



TERMS OF REFERENCE: RESOURCE DEVELOPMENT & PARTNERSHIP STRATEGY CONSULTANCY

Title: Resource Development & Partnership Strategy Consultant

Organisation: Habitat for Humanity Malawi (HFHM)

Duration: 30 Man Days (15 September – 13 November 2026)

Location: Flexible, with preference for presence in Malawi or ability to travel for key consultations; remote work possible with periodic in-country engagement.

Introduction

HFHM, established in 1986 as an affiliate of Habitat for Humanity International, works to ensure that everyone in Malawi has a decent place to live. Over nearly four decades, HFHM has supported more than 133,600 individuals through safe, affordable, and disaster-resilient housing, WASH services, disaster risk reduction and response, policy influence, and housing support services.

HFHM's Strategic Plan (2025 – 2030) is fully aligned with Habitat for Humanity International's Global 50 for 50 Strategy and is structured around three programmatic focus areas: Build More and Better Homes, Transform Housing Systems, and Inspire Action for Housing, and two operational focus areas: Develop Key Capabilities and Fund the Mission.

Under "Fund the Mission," HFHM aims to secure sustainable financing for the Strategic Plan, projected at approximately MWK 44.7 – 56.3 billion over five years, excluding recurrent costs, through diversified fundraising strategies, strengthened donor relations, growth of large transformational gifts, engagement of bilateral and multilateral donors, activation of local and international partnerships, and expansion of its social enterprise, including the Timange Social Enterprise.

To achieve these ambitions, HFHM seeks an experienced consultant to develop a comprehensive Resource Development & Partnership Strategy that operationalises the Fund the Mission focus area, strengthens internal capacity, and positions the organisation for predictable, diversified, and sustainable resource mobilisation.

Objectives

The consultant will support HFHM to:

1. Diversify potential funding sources both traditional and innovative and create a strategy for accessing and managing these resources effectively. Identify and prioritise new funding sources, both traditional and innovative, including institutional, bilateral,

Habitat for Humanity Malawi

Area 14, Plot 14/206, Off Presidential Drive, Red Cross Turn, P.O. Box 1638, Lilongwe

Tel: +265 (0) 887 094 812 | Email info@habitat.mw | Website: www.habitat.mw

multilateral, private-sector, foundation, and local opportunities, and develop a strategy for accessing and managing these effectively.

2. Map funding opportunities aligned with HFHM's strategic priorities and formulate a resource mobilisation plan, including an integration framework for staff efforts.
3. Strengthen understanding of donor priorities, decision-making processes, and emerging trends relevant to housing, climate resilience, WASH, urban development, and social enterprise in Malawi and the broader Southern/East African context.
4. Develop and embed effective strategic donor engagement and partnership approaches.
5. Assess HFHM's current institutional capacity to design, implement, and sustain donor engagement and resource mobilisation efforts, and provide recommendations and capacity-building support to operationalise the strategy.
6. Increase the pipeline and success rate of high-quality funding proposals and partnership agreements aligned with the 2025–2030 Strategic Plan.

Scope of Work

Under the overall guidance of the National Director and in close collaboration with senior management, with the Resource Development, Partnerships and Sustainability Manager serving as the focal point, the consultant will:

- .1. **Review of existing resource mobilisation and partnership frameworks:** Assess current strategies, systems, donor portfolio, social enterprise arrangements, and internal fundraising practices. Identify strengths, weaknesses, gaps and bottleneck, and opportunities for improvement.
- .2. **Mapping of funding sources and partnership opportunities:** Conduct a comprehensive mapping of potential funding sources and partners beyond HFHM's current portfolio including bilateral and multilateral donors, private foundations, corporate partners, impact investors, local development partners, NGOs, CSOs, government, and sectoral networks. Analyse trends, funding windows, and emerging opportunities in housing, climate resilience, WASH, advocacy and related sectors, and produce a report with actionable recommendations.
- .3. **Development of a Resource Development & Partnership Strategy:** In collaboration with HFHM, develop a comprehensive, practical, time-bound RDPS aligned with the 2025–2030 Strategic Plan, with clear objectives, targets, and key performance indicators. Include guidelines for sector-specific adaptations and an implementation plan linking the RDPS to HFHM's operational and fundraising workflows.

The strategy should cover:

- Diversified fundraising approaches, including growth of transformational gifts and basket funds, cash and in-kind.
- A strengthened donor relations function and engagement plans
- Partnership models with government, private sector, CSOs, and international networks

- Social enterprise strengthening, governance, impact investment pathways, and revenue generation
 - Advocacy-linked fundraising and internal capacity-building measures
- .4. **Proposal development and donor engagement support:** Provide technical guidance on designing high-quality concept notes, proposals, and partnership frameworks aligned with HFHM priorities and donor requirements, including a template or toolkit staff can apply to future opportunities.
- .5. **Strengthen Capacity and develop tools:** Build organisational understanding of innovations in resource mobilisation including consortium models, blended finance, climate financing, public-private partnerships, and social enterprise models. Develop practical tools, guidelines, and training materials for staff on donor engagement and proposal development.

Deliverables

#	Milestone	Description	Timeline
1	Inception report	outlining the methodology, work plan, and refined timeline, due within five working days of the assignment start date.	Monday, September 21, 2026.
2	Review report	Review report on existing resource mobilisation and partnership frameworks	Monday, September 28, 2026.
3	Donor and partnership maps	Updated donor and partnership mapping document detailing strategic areas of interest, priorities, funding windows, and potential traditional and non-traditional opportunities	Monday, October 5, 2026
4	Draft Resource Development & Partnership Strategy (2026–2030)	RD&F strategy with clear prioritisation, targets, roles, fundraising strategies, and an implementation roadmap, including at least one strategic donor and engagement plan	Friday, October 16.
5	Proposal development toolkit and templates	Proposal development toolkit and templates for concept notes and funding proposals, aligned with the Strategic Plan and donor requirements	Friday, October 23.
6	Final RDPS Strategy incorporating HFHM feedback	Revised/final RD&F Strategy incorporating HFHM feedback	Friday, November 6.
7	Capacity-building session/materials; final consultancy report and PowerPoint deck	Practical guidelines on collaborative partnerships, innovations, and social enterprise approaches for resource mobilisation, plus a short capacity-building session or materials for relevant staff. Final consultancy report summarising process, recommendations, and handover materials. A PowerPoint deck summarising the resource mobilization and partnership strategy.	Friday, November 13.

Habitat for Humanity Malawi

Area 14, Plot 14/206, Off Presidential Drive, Red Cross Turn, P.O Box 1638, Lilongwe

Tel: +265 (0) 887 094 812 | Email info@habitat.mw | Website: www.habitat.mw

The consultancy shall be contracted and paid on a milestone basis, grouped into three payment tranches (25% for 1&2; 45% for 3-5 and 30% for 6-7) tied to HFHM's formal review and acceptance of the deliverables due at each phase. Payments shall be made within ten (10) working days of written acceptance of all deliverables comprising the relevant tranche. No payment shall be due for any deliverable rejected or returned for revision until a revised version has been submitted and accepted.

Level of Effort and Working Arrangements

The assignment will require up to 30 consultant working days between 15 September and 13 November 2026. The consultant will have access to relevant data and documents available to HFHM and may use credible open-source information. No funds will be provided for travel, accommodation, or per diem expenses; costs required to undertake inception meetings and presentations must be included in the financial proposal. Continuous consultation with HFHM is expected throughout the assignment through email exchanges and Microsoft Teams calls.

Qualification and Experience

The consultant (individual or firm) should demonstrate:

- Advanced university degree in strategic planning, Social Sciences, Development Studies, Business Administration, Communications, International Relations, or a related field.
- Minimum 7-10 years' proven experience in resource mobilisation, partnership strategy development, ideally within the housing, WASH, or broader development sector.
- Proven track record designing successful resource mobilisation or fundraising strategies for NGOs or international organisations.
- In depth knowledge of the bilateral, multilateral, and foundation funding landscape in Malawi and/or Southern/East Africa and those focused on low- and medium-income countries.
- Demonstrated experience developing high-value strategies, proposals and concept notes for institutional donors.
- Experience working with or knowledge of Habitat for Humanity or similar international NGOs is an advantage.
- Excellent written and analytical skills, with strong facilitation and stakeholder engagement ability.
- Prior experience with Habitat for Humanity or similar shelter/housing-sector organisations is an advantage.

Submission of Bid documents

Interested consultants must ensure their bid submission includes the following annexes:

- Expression of interest.
- Detailed CV highlighting relevant experience.
- Two professional references.
- Maximum 3-page technical proposal outlining understanding of the assignment, proposed methodology, work plan, and team composition.
- Proposed budget and fee structure.

Habitat for Humanity Malawi

Area 14, Plot 14/206, Off Presidential Drive, Red Cross Turn, P.O Box 1638, Lilongwe

Tel: +265 (0) 887 094 812 | Email info@habitat.mw | Website: www.habitat.mw

- 1-page list of similar assignments completed, with references.

Bids must be submitted in **sealed envelopes for the technical and financial proposals attached together** and deposited in the tender box located at the Finance Department, Habitat for Humanity Malawi premises, Area 14.

Bids may be hand-delivered or sent by courier; however, it remains the bidder's responsibility to ensure delivery before the closing time.

All bids must be submitted no later than 10:00 AM on Thursday, September 10, 2026.

Interested consultants should submit their bids in sealed envelopes (technical and financial proposal). Bids shall be deposited in the tender box located at the finance department unit withing HFHM premises at area 14 addressing;

The Chairperson
Internal Procurement Committee
Habitat for Humanity Malawi
Area 14, Plot 14/206, Off Presidential Drive, Red Cross Turn,
P.O. Box 1638
Lilongwe

For clarification or additional information, please contact czulu@habitat.mw copying contact inquiries@habitat.mw

HFHM reserves the right to accept or reject any bid, in whole or in part and is not obligated to select the lowest-priced bid. Electronic bids and Late submissions will not be accepted under any circumstances. Bids submitted shall remain valid for a period of 30 days from the date of bid opening.

Any attempt by a tenderer to obtain confidential information, or to influence the evaluation committee during the examination, clarification, evaluation, or comparison of tenders, will result in the disqualification of its bid and may lead to termination of any resulting contract, where applicable.

HFHM is an equal opportunity organisation and encourages applications from qualified candidates of all backgrounds. Only shortlisted candidates will be contacted.