



REQUEST FOR PROPOSALS (RFP): AWID Forum Funders Engagement Consultant

Submission deadline: 23:59 EST, 4 February 2024

AWID is seeking the services of a Consultant to lead the process of funders engagement towards the 15th [AWID International Forum](#) in December 2024 in Bangkok, Thailand, with a special focus on convening funders and activists at the *Money & Movements 2.0* to be held 1 December 2024, a day before the 15th AWID International Forum.

About AWID

The Association for Women's Rights in Development (AWID) is a global feminist movement support organization. AWID's mission is to support feminist, women's rights and gender justice movements to thrive, to be a driving force in challenging systems of oppression, and to co-create feminist realities and alternatives.

AWID works in a combination of strategies ranging from convening movements and allies, knowledge building and information dissemination, advocacy and engagement with influential actors and institutions, alliance building, convening strategic dialogues, and more.

Introduction

The AWID Forum is a global event that wholeheartedly centers feminist and gender justice movements in all their diversity. It is a transformative space where Global South feminists and historically marginalized communities take centerstage, strategize to shift power, and connect with allied movements, funders and policy-makers.

Engaging funders is an essential element of the AWID Forum, which serves as a strategic space for progressive and rights-based philanthropy, feminist and women's funds, and bilateral and multilateral funders, to connect with each other and with activists, in a joint commitment to shift more and better funding and resourcing power to feminist movements. AWID has developed a *Funders Engagement Strategy* to serve as a compass to mobilize and engage with funders towards, at and after the AWID Forum, via among other things, pre-Forum convening, resourcing focused-sessions at the Forum, and Funder's Coffee Hours, i.e. opportunities for activists and funders to connect, learn about each others and explore potential opportunities.

Central to the Funder Engagement Strategy is a one-day convening: *Money & Movements 2.0* (working title) that will be co-hosted by AWID, the Count Me In! (CMI!) Consortium and other partners. This convening will take place on 1 December 2024, one day before the 15th AWID International Forum officially kicks off, however, the resourcing theme will feature strongly throughout all AWID Forum

days, entailing multiple opportunities for meaningful interactions among funders and movements - the coordination of which is part of the scope of this assignment, as detailed below.

Scope and objectives of the consultancy

AWID's Resourcing Feminist Movements (RFM) team is looking for a Consultant to lead and coordinate the process of engaging a diverse group of funders (including private philanthropy, bilaterals and multilaterals, feminist and women's funds, networks of high-net worth individuals) towards the AWID Forum, with a special focus on implementation of the Funders Engagement Strategy and the convening of *Money & Movements 2.0* on the 1st of December 2024 in Bangkok, Thailand.

The Consultant will work closely with AWID's Forum and RFM teams and act as a liaison with *Count Me In! (CMI!) Donor Influencing Working Group* - a key convening partner for *Money & Movements 2.0* - to lead the outreach, collective consultation, agenda setting and implementation.

The Consultant will report to AWID's RFM Manager.

The responsibilities of the Consultant (all in collaboration with the AWID Forum and RFM teams, CMI! Donor Influencing Working Group, and strategic partners) are:

1. Operationalize AWID Forum Funder Engagement Strategy and support the RFM Manager to maintain an overview of all components' progress, timelines and division of roles and responsibilities.
2. Develop a detailed concept note and work plan with clear objectives, ways of working and key deliverables for the *Money & Movements 2.0* and lead on its implementation.
3. Build, confirm and on-board the key group of partners (*The Planning Group*) to collectively guide, plan and implement the *Money & Movements 2.0* convening.
4. Organize, chair and document regular virtual meetings of the *Money & Movements 2.0* Planning Group, including ensuring interpretation, translation and accessibility needs are catered for.
5. Maintain relationships and regular communications within and between all organizing parties and other key actors with strategic role and interest in the feminist resourcing ecosystem
6. Support AWID RFM team and Co-Executive Directors with outreach to funders to ensure their meaningful involvement and strategic presence at *Money & Movements 2.0* and throughout the AWID Forum.
7. Lead on planning the sessions and events towards and at the *Money & Movements 2.0*, and support AWID RFM team to operationalise broader Funder Engagement Strategy throughout the AWID Forum, including resourcing-focused sessions and Funders Coffee Hours.
8. With support from the AWID Forum team, lead on planning, implementation and logistics of *Money & Movements 2.0* in Bangkok on the 1st December 2024.
9. Coordinate with AWID's Forum and Communications teams to ensure that all needs concerning strategic communication, documentation of the *Money & Movements 2.0* Convening and the broader Funder Engagement Strategy are met in a timely, creative and effective manner.

10. Coordinate with AWID's Forum and Operations teams to ensure that MEL needs of the Money & Movements 2.0 Convening and the broader Funder Engagement Strategy are well met, modeling and applying innovative feminist MEL frameworks and methods currently being developed in AWID and other feminist organizations.

The key deliverables are:

1. A detailed work plan for the implementation of the Funders' Engagement Strategy, specifically the *Money & Movements 2.0* convening (February 2024)
2. An established and operational Planning Group for *Money & Movements 2.0* to lead the outreach, participation, agenda-setting to shape the convening (by March 2024)
3. Regular virtual meetings of the Planning Group and general support for its operation
4. To have identified and engaged in strategic funding spaces towards *Money & Movements 2.0*, both in-person and virtually, to ensure continuation of conversation threads with funders and key movement partners with regards to agenda-setting, and maximal relevance for the feminist funding ecosystem
5. Strategic outreach, engagement and participation of funders and activists at *Money & Movements 2.0*
6. Smooth and documented communication between AWID, CMI! Donor Influencing Working Group and members of the Planning Group, including reports from *Money & Movements 2.0*

Proposed Timeline

The consultancy will begin in February 2024 and last until 31 December 2024.

Budget

AWID is prepared to accept proposals with a budget of up to a maximum of USD \$72,000. We anticipate the Consultant being engaged for an estimated three days per week during this period.

Consultant Profile

The Consultant shall demonstrate the following qualifications:

- In-depth understanding of the global feminist and social justice movement landscape and the state of the feminist funding ecosystem globally.
- Solid understanding and knowledge of funders' organizing, needs, interests and priorities; proven track record of working with funders and/or and strong connections to progressive and rights-based philanthropy, feminist and women's funds, and bilateral and multilateral funders.
- Experience of working with diverse funders and movements through building partnerships, alliances and advocacy, including experience coordinating joint spaces, events or initiatives for funders and activists preferably at a regional/global level.
- Demonstrated experience in coordination & organization of engaging and productive virtual and in-person meetings and conferences that bring together multiple stakeholders, with a feminist approach and solid logistics.

- Strong analytical skills, a touch of imagination, and delivery of high quality and user-friendly communication outputs in a timely manner.
- Committed to the principles and values of intersectional feminism and resourcing justice
- An awareness of risks for movements and communities facing different situations of vulnerability and persecution, corresponding experience of risk management and mitigation, and familiarity with feminist holistic protection frameworks.
- Fluency in written and oral English, additional languages are a bonus.

The Consultant is required to disclose any relationship that might compromise its independence and will be required to declare a conflict of interest where one exists with either AWID or any part of the work.

Submission of proposal

Interested parties are requested to send the following:

- A Cover letter outlining how the Consultant meets the person specification, confirmation of availability in the time frame indicated. (1 page)
- A proposal, not exceeding 2 pages (min. font size Arial 11), presenting the Consultant's understanding of the assignment, outlining a proposed approach, methodology
- A proposed budget in **US dollars** with Consultant's fees, number of hours/days per activity/deliverable proposed, and other (direct) costs. ***We ask that submissions are made in USD only, using the template provided in Annex 1.***
- Curriculum Vitae
- Contact details of two professional referees, preferable recent clients relevant for this consultancy.

Proposals are to be submitted no later than 2359 EST, 4 February 2024 to tenders@awid.org. Please include the following subject line in the application correspondence: **AWID Forum Funders Engagement Consultant**

Women; trans, non-binary and intersex persons; persons with disabilities and other candidates from historically oppressed groups, of all ages, are strongly encouraged to submit a proposal.

Selection Criteria

The award pursuant to this RfP will be based upon a panel review of the proposal and an interview with appropriate consideration given to operational, technical, cost, and management requirements in line with AWID's procurement guidelines.

The following elements will be the key considerations in evaluating submitted proposals and selecting a consultant:

- Evidence of the consultant's qualifications to provide the above services and ability to deliver the indicated services in accordance with the specifications set out in this RFP
- Background and experience in conducting similar assignments

All proposals received will be reviewed on a rolling basis.

If you have any questions about this RfP please contact tenders@awid.org using the subject line: AWID Forum Funders Engagement Consultant by 28 January 2024. Questions received after this date might not receive a response due to capacity limitations.

We thank all those who apply.

[Optional] Annex I: Template to Use for the Financial Proposal

***The activities, numbers, and items provided in the tables below are examples only** Please add rows where necessary*

Activities (examples only below)	Consultant [name] (level of effort in days, 1 day=7.5 hours)
	1
	5
<i>E.G. Other activities</i>	14
TOTAL	20

ITEM	COST (in USD)	TOTAL (in USD)
Consultant fees	[Unit cost]	[Unit cost x no. of units]
<i>E.G. Consultant name</i>		
Production and other fees		
<i>E.G. Communication costs</i>		
<i>E.G. Translation/Interpretation costs</i>		
<i>E.G. Other costs</i>		
TOTAL		