

Request for Proposal

Consultancy: Indigenous Women Fellowship Mentor

Conservation International Suriname (CI Suriname) is looking for a consultant (Mentor) for an **Indigenous Women Fellowship** to execute project activities for a period of 9 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 coach; provide project management, implementation support, and skills training to 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

#	Activity	Deliverables/reports	Due dates
1	Prepare Workplan	The workplan must contain the following: a) Methodology b) Timeline c) A training plan/program with clearly defined objectives and day to day activities d) Field Visit to the fellows	November 30, 2021
2	Fieldtrip-Fellows (Observation of milestones progress of the fellows)	Field visit report which contain the following: a) A summary of the goal b) Pictures of the activities in relation to the fellow program c) Identified needs	December 15, 2021
3	Conduct a capacity needs assessment	The assessment report must contain the following: a) Gap evaluation b) Workplan	December 30, 2021
4	Training schedule Fellows-for skills, financial planning, project management, business planning and/or any other critical area identified in the capacity needs assessment.	The report must contain the following: a) A training/coaching schedules b) Pictures of the training sessions, recordings (if available) c) PowerPoint Presentations d) Training manual e) Certificate template	January 15, 2022
5	Fieldtrip-Fellows (Observation of training skills implementation of the fellow)	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	February 28, 2022
6	Prepare Final report	The final report must contain the following: a) A summary of the subjects of the trainings b) Pictures of the coaching sessions, recordings (if available) c) Final training reports summarizing key outcomes of the projects and recommendations for each Indigenous Women Fellow to improve sustainability of their projects, highlighting areas they may require more guidance or support in.	May 31, 2022
7	Fieldtrip-Fellows (Observation of training skills implementation of the fellow)	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	May 31, 2022
8	Prepare Evaluation report identifying the challenges of the fellow mentor role and suggestions for improvement.	The evaluation Report must contain the following a) Challenges faced during the project b) The next steps and recommendations for improvement of the executed projects of the fellow women d) End reports of the 2 fellows' project	July 31, 2022

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

- Minimum 3 years' experience in working with Indigenous people and local communities including to deliver trainings
- Social equity and inclusion experience
- Demonstrated capacity and experience organizing and delivering trainings on social skills, project management (with special emphasis on budget management), sustainable business planning and management
- Experience with Gender approach is a plus
- Demonstrated knowledge and experience in providing mentorship to individuals or groups
- Excellent communication skills, especially with indigenous people is a plus
- Excellent reporting skills
- Knowledge of the Trio or Wayana language, culture and experience in working with communities is a plus.

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
- English proficiency, both in speaking and writing - 3 pts
- Highly familiar employing cultural awareness and sensitivity - 3 pts
- Comprehensive technical proposal on how to conduct management and gender trainings - 3 pts

Interested?

Applications should be sent, in English, to ci-suriname@conservation.org, by November 05, 2021. Please specify "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.
- (ii) A minimum of three (3) years' experience in working and training local communities in project management and business planning.

Questions and clarifications regarding the consultancy may be addressed no later than November 05, 2021 to the Technical Manager; Ms. Erlyn Power by e-mail: epower@conservation.org.