

A Call for Narrative and Financial Proposals

Type:	Individual consultancy to conduct training for CBO staff members
Requesting party:	The West Asia - North Africa Institute - Sustainable Development
Deadline:	20 December, 2020
Training Topic:	Project Planning and Proposal Writing Training Course
Training dates:	Four full days training in each location (Ajloun and Aqaba) 4 and 5 January, 2021 (Ajloun) and 12 and 13 January, 2021 (Aqaba) 8 and 9 February, 2021 (Ajloun) and 15 and 16 February, 2021 (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, research analysis and policy advocacy, d and 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 nominated 3 employees to undertake training for 18 months. Interested CBOs applied through tender and an online application. Based on a pre-designed selection criteria, a committee chose the best CBOs that met the pre-determined criteria.

Scope of Work

During 2020, condense trainings were provided to the CBOs to enhance their capacity in environmental knowledge and responsiveness toward environmental challenges at local level. The project's CBOs assessed their communities' environmental needs to identify local urgent environmental challenges through community-based participatory approach using a curated questionnaire. Questionnaires' results were analysed and the most urgent environmental challenges were defined (table 1). Each CBO is expected to develop a solid proposal through addressing its goals, expected outcomes, activities to address the problem identified and to tackle that particular environmental challenge during the subgrant activity.

Table 1. Most urgent environmental challenges - in Arabic

التحديات البيئية
إدارة الموارد المائية - الطفيلة
تدهور المناطق الطبيعية، احراج، الخ - الكرك
تدهور المناطق الطبيعية، احراج، السواحل الخ - العقبة
إدارة النفايات الصلبة - الكرك
التلوث الناجم عن استخدامات الطاقة ووسائل النقل - المفرق
تدهور المناطق الطبيعية، احراج، الخ - اربد
إدارة الموارد المائية - عجلون

The Consultant is required to design and deliver a four-day training workshop (in the south and north) to train and equip project's CBOs with project planning and proposal writing practices, provide them with the necessary knowledge and skills (technical and financial) to write solid and curated project proposals to benefit from the subgrant activity from this project. The proposals to be developed by the trainees should include technical aspects (overview, objectives, activities, expected outcomes and outputs, etc.), budget composition, and monitoring and evaluation mechanisms.

Moreover, these four days of training will aim to impart essential elements of Call for Proposals (CFPs) to the participants, the main channel through which grants are publicised and ways to respond to them effectively.

Deliverables

The consultant is expected to:

- Prepare training material in Arabic
- Prepare an agenda for the four days in Arabic
- Hold the training in Arabic
- Produce presentation covering the relevant topics
- Design and analyse pre-post evaluation
- Support trainees to develop a well written proposal to be considered for a grant
- Design training methodologies that will maximise learning and exchange of experiences
- Final workshops report.

Time Frame

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

First training:

- 4 and 5 January, 2021 (Ajloun) and
- 12 and 13 January, 2021 (Aqaba).

Second training:

- 8 and 9 February, 2021 (Ajloun) and
- 15 and 16 February, 2021 (Aqaba).

Fees

- The total budget for designing and conducting these workshops is 3,800 EURO (including tax and accommodation in Aqaba).
- 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 4" to info@wana.jo no later than **20 December, 2020**.