

Request for Proposal

Consultancy: Capacity Building of the Foundation in Tepu

Conservation International Suriname (CI Suriname) is looking for a consultant for a **Capacity Building of the Foundation in Tepu** to execute project activities for a period of 3 months.

CI-Suriname is in the process of starting a sustainable livelihood project in the Trio village Tepu. This project consists of the setup of an ornamental fisheries enterprise which will help to generate more income for the community. The objective of this consultancy is to strengthen the newly established local foundation "Stichting Kana Tepu" in capacity building skills of the board members.

Timeline & Deliverables

No.	Services	Deliverables	Acceptance Criteria	Due dates
1.	Prepare workplan	Workplan	The workplan must contain the following: a) Timeline b) A training plan/program with clearly defined objectives and day to day activities c) A final design for the Certificates of Completion d) A training methodology e) Key Performance Indicators	August 08, 2022
2.	Prepare Capacity Building training manual	Capacity Building Training manual	The training manuals must contain the following, but not limited to: a) Day-to-day training program b) The different subjects of the training (with illustrations)	August 22, 2022
3.	Provide Capacity Building training (Part 1)	Proof of training: Pictures and attendance lists Short technical report	Pictures and attendance lists Short technical report	September 12, 2022
4.	Provide Capacity Building training (Part 2)	Proof of training: Pictures and attendance lists Short technical report	Pictures and attendance lists Short technical report	September 26, 2022
5.	Prepare final report of training sessions	Final report	The final report must contain the following: a) A summary of the subjects of the trainings b) The training reports c) Participant list, pictures of the training sessions, recordings (if available) d) The next steps and recommendations for improvement	October 05, 2022
6.	Provide report of weekly guidance meetings	Report	The report must contain the following: a) A list of subjects discussed during meetings b) A list of subjects where trained persons need improvement c) Monitoring of the Key Performance Indicators	October 24, 2022

Requirements

Applicant should meet the following requirements:

- A bachelor's degree or higher in Project Management/Financial Accounting/Business Management;
- Five years' relevant work experience;
- Good communication skills;
- Highly organized and able to multitask and prioritize tasks;

- Flexible and adaptable to changing work environments;
- Experience to work with Indigenous organizations/ communities is a pre;
- Excellent Dutch and English proficiency, both in speaking and writing;
- Excellent knowledge of Sranan Tongo

Selection Criteria

- Overall quality of CV and Cover Letter – 3 pts
- Education Requirement - 3 pts
- Work Experience Requirement- 3 pts
- Experience with similar projects- 3 pts
- Understanding of the challenges and cultural background of Indigenous communities - 3 pts
- Experience in effectively training groups of people who are not familiar with the subjects and the ability to convey complex details or technical information - 3 pts
- Comprehensive technical proposal on how to conduct Capacity Building training - 3 pts
- English and Dutch proficiency, both in speaking and writing - 3 pts
- Highly familiar employing cultural awareness and sensitivity - 3 pts
- Budget – 3 pts

Interested?

Applications should be sent, in English, to ci-suriname@conservation.org on or before 26 July 2022 by 4 PM. Please specify "Capacity Building of the Foundation in Tepu consultant + Your Name" in the subject line. Applications should include:

- (i) A resume of the applicant providing detailed information on the criteria listed in the "selection criteria" section of the RFP;
- (ii) A minimum of five (5) years' experience in training local communities, especially community development enterprises in Suriname;

Questions and clarifications regarding the consultancy may be addressed no later than 26 July 2022 to the Technical Manager; Ms. Erlyn Power by e-mail: epower@conservation.org.