

TERMS OF REFERENCE FOR CONSULTING SERVICES

TITLE OF THE CONSULTANCY: HEAD OF INNOVATIVE FINANCE & PARTNERSHIPS LAC			
PROJECT/PROGRAM: LAC Regional Director Dotted line to ED, Blended and Innovative Finance		LOCATION: Mexico, Guatemala, Panama, Colombia, Perú, Bolivia or DR	
ESTIMATED LEVEL: Full Time (35 hours per week)	EFFORT Start Date: March 2026		End Date: 12 months
BACKGROUND <p>Save the Children is the world's largest independent pro-child organization. We work in 120 countries rescuing children's lives, fighting for their rights and helping them to fulfil their full potential. Together with our partners, we work to drive progress in the way the world treats children, and to make immediate and lasting change in their lives.</p> <p>Save the Children develops innovative, effective and scalable models that enable the most excluded children, adolescents and young people to reach their full potential and enjoy their rights in a full and sustainable manner.</p>			
General Objective: <p>The Head of Innovative Finance & Partnership (LAC) will play a pivotal market-building role, focused on originating, shaping and converting innovative finance opportunities across Latin America and the Caribbean in areas such as Nature-based solutions (NbS) and carbon credits, impact investment, blended finance, pre-arranged finance, outcome contracts, and more.</p> <p>The position will provide strategic regional leadership in analyzing the existing market, identifying, prioritizing, and advancing a robust pipeline of innovative financing opportunities across Latin America and the Caribbean, shaping the penetration strategy for Save the Children to inform regional decision-making and engagement strategies with key funders in close coordination with Country Offices, the LAC Regional Director, and relevant global teams, and positioning Save the Children as a credible and investable partner to mobilize high-impact funding.</p> <p>The role is primarily focused on shaping new business development and fundraising strategies around innovative finance, rather than on technical financial structuring, although a solid foundational understanding of innovative finance concepts and mechanisms is required. Responsibility for detailed financial structuring and transaction execution will remain with specialized technical teams and partners.</p> <p>Acting as a trusted, external-facing representative of Save the Children, the consultant will cultivate and steward relationships with funders, translate the organization's programmatic strengths into compelling and fundable value propositions, and connect external capital providers with internal programme, proposal, and technical teams.</p>			

Specific Objectives:**Market & Opportunity Development**

To analyze the existing market in LAC, draft a penetration strategy for Save The Children and establish and maintain a well-prioritised and balanced regional pipeline of innovative finance opportunities by proactively mapping, analysing and developing short- and long-term prospects aligned with Save the Children's strategic priorities, country readiness, and emerging funder trends.

Funder Engagement & Relationship Management

To build and steward high-value relationships with DFIs, corporates, impact investors, institutional funders and foundations, positioning Save the Children as a credible and trusted innovative finance partner across Latin America and the Caribbean.

Pipeline Building, Proposals & Conversion

To convert funder interest into tangible funding opportunities by leading the coordination and development of high-quality, funder-facing materials and ensuring effective internal collaboration that strengthens conversion rates from early engagement to funded initiatives.

Internal Coordination & Delivery Enablement

To strengthen internal alignment, governance and accountability for innovative finance across the region by coordinating with country offices, regional leadership and global teams, and translating strategic commitments into actionable plans with clear roles and timelines.

Strategic Contribution & Market Positioning

To enhance Save the Children's market positioning and strategic direction in innovative finance by feeding market intelligence, funder insights and lessons learned into regional strategy, organisational learning and product development.

Key activities:**Market & Opportunity Development**

- Proactively map, prioritise and develop innovative finance opportunities across Latin America and the Caribbean aligned with SC's Innovative Finance offering and country-level readiness, strategic priorities and delivery capacity.
- Track and analyse emerging funder interests, policy signals, thematic priorities and financing instruments relevant to children's outcomes.
- Identify 'low-hanging fruit' opportunities alongside longer-term, scalable propositions, building a balanced regional pipeline.
- Draft a medium-term penetration strategy for Save the Children in LAC

Funder Engagement & Relationship Management

- Proactively source, engage and steward relationships with DFIs, corporates and impact investors, as well as institutional funders and philanthropic foundations who are active or interested in the region.
- Act as a credible and confident interlocutor with funders, able to articulate Save the Children's innovative finance value proposition and financial concepts in language that resonates with both finance professionals and non-specialists.
- Represent Save the Children in relevant regional and global forums, networks and bilateral engagements.

Pipeline Building, Proposals & Conversion

- Translate funder interest into live opportunities by connecting external partners with internal programme, technical, finance and proposal teams.
- Lead and coordinate the development of high-quality funder-facing materials, including concept notes, teasers, pitch decks and RFP/EOI submissions ensuring coherence, quality and timely submission, and advising on go / no-go decisions based on feasibility, risk and readiness.
- Work closely with proposal teams to ensure coherence, quality and timely submission, improving conversion from initial interest to funded or advanced-stage opportunities

Internal Coordination & Delivery Enablement

- Coordinate closely with SCGV's innovative finance team, Save the Children regional colleagues and internal focus groups to ensure alignment and clarity of roles.
- Support the activation of regional innovative finance governance, including country focal points and working groups where relevant.
- Ensure commitments from the regional workshop are translated into practical actions, timelines and ownership.

Strategic Contribution & Market Positioning

- Contribute to strengthening Save the Children's visibility, credibility and positioning as a leading innovative finance partner in Latin America and the Caribbean.
- Feed market intelligence, funder feedback and lessons learned into Save the Children's strategy, product development and prioritisation.
- Support broader organisational learning by sharing insights on funder behaviour, market trends and effective approaches to mobilisation.

DELIVERABLES	Deliverable	Term
1	Detailed Workplan for the 12-month assignment, including methodology, coordination approach, timeline and key milestones	Month 1
2	Inception Report including regional market analysis, penetration strategy, priority funder mapping, pipeline framework, prioritisation criteria, and engagement strategy	End of Month 2
3	Operational Regional Innovative Finance Pipeline Tracker and Quarterly Progress Reports, including prioritised opportunities, go/no-go assessments, funder engagements, and pipeline advancement status.	Initial version by Month 3; quarterly updates (Months 6, 9, 12)
4	Development and coordination of high-quality funder-facing materials (concept notes, pitch	Ongoing; consolidated reporting at Months 6 and 12

	decks, EOIs/RFP submissions) for priority opportunities.	
5	Final Report including pipeline outcomes, advanced-stage opportunities, lessons learned, and forward strategy recommendations	End of Month 12

People Management Responsibility (direct/indirect reports)

Number of people managed in total: 0

Manager of a team: No

Travel Requirements

International travel required: Occasionally

Percentage of required for travel: Up to 30%

Internal (excluding direct team and manager)

- Global Ventures team
- LAC RD and team
- LAC CDs and relevant SMTs from Guatemala, Colombia Peru and Bolivia
- CEOs and ED and relevant teams from LAC Non-IP Members from Mexico and The Dominican Republic
- SCI global teams

External

- International Financial Institutions: IDB, WB, IFC CAF.
- Asset Managers and Asset Owner with interests in LAC

Corporates, family offices, foundations, and high-net-worth individuals with an innovative finance mandate or transitioning toward innovative finance as a preferred approach

Values in Practice
Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

Ambition:

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically and on a global scale

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

Honest, encourages openness and transparency; demonstrates highest levels of integrity

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive, and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

REQUIREMENTS AND EXPERIENCE:

Academic Background Required:	Master's degree or equivalent in a relevant field
Years of general and specific experience:	<ul style="list-style-type: none"> • Five years or more experience in business development, fundraising or partnerships within innovative finance, blended finance, impact investing or adjacent fields. • Demonstrated track record of originating and converting funding opportunities with DFIs, corporates or impact investors. • Strong understanding of innovative and blended finance concepts, sufficient to engage credibly with sophisticated funders (without being a technical structurer). • Experience working with or alongside international NGOs, DFIs, foundations, advisory firms or investment platforms. • Experience working in Latinamerica (preferably in Colombia, Peru, Bolivia, Mexico, Guatemala or The Dominican Republic)
Knowledge and experience required:	<p><i>Mindset & Attributes</i></p> <ul style="list-style-type: none"> • Externally oriented, opportunity-driven and relational, with a strong bias towards action and conversion. • Comfortable operating in ambiguity and early-stage market-building environments. • Strategic thinker with a pragmatic, delivery-focused approach. • Strong alignment with Save the Children's mission and a commitment to mobilising capital in service of children's outcomes. <p><i>Indicators of Success (Illustrative)</i></p>

	<ul style="list-style-type: none"> • A robust and prioritised regional pipeline for innovative finance opportunities. • Strong, active relationships with a portfolio of priority funders across the region. • Improved conversion of funder interest into funded or advanced-stage opportunities. • Clear progress against regional innovative finance commitments and agreed action plans. • Enhanced visibility and credibility of Save the Children with external funders in Latin America and the Caribbean. • Improved internal readiness and clarity across LAC country offices to engage in innovative finance opportunities
Skills and competencies required:	<ul style="list-style-type: none"> • Ability to confidently represent an organisation externally and build trust-based relationships with senior funders. • Strong commercial and strategic judgement, with the ability to prioritise opportunities and manage a dynamic pipeline. • Excellent communication skills, with the ability to translate complex programme and finance concepts into clear, compelling narratives. • Highly collaborative working style, comfortable coordinating across multiple internal teams and senior stakeholders.
Languages:	<ul style="list-style-type: none"> • Fluent in English and Spanish

ROLES AND RESPONSIBILITIES:

All consultants, whether natural and/or legal persons, must agree to comply with the following institutional policies:

INSTITUTIONAL SAFEGUARDING FRAMEWORK:

Save the Children has an individual and collective responsibility to ensure that all children and adults are protected from deliberate or unintentional acts that lead to real risks or harm, with special attention to those that are part of our interventions. That is why it has Safeguarding Policies, a code of conduct and safe programming tools to prevent risks and any damage that may be caused by its own staff, representatives, consultants, partners, volunteers, contractors or visitors to our beneficiaries of our programs.

The policies contemplated in our safeguarding framework are Child Safeguarding (CSG), Prevention against Sexual Exploitation and Abuse (PSEA), Anti-Harassment, Intimidation and Bullying Policy; and Code of Conduct.

In compliance with CSG policies, PSEA and our code of conduct, the following will be requested:

Before the final selection:

- Criminal and Police Record prior to hiring.
- Personal references.

During the hiring process:

- Signing of policy commitments.
- Signature of adherence to the code of conduct.

After hiring and before the start of activities:

- Participate in safeguarding training.
- Know the mechanisms for reporting incidents.

As part of the job, you agree to:

- Comply with SCI policies and procedures such as Child Safeguarding, Prompt Indication, Anti-Harassment and Bullying, Fraud, Health and Safety and other relevant policies.
- Report any incident of abuse, physical, emotional violence, or neglect affecting a child or adolescent, using SCI's reporting mechanisms.
- Report any incidents of abuse or exploitation against adult beneficiaries, using SCI's reporting mechanisms.
- Report any breach of Save the Children's Code of Conduct, using SCI's reporting mechanisms.

FRAUD, BRIBERY AND CORRUPTION POLICY

Save the Children (SCI) has a "zero tolerance" policy towards fraud, bribery and corrupt practices.

SCI staff, consultants, contractors, commission staff, interns and volunteers must immediately report any suspected fraud, bribery or corrupt practices to the Country Director and/or Regional Director.

DATA PROTECTION POLICY

If SCI enters into contracts that involve the transfer of personal data to an external organization, the contract will include a clause by which the other organization agrees to protect the personal data.

HEALTH AND SAFETY

The selected consultant will be responsible for providing the occupational health and safety measures that correspond to him/her in accordance with the law. SC reserves the right to require compliance with these standards when on its premises.

In addition, the selected consultant will be solely responsible for:

- Deliver the products/deliverables specified in these terms of reference in the quality and in the required times.
- Maintain a relationship of coordination and constant communication with Save the Children staff, through periodic product progress meetings via email and as agreed.
- To be covered by insurance against accidents and/or illnesses that may occur during the execution of this consultancy.
- The availability of your own computer equipment and stationery.
- Cover the costs of transportation, lodging and food that are necessary during the fieldwork [add this point only if applicable].

VALUE AND FORM OF PAYMENT OF THE CONSULTANCY

Save the Children establishes payment in US dollars through bank transfers. The cost of bank commissions generated by the management of payment to the consultant will be assumed by Save the Children.

Save the Children only establishes payments against deliverables as follows:

- 20% once product/deliverable 1 and 2 has been delivered and approved.
- 20% once product/deliverable 3 has been delivered and approved.
- 30% Once product/deliverable 4 has been delivered and approved.
- 30% Once product/deliverable 5 has been delivered and approved.

The consultant must issue the corresponding accounting invoice for payment.

SUBMISSION AND EVALUATION OF BIDS

The consultant must submit his/her technical economic offer, including his/her resume and that of the other members of the consulting team, as applicable, on the date February 24, 2026, to the following email: adquisiciones.panama@savethechildren.org

A proposal evaluation process will be carried out that will consider the following criteria:

CLASS OF CRITERIA	TYPE OF CRITERION	DESCRIPTION OF SPECIFIC CRITERIA
• Essentials (excluding)	If the proposer does not meet the following criteria, it will be excluded from the process.	<ul style="list-style-type: none"> • Minimum of 5 years of relevant professional experience in business development, fundraising, partnerships, innovative finance, blended finance, impact investing, or related areas. • Demonstrated experience originating and advancing funding opportunities with DFIs, corporates, foundations, or impact investors. • Professional experience working in Latin America. • Full professional fluency in English and Spanish. • Submission of all required documentation as specified in the Terms of Reference. • Formal acceptance of Save the Children's policies, safeguarding standards, and compliance requirements.
• Capacity/Quality 60 points	B.1 Portfolio of the same or similar previous experiences in the creation and conversion of financing opportunities with	<p>Overall Experience:</p> <ul style="list-style-type: none"> • 5 points for a portfolio of 1 to 3 experiences of the same or similar work • 10 points for a portfolio of 4 to 9 experiences of the same or similar work

	development finance institutions, companies or impact investors. 15 points	<ul style="list-style-type: none"> • 15 points for a portfolio of more than 10 experiences of the same or similar work
	B.2 Letters of recommendation with specific experience Experience working with or alongside international NGOs, DFIs, foundations, advisory firms or investment platforms. 10 points	<p>Specific experience:</p> <ul style="list-style-type: none"> • 5 points for submitting at least 2 letters of recommendation with the same or similar services to the one you intend to hire. • 10 points for submitting 3 or more than 3 letters of recommendation with the same or similar services to the one you intend to contract.
	B.3 Service/quality 25 points	<ol style="list-style-type: none"> 1. Proven experience working in Latin America (preferably in Colombia, Peru, Bolivia, Mexico, Guatemala or the Dominican Republic). 2. Proven experience in creating markets that have generated, shaped and turned into innovative financial opportunities in LAC. 3. Verifiable experience in carrying out similar work in international entities (Development or Humanitarian), the UN system, NGOs, civil society, Multilateral organizations, etc. 4. Proven expertise in business development strategy and fundraising processes around innovative financing. 5. Proven experience of a solid, basic understanding of innovative financing concepts and mechanisms. <p>1, 2 y 3 through letters of reference or contracts signed and examples of similar products made.</p> <p>4 y 5 through examples of similar related products and/or professional and/or academic experience in the subjects.</p>
	B.4 Sustainability 10 points	<ul style="list-style-type: none"> • The provider demonstrates experience and knowledge of the intervention context (LAC Region) in their curriculum vitae.
<ul style="list-style-type: none"> • Commercial 40 points	C.1 Pricing 40 points	<ul style="list-style-type: none"> • Competitive pricing aligned with market standards and commensurate with the demonstrated quality.

TIMELINE OF THE SELECTION PROCESS

ACTIVITY	DATE AND TIME
Launch of the call.	February 17, 2026
Reception of questions related to the process, via email.	March 3, 2026
Submission of proposals (closing date).	March 10, 2026
Procurement Committee meetings for opening bids	March 13, 2026
Signing and legalisation of the contract and/or sending of the purchase order to the supplier.	March 17, 2026