



TANZANIA COMMISSION FOR AIDS
BOARD OF TRUSTEES FOR THE AIDS TRUST FUND
TERMS OF REFERENCE FOR THE RESOURCE MOBILIZATION MANAGER
OF THE AIDS TRUST FUND (ATF)

Introduction

HIV and AIDS continue to be a threat to health in Tanzania, with an adult prevalence rate of 4.7 percent. According to Tanzania HIV Impact Survey (THIS 2016/2017), 81,000 Tanzanians are newly infected each year, and big challenge is on young people aged 15 – 24 years of age. Tanzania has been a highly donor-dependent country for HIV and AIDS programs; foreign funds account for 93 percent of the mainland's HIV and AIDS response. The U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and the Global Fund to Fight AIDS, Tuberculosis and Malaria (Global Fund ATM) are the major donors supporting the HIV and AIDS program, financing over 70 percent of the total foreign support received by Tanzania.

It is estimated that there is a 47 percent gap in HIV and AIDS financing. The Ministry of Health, Community Development, Gender, Elderly and Children (MOHCDGEC) is scaling up antiretroviral therapy (ART) and has initiated an early treatment by adopting WHO guideline of test and start, which will require additional funds to support test and treat campaign. Although Tanzania is receiving huge support from external donors to finance HIV and AIDS response, there is a need to increase domestic funding to sustain the response, reduce the resource gap and decrease external dependency. In that regard, in 2015 the Tanzania Commission of AIDS Act No. 21 of 2001 was amended to establish AIDS Trust Fund (ATF), as a sustainable funding modality focusing internal financing from both public and private sources to supplement the existing funding modalities.

Rationale of the ATF

With public expenditure for HIV and AIDS stagnant and more than 90 percent of the resources coming from development partners, a sustainable funding source from domestic public and private sources is needed. The AIDS Trust Fund (ATF) was established to garner additional and sustainable funding for HIV and AIDS. In view of that, a Resource Mobilization Manager for the ATF is needed to support the Board of Trustees of the ATF to achieve its main goal to secure sufficient and sustainable resources to support comprehensive HIV&AIDS interventions in Tanzania according to the national priorities.

Objectives of the ATF

Over the three years 2015-2018, the AIDS Trust Fund has three objectives related to the resources contributed to the fund. First, Domestic resources finance increase from 7% in 2015 to 30% of the HIV&AIDS national response through the ATF by 2018, thus decreasing donor dependency; secondly, increase non-governmental domestic resources for supporting the national HIV/AIDS response from 8% to 15% by 2018 and; thirdly, increase to domestic funding to Tsh 300 billion by 2018. To attain these objectives, ATF requires an expert who will support the ATF Board of Trustees to turn a resource mobilization strategy into reality and enable to achieve above objectives.

Duties and responsibilities

The Resource Mobilization Manager will ensure that all relevant resource mobilization activities are developed, coordinated, and implemented in the most efficient and effective manner in line with ATF Board standards and the results-based approach. The Resource Mobilization Manager will be responsible for developing customized fundraising strategies, tools and mechanisms for implementation; advising on resource mobilization and related communication aspects; ensuring full alignment of resource mobilization activities with internal colleagues and partners; promoting ATF fundraising activities to potential contributors and partners in resource mobilization; and generating fundraising proposals and other resource mobilization innovations in order to reach annual targets.

The Resource Mobilization Manager will be expected to approach their work creatively and innovatively, developing and adapting innovative approaches and replicable strategies for fundraising, through analysis of trends and in consideration of lessons learned. A successful candidate will demonstrate the ability to challenge and question common resource mobilization practices and previous approaches, to adapt to changing circumstances and needs, and to identify and prioritize marketable projects.

With guidance from TACAIDS Executive Director (ED) and in collaboration with other internal and external implementation partners;

- Develop a specific fundraising approach for the ATF and provide advice and support to the ED and relevant staff in the implementation of the Resource Mobilization Strategy,
- Establish and broaden relations with traditional or non-traditional donors and financial partners and analyse information on their funding priorities and trends; advise the ED on methods to develop bankable projects; explore possible sources of funding and coordinate strategic program development opportunities with relevant ATF stakeholders to raise funds,
- Develop ATF's resource mobilization capacity through establishing a sound, methodological, coordinated and long-term approach to resource mobilization,
- Organize fundraising activities, such as donor briefings and presentations or joint donor events with relevant internal and external stakeholders, crowd funding, as well as fundraising events in any form as long as they are in conformity with the law establishing the ATF,
- Monitor the provision of transparent, high-quality targeted reports for both internal and external use,
- Consistently monitor systematic, regular, and transparent reporting on all fundraising activities and results related to the donor community under his/her responsibility,
- Actively engage in and lead grant writing as a vehicle for resource mobilization as well as drafting letters of interest (LOI) and responding to requests for proposals (RFP).

Knowledge, Skills and Abilities for the Resource Mobilization Manager

The Resource Mobilization Manager is expected to have the following attributes;

1. **Strategic approach:** Ability to contribute to the development of the Costed Resource Mobilization Strategy for the ATF with a focus to the domestic sources under his/her responsibility and to develop fundraising tools and mechanisms.
2. **Creating and innovating:** Ability to develop and adapt innovative approaches and replicable strategies for fundraising, through the analysis of trends and experience and the consideration of lessons learnt from previous modalities.
3. **Adapting and responding to change:** Ability to challenge and question common resource

mobilization practices and previous approaches, to adapt to changing circumstances and needs, and to identify and prioritize marketable projects.

4. **Interpersonal skills:** Ability to build networks and strategic alliances and maintain relationships with key contributors and other partners, with tact and sensitivity. Ability to develop detailed knowledge and understanding of priorities and the areas of interest of partners whilst sensitizing them to NMSF programmatic activities.
5. **Communication skills:** Ability to make presentations that catch and maintain audience interest.
6. **Planning and organizing skills:** Ability to coordinate and facilitate timely reporting of results and successes to donors and Member States.

Education, Experience and Language Skills

- Advanced university degree in finance, business, public administration, international relations, public health, advocacy or any other related field.
- Minimum of five years of proven, hands-on working experience in fundraising, resource mobilization and project development preferably in the field of community welfare, with progressive scope of responsibilities.
- Experience in fundraising, resource mobilization, and project development preferably in the field of international health, with progressive scope of responsibilities. Experience working in a multinational context requiring complex coordination with multiple stakeholders
- Proven record of mobilizing resources in private and public sectors, preferably in the field of human health.
- Knowledge and experience of Microsoft office, other computer programs relevant for budgeting and proposal development, among others.
- Excellent knowledge of written and spoken English and Kiswahili is a must.

Reporting

The Resource Mobilization Manager shall report to the Executive Director (ED) of TACAIDS on day to day activities and to the ATF Board on quarterly basis.

Tenure of Contract

This position is of two years contract, renewable upon proof of performance and other criteria set by the Board of Trustees for the ATF. The performance of the successful candidate will be evaluated on annual basis.

Remuneration

An attractive remuneration will be provided to the successful candidate by the Board of Trustees.

Mode of Application

All applications should be supported with CVs, Copies of Certificates and one current Passport Size photo and addressed to the following contact below, **not later than 22nd March, 2018**;

The Executive Director,

Tanzania Commission for AIDS,

Sokoine Drive/Luthuli Street,

P. O Box 76987,

Dar es Salaam