



**VA/PRF/BDRM/2025-004**

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| Title         | <b>BUSINESS DEVELOPMENT AND RESOURCE MOBILIZATION</b> |
| Position/Type | <b>Consultancy</b>                                    |
| Duration      | <b>November 2025 to July 2026</b>                     |
| Closing Date  | <b>30 September 2025</b>                              |

## **BACKGROUND**

PEMSEA (Partnerships in Environmental Management for the Seas of East Asia) is a regional cooperation mechanism whose mission is to promote sustainable development of coastal and marine areas. It comprises of 11 country and 22 non country partners in the East Asian Seas region who are committed to implement a joint regional strategy called the ‘Sustainable Development Strategy for the Seas of East Asia’ (SDS-SEA). The PEMSEA Resource Facility serves as the technical and secretariat arm of the for the Partnership.

To advance its mission and effectively implement the SDS-SEA Implementation Plan to 2030, PEMSEA is looking to develop a structured fundraising strategy, looking as diverse funding sources and build dedicated staff capacity for donor engagement and proposal development.

The primary objective of this consultancy is to build and institutionalize PRF’s capacity in business development and resource mobilization to ensure financial sustainability and strategic growth.

## **SCOPE OF WORK**

The Consultant will be responsible for the following tasks:

### **A. Strategy Development**

In consultation with the PEMSEA Fundraising and Marketing Committee:

- Develop a Resource Mobilization Strategy and Donor Engagement Plan aligned with PEMSEA’s strategic plan and priorities (2025–2030).
- Identify and map potential funding sources and partners including multilateral, bilateral, philanthropic, private sector, and academic partners.
- Design a Donor/Partner Value Proposition and thematic investment briefs for priority areas (e.g., blue economy, climate resilience, youth and gender inclusion).

### **B. Institutional Capacity Building**

- Recommend and support the establishment of a dedicated Fundraising and Partnerships Unit or focal person/team.

- Develop internal protocols for donor engagement, proposal development, and reporting.
- Conduct training workshops for staff on fundraising, partnership development, and grant writing.

### **C. Proposal Development**

- Lead or support the development of at least 3 concept notes or full proposals for submission to identified donors (e.g., GEF, GCF, UNDP, ADB).
- Create a proposal development toolkit including templates, checklists, and guidance notes.

### **D. Systems and Tools**

- Recommend and support the development and implementation of a Customer Relationship Management (CRM) system for donor and partner management.
- Develop a results-oriented reporting package and impact narratives for donor communications.

### **E. Leadership Engagement**

- Facilitate leadership coaching sessions on donor relations and strategic fundraising.
- Support the planning and execution of a PEMSEA Donor Roundtable or similar engagement event.

### **DELIVERABLES**

- Inception Report and work plan
- Resource mobilization strategy and donor engagement plan
- Priority donor/partner value proposition and investment briefs (top 5)
- Proposal development toolkit (simple and contextualized)
- 3 concept notes/proposals
- Staff training sessions (2 minimum)
- CRM system recommendation
- Final report with recommendations

### **QUALIFICATIONS**

- Minimum 7 years of experience in resource mobilization, fundraising, or business development in international development or environmental sectors.
- Proven track record in developing successful proposals for multilateral and bilateral donors.
- Experience working with regional organizations, environmental governance, or ocean/climate programs is highly desirable.
- Strong facilitation, training, and communication skills.
- Familiarity with PEMSEA-PRF, UN SDGs, climate finance, blue economy, and donor landscapes in East Asia.

### **BUDGET AND PAYMENT TERMS**

To be negotiated based on pace and deliverables. Payments will be made upon submission and approval of key deliverables.

### **SUBMISSION OF APPLICATION**

Applicants are requested to submit:

1. Duly accomplished **Letter of Confirmation of Interest and Availability;**

2. **Detailed Curriculum Vitae**, indicating all past experience from similar projects, as well as the contact details (email and telephone number).
3. **Brief description** of why the consultant is considered as the most suitable for the assignment.
4. **Proposed work plan and budget.**

Qualified candidates may submit their application together with complete Curriculum Vitae to the Recruitment Officer, via email to [recruitment@pemsea.org](mailto:recruitment@pemsea.org). Kindly indicate the vacancy number and post title when applying (in the subject line) by email. The deadline for submission of application is **30 September 2025**.

**Additional Considerations**

Applications received after the closing date will not be considered. Only those candidates that are shortlisted will be notified.

For more information on PEMSEA, please visit [www.pemsea.org](http://www.pemsea.org)