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بتمويل من الاتحاد الأوروبي

## A Call for Narrative and Financial Proposals

<b>Type:</b>	Individual consultancy to conduct training for CBO staff members
<b>Requesting party:</b>	The West Asia - North Africa Institute - Sustainable Development
<b>Deadline:</b>	14 July, 2020
<b>Training Topic:</b>	Two full days training “ <i>Assist CBOs in identifying pressing environmental problems in their communities</i> ”
<b>Training dates:</b>	21 and 22 July, 2020 (Ajloun) and 27 and 28 July, 2020 (Aqaba)

### Terms of Reference (TOR)

#### Description:

The role of the Civil Society in using their platform to voice their perspectives on environmental issues for dynamic decision-making requires greater efforts in capacitating them with the right technical and social tools and skills. This two- years, EU funded project aims to build the capacity of 7 chosen Community Based Organisations (CBOs) and 2 co-applicant organisations based in the northern and southern governorates of the Kingdom. Training is provided over a period of 8 months followed by 10 months of monitoring and mentoring the CBOs’ implementation of a sub-granted activity.

During the first 8 months, the selected CBOs will be provided with extensive training regarding various topics with an aim to empower, develop and increase their knowledge in the following topics: a) CBOs rights as well as domestic and international environmental laws and obligations, b) methodologies for designing advocacy plans and gaining support; local environmental challenges c) scientific research skills in analysing and presenting environmental problems; quantitative and qualitative research methods, d) research analysis and policy advocacy e) proposal writing; writing grants proposals. The result of these 8 months activity is seven concrete grant proposals written by the CBOs that offer solutions to environmental problems/ challenges at governorate level. The proposals will be evaluated and supported for implementation through a subgrant activity that lasts over 10 months. Moreover, during the second year of the project, an online map will be designed and developed listing a network of Jordanian Civil Society Organisations (CSOs). The overall aim of building this platform is to bring together a network of Jordan’s CSOs, making sure all are visually represented on the national CSO landscape. The tool serves the following purposes: (a) it provides a Geographic Information Systems-based map locating all of Jordan’s estimated 6,540

CSOs, colour-coding them according to a scheme of CBOs, Non-Governmental Organisations (NGOs), and International Non-Governmental Organisations (INGOs); (b) provides a brief account of CSOs' fields of activity; (c) provides a database for CFPs with short Arabic summaries of objectives and target applicants.

#### Project Goal:

Strengthen the Technical, Administrative, and Financial Skills of the CBOs for Sustainable Results.

#### Project Beneficiaries:

The project targets 7 CBOs, 4 CBOs in the southern governorates of Aqaba, Karak and Tafilah and 3 CBOs in the northern governorates of Irbid, Ajloun, Jerash, and Mafraq. Each CBO nominates 3 employees to undertake training for 18 months. Interested CBOs apply through tender and an online application. Based on a pre-designed selection criteria, a committee will be responsible for choosing the best CBOs to meet the pre-determined criteria.

#### Scope of Work

The Consultant-Expert/s is/are required to design and deliver a two-day training workshop (in the south and north) to build the capacity of the trainees on executing **a needs assessment** to identify environmental problems and challenges based on the CBOs' communities needs.

- **These two-day workshops** will contain a seminar-style brainstorming sessions and group work to identify local environmental problems worth addressing. To enable the participants to undertake a needs assessment, the sessions will have to include:
  1. Designing a questionnaire (tailored for each community) for the needs assessment. The questionnaire is to be distributed to their local constituents to simulate local communities' feedback on environmental problems worth addressing based on evidence.
  2. Training on communication skills and data collection from the local community. The training workshop needs to ensure that their communication is effective and the interviewees are able and willing to answer, they ask the right questions, in the right way, to the right person in order to proceed smoothly and systematically.
- These identified environmental needs /problems will be later on studied and analysed deeply during subsequent training workshops. Moreover, solutions to these problems will be addressed in a full grant project proposal to be subgranted by the WANA Institute and implemented in the field by the trained CBO.

## Deliverables

The consultant is expected to:

- Prepare training material in Arabic
- Prepare an agenda for the two days in Arabic
- Hold the training in Arabic
- Produce presentation covering the relevant topics
- Design pre-post evaluation
- Design training methodologies that will maximise learning and exchange of experiences
- A final version of the designed questionnaires developed with each of the participating CBOs (tailored for their context)
- Final workshops report.

## Time Frame

The consultant/expert will conduct the trainings on the following dates:

- 21 and 22 July, 2020 (Ajloun) and
- 27 and 28 July, 2020 (Aqaba).

## Fees

- The total budget for designing and conducting these workshops is 1,900 EURO (including tax and transportation to the venue).
- Transportation shall be covered by the expert.

## Interested consultant/expert is kindly asked to send:

- A short description of how the expert's skills, qualifications are relevant to the assignment.
- A Curriculum Vitae.
- A narrative proposal - training methodology.
- A financial proposal setting out the daily professional fee.
- The names of two referees (including phone and email) who are able to be contacted.

Please send an e-mail with the subject header "CBO Training Expert 2" to the [info@wana.jo](mailto:info@wana.jo) no later than **14 July, 2020**.