



# Senior Fundraising Consultant

## Terms of Reference

### *LIFE-AR Transition & Resource Mobilisation*

<b>Duration</b>	6 months
<b>Location</b>	Remote with travel as required
<b>Reports to</b>	Director, LIFE-AR Interim Secretariat (IIED)
<b>Start date</b>	As soon as possible
<b>Level</b>	Senior Consultant

## I. OPPORTUNITY

LIFE-AR (the Least Developed Countries Initiative for Effective Adaptation and Resilience) is **the only Least Developed Countries (LDC)-owned and LDC-led platform for political and financial transformation in climate adaptation**. It is designed to shift global climate action from short-term, externally driven, projectised approaches to long-term, country-driven, locally led climate-resilient development. Working across 10 countries<sup>1</sup>, LIFE-AR supports LDCs to strengthen national systems, unlock climate finance, and implement Locally Led Adaptation (LLA) at scale.

**LIFE-AR is at a critical point** as the initiative transitions from its current hosting arrangement under IIED to an independent, LDC-owned, led and managed LIFE-AR Facility; a trusted mechanism to channel climate finance efficiently, reduce intermediation, and strengthen national capabilities for direct access. This transition must be secured against the current landscape of *shrinking ODA, shifting donor priorities, and increasing climate vulnerability in LDCs*, making it one of the most consequential resource mobilisation challenges in the climate adaptation space today.

Since its inception, LIFE-AR has built a strong track record of financial support with Foreign, Commonwealth & Development Office (FCDO) and Irish Aid as the longest-standing development partners (previously included US Department of State) later joined by Canada (ECCC), Quadrature Climate Foundation, and Climate Works Foundation. This consultancy comes at a moment when that support base must be expanded and diversified to secure long-term sustainability and continued political relevance.

To deliver the transition and scale the initiative across existing and potentially new countries, LIFE-AR requires strategic resource mobilisation to secure **£33 million over five years**, including an immediate annual budget (£5.41m) to March 2027.

This is an exceptional opportunity for a senior fundraiser to shape the future of a transformational initiative, one that offers direct engagement with LDC Ministers, senior representatives of major funding organisations, and the chance to support how climate finance is delivered to the world's most vulnerable countries.

<sup>1</sup> Benin, Bhutan, Burkina Faso, Ethiopia, The Gambia, Madagascar, Malawi, Nepal, Uganda, Senegal



## II. PURPOSE

The consultant will serve as a **Senior Strategic Adviser** to the Director of the LIFE-AR Interim Secretariat, leading and coordinating resource mobilisation for the LIFE-AR transition and ongoing sustainable operations. The consultant will work closely with LDC Group leadership, the LIFE-AR Board, existing Development Partners (UK, Ireland, Canada, Climate Works Foundation, and Quadrature Climate Foundation), and National Focal Points across LIFE-AR countries.

The consultant will design and execute a targeted fundraising strategy that secures new commitments and expands the funder base, ensuring alignment with LIFE-AR's established Standard Operating Procedures and complementarity across donors.

This role requires a strategic thought partner, not solely a deliverer of products. The consultant will be expected to shape the political narrative, identify windows of opportunity, and broker relationships that lead to transformational financing outcomes.

## III. OBJECTIVES

1. Secure new funding commitments from bilateral donors, philanthropies, climate finance institutions, and non-traditional funders to meet LIFE-AR's immediate and medium-term financing needs, in line with existing LIFE-AR Standard Operating Procedures.
2. Strengthen and expand high-level funder relationships, ensuring coordinated engagement with LDC leadership and alignment across the donor base.
3. Support and secure financing for the new LIFE-AR Facility, positioning it as a credible, LDC-led mechanism for direct access to multilateral climate funds.
4. Develop compelling pitches, briefs, and funder engagement materials aligned with the LIFE-AR Strategy, transition plan, and implementation results, evidence and learning.
5. Coordinate donor dialogues, country visits, and virtual engagements that maximise fundraising opportunities through increased visibility of actions and results, leading to direct funder engagement and funding.
6. Explore opportunities with funders supporting sister initiatives (e.g. LoCAL) to identify potential for co-funding or complementary financing approaches.

## IV. SCOPE OF WORK AND KEY DELIVERABLES

	Output Area	Scope
A	<b>Strategic Fundraising &amp; Funder Engagement</b> <i>Strategy, analysis &amp; high-level political engagement</i>	<ul style="list-style-type: none"><li>• Develop and execute a <b>targeted fundraising plan</b> aligned with the LIFE-AR financing strategy, with time-bound actions and tailored funder engagement plans.</li><li>• Review the LIFE-AR partners and funders portfolio, identifying and prioritising high-value prospective funders, and brokering engagement and new funder relations leading to tangible finance results. Agree minimum commitment thresholds with the Interim Secretariat to focus consultant efforts effectively.</li><li>• Lead high-level outreach, relationship-building, and follow-up with funders, in coordination with the LIFE-AR Director and LDC Chair. This includes direct political engagement with senior decision-makers in funding organisations and LDC Ministers.</li></ul>



		<ul style="list-style-type: none"><li>• Lead on strategic outreach, pre-dialogue political alignment, and matchmaking to secure the right audiences for LIFE-AR engagement opportunities.</li><li>• Review and refine the fundraising plan for the next financial year (April 2026 to March 2027) and the medium-term (5-year) strategy, updating the LIFE-AR Board via the Secretariat on a regular basis.</li><li>• Conduct targeted funder intelligence gathering, guided by Secretariat input on key likely and prospective donors, to analyse funder priorities, funding windows, decision-making processes, timeframes, and alignment with LIFE-AR principles.</li><li>• Identify key opportunities, risks, and gaps in the current fundraising approach and develop a prioritised action plan with clear targets and timelines.</li></ul>
B	<b>LIFE-AR Dialogue</b>  <i>Preparation, political strategy &amp; delivery (April 2026)</i>	<b>Donor</b> <ul style="list-style-type: none"><li>• Lead on strategic outreach and pre-dialogue political alignment to secure the right attendees, including senior funder decision-makers.</li><li>• Advise on political messaging, narrative, and risks ahead of the Dialogue.</li><li>• Support development of compelling event materials and presentations.</li><li>• Contribute to invitation strategy and ensure appropriate-level attendance.</li><li>• Support preparation of briefing materials for LDC leadership.</li><li>• Help design event outcomes to maximise funding commitments and concrete pledges.</li></ul>
C	<b>Funder Engagement &amp; Relationship Management</b>	<ul style="list-style-type: none"><li>• Establish and maintain strategic relationships with key funder decision-makers across bilateral, multilateral, philanthropic, and non-traditional funding sources.</li><li>• Support the LDC Chair in bilateral meetings and strategic funder engagements. The consultant may represent LIFE-AR in high-level meetings as appropriate.</li><li>• Coordinate with existing partners to explore expanded funding commitments.</li><li>• Organise and facilitate in-person and virtual funder meetings.</li><li>• Manage funder communications, ensuring timely and strategic follow-up.</li></ul>
D	<b>Event &amp; Opportunity Identification</b>	<ul style="list-style-type: none"><li>• Identify and prioritise key international events and political moments for fundraising throughout 2026.</li><li>• Coordinate with LIFE-AR's current funders (FCDO, Irish Aid, ECCC, QCF, Climate Works) and engage with funders supporting sister initiatives to identify suitable events for LIFE-AR pitches and co-funding opportunities.</li><li>• Develop targeted engagement strategies for specific events (e.g. Bonn climate sessions, philanthropy gatherings, OECD meetings, NAP EXPO, COP Presidency meetings), including sharing evidence and learning where relevant.</li><li>• Prepare briefing packages for representatives attending relevant events.</li></ul>



E	<b>Support Country-Level Resource Mobilisation</b> <i>Remote</i>	<ul style="list-style-type: none"> <li>Work with LIFE-AR National Focal Points to develop national-level resource mobilisation strategies with clear roles, responsibilities, and simple KPI trackers to monitor progress.</li> <li>Inform the planning for donor site visits to demonstrate LIFE-AR delivery mechanisms in action.</li> <li>Ensure alignment between global fundraising efforts and country-level activities.</li> </ul>
F	<b>Proposal &amp; Resource Development</b>	<ul style="list-style-type: none"> <li>Lead development of high-quality funding proposals, concept notes, and capability statements tailored to specific funder requirements, in collaboration with the LIFE-AR Secretariat.</li> <li>Develop funder-specific packages combining background information, infographics, impact data, and funding requests.</li> <li>Prepare briefing materials for the LDC Chair for key events.</li> <li>Ensure all materials reflect LIFE-AR principles, LDC leadership, and the long-term vision.</li> </ul>
G	<b>Monitoring, Reporting &amp; Knowledge Management</b>	<ul style="list-style-type: none"> <li>Maintain and improve the existing funder database with contacts tailored to funder profiles, interests, funding windows, and engagement history.</li> <li>Track all fundraising activities, funder interactions, and funding pipeline.</li> <li>Provide fortnightly pipeline reporting to relevant parties with follow-up discussions.</li> <li>Present monthly updates to LDC leadership on fundraising progress, strategic opportunities, pipeline, and estimated income figures.</li> <li>Document lessons learned and best practices for institutional knowledge management.</li> <li>Deliver a comprehensive handover package at contract conclusion.</li> </ul>

## V. DELIVERABLES

The following timeline prioritises securing funding commitments alongside the necessary strategic and planning work. The primary success measure is new funding secured or in the advanced pipeline by Month 6.

Month	Key Deliverables
Month 1–2	<ul style="list-style-type: none"> <li>Inception report with refined fundraising strategy and detailed work plan</li> <li>Targeted funder intelligence report with prioritised prospects and engagement strategies</li> <li>Core pitch materials and LIFE-AR two-pager</li> <li>2026 fundraising event calendar with LIFE-AR participation strategy</li> </ul>
Month 2–3	<ul style="list-style-type: none"> <li>Updated funder database with focal points and funding windows</li> <li>Outreach packages, invitation list, and Donor Dialogue event materials</li> <li>At least 5 initial funder meetings facilitated</li> <li><b>First funding proposal/concept note submitted</b></li> </ul>



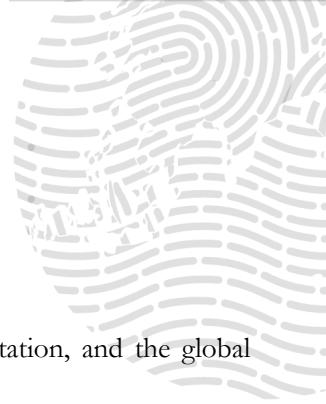
<b>Month 3–4</b>	<ul style="list-style-type: none"><li>Post-Dialogue follow-up strategy and action plan</li><li>A political strategy identifying windows of opportunity and influence</li><li><b>Second funding proposal submitted</b></li><li>Country Focal Point engagement plan and briefing materials</li><li>Mid-term progress report</li></ul>
<b>Month 5</b>	<ul style="list-style-type: none"><li>Pipeline report with funding prospects by stage</li><li><b>Third funding proposal submitted</b></li></ul>
<b>Month 6</b>	<ul style="list-style-type: none"><li>Final comprehensive fundraising report (outcomes, pipeline, database, funder profiles, lessons, recommendations)</li><li>Full handover package with all documentation</li><li>Knowledge-transfer session with LIFE-AR team</li><li>Sustainability plan for continued fundraising momentum</li></ul>

## VI. PROFILE

The consultant must be a **senior-level fundraising and climate/development finance expert** with the credibility, networks, and political acumen to operate at the highest levels of international climate finance.

### Essential qualifications

- Minimum 10–15 years' experience in climate finance, international development, or philanthropic fundraising, with demonstrated success mobilising multi-million pound/dollar commitments.
- Advanced understanding of the evolving international public finance landscape, including declining ODA, shifts in donor priorities, and the implications for climate and development finance in LDCs.
- Proven ability to navigate politically complex environments, including multilateral processes, COP politics, and funder dynamics to unlock opportunities amidst constrained funding.
- Experience developing narratives that elevate programmes from 'niche' to 'transformational', ensuring high-level political resonance and strategic visibility.
- Deep networks across climate finance institutions, bilateral donors, philanthropies, multilateral funds, and familiarity with non-traditional funding sources including impact investors and the private sector.
- Track record of designing blended finance or partnership models or creatively leveraging multi-stakeholder coalitions to mobilise resources.
- Ability to work across diverse stakeholders (LDC governments, philanthropies, CFIIs, MDBs, private sector, civil society) and build coalitions that shift political and financing incentives.
- Proven capability to advise senior political leaders and craft engagement strategies that lead to concrete, high-level commitments.
- Comfort operating in fast-shifting geopolitical contexts, adapting strategies quickly to capitalise on windows of opportunity.
- Experience identifying and shaping new funding windows, rather than waiting for established calls or pipelines.



- Strong understanding of LDC priorities, climate-resilient development, Locally Led Adaptation, and the global climate finance architecture.
- Exceptional writing, pitch development, and communication skills.

## VII. MANAGEMENT & COORDINATION

The consultant will serve as a **Senior Adviser to the Director of the LIFE-AR Interim Secretariat**, with significant autonomy to shape and drive the fundraising strategy. The consultant may represent LIFE-AR in high-level meetings with funders and political stakeholders as appropriate.

The consultant will collaborate closely with:

- LDC Group Chair and team
- LIFE-AR Board members
- National Focal Points and LDC advisers
- LIFE-AR Finance Manager and LIFE-AR Programme Manager for Operations and Partnerships
- Development Partners and compact signatories

## VIII. WAYS OF WORKING

The consultant will work under the direct supervision of the Director of the LIFE-AR Interim Secretariat, building on existing work. It will be essential for the consultant to:

- Work with the LIFE-AR team, including the Programme Manager for Operations and Partnerships and Finance Manager, to ensure proposals are costed appropriately, grant conditions are taken into account, and IIED systems and processes are followed.
- Work with the delivery, learning and governance teams to ensure a coordinated approach with LIFE-AR Board members, National Focal Points, and development and delivery partners.
- Maintain regular reporting to the LIFE-AR Board via the Secretariat and engage with the LDC Chair as needed beyond formal Board reporting.

## IX. DURATION & LEVEL OF EFFORT

- **6 months**, with an estimated **up to 10–15 days per month**, depending on deliverables.
- Travel may be required for donor dialogues and key events.

## X. APPLICATION REQUIREMENTS

Interested consultants should submit:

- CV demonstrating relevant experience



- A short technical proposal outlining approach, networks, and how you would prioritise action within the 6-month timeframe
- Daily rate and availability
- Two references from similar assignments

Send applications to: LIFE-AR Governance Senior Project Manager, Ranak Maher: [Ranak.Maher@iied.org](mailto:Ranak.Maher@iied.org)

## XI. PAYMENT SCHEDULE

- 10% upon contract signing and submission of satisfactory inception report
- 30% upon completion of Month 2 deliverables
- 20% upon completion of Month 4 deliverables and mid-term report
- 40% upon successful completion of contract and final deliverables

### Reimbursable Expenses

- International travel (economy class flights)
- Accommodation (reasonable rates, coordinated with LIFE-AR)
- Ground transportation
- Communication costs directly related to funder engagement
- Event-related expenses (as pre-approved)

All expenses must be pre-approved in writing and claims submitted with receipts in accordance with IIED's policies.