



## **TERMS OF REFERENCE**

### **N.G.O. CAPACITY BUILDING CONSULTANT**

#### **BACKGROUND**

The Environmental Foundation of Jamaica (EFJ) is a membership organization which depends on civil society organizations to assist in its governance. Anecdotal evidence over the years (not only in Jamaica but regionally) has shown there has been declining numbers of non-governmental organisations (NGOs) and community-based organizations (CBOs). From the EFJ's experience (in Jamaica), the EFJ which had almost 50 robust organizations as members in the 1990s, is now struggling to find 20 active members. Further, of the more than 1,300 projects for which it provided funding support – to more than 250 different recipient organizations; the vast majority are now defunct.

Additionally, within the last 10 years EFJ has found increasingly that:

- NGOs, CBOs and other civil society groups (CSGs) are being formed to access immediate donor funding and once that funding source ends, so too does the life of the organizations. This has significant implications for the sustainability and the desired long-term impact of the projects which received generous funding from donors.
- Capacity building issues continue to plague National Conservation Trust Funds (NCTFs), NGOs and CBOs.
- Larger and more entrenched entities continue to struggle to survive and navigate various organizational issues.

EFJ's research and trends in the regional environmental sector indicate that it is probable for the Caribbean region to receive substantial funding in Climate Change (Adaptation and Mitigation), Disaster Risk Reduction and Biodiversity within the short, medium and long terms. Protected Areas and their continued management will likely receive funding as well. On the basis of the foregoing the EFJ sees as critical the need to build the capacity of NCTFs, NGOs & CBOs and to ensure that there is financial sustainability for their operations.

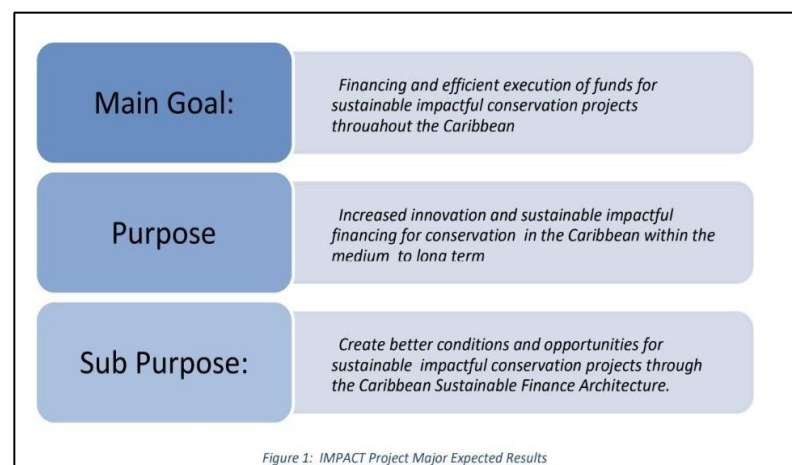
#### **OBJECTIVE OF THE CONSULTANCY**

The **USAID Sustainable Financing for Caribbean Regional Conservation** project brings together the Caribbean Biodiversity Fund (CBF) and the EFJ, as leading Conservation Trust Funds (CTFs) in the region, to partner on the continued development of the Caribbean Sustainable Finance Architecture (CSFA) by working with each NCTF on the design and improvement of their grantmaking (including proposal writing and review support to subgrantees) and reporting systems.

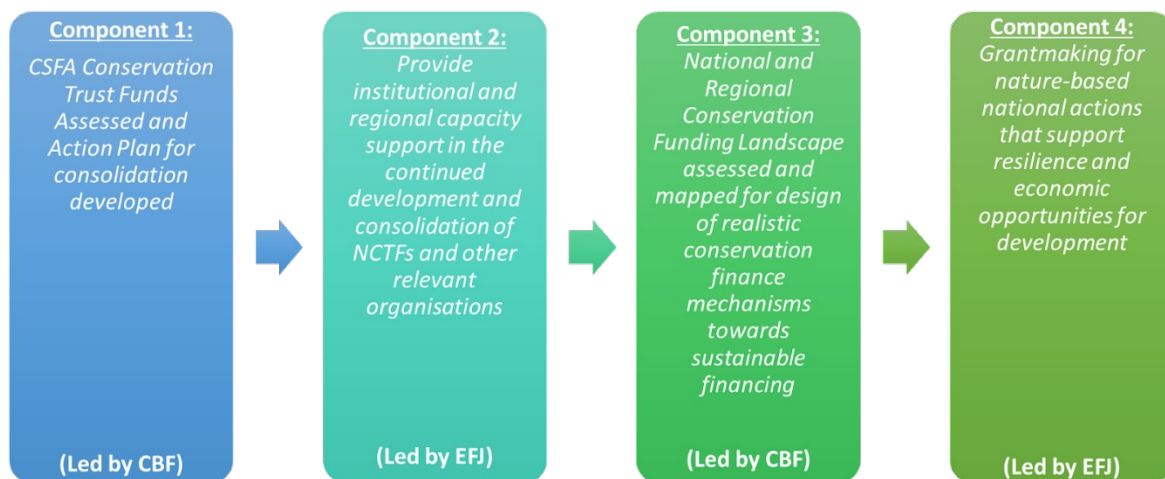
This project is designed to support NCTFs, NCTF grantees, other CBF grantees and CBF in a consolidation phase for increased innovation and sustainable impactful financing for conservation in the Caribbean. The main objective is: (the) Financing and efficient execution of funds for sustainable impactful conservation projects throughout the Caribbean. Some of the key sustainability themes include (i) Consolidating and improving the governance and institutional structure, (ii) Designing and establishing sustainable financing mechanisms (with diversified sources), (iii) Enhance robust grant making, management, monitoring & evaluation mechanisms (v) developing a strong regional network of trust funds sharing ideas and best practices.

This project is specifically designed to work with the (eleven) 11 CBF Partner NCTFs and their local partner entities (NGOs, CBOs, and other CSGs such as protected areas managers, cooperatives and/or microfinance organizations) who may access grants from them. The workshops and capacity building toolkits to be developed will provide very good resource material for new or emerging Trust Funds and other not for profit entities. It cannot be underscored that the target is Caribbean islands as north as the Bahamas to as far south as Guyana (Antigua & Barbuda, The Bahamas, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Saint Lucia, St. Kitts & Nevis, and St. Vincent & Grenadines).

This goal aims to strengthen global partnerships between the Conservation Trust Funds under the Caribbean Sustainable Finance Architecture and other stakeholders to synergize efforts to achieve the SDGs.



The overall goal will be achieved through the following objectives/components:



## SCOPE OF THE WORK

The EFJ will be leading Components 2 and 4 and the following are the expected results from the activities to be implemented by the EFJ:

Under COMPONENT 2: Facilitate the provision of institutional and regional capacity support in the continued development and consolidation of NCTFs and other relevant organizations with a focus on impact grantmaking and tailor-made tool kits:

- Activity 2.1: Regional workshops presented in different countries. The workshops will have participants from NCTFs and potential grant beneficiaries of these NCTFs. These workshops will be on general grant management, impact measuring and reporting on grants.
- Activity 2.2: Workshops tailor-made to individual NCTFs conducted. These workshops will be customized to ensure that the NCTFs implement mechanisms unique to their particular requirements.
- Activity 2.3: Assist with the operationalisation of network of Trust Funds. A website will be developed, launched and webinars and knowledge sharing activities will be done.
- Plan the first meeting of the Network of Trust Funds.

Under COMPONENT 4: Grantmaking for nature-based national actions including marine biodiversity conservation that support resilience and economic opportunities for development

- Activity 4.1: Assist with design of specific thematic areas of the grant making with the NCTFs
- Assist with Activities 4.2, 4.3 and 4.4: - A full Call for Proposals and implementation of the systems taught above will be done. NCTFs will be evaluated on the use of the systems.
- Prepare a best practices manual on Grant Management in the Caribbean.

The Consultant is expected to lead in the implementation of all Component 2 and the Activities listed in Component 4.

## **DURATION OF ASSIGNMENT**

The Assignment is expected to commence in February 2024 and be completed by October 2024. Consideration for an extension, as deemed fit, will be decided on prior to end on contracted period.

The estimated effort by task, to be described in the proposal, should indicate the number of days required for each task and shall be distributed throughout the consultancy period. (The Consultant shall provide an analysis of the time requirements in the technical proposal.)

## **REQUIRED EXPERTISE FOR THE ASSIGNMENT**

The consultant is expected to meet the following criteria:

- Possess a post-graduate degree in any of the following areas: business management, sustainable development, environmental studies or equivalent.
- Have a minimum of 5 years of demonstrated knowledge of NGO governance and management.
- Have a thorough understanding of the use of Institutional Self-Assessment Tools for NGOs.
- Have previous experience with working with an NGO (especially in the use of nature based solutions) would be a distinct advantage.
- Have experience in environmental programme management, strategy development and governance in the Caribbean Region.
- Possess exemplary oral and written skills in English.
- Have excellent interpersonal and communication skills (oral and written).

## **APPLICATION AND SELECTION PROCESS**

This tender is open to individuals only. Interested people are asked to submit applications via e-mail to the following address: [recruiting@efj.org.jm](mailto:recruiting@efj.org.jm) with Subject Line: “NGO Capacity Building Consultant”.

The following documents shall be submitted as part of the application:

1. A Technical proposal with a work plan including delivery timelines;
2. Proposed financial budget to execute the consultancy.
3. Curriculum vitae;
4. Cover letter describing the key work to be done in project and how your experience relates to the consultancy objectives and expected tasks;
5. Names and contact details of three referees.

**Selection Process:**

1. A compliance check for documents listed in above will be conducted
2. All complete applications will be reviewed by a Selection Committee against the evaluation matrix found below.
3. The EFJ will contact the top candidate and negotiate terms for signing the consulting contract.

**CONSULTING CONTRACT**

The proposal of the successful Tenderer will be incorporated either wholly or partially in the Contract to be concluded. The EFJ, however, reserves the right to negotiate and change any aspects of the Tenderer's proposal which are considered inadequate within the requirements of the work.

**Compensation:** The Tenderer will be remunerated based on a per *consultant day basis*. Agreed expenses will be reimbursed – these expenses must be authorised ***prior*** to being incurred.

**APPLICATION DEADLINES**

Applications should be submitted by Monday January 15, 2024 at 11:59 PM Jamaica time. Late submissions will not be considered.

Questions on the consultancy may be submitted by the latest January 8, 2024 via email (only) to the following address: [recruiting@efj.org.jm](mailto:recruiting@efj.org.jm) with the subject line NGO Capacity Building Consultant.

## TECHNICAL EVALUATION CRITERIA

Evaluation criteria and sub-criteria of the tender			Maximum scoring
<b>A</b>	<b>CONCEPT AND METHODOLOGY</b>		
<b>1</b>		<b><i>Clarity and completeness of proposal</i></b>	8
	1.1	Organisation: clarity and format	3
	1.2	Compliance with requirements (inclusive of integrity checks)	5
<b>2</b>		<b><i>Critical analysis of the project objectives and the TOR</i></b>	15
<b>3</b>		<b><i>Proposed concepts and methods</i></b>	25
	3.1	Concept and approach in conducting 11 Conservation Trust Fund assessment	7
	3.2	Concept/design/approach for Organisational Capacity Strengthening Plan	7
	3.3	Proposed format/plan for delivery of 11 general workshops on capacity strengthening	5
	3.4	Proposed format/plan for delivery of 11 tailor-made workshops for Conservation Trust Funds	6
<b>B</b>	<b>QUALIFICATION AND EXPERIENCE OF THE CONSULTANT</b>		
<b>4</b>		<b><i>Experience</i></b>	30
	4.1	Demonstrated knowledge of NGO sector	2
	4.2	Demonstrated knowledge of Conservation Trust Funds in the Caribbean	5
	4.3	Understanding of the use of Institutional Self-Assessment Tools	10
	4.4	Experience in environmental grant making in the Caribbean	3
	4.5	Experience in the design and delivery of workshops	10
<b>5</b>		<b><i>Education</i></b>	5
	5.1	Relevant post-graduate certification	5
<b>6</b>		<b><i>Other Skills</i></b>	7
	6.1	Interpersonal and communication skills	5
	6.2	Experience in event or workshop planning / management	2
<b>7</b>		<b><i>Key work related to the Consultancy</i></b>	10
	7.1	Willingness and ability to travel within the Caribbean	5
	7.2	Willingness to work remotely	2
	7.3	Willingness to work from an office	3
		<b>TOTAL</b>	<b>100</b>