



TERMS OF REFERENCE

FOR CAPACITY ASSESSMENT CONSULTANT

Background

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 NCTFJ has recently mobilised additional resources from the Inter-American Foundation and will be expanding its Grant-making portfolio to scale impacts of grants in protected areas. The implementation of projects over the next three years will have a strong commitment to supporting community-based organisations in Jamaica's protected areas. This will include incipient community groups that require capacity strengthening to enable groups to successfully implement projects and remain sustainable to strengthen the protection and management of important biodiversity. Capacity building is an important component of NCTFJ's work, as such the NCTFJ provides ongoing support to grantees through capacity-building initiatives.

The NCTFJ is seeking a capacity assessment consultant to assist NCTFJ in assessing the critical elements of the groups necessary for operations and identify those areas that need strengthening or further development. The assessment findings will guide the development of targeted capacity-building activities for NCTFJ grantees, including training workshops, mentoring, and peer-to-peer exchanges. Assessing the capacity strengthening needs of the grantees will contribute to and enable the process of strengthening local civil society organisations.

Objective of the work

The NCTFJ is seeking a capacity assessment consultant who has a proven track record of success in developing capacity assessments and conducting capacity assessments with civil society organisations.

Through this consultancy, the capacity assessment consultant will identify the main capacity gaps and demands of grantees. The Capacity Needs Assessment should, as far as is practical and realistic, identify and analyse the main capacity weaknesses/gaps (individual, organisational and societal). It should be participatory and consultative.

Responsibilities

The Capacity Assessment Consultant will:

1. Develop a capacity needs assessment tailored to civil society, organisations and experts working on protected areas
2. Use the approved capacity needs assessment to assess NCTFJ grantees' current capacity to implement quality projects and programs
3. Ensure thorough documentation of the assessment and produce a report summarizing the outcomes.
4. Validate findings with grantees through a participatory review and agree on the final results.
5. Prepare a report to include capacity challenges at the organizational and individual levels; identify specific capacity needs and priority areas for strengthening at the organizational level; recommendations for the most suitable, effective, efficient and affordable modes of capacity development to meet the identified needs.

Qualifications and competencies of consultant

- Advanced degree in economics, development studies, social sciences, or related discipline
- A minimum of five (5) years' experience in conducting capacity needs assessments, and experience with self-assessment processes will be an advantage;
- A minimum of five (5) years' experience working in organizational development within civil society
- Excellent analytical, oral and written communication skills in English.
- Experience in monitoring, evaluation and reporting.
- Strong facilitation skills and ability to lead a plenary and document simultaneous.
- Strong interpersonal skills and the ability to communicate and work well with diverse people.

Duration and timeframe

The contract of the assignment should be for a maximum of 11 working days within the timeframe of 1 month. Deliverables should include:

- Finalize workplan and detailed methodology for conducting the capacity needs assessment – 1 day
- Develop capacity needs assessment for NCTFJ’s review - 4 days
- Facilitation of capacity needs assessment with NCTFJ grantees - 3 days
- Report writing - 2 days
- Validation of findings of the capacity needs assessment with grantees – 1 day

Submission requirements

Interested individuals or firms are asked to submit a proposal indicating interest by 11:59 pm on September 27, 2023 via email to cdooley@conservejamaica.org. Proposal submission is to include:

- Draft work plan outlining the number of working days for each activity/task and the associated budget in JMD.
- Curriculum vitae of individual. If there are team members, identifying the lead of the consultancy.
- Reference to relevant work experience.
- Proof of registration and general interest (firms only).