

TERMS OF REFERENCE

1. Purpose

The purpose of this consultancy is to support ERGO Network in converting its fundraising strategy into concrete funding results, by securing new funding from trusts, foundations, and companies.

2. Tasks and responsibilities

2.1 Donor research and prioritisation

- Provide feedback to ERGO Network's fundraising strategy
- Identify relevant European and international trusts, foundations, and corporate donors
- Assess alignment with ERGO Network's mission, values, and funding needs
- Prioritise donors based on likelihood of success and strategic relevance

2.2 Proposal adaptation

- Tailor concept notes (developed by the ERGO team) to potential donors
- Adapt messaging to donor priorities while maintaining ERGO Network's rights-based and Roma-led approach
- Ensure proposals are realistic, compelling, and aligned with available organisational capacity

2.3 Active donor outreach and follow-up

- Proactively contact potential donors via email and, where appropriate, phone
- Manage systematic follow-ups and relationship-building
- Coordinate responses to donor questions and requests
- Keep ERGO Network informed of progress and donor feedback

2.4 AI-Supported fundraising

- Use AI tools to support donor research, drafting, tracking, and follow-ups where appropriate
- Propose simple, sustainable AI-enabled processes that ERGO Network staff can continue using
- Ensure ethical, transparent, and GDPR-compliant use of AI tools

2.5 Coordination and reporting

- Work closely with ERGO Network's Director and Senior Programme Manager
- Provide short written updates on progress

- Deliver a short final report summarising activities, results, and recommendations

3. Deliverables

Deliverables will be agreed at the start of the assignment and may include:

- Donor mapping and prioritisation list
- Submitted concept notes and proposals
- Evidence of donor outreach and follow-up
- AI-supported tools or workflows introduced
- Final narrative summary of lessons learned and recommendations

4. Budget and Payment

- Maximum budget: €10,000
- Payments will be made against approved deliverables and/or timesheets, as agreed in the contract.

5. Confidentiality and Ethics

All information accessed during the assignment must be treated as confidential. The consultant must adhere to ERGO Network's values, ethical standards, and data protection requirements.