



## GEF-IWCAM Project Coordination Unit

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### Project on “Integrating Watershed & Coastal Areas Management in Caribbean Small Island Developing States (GEF-IWCAM)”

#### Terms of Reference for Training in Proposal Writing

The Caribbean Environmental Health Institute (CEHI) and the Secretariat to the Cartagena Convention (UNEP-CAR/RCU) are co-executing a regional project (referred to as GEF-IWCAM) which seeks to improve the management of watersheds and coastal areas in Caribbean small islands in an integrated manner.<sup>1</sup> Based on recommendations of the GEF-IWCAM Regional Technical Advisory Group and approval by the Project Steering Committee, the project wishes to conduct targeted training in proposal writing. In this regard, CEHI and UNEP-CAR/RCU, through the Project Coordination Unit (PCU) for the GEF-IWCAM Project are soliciting the assistance of suitable consultants to design and conduct training in proposal writing, on behalf of the 13<sup>2</sup> participating countries (and possibly others from the wider Caribbean region).

#### Objectives & Scope:

The objective of this consultancy is to prepare training materials related to proposal writing and conduct a 4-day training workshop in proposal writing for a group of 15-20 environmental professionals. This includes provision and delivery of training materials and supply of audio-visual equipment during the training activity. This course is to provide participants with the knowledge necessary to write proposals.

Upon completion of this workshop, the participants will be equipped with the fundamental tools and information needed to:

- Conduct relevant research (e.g. funding opportunities, background information, donor priorities)
- Organize and prepare the various components of proposals

The training should consist of a balance of lectures, group activities, case-studies, and working sessions to accommodate a variety of learning styles. The training is not focused on writing proposals for one specific funding source, but instead providing participants with the tools and knowledge needed to develop and modify proposals for a variety of sources, including but not limited to: national governments, bilateral development institutions, multilateral development organizations, and foundations.

#### Expected Outputs:

- Training material for Project Writing (in PDF and CD-ROM format)
- A guide to current funding sources
- A cadre of trained professionals who can apply the information gathered during the workshop to effectively write proposals upon returning to duty and who can train others; and

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<sup>1</sup> GEF-IWCAM is funded by the Global Environment Facility and co-implemented by the United Nations Environment Programme and the United Nations Development Programme.

<sup>2</sup> Participating countries include Antigua/Barbuda, Bahamas, Barbados, Cuba, Dominica, Dominican Republic, Grenada, Haiti, Jamaica, St. Kitts/Nevis, St. Lucia, St. Vincent & the Grenadines, and Trinidad & Tobago.

- Training Workshop Report

### **Qualifications**

At least five (5) years experience delivering training courses in related areas (especially in proposal writing). Experience in proposal writing.

### **Payment Schedule**

Payment will be on the basis of outputs as follows: -

- 40% upon the submission of the draft training material;
- 40% upon the delivery of training programme; and
- 20% upon delivery of the Final Reports.

### **Workplan, Reporting Formats and Timeframes for Deliverables**

The GEF-IWCAM Project Coordination Unit will provide the workplan, reporting format and time frames for this assignment and individual deliverables. Time frames allocated for the deliverables are as follows: -

- Expected Output No. 1 (Training material) – 6 working days
- Expected Output No. 2 (Preparation for and Delivery of training workshop) – 7 working days
- Expected Output No. 3 (Final workshop report) – 2 working days.

These working days will be spread over a period of three (3) months between March 2010 and May 2010, in accordance with the following time schedule:

<b>Deliverable</b>	<b>Dates for Submission</b> (negotiable)
Start of assignment	01.03.2010
Draft training material	15.03.2010
Finalize training material	30.03.2010
Deliver training (Regional Workshop)	20-22.04.2010
Final Reports	12.05.2010

Please note that:

- The Consultant will, at GEF-IWCAM's expense, engage in a consultation with the GEF-IWCAM PCU prior to initiating the preparation of training material, at which time all relevant information will be provided and where GEF-IWCAM's expectations of the assignment will be discussed in detail
- GEF-IWCAM will bear the travel, accommodation and incidental costs of the Consultant's participation at training workshops approved as part of the assignment
- Any other travel to be undertaken by the Consultant under the project may be supported by GEF-IWCAM, **BUT** must be agreed upon/verified by GEF-IWCAM prior to travel
- Normal travel cost to be reimbursed refers only to the costs associated with departure taxes and transport costs to and from airports
- The Consultant will submit to GEF-IWCAM, for review and comment, an initial draft of the training material at least **1 month** prior to the workshop
- The Consultant will submit to GEF-IWCAM a full draft of the Workshop Report **14 days** after the date of completion of the Workshop
- Failure to deliver satisfactory products to GEF-IWCAM under this TOR will result in the withholding of the final tranche of payment of **20%**

- h. The documents to be produced within this TOR will become the property of GEF-IWCAM in this instance.

### **Evaluation Criteria**

Proposals will be evaluated based on price/cost effectiveness, suggested approach, and experience.

### **Submission Requirements**

Proposal submissions are to include:

1. A technical proposal
2. A schedule for delivery of outputs
3. A cost proposal (budget)

Technical proposals must not exceed 10 pages in length, including CVs. Other material deemed to be relevant to the proposal may be attached as annexes.

Proposals must be submitted via e-mail to Vincent Sweeney ([Vincent.sweeney@unep.org](mailto:Vincent.sweeney@unep.org)) and Sasha Beth Gottlieb ([sgottlieb@cehi.org.lc](mailto:sgottlieb@cehi.org.lc)) **by 24 February 2010**. The subject of the e-mail should be RFP – Proposal Writing Training and then the name of the company or consulting group submitting the proposal, or, if submitted by an individual, your last name (e.g. *RFP – Proposal Writing Training – Smith* or *RFP – Proposal Writing Training – Smith and Jones Associates*)