

# Terms of reference (ToR) for the procurement of services up to the value of EUR 20,000

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## General information

### a. Brief information on the project

The Sustainable Marine Financing (SMF) programme is part of the BMZ regional strategy (2017-2022) for the Caribbean which aims to improve coastal and marine protection in the priority areas of environmental policy, conservation, and sustainable use of natural resources. BMZ emphasises that conservation, sustainable use of natural resources, and the preservation of biodiversity, is an essential prerequisite for small island developing states to strengthen their adaptive capacities and to create sustainable livelihood opportunities for resource dependent communities.

The SMF programme targets marine protected areas in four Caribbean states namely: Grenada, St Vincent and the Grenadines, Saint Lucia and Dominica and will work closely with the management boards of the marine protected areas, the national conservation trust funds and other major interest groups including policy-makers at local, national and regional levels, as well as the private sector and civil society organisations. While MPA management boards are charged with the responsibility for sustainable governance of marine and coastal based resources in the countries, they lack access to sound and sustainable financing systems required to discharge their tasks. This core problem continues to undermine the effectiveness of management boards and the ability of the MPAs to deliver to their diverse stakeholder groups. Consequently, SMF aims to work closely with MPA management boards to improve their access to long term secured financing. The intended outputs of the programme are (I) to ensure that management boards charge reasonable, non-discriminatory access and user fees for marine protected/managed areas (II) management boards of marine protected/managed areas gain better access to finance through the national conservation trust funds (NCTFs) and (III) the implementation of a regional voluntary guidelines to create a better enabling environment in the countries for conservation financing.

The programme is implemented jointly between German International Corporation (GIZ) and the Caribbean Public Health Agency (CARPHA), together with other national (focal) partner institutions in the countries.

### **Scope**

The training workshop is designed to enhance the capacity of MPA management boards in the countries to develop competitive project proposals and proposal concepts to access funding. Accordingly, 5 major areas will be addressed during the proposal development and grant writing training workshop. Namely:

- i. Key issues surrounding the process and current funding environment for non-profit organisations within protected area designations
- ii. The essential elements to develop a good proposal: Needs assessment, design frameworks, problem statement, problem justification, indicators and sources of verification, goals and objectives setting, risk and assumptions, budget, output and outcomes, project strategy and approaches, and project implementation planning as well as project design tools (stakeholder analysis, the problem tree, the objective tree, the logical framework, the risk analysis table etc)
- iii. Elements of a good funding proposal and meeting criteria of common support funding and technical agencies especially the Caribbean Biodiversity Fund, German International Corporation (GIZ), GEF small Grants and National Conservation Trust Funds of the islands
- iv. Develop a budget to deliver a project successfully
- v. Meeting due diligence requirements of common funding agencies

In addition, the workshop will address:

- a. How to score proposals against identified criteria
- b. How to determine the ability of the project/proposal design to achieve the identified outcomes

### **Context**

There is considerable lack of capacity within management boards and stakeholder organisations involved in the implementation of projects geared towards improving income generation and biodiversity conservation in MMAs. A critical area identified in our (SMF) needs assessment survey of the MPAs is the interest for improving skills in areas of proposal development. A targeted training in this area will:

- develop the skill set of management boards/employees and related organisations to write proposals more quickly and more confidently
- conceptualise and develop proposal tailored to funding agency rules and regulation
- improve the overall performance and effectiveness of the MPA.

The training will improve management board access to finance through their more active participation during the call for proposal requests.

At present, the respective MMA management boards do not have the training and technical competence to execute such a training. The goal of this consultancy is to hire a short term expert to facilitate a training workshop in proposal development and writing for the management boards in the countries. The consultant is expected to train and impart knowledge and techniques in competitive proposal-writing to access funding opportunities from regional and international agencies.

If this training is not undertaken in the short run, MMAs are likely to suffer from chronic funding shortages.

The workshop has the following objectives:

- i. To build the capacity of the MPA/MMA management and closely allied institutions in proposal development and writing
- ii. To increase awareness of participants about grant fund processes in general especially with regards to technical support from GIZ, CBF and the Conservation Trust Funds.

### **Approach**

The workshop will be facilitated face to face or remotely (according to the local Covid protocol) and should provide opportunities for one-on-one training, technical assistance and advice, mentoring and coaching to support participants.

The workshop designs should consider the differing abilities of participants and the different conditions and frameworks in each country. The consultant should therefore use his/her experience to design the workshop content using both existing and tailored materials and training techniques. The consultant must present the proposed workshop designs and materials to the SMF team for approval at least 3 days before the commencement of the workshop.

There will be one workshop for each of the SMF partner countries St Lucia, St Vincent and the Grenadines, Dominica, and Grenada. From each country a group between 10 and 15 participants needs to be identified by the GIZ team and provided to the consultant. Considering Capacity Works Success Factor 5 (Learning and Innovation), a feedback discussion between consultant and responsible GIZ staff shall take place after each workshop to analyze potentials for improvement.

The trainings shall be implemented over 3 months period. Each training shall be implemented as a two day nonconsecutive activity, considering other responsibilities of the participants at their regular occupations. In to allow a close personal contact between facilitators and participants there should be one facilitator in each country.

GIZ shall hire the contractor for the anticipated contract term, from 15-31 August 2021. The proposed period of assignment is **10** working days, two of which will be for facilitating the workshop and remainder for preparing report and compiling information.

### **Payment Mode**

A lump sum payment upon successful completion and submission of all deliverables.

GIZ reserves the right to pay within 3-5 business days once the deliverables have been reviewed and approved. GIZ does not cover third parties bank fees.

The contractor shall provide the following service:

The consultant will develop, in consultation with the SMF team, a detailed work plan that will include undertaking at least the following tasks:

- Deliver a 2-day training workshop on proposal development and writing which will include the following components:
  - Introduction to principles and practice in project proposal writing
  - A snapshot of the current funding environment for non-profit organisations
  - Importance of developing strong proposals in a highly competitive environment
  - Introduction to basic proposal elements, proposal formats, and proposal summary
  - Call analysis, proposal concept development, formulation of the project/proposal objectives and a preliminary work plan
  - Supervise participants presentations of proposal concepts and providing adequate feedback

- Monitoring and evaluation tools used in project/proposals
- Developing good proposal budgets
- Prepare the training workshop material including folders, handouts, visual aids, and other illustrations to facilitate learning
- Develop a summary guide to proposal writing for partner organisations
- Conduct an unbiased evaluation using questionnaire forms with the participants and where possible capture verbal feedbacks
- Hold a feedback session with the responsible GIZ staff and adapt the next training accordingly
- Develop a photographic e-album of key aspects of the consultancy
- Produce a final report including lesson learnt and challenges to conducting similar workshop
- Compiling a list of potential funding institutions

### **Expected results from the consultancy**

Participants understand the activities, priorities, and challenges of the grant funding process  
 Participants can identify the set of project themes that fall within the scope of common funding and technical agencies that support MMA activities especially GIZ, CBF and the Conservation Trust Funds

Participants learn and apply the steps involved in proposal design and the components of a good funding proposal

Participants can develop a good project application file (especially the logical framework), in accordance with the expectations of an international donor

Participants can develop a project budget and maintain required financial records

Participants understand due diligence requirements and how to satisfy them

Participant develop the skills to effectively assess grant applications

Participants know the importance of transparent procedures and bookkeeping for their own organisations

Participants know the importance of identifying and forging alliances with other organisations and elaborating partnership agreements

The main deliverables under this consultancy include but not limited to:

- a. The successful execution of training workshop
- b. A workshop agenda for the training
- c. An attendance register for the period
- d. Budget and cost justifications to include original receipts
- e. A short manual on how to prepare a powerful concept note
- f. A final report on the consultancy including lesson learnt and challenges to conducting similar workshop in rural communities
- g. A photographic e-album of key aspects of the consultancy
- h. Short evaluation questionnaire and feedback

### **Tender requirements**

- Assessment of CV and price
- Submission of Technical offer

## 1. Qualifications of proposed staff

### 1.1 Expert 1:

#### 1.1.1 General qualifications

**Professional experience:** at least 2 years' experience in the ability to demonstrate their experience in relation to the following:

This consultancy is open to anyone who can demonstrate their experience in relation to the following:

- Strong track record in the successful design and delivery of multi-stakeholder grant writing workshops
- Ability to work efficiently and effectively with partner organisation in MPA/MMA communities
- Demonstrated understanding of resilience, gender issues and social protection in close knit communities
- A good appreciation of current funding environment (for non-profit organisations)
- Ability to integrate experiences, methodologies, and approaches to cater for a diverse stakeholder group
- Excellent English speaking/writing skills required

**1.1.2 Knowledge of the country:** at least 2 years within the Eastern Caribbean

**1.1.3 Language skills:** business fluency in English and the ability to communicate effectively in creole is an asset.

## 2. Appropriateness of proposed concept

- Understanding of the Proposed Concept
- Ability/experience to facilitate training to a diverse stakeholder group
- Good knowledge of key funding agency requirements
- Strong track record in the successful design and delivery of multi-stakeholder grant writing workshop

### Submissions

**Timeline for submission of questions on this TOR is 30 July, 2021 to do\_inquiry@giz.de**

**Timeline for submission of proposals is 6 August 2021 to do\_quotation@giz.de**

Interested parties should submit their application in English in the following format:

Cover letter outlining suitability for the consultancy

An up to date CV (clearly responding to the above stated requirements to the position)

A copy of a valid ID

If a company/NGO, a copy of the Certificate of Incorporation and a valid ID of the responsible person, e.g. Managing/Executive Director

A separate Financial Proposal specifying the expected daily fee rate and the lump sum (cost for the contract in USD). This must bear the signature and stamp of the company (companies in the case of joint ventures) signed and stamped and include banking details for international transfers.

Note:

- 1) The financial offer/ quotation needs to specify the time frame for delivery and completion of services and

- 2) The financial offer/quotation and invoices need to be signed by the STE, in case of consultancy firm, bear the company stamp and contact details.

All submissions must be made electronically in PDF format to the e-mail address: [do\\_quotation@giz.de](mailto:do_quotation@giz.de)

Please note that GIZ obligation under this TOR is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. Only shortlisted candidates will be contacted. Requests for clarification are to be in writing and sent to the above-stated via electronic mail. Please refrain from inquiries via phone.

### III. Assessment of price

#### 3. Specification of inputs

Fee days	Number of experts	Number of days per expert	Comments
• Preparation/debriefing/Report writing	1	8	
• Implementation of Workshop	1	2	

*Calculate your financial bid exactly in line with the quantitative requirements of the specification of inputs above. There is no contractual right to use up the full days/travel or workshops or budgets. The number of days/travel/workshops and the budgets will be contractually agreed as **maximum amounts**. The regulations on pricing are contained in the price sheet.*

#### Note:

If restrictions are introduced to combat coronavirus/Covid-19 (restrictions on air travel and travel in general, entry restrictions, quarantine measures, etc.), GIZ and the contractor are obliged to make adjustments to their contractual services to reflect the changed circumstances on the basis of good faith; this may involve changes to the service delivery period, the services to be delivered and, if necessary, to the remuneration.