment@bizsupportservices.org by 6th February, 2026

11. Equal Opportunity Statement

Business Support Services Ltd is an equal opportunity organisation and encourages qualified consultants and trainers from diverse backgrounds to apply.