



NATIONAL CONSERVATION TRUST FUND OF JAMAICA (NCTFJ) LIMITED

TERMS OF REFERENCE FOR CONSULTANCY SERVICES To facilitate and deliver proposal writing & project development workshop

The National Conservation Trust Fund of Jamaica (NCTFJ) was incorporated in 2014 as a not for profit Company and is a locally registered Charity. The NCTFJ's purpose is to promote, for the benefit of the public, the conservation, protection, management and expansion of the National Protected Areas System (NPAS) of Jamaica, by providing a sustainable flow of funds to support activities that contribute substantially to the conservation, protection and maintenance of the biodiversity of Jamaica.

The NCTFJ launched its inaugural Call for Proposals in 2020 to provide grant funding to support eligible applicants working in Jamaica to conserve, protect and manage protected areas. The application process has two-steps: (1) the submission of Concept Notes, and (2) applicants with selected Concept Notes will be invited to submit Full Proposals. Applicants are provided with templates for the Concept Note and Full Proposal.

After careful review of the grant-making process, the NCTFJ sees it necessary to provide additional support to strengthen the technical capacity of potential grantees and NCTFJ staff for the next Call for Proposals in 2021. The NCTFJ is therefore seeking a consultant to conduct training in proposal writing and project development from concept stage to preparation of bankable proposals.

1. OBJECTIVES

The main objective of this consultancy is to design and deliver a training programme that will provide potential grantees with the necessary tools and knowledge needed to develop and modify bankable proposals that will support protected areas management. Specifically, the objectives of this consultancy are:

- i. To prepare training materials and deliver a virtual workshop series to participants to assist with:
 - a. concept note and proposal writing, using the NCTFJ template as a guide;

- b. provide training sessions for the NCTFJ staff to facilitate writing and developing proposals for mobilizing resources from multi-lateral and development agencies, and;
- ii. Monitoring and Evaluation training for developing Monitoring and Evaluation Plan.

Period of Engagement/Consultancy: The consultancy will elapse over 3 months for 12 days (includes reviewing existing NCTFJ templates, preparation of materials and delivery of workshops)

2. SCOPE OF WORK

The consultant will provide the conceptual and technical skills needed to write proposals to secure funding. The consultant will conduct the following tasks:

- a. review the existing NCTFJ Concept Note template, Full Proposal template, any other relevant materials and provide recommendations for improving the templates, if necessary;
- b. develop training materials to strengthen technical skills of potential grantees
- c. design and conduct workshop/training series that will equip the participants with the fundamental tools and strategies for writing bankable project/programme proposals; and,
- d. train the NCTFJ Staff in Monitoring and Evaluation to support development of Monitoring & Evaluation Plans.

3. METHODOLOGY

Training should consist of a balance of lectures, case studies/ examples working sessions to accommodate a variety of learning styles and expose trainees to quantitative measures. Though the training is primarily focused on writing concept notes and full proposals for the NCTFJ, provide participants with the tools and knowledge needed to develop and modify proposals for a variety of funding sources. Materials developed for the consultancy should be handed over to the NCTFJ with a final workshop report.

- a. Consult with the NCTFJ for specific background information related to the templates.
- b. Review and provide recommendations for the NCTFJ Concept Note, Full Proposal Template and any other relevant materials.
- c. Develop training materials, including a manual
- d. Prepare deliverables that will be reviewed and refined as per comments and questions of the Fund Manager, and then finalized.
- e. Deliver virtual training programme developed for the NCTFJ Staff and applicants via Zoom or other appropriate platform.

4. DELIVERABLES

- No. 1 –Prepare and submit a comprehensive workplan and budget
- No. 2 – Approved training materials and manual (including reviewed templates, if necessary)
- No. 3 – Training workshops for concept note and project development
- No. 4 - Final workshop report

Payment Schedule

	Deliverable	Due date - on or before	Remuneration (%)
1	Comprehensive workplan		20%
2	Finalized training materials		30%
3	Delivery of training workshops		40%
4	Final workshop report		10%

5. QUALIFICATIONS

The selected professional will be an individual or a firm with:

- a. University Degree in project management or comparable professional qualification;
- b. at least five (5) years' experience in developing and delivering training courses in related areas;
- c. experience in preparing concept notes and full proposals;
- d. experience in conducting community outreach;
- e. knowledge and experience of working to improve environmental and sustainability issues is an added advantage;
- f. familiarity with requirements of international donors, and;
- g. capacity to prepare logical, coherent and consistent documents including log frames and budgets.

6. REPORTING

The consultant will report to The National Conservation Trust Fund of Jamaica's Fund Manager.

7. SUBMISSION REQUIREMENTS

Interested individuals or firms are asked to submit a proposal indicating interest by April 26, 2021 via email to the.nctfj@gmail.com. Proposal submissions are to include:

- A technical proposal (including budget proposal)
- Work plan -a schedule for delivery of outputs

Proposals must not exceed 10 pages in length, including CVs. Other material deemed to be relevant to the proposal may be attached as annexes.