Request for Proposal

Consultancy: Capacity Building and Project Management Training

Conservation International Suriname (CI Suriname) is looking for a consultant for a Capacity Building and Project Management Training in Alalapadu to execute project activities for a period of 3 months.

With the assistance of CI-Suriname, a sustainable livelihood project was implemented in the Trio village, Alalapadu by creating possibilities to produce, and assist in selling Tuhka oil (Brazil nut oil) and Tuhka roasted nuts, which generate more income for the community.

The objective of this consultancy is to strengthen the local foundation, Stichting Tuhka and the managers of the Tuhka Facility by providing a Capacity Building and Project Management Training.

Timeline & Deliverables

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| 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 | June 20, 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) | July 04, 2022 |
| 3.  | Provide Capacity Building training | Proof of training:  
 Pictures and attendance lists  
 Short technical report | Pictures and attendance lists  
 Short technical report | July 18, 2022 |
| 4.  | Prepare training manual in Project Management | Training manual in Project Management | 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 01, 2022 |
| 5.  | Provide training in Project Management | Proof of training:  
 Pictures and attendance lists  
 Short technical report | Pictures and attendance lists  
 Short technical report | August 15, 2022 |
| 6.  | 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 | September 05, 2022 |
| 7.  | 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 | September 09, 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 and Training in Project Management - 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 May 2022 by 4 PM. Please specify “Capacity Building and Project Management Training 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 May 2022 to the Technical Manager; Ms. Erlyn Power by e-mail: epower@conservation.org.