



1, rue de Varembe
PO Box 96
CH-1211 Geneva 20 Switzerland

+41 22 919 10 20
info@icmc.net

BUSINESS DEVELOPMENT CONSULTANT

FEBRUARY 2026

RFP_ICMCHQ_CY26_11f

Background

The [International Catholic Migration Commission](#) (ICMC) is an international non-governmental organization whose mission is to protect and serve uprooted people, including refugees, asylum seekers, internally displaced people, victims of human trafficking, and migrants – regardless of faith, race, ethnicity or nationality. In collaboration with governmental and non-governmental partners, and through a worldwide network of members, ICMC implements and advocates for right-based policies and sustainable solutions to address global migration challenges. ICMC's operations aim to respond to the needs of vulnerable individuals and communities, and focus on protection, humanitarian assistance, resettlement, and migration and development.

Scope of Work

Under the guidance of the Director of Programs, the Business Development Consultant will support ICMC's program growth by contributing to the development of high-quality proposals and accompanying budgets for a range of donors, including private foundations and institutional funders. The consultant will work closely with program and finance teams to ensure proposals are aligned with donor requirements, current organizational priorities, and best practices. They will also support donor research and mapping to identify potential funding opportunities.

A detailed work plan will be finalized with the selected consultant. An illustrative timeline is as follows:

	Objectives	Key Deliverables	Timeline
1	Proposal Writing	<ul style="list-style-type: none">• Up to 5 donor-ready proposals (private foundations & institutional donors).• Draft narratives aligned with donor guidelines and program priorities.• Coordination with other departments, refined technical content• Final proposals ready for submission	Ongoing (March to September), aligned with donor opportunities -1-2 proposals expected monthly
2	Budget Development	<ul style="list-style-type: none">• Detailed project budgets for each proposal• Budget narratives and cost breakdowns• Alignment with donor cost eligibility and internal finance policies	Ongoing (March to September) – aligned with donor opportunities 1-2 project budgets expected monthly
3	Donor Research	<ul style="list-style-type: none">• Donor landscape scan (private foundations & institutional donors)• Short donor profiles with funding priorities and eligibility• Recommendations for donor engagement and proposal targeting.	June (interim mapping)

Timeline

The consultancy is scheduled for approximately 100 days from March 15, 2026 through September 15, 2026. The consultancy may be extended by mutual agreement.

Selection Criteria

Essential	Desirable
<ul style="list-style-type: none"> • Minimum 5 years of proven experience in the international aid / humanitarian sector. • Strong, demonstrated experience in writing donor proposals including MEAL frameworks for institutional donors and/or private foundations. • Proven ability to develop project budgets and budget narratives, working closely with finance teams. • Demonstrated ability to coordinate across teams (program, finance, leadership) and manage multiple deadlines. • Experience working in multicultural and international environments. • Demonstrated excellence in writing, organizational, and communication skills in English. 	<ul style="list-style-type: none"> • Familiarity with the Catholic Church's institutional structure and donor landscape, and experience working with faith-based or Church-affiliated organizations. • Prior experience working with faith-based organizations or Church-affiliated partners. • Experience supporting or advising on donor mapping and funding strategy. • Working knowledge of French or Italian.

All applicants must be willing to sign both a non-disclosure agreement (NDA) and a copy of the ICMC Code of Conduct (Annex I) if successful.

Submission of Applications

- Content of applications:
 - **Curriculum Vitae (CV) / Resume (maximum 2 pages)**
 - **Technical Proposal (maximum 2 pages):**
 - Understanding of the assignment and objectives
 - Relevant experience with institutional donors and/or private foundations, indicate donor type and approximate funding size.
 - Availability and level of effort over the 6-month period (approximately 80%)
 - **Financial Proposal** including daily or monthly rate, any other relevant cost assumptions
 - **Writing Sample(s) (2)**, consisting of redacted proposal narrative sections (e.g., problem statement, theory of change, program description, or concept note). Please indicate the donor type and whether the consultant contributed to the budget and/or budget narrative.
 - Contact details for **two professional references**.
- Mechanics of application: Applications must be submitted by email with PDF attachments. All mails must have as a subject line "Solicitation_ICMCHQ_CY26_11f- Application- [Last

name]”. Mails must be sent to info@icmc.net. Submissions must be in English and received by February 23, 2026, at 17:00 UTC+2 (Geneva time). Late applications will not be considered.

3. All information submitted in response to this Solicitation will be held in strict confidence.

Review Process and Standards

1. Factors that ICMC’s Evaluation Panel will consider in evaluating each application, and the weight that will be assigned to them, include:
 - Demonstrated understanding of the proposed Scope of Work and responsiveness to it (50%)
 - Quality and relevance of written samples (30%)
 - Quality of references and organizational “fit” (20%)
2. ICMC reserves the right to reject all submissions when in the interest of the Commission.
3. Shortlisted applicants can expect to be contacted by March 6, 2026. Unfortunately, due to the volume of applications, only candidates who are shortlisted will be notified.

ICMC is committed to a Zero-Tolerance Policy toward sexual exploitation, abuse and all forms of unlawful harassment, including but not limited to sexual harassment. ICMC is a member of the Inter-Agency Misconduct Disclosure Scheme (<https://www.schr.info/the-misconduct-disclosure-scheme>). In line with this Scheme, we will also request information from consultant’s previous employers and consulting referees about any findings of sexual exploitation, sexual abuse and/or sexual harassment during engagement, or incidents under investigation when the engagement ended. By submitting your application, you declare your consent for ICMC to request, and your former employers and referees to disclose, details concerning misconduct.

ANNEX I: SUPPLIER / SERVICE PROVIDER CODE OF CONDUCT

The [International Catholic Migration Commission \(ICMC\)](#) has committed to the principles of responsible sourcing and we expect our suppliers and service providers to fully follow the applicable contractual obligations to include ICMC terms & conditions, local and relevant/otherwise applicable laws and to adhere to internationally recognized environmental, social, and corporate governance standards. We also expect our suppliers to implement these standards with their suppliers and subcontractors, as inspired by the [United Nations Global Compact initiative](#), the [United Nations Guiding Principles and Human Rights](#), the [International Labour Organization's Declaration on Fundamental Principles and Rights at Work](#), [ETI Base Code](#), and applicable [ICMC' Policies, Procedures and Standards](#).

1) SOCIAL

- Prohibit all forms of harassment, sexual harassment, exploitation and abuse, including sexual exploitation and abuse, and trafficking in persons.¹ All sexual activity with a child, defined as person under the age of 18 years, is considered sexual abuse regardless of local age of consent.
- Have mechanisms in place to actively prevent, address, and respond to harassment, sexual harassment, exploitation and abuse, including sexual exploitation and abuse, and trafficking in persons.
- Support the protection of internationally proclaimed human rights and prohibit forced, bonded, and involuntary labor and child labor.
- Do not recruit or employ children under the age of 15 years. Do not recruit or employ children under 18 years for work that is mentally or physically dangerous or interferes with schooling.
- Treat employees with dignity and respect and supply a workplace that is safe and hygienic, complies with national laws, and is free from discrimination on the basis of race, gender, age, religion, sexuality, culture or disability.
- Provide accessible and confidential reporting mechanisms for employees and other stakeholders to report concerns or suspicions of any forms of harassment, abuse and exploitation described above and potentially unlawful practices by management or employees.
- Commit to protecting reporters or whistleblowers from retaliation.
- Uphold the freedom of association and the right to collective bargaining as set out within applicable laws.
- Ensure wages and working hours meet national legal standards.

2) GOVERNANCE

- Abide by all applicable national and international trade laws and regulations including but not limited to antitrust, trade controls, and sanction regimes.
- Consider business integrity as the basis of business relationships.
- Prohibit all types of bribery, corruption, money laundering and terrorism financing
- Forbid gifts to private or public officials that aim to influence business decisions or otherwise encourage them to act contrary to their obligations.
- Respect the privacy and confidential information of all your employees and business

¹ Refer to ICMC's Policy to [Prevent and Respond to Sexual Harassment, Exploitation and Abuse](#) for definitions

partners as well as protect data and intellectual property from misuse.

- Have data protection and managements standards in place that address data collection, safeguarding, sanitation and disposal in accordance with applicable laws and regulation.
- Implement a proper Compliance Management policy and procedure, which facilitate compliance with applicable laws, regulations, and standards.
- Keep its independence and disclose any conflict of interest
- Respect the confidentiality of all documents drafted, received or delivered
-

3) ENVIRONMENT

- Follow all applicable environmental, health and safety regulations.
- Promote the safe and environmentally sound development, manufacturing, transport, use and disposal of your products.
- Ensure by using proper management policies and procedures that product quality and safety meet the applicable requirements.
- Protect your employees' and neighbors' life and health, as well as the public at large against hazards inherent in your processes and products.
- Use resources efficiently, apply energy-efficient and environmentally friendly technologies and reduce waste, as well as emissions to air, water, and soil.

Because ICMC is a recipient of numerous grants or contracts provided by governmental, public, and private donors, all suppliers and service providers are hereby notified that other donor-specific compliance measures may be included in the legal instrument through which goods or services are procured.

ICMC reserves the right to conduct due diligence audits or assessments to ensure your compliance and will take reasonable steps to investigate or otherwise take appropriate action to address concerns. ICMC reserves the right to terminate any relationship for non-adherence to the above-mentioned requirements.

Should you have any concerns or suspicions of any forms of harassment, abuse and exploitation described above and in ICMC' Safeguarding Policy, illegal or improper conduct, ICMC requires you to report through staffcomplaints@icmc.net .

Ensuring the principles of sustainable development in our supply chain is important to ICMC. We hope that as our partner you show your commitment via compliance with your own code of conduct or company policies that embrace these standards.

In accepting business from ICMC in the form of a purchase order, contract, or agreement, you are implicitly accepting your (organization's) roles and responsibilities outlined in this document.