**Request for Proposal**

**Consultancy: 2nd Edition Indigenous Women Fellowship Mentor**

Conservation International Suriname (CI Suriname) is looking for a consultant (Mentor) for the 2nd Edition of the Indigenous Women Fellowship Program to execute project activities for a period of 13 months.

The objectives of the Mentor (Consultant) would be to operate within the context of the Our Future Forests - Amazonia Verde project, Conservation International – and to assist the fellows with their project budget, workplan and to provide guidance and support to these Indigenous Women Fellows located in different areas in Suriname to improve their capacities, while implementing their projects and grow into key resource persons for their respective communities. The mentor should be based in Suriname.

### Timeline & Deliverables

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<tr>
<th>#</th>
<th>Services</th>
<th># Deliverables/Reports</th>
<th>Acceptance Criteria</th>
<th>Due Date</th>
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</table>
| 1 | Prepare workplan | Workplan | The workplan must contain the following:  
  a) Timeline  
  b) Schedule of the bi-weekly briefings with CI-Suriname  
  c) Schedule of the weekly briefings with the fellows  
  d) Program and objectives of the field visits to the fellows | June 30, 2022 |
| 2 | Fieldtrip-Fellows (Project orientation visit, support fellows in budgeting and project planning) | Field report | The field visit report must contain the following:  
  a) A summary of the goal  
  b) Pictures of the activities in relation to the fellow program  
  c) Budgeting and project planning report  
  d) A milestone calendar developed with the fellows to showcase project progress  
  e) Identification of good practices and existing success regarding the project proposal  
  f) Development of local and traditional mechanisms for knowledge development | July 15, 2022 |
| 3 | Conduct a needs and strength assessment of the fellows | Report | The assessment must contain the following:  
  a) Gap evaluation  
  b) Workplan  
  c) Identification of skills improvement | July 29, 2022 |
| 4 | Build skills in project planning, execution, monitoring and budgeting | Report | The report must contain the following:  
  a) Coaching schedules  
  b) A summary of the subjects of the sessions  
  c) Pictures of the sessions, recordings (if available)  
  d) PowerPoint Presentations (if available)  
  e) Next steps and recommendations for improvement | September 05, 2022 |
| 5 | Fieldtrip-Fellows (Observation of project implementation and milestones progress of the fellow) | Report | The field visit report must contain the following:  
  a) A summary of the field visit goal  
  b) Pictures of the field visit activities in relation to the fellow program  
  c) Progress of the activities of the fellows and challenges (if any) | February 06, 2023 |
| 6 | Fieldtrip-Fellows (Observation of project implementation and milestones progress of the fellow) | Report | The field visit report must contain the following:  
  a) A summary of the field visit goal  
  b) Pictures of the field visit activities in relation to the fellow program  
  c) Progress of the activities of the fellows and challenges (if any) | May 26, 2023 |
| 7 | Prepare Final report | Final report | The final report must contain the following:  
  a) Pictures of the coaching sessions, recordings (if available)  
  b) Challenges faced during the project  
  c) The next steps and recommendations for improvement of the executed projects of the fellows  
  d) End reports of the 2 fellows’ project | June 16, 2023 |
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<tr>
<th>Monitoring &amp; Evaluation Reports</th>
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<td>The monitoring and evaluation reports must contain the following</td>
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<td>a) Notes of the bi-weekly and weekly meetings</td>
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<td>b) Financial reports</td>
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<td>Every month, starting June 2022 – June 2023</td>
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**Requirements**

Applicant should meet the following requirements:

- Knowledge of indigenous traditional culture and expressions
- Minimum 3 years’ experience in working with Indigenous people and local communities
- 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
- Communication skills, especially with indigenous people
- Dutch and English skills, both in speaking and writing
- Good reporting skills

**Selection Criteria**

- Overall quality of CV and Cover Letter – 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
- Dutch and English skills, both in speaking and writing - 3 pts
- Experience in project and budget management - 3 pts

**Interested?**

Applications should be sent, in English, to ci-suriname@conservation.org, by 17 May 2022. Please specify “2nd edition Indigenous Women Fellowship Mentor + 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.

Questions and clarifications regarding the consultancy may be addressed no later than 17 May 2022 to the Technical Manager, Ms. Erlyn Power by e-mail: epower@conservation.org.