

HEKS/EPER – SWISS CHURCH AID

SERBIA OFFICE

REQUEST FOR PROPOSALS (RFP)

Resource Mobilization and Partnerships / Fundraising Services

RFP Reference	2026/005RfP
Issue Date	October 10, 2026
Deadline for Submission	October 31, 2026
Contracting Authority	HEKS/EPER – Swiss Church Aid, Serbia Office
Contract Type	Service Contract
Indicative Duration	Until July 2028, with annual renewal at discretion of HEKS/EPER

1. INVITATION TO SUBMITTING A PROPOSAL

HEKS/EPER Serbia is looking for a consultant to support its efforts to identify, develop, and secure funding and strategic partnerships across:

- bilateral and multilateral donors, embassies, foundations, international organisations,

AND/OR

- companies, banks, and other private sector actors, as well as potential consortium and implementation partners.

The Consultant will match these opportunities with HEKS/EPER's existing projects, expertise, and tested pilot models; advise on positioning, scalability, and pitch preparation; and actively broker contacts through their existing professional network and relationships.

The Consultant is not primarily expected to develop a standalone fundraising strategy; the emphasis is on using existing relationships, market knowledge and professional networks to open doors, initiate qualified conversations and **convert them into funding and strategic partnership opportunities.**

2. BACKGROUND

HEKS/EPER Serbia implements projects in social inclusion, Roma inclusion and economic empowerment, including several pilot initiatives with demonstrated results and potential for scaling. Building on this portfolio, HEKS/EPER seeks to diversify its funding base and develop partnerships with companies and other private sector actors, based on shared value and mutual interest.

3. TERMS OF REFERENCE

3.1 Title of the Assignment

Resource Mobilization and Partnerships Support for HEKS/EPER Serbia

3.2 SCOPE OF WORK

Funding & Partnership Opportunity Mapping:

Use and expand HEKS/EPER existing map of relevant funding and partnership prospects in Serbia (and regionally, where relevant), including bilateral and multilateral donors, embassies, foundations, international organisations, and/or companies, banks, other private sector actors, and potential consortium or implementation partners, whose priorities, programmes or business interests align with HEKS/EPER's thematic areas and ethical values.

- Analyse relevant funding and partnership instruments, decision-making structures, programme pipelines and entry points, including grants, sponsorships, co-funded projects, strategic partnerships and other appropriate mechanisms.
- For each relevant prospect, identify the thematic fit, potential funding or partnership instrument, relevant decision-maker or contact, existing relationship or route of access, which HEKS/EPER pilot/model is most relevant, indicative funding range where available, and the next concrete action.

Pitch & Positioning Development:

- Review HEKS/EPER's existing pilot projects and identify which elements are attractive, relevant, and scalable for different types of funding and strategic partners, translating them into clear, differentiated value propositions.
- Develop concise pitch materials (one-pagers, presentations and/or concept notes) tailored to different donors/partners.
- Advise on how priority models/pilots can be positioned, designed, packaged or scaled to respond to the specific priorities and interests of different prospective organisations

Partnership Brokering & Outreach:

- Leverage the Consultant's established professional network and relationships to open doors, secure qualified introductions and initiate contact with target donors, companies and strategic partners.

- Support the preparation for and participation in meetings with donors and potential partners, alongside the project staff. The Consultant should actively support the conversion of initial contacts into qualified partnership and funding discussions.
- Follow up on partnership discussions and support negotiation of terms in coordination with the team.

Donor Intelligence, Consortium Building & Strategic Advice:

- Support and complement the HEKS/EPER Serbia team in monitoring relevant upcoming calls, donor pipelines, new programmes, changes in donor priorities, funding instruments and partnership opportunities, and advise whether HEKS/EPER should pursue opportunities directly, through a consortium, through an implementation partnership, or through a corporate/strategic partnership.
- Advise on positioning, risks, competition, partnership models and practical next steps, taking into account HEKS/EPER's regional and international experience and the specific Serbian context.

3.3 DELIVERABLES

- Funding & Partnership Opportunity Mapping (Month 1 – one-time deliverable). Review and update HEKS/EPER donor map: donors, foundations, international organisations, companies, private sector actors and potential consortium/implementation partners; their relevant priorities; potential funding/partnership instruments; key contacts and decision-makers; existing routes of access; thematic fit; relevant HEKS/EPER model; indicative funding range where available; ethical screening notes; and suggested next steps.
- Pitch & Positioning Package (Month 1–2, ad-hoc): Develop concise project/model pitch documents and a short presentation/concept template tailored to selected donor, foundation, international organisation, corporate and strategic partnership audiences, with the relevant HEKS/EPER value proposition integrated.
- Monthly Progress & Briefing Notes: A concise 2 to 3-page monthly note covering: outreach activities and pipeline status; qualified introductions and meetings; concrete funding and partnership opportunities; forthcoming calls and donor/partner developments; relevant insights on donor and corporate priorities; emerging risks; and recommended next steps.
- Partnership Pipeline Tracker: A living list of prospects with status, next actions, responsible persons, route of access, and current stage of discussion, maintained jointly with the team.
- Ad hoc participation in key meetings with companies and partners (in person or online), including preparation, attendance and follow-up.
- Short internal memos or email briefs in response to urgent questions (e.g. suitability of a company, structuring a partnership).
- Support to the Country Representative for pitch delivery and negotiations.

During the assignment, the Consultant is expected to demonstrate active market engagement through a reasonable number of qualified introductions, meetings and funding/partnership opportunities, agreed with HEKS/EPER at the start of the assignment.

3.4 QUALIFICATIONS

- Demonstrated experience (7+ years) in fundraising, resource mobilisation, donor relations, CSR partnerships, business development, partnerships or related fields, including a proven track record in Serbia.
- Established and demonstrable professional network among donors, embassies, foundations, CSR/HR communications, international organisations, companies, business associations and/or other relevant decision-makers in Serbia.
- Understanding of fundraising, donor programmes, CSR/ESG frameworks, corporate giving instruments and/or relevant partnership mechanisms.
- Familiarity with social and economic inclusion, Roma inclusion, employment, adult education, social housing, SME development, access to finance and/or economic empowerment programming is an asset.

3.5 DURATION AND LEVEL OF EFFORT

The assignment is structured as a long-term partnership from contract signing until July 2028, aligned with the overall programme timeline.

The contract will be renewed annually by mutual agreement, subject to satisfactory performance and available funding. Each calendar year constitutes a distinct contract period with its own work plan and deliverables.

3.6 REPORTING AND SUPERVISION

The consultant will report to the HEKS/EPER Serbia Country Representative. Coordination and feedback will be ensured through regular check-ins.

4. Application Procedure

Interested consultants or teams should submit the following documentation to info-serbia@heks-eper.org by October 31, 2026, with the subject line: FR & Partnership Consultancy:

- **CV** demonstrating the above-mentioned experience and skills
- **Short track record** / relevant experience statement (1 page max.), including three examples from the last five years of funding or strategic partnerships personally developed or secured in Serbia, including the partner/donor, approximate value, the applicant's role, how the relationship was initiated, and the result achieved.
- **Short description** of the types of organisations and decision-makers they can access through their professional network (without disclosing private contact details)
- **Financial proposal** (daily rate and estimated total budget, with the proposed fee being all-inclusive and covering all costs related to the assignment, including any other incidental expenses).