



PEACE BRIGADES INTERNATIONAL
International Office, Development House, 56-64 Leonard Street
Tel: 44 (0) 20 7065 0775 London EC2A 4LT
Email: admin@peacebrigades.org
Website: www.peacebrigades.org

June 2010

**Consultant – Development of PBI funding application template
Terms of Reference**

Background

PBI's current annual global budget is around 4,500,000 USD. This covers the work of our five field projects, 15 country and associate groups, and the International Secretariat. Approximately twenty people across the organisation raise this funding, mostly through grant applications submitted to government funders and private foundations.

Each of PBI's field projects produce an annual generic funding proposal from which fundraisers throughout the organisation extract information they need to develop applications to meet the requirements of local donors. Field projects present their work in their unique context and based on their needs. Often, the presentation of PBI as a global organisation, with decentralised but interrelated entities is often quite weak. This lack of coherent representation of our work makes it difficult for potential donors to quickly and clearly understand how the many entities of our global organisation interact and interrelate.

While PBI's most visible work is carried out in our field projects, PBI's Country Groups play a significant role in supporting the protection of human rights defenders and peace activists. They work to support our field projects and to be the 'anchors' from which our international political and education work is undertaken. PBI's presence in the field is a dissuasion to violence against human rights workers because our field volunteers are the symbolic representation of a global movement of individuals, organisations and governments who care about what happens to those who work in favour of human rights and will respond to stop such threats so as to ensure the security and integrity of those PBI accompanies.

Purpose of Consultancy

To develop a standard PBI funding proposal that fundraisers across the organisation can use as a starting point for developing applications that suit the needs and criteria of specific donors.

This template will present the work of PBI as a global organisation, describing how our activities in the field and internationally constitute an integral protection strategy in which all aspects are essential and therefore require funding.

The aims are twofold: i) to facilitate the work of fundraisers, and ii) to ensure that we optimise the chances of raising funding to benefit all parts of the organisation.



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Key Tasks

1. Undertake background reading to gain an up-to-date understanding of PBI's work
2. Review relevant sample funding proposals produced to date
3. Develop proposal narrative and logframe

You will be expected to work with the IO to integrate an accompanying budget into this proposal.

Qualities, skills and experience required

- Skills and experience writing grant proposals (esp. government funding)
- Fluency in English

Terms and Conditions

The deadline for completion of the funding template is the end of July.

The consultant will receive a flat fee of GBP 1,000, to be paid on completion of the assignment.

Reasonable communication costs will be reimbursed on production of appropriate receipts.

Payment will be made by BACS within 15 days of the terms of the agreement being complied with.

Application process

A CV and cover letter should be sent to: Laura Clarke at laurafclarke@peacebrigades.org.

Please include some relevant samples of your grant writing.

Deadline: Friday 18th June at 12pm GMT