

Invitation to Tender for Training Consultancy

TERMS OF REFERENCE

Project Planning and Fundraising workshop St Lucia, June 2024



© OPENSOURCE – STEPHEN NOULTON

“In the past century Fauna & Flora has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”

Sir David Attenborough,
Fauna & Flora Vice-president

Fauna & Flora

At Fauna & Flora, our shared purpose is to protect the diversity of life on Earth, for the survival of the planet and its people. We work closely with local conservation partners around the world to save nature, together. We harness this collective expertise to inspire positive change globally.

The Opportunity

Fauna & Flora are looking to hire a consultant to deliver a training course and follow-up support for early career conservationists in the Caribbean. This opportunity will contribute to the 'Building Caribbean civil society capacity in delivering sustainable financial strategies' project in collaboration with Fauna & Flora and Critical Ecosystem Partnership Fund (CEPF).

This training will focus on strengthening the skills of early-career conservationists working within priority KBAs to design effective conservation projects and secure restricted funding by applying for small grants. The training is based on 'Institutional Fundraising for Conservation projects', developed by Birdlife International and re-printed with support from CEPF, and delivered under CEPF Grant no. 63400 'Building Capacity in Project Design and Proposal Writing in the Eastern Afromontane Hotspot'.

For the workshop, Fauna & Flora will solicit participants from four Caribbean CSOs associated with the project as well as from other local CSOs, Universities and members of the Fauna & Flora and CEPF networks, within eligible countries as identified by CEPF.

Participants will be given the opportunity to obtain substantive feedback on their projects, and by the conclusion of the workshop they will have prepared a draft proposal for funding, which they will finalise and submit to a funding agency.

Terms and Conditions

Start Date: Preparation begins approximately one month prior to the workshop.
Course dates: 24th – 28th of June 2024
An exact start date will be discussed during interviews.

Duration of Contract: 10 - 20 days total over 1 year (June 2024 – June 2025)
Duration will be discussed during interviews.

Gross Salary: 8400 USD

Expenses Payable: Fauna & Flora will support expenses incurred for travel to and within St. Lucia for the purposes of this consultancy. This will include international flights, domestic flights, accommodation and subsistence.

Location: St Lucia (22nd – 28th June) & remote

Hours of Work: 37.5 hours over the 5-day workshop
Pre-course and follow-up hours to be negotiated.

Consultancy Description

Consultancy Title: Training Consultancy for Project Planning and Fundraising workshop in St Lucia, June 2024

Reports to: Olivia Couchman (Executive Manager, Conservation Leadership Programme, Fauna & Flora)

Course dates: 24th – 28th June 2024

Key working relationships:

- Fauna & Flora Programme officer and local trainer.
- Work closely with relevant in-country points of contact during the workshop.
- Maintain periodic communication with relevant organizations / institutions / persons as established throughout the workshop.

Key Duties:

- Deliver a training workshop on project design and fundraising over 5 days, for 16 participants including follow up mentoring of the participants.
- Support applicants in planning and developing an application to the Conservation Leadership Programme, or other small donors, following the workshop.

Background

Overall objective:

- To contribute to effective and resilient Civil Society Organisations (CSOs) in the Caribbean Biodiversity hotspot, protecting priority species and habitats in Key Biodiversity Areas (KBAs) and providing a long-term legacy for Fauna & Flora and CEPF's investment in the region.

Specific Objectives:

- Conduct a comprehensive training workshop, provide mentorship, and offer ongoing support to empower 16 early-career conservationists in the Caribbean Islands.
- Enhance participants confidence and skills in project planning and fundraising.
- To raise the quality of applications to CLP and other small grants programmes and donors.
- Increase the number of small grant proposals submitted to support conservation in the Caribbean

Syllabus:

This 5-day workshop must cover the following topics:

- Project Cycle
- Stakeholder Analysis
- SWOT Analysis
- Problem Trees/Objective Trees

- Logical Frameworks
- Budgeting
- Monitoring & Evaluation
- Project Sustainability

This workshop must provide participants with the skills to effectively research suitable donors and fundraise for their projects, covering the following topics:

- Creating a Fundraising Plan
- Donor Research & Eligibility Criteria
- Proposal Writing
- Good Donor Management

Rather than focusing on preparing a proposal for a specific donor, the course should explore good practice in project planning and fundraising more generally, to ensure participants gain a good understanding of the fundamentals of writing a funding proposal. Participants will then be able to build upon this knowledge through more in-depth, specialized resources such as the Master Class Toolkit for CEPF Applicants and the Open Standards for the Practice of Conservation.

Support required following the workshop

Mentoring will be required up to a year after the workshop. Participants will be able to request tailored support and feedback in the development and submission of funding proposals to small grant opportunities. While we will be using the CEPF application forms as our main example, we will encourage participants to consider a wide array of donors based on their eligibility and need.

Deliverables

In collaboration with Fauna & Flora, to coordinate and contribute to the development of the training programme as outlined below.

	Deliverables	
i.	Pre-course	
	<ul style="list-style-type: none"> • Adaptation and preparation of existing materials. • Designing new course content. • Selection of up to 16 course participants with co-trainer and course coordinator from Fauna & Flora. Testing and familiarisation with course technologies for effective use during training. • Review of pre-course evaluation surveys of participants to ensure content is suitable for participants. • All course materials (including preparation and delivery) saved on OneDrive prior to the workshop. 	4 days

ii. Course delivery	
<ul style="list-style-type: none"> · 37.5 hours of training delivery over 5 days. · 8 hours 1-2-1 clinics and group Q&A sessions with participants to discuss participant progress and support with their proposals and professional development. Delivered over 5 days. · Liaising with local trainer and course coordinator to adjust training as required. · Review of proposals, with support from course coordinator and local trainer. · Support the preparation of quizzes at start and end of each day, led by the course coordinator. · Presentation of certificates to participants in final session, during last day 28th June. 	<p>5 days 24th – 28th June 2024</p>
iii. Post course	
<ul style="list-style-type: none"> · Review of end of course evaluations. · Complete review of training with project implementation team (local trainer & course coordinator) and advise on what went well and make any recommendations for improvement. 	<p>5 days</p>
iiii. Follow Up	
<ul style="list-style-type: none"> · Review up to 16 participant proposals, following the course. · Attend two online working group sessions provide course participants with peer-to-peer support and opportunities to share lessons learned (Jun 2025). 	<p>July 2024 – June 2025</p>

Assessment Criteria

	Assessment criteria
Skills	<ul style="list-style-type: none"> • Fluent spoken and written English • Excellent written and oral communication skills, with a range of project team members • Excellent work-planning and time management skills • Ability/experience to turn technical content into training modules

Knowledge and experience	<ul style="list-style-type: none"> • Experience with development of training modules in conservation project planning and fundraising • Experience delivering training • Knowledge and understanding of conservation NGO's • Knowledge of conservation small donors • Comprehensive experience of working with wildlife and conservation • Experience working within the Caribbean is desirable
Reporting	<ul style="list-style-type: none"> • Provide brief bi-monthly updates on participant project progress between June 2024 – June 2025 • Input into a follow-up report one year after the training (June 2025)

Fauna & Flora Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organisation, creating the culture of success for which Fauna & Flora is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity
- We are collaborative
- We are committed
- We are inclusive, supportive & respectful
- We get things done

How to Apply

Applications should consist of the following:

- Covering letter explaining why you are applying, relating your experience and skills to the role
- Full CV
- Contact details for two referees (who will not be approached without your permission)

Applications should be submitted electronically to eleanor.glass@fauna-flora.org

Please mark your application ‘**Consultancy application CLP & CEPF Project Planning and Fundraising training St Lucia**’ and indicate in your covering letter where you saw the position advertised.

The closing date for applications is **March 22nd 2024**. Interviews are likely to take place during the week commencing **April 8th**.

No agencies please.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

Applicants with Disabilities

Fauna & Flora encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Eleanor Glass, Programme Officer at eleanor.glass@fauna-flora.org.

Fauna & Flora values diversity and is committed to equality of opportunity