

Request for Proposal

Consultancy: Mentor 3rd Edition Indigenous Women Fellowship

Conservation International Suriname (CI Suriname) is looking for a consultant (Mentor) for the 3rd Edition of the Indigenous Women Fellowship Program to execute project activities for a period of 12 months.

This consultancy will be funded by CI's Amazonia Verde Project. The Amazonia Verde project provides a real opportunity to directly support women's leadership through a dedicated Fellowship program. It aims to improve the capacity of the Indigenous Women Fellows to implement their projects, leading to their development as key resource persons for their communities.

This Fellowship program aims to engage, equip, and connect indigenous women leaders for more effective and equitable environmental solutions. The Fellowship offers financial support, mentorship, and networking to Fellows in an effort to enhance and expand women's leadership as well as uplift the next generations.

The objectives for the Mentor (consultant) are to operate within the context of the Amazonia Verde project, Conservation International – and assist the Fellows with the successful implementation of their projects. In this regard guidance and support will be offered in budget and workplan development and implementation of project activities, led by these Indigenous Women Fellows located in different geographical areas in Suriname. With this support the Fellows will be able to improve their capacities, while implementing their projects and grow into key resource persons for their respective communities.

The 1st Edition of the "Indigenous Women Fellowship" program was executed from June 2021 to June 2022, where CIS supported two fellows (1 from Powakka & 1 from Pelele Tepu) with their projects. The 2nd Edition of the IWF program started in May 2022 where CIS selected 2 Fellows until June 2023.

The 3rd Edition of the IWF program will start in June 2023 where CIS will again select at least 2 Fellows for participation in the Program. To fully implement the 3rd Edition of the IWF program for the selected indigenous women, a mentor will be assigned from July 2023 to July 2024. ***It is mandatory that the mentor should be based in Suriname.***

Timeline & Deliverables

#	Services	# Deliverables/ Reports	Acceptance Criteria	Due Date
1	Prepare a Workplan	Workplan	<p>The Workplan must contain the following:</p> <ul style="list-style-type: none"> a) Timeline (with monthly activities from the start of the consultancy till end) b) Schedule of the bi-weekly briefings with CI-Suriname c) Schedule of the weekly briefings with the Fellows d) The methodology that will be used to guide and train the fellows during their project execution. 	July 17, 2023
2	Advice/Guide selected Fellows with finalization proposal/workplan	Technical report	<p>The Technical report should reflect on:</p> <ul style="list-style-type: none"> a) Experience Fellows with composition of proposal, workplan and budget b) The nature of the project proposals and potential opportunities and risks during implementation c) Areas where advice was provided and ways of communication during the development phase. d) Final/Workplan of the Fellows (complete Workplan file/document should be submitted) 	August 30, 2023
3	Conduct a needs and strength assessment of the Fellows	Needs and Strengths Assessment Report	<p>The assessment must contain the following:</p> <ul style="list-style-type: none"> a) Gap evaluation 	October 13, 2023

			<p>b) Workplan how needs and strength assessment will be done and how you will meet those needs</p> <p>c) Identification of skills to improve</p>	
4	Fieldtrip-Fellows (Project orientation visit, support Fellows in budgeting and project planning)	1 st Field visit Field report	<p>The field visit report must contain the following:</p> <p>a) A summary of the goal of the visit</p> <p>b) Pictures of the activities in relation to the fellow program</p> <p>c) Budgeting and project planning report</p> <p>d) Progress of the activities of the Fellows and challenges (if any)</p> <p>e) Identification of good practices and existing success regarding the project proposal</p> <p>f) Development of local and traditional mechanisms for knowledge development (If available)</p>	December 11, 2023
5	Build skills in project planning, execution, monitoring and budgeting or other skills identified through the needs assessment	Capacity Building Report	<p>The report must contain the following:</p> <p>a) Coaching schedules</p> <p>b) A summary of the subjects of the sessions</p> <p>c) Pictures of the sessions, recordings (if available)</p> <p>d) PowerPoint Presentations (if available)</p> <p>e) Next steps and recommendations for improvement</p>	March 1, 2024
6	2 nd Fieldtrip-Fellows (Observation of project implementation and milestones progress of the fellow)	2 nd Field Visit Report	<p>The field visit report must contain the following:</p> <p>a) A summary of the field visit goal</p> <p>b) Pictures of the field visit activities in relation to the fellow program</p> <p>c) A milestone calendar developed with the Fellows to showcase project progress</p>	May 4, 2024
7	Prepare Final report	Final report	<p>The final report must contain the following:</p> <p>a) Pictures of the coaching sessions, recordings (if available)</p> <p>b) Challenges faced during the consultancy</p> <p>c) Overall Evaluation of the fellows project(s) and 3rd edition Fellowship Program</p> <p>d) The next steps and recommendations for improvement of the executed projects of the Fellows</p> <p>e) End reports of the selected Fellows' project</p>	July 14, 2024

Requirements

Applicant should meet the following requirements:

- Bachelor's Degree in education, social science, or a related field or in a compatible and equivalent level
- Knowledge of indigenous traditional culture and expressions is a prerequisite.
- Minimum 3 years' experience in working with Indigenous people and local communities including to deliver trainings.
- Social equity and inclusion experience
- Experience in project implementation
- Experience in providing guidance and support to indigenous people.
- Capacity and experience on project and budget management
- Experience with Gender sensitivity
- Excellent communication skills, especially with indigenous people

- Surinamese, Dutch, and English language skills, both in speaking and writing
- Excellent reporting skills

Evaluation and Selection Criteria

- Overall quality of CV and Cover Letter – 3 pts
- Education Requirement - 3 pts
- Knowledge of indigenous culture - 3 pts
- Work Experience Requirement- 3 pts
- Experience in project implementation- 3 pts
- Experience in providing guidance and support to indigenous people- 3 pts
- Surinamese, Dutch, and English skills, both in speaking and writing- 3 pts
- Experience in project and budget management - 3 pts
- Strong technical proposal on how guidance and coaching will be provided to Indigenous women during project execution - 3 pts

Interested?

Applications should be sent, in **Dutch or English**, to ci-suriname@conservation.org attn. to Ms. Arifiantie Landburg, by **May 10, 2023**. Please specify "Mentor **3rd Edition Indigenous Women Fellowship + Your Name**" in the subject line. Applications should include:

- (i) A resume and cover letter of the applicant providing detailed information on the criteria listed in the "selection criteria" section of the RFP.

Please do not send information not requested (e.g., copies of diplomas and certificates). Only applicants providing all information requested, who possess all the essential skills and competences, and are selected for interview will be contacted.

Questions and clarifications regarding the consultancy may be addressed, no later than May 10, 2023, 4PM, to Ms. Arifiantie Landburg (Technical Officer TWTIS) by e-mail: alandburg@conservation.org.