



Consultancy to Conduct Institutional Gap Assessment, Develop an Action Plan, Review and Develop Institutional Documents and Provide Training to Staff and Board of the SVGCF

1. BACKGROUND

Established in November 2015, the ST. VINCENT AND THE GRENADINES CONSERVATION FUND INC. (“the SVGCF/Fund”) is a Not for Profit Company. The Fund is intended to provide a sustainable flow of funds to support the long-term management and expansion of St. Vincent and the Grenadines National System of Protected Areas and other activities that contribute substantially to the conservation, protection and maintenance of biodiversity in St. Vincent and the Grenadines.

The SVGCF has received financing from the Inter-American (the “IAF”) that will help fund environmentally-based community development projects that strengthen community-based organizations (CBOs) and encourage private social investment in Saint Vincent and the Grenadines (SVG) and also help to support the strengthening of SVGCF capacity.

This consultancy will support the strengthening of SVGCF capacity and the consultant will assess the SVGCF’s operational and financial capacities, governance structure, communications and others. Using the results of the assessment, the consultant will develop a training plan for SVGCF staff and board members. The consultant will provide training, to SVGCF Board members, in topics which may include strategies for mobilizing resources, communications, board governance and others.

The consultant will work with the board to revise SVGCF Institutional documents: Resource Mobilization Plan, Strategic Plan, Grant Making Framework, Operational Manual and Communication Plan to include a stronger focus on working with incipient groups. This focus on the grassroots will also be reflected in the revision of the Communications Plan and Resource Mobilization Plan with a long-term goal of mobilizing local resources to match the Caribbean Biodiversity Fund’s endowment. The plans will emphasize a strategy for engagement with locals to build interest in SVGCF. These documents will include clear action steps to prioritize mechanisms for local resource mobilization and identify key stakeholders. The SVGCF will also establish a resource mobilization committee to put into action the plan and leverage local resources for the SVGCF.

2. SPECIFIC OBJECTIVE

This consultancy seeks to provide a Gap Assessment of the SVGCF’s operational and institutional capacities, to provide Revision of SVGCF Institutional documents (i.e. Resource Mobilization Plan, Strategic Plan, Grant Making Framework, Operational Manual, Communication Plan, Accounting Policies and Procedures), and to provide Training and capacity building (seminar/workshop) for SVGCF staff and Board.

3. SCOPE OF WORK

The consultant will execute the following activities that contribute towards enhancing SVGCF’s capacity to effectively communicate, increase its visibility, mobilize and manage and finance in an effort to achieve the vision, mission and grant making goals of the SVGCF. Specific activities of this consultancy include the development of an institutional gap assessment of SVGCF and a corresponding action plan to address the gaps, revision and development of the SVGCF institutional documents and training for the SVGCF staff and

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Board. In carrying out this assignment, the consultant is required to employ a collaborative approach and close engagement with SVGCF Stakeholders, CBF and other regional CTFs in ensuring that the deliverables are consistent with international practice Standards.

i. Institutional Gap Assessment

The development of a gap assessment is aimed at assessing SVGCF institutional framework to identify the various gaps that may exist in relations to the CBF policies and procedures along with international practice standards. This consultancy assessment of SVGCF will emphasize on fiduciary criteria (basic and specialized fiduciary), environmental and social safeguards (ESS), gender policies, operational systems including project development, management, monitoring and evaluation and stakeholder management and engagement. In addition, guidance will be provided to the SVGCF by recommending the appropriate financial capacity category and the risk level under the ESS categories.

The Consultant will:

- Engage and liaise with SVGCF through a “kick off” meeting to confirm the review of scope and priorities, identify and request key documents required.
- Collect and review all documents and initial information regarding SVGCF’s institutional management processes, especially its fiduciary, ESS, gender policies and track record.
- Conduct meetings with SVGCF to gather all the necessary information to prepare the gap assessment and action plan. The meetings should interview relevant management and staff of SVGCF to collect information and to discuss SVGCF’s institutional management process, especially the fiduciary and ESS. This activity should include a session to guide BSIF through the fiduciary and ESS management approach with examples of documents and processes from organizations similar to SVGCF.
- Determine and recommend the appropriate financial capacity category and the risk level under the ESS categories for SVGCF.
- Prepare and submit a draft gap assessment to the SVGCF for review; which clearly outlines where and what are the gaps for SVGCF.

ii. Action Plan

The action plan is geared towards addressing the gaps identified in the Gap Assessment. The action plan will provide clear implementable actions. It is expected that the action plan will provide detailed recommendations on how to address each gap with specific timelines, assignment of responsibility, outputs and support resources.

The Consultant will:

- Prepare and submit a draft action plan for review by SVGCF; which details how each identified gap will be addressed.

iii. Revision and development of the SVGCF institutional documents

The revision seeks to ensure compliance with applicable laws, ethical norms, accepted best practices, promotion of operational efficiencies, enhancement of the college's mission, and/or reduction of institutional risks; and mandates or constrains actions.

The Consultant will:

- Review of all SVGCF institutional documents to make them current and relevant; which will include Resource Mobilization Plan, Strategic Plan, Grant Making Framework, Operational Manual, Communication Plan and Accounting Policies and Procedures.

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- Develop and prepare relevant Institutional policy were needed (e.g. ESS)

iv. Revision and development of the SVGCF institutional documents

Training and capacity building in the form of seminar/workshop will be provided for SVGCF staff and Board members to strengthen SVGCF's Institutional and organizational capacity to position itself as the primary grant making organization in St. Vincent and the Grenadines.

The Consultant Will:

- Provide training, to SVGCF Board members, in topics which may include strategies for mobilizing resources, communications, board governance and others.

4. DELIVERABLES

1. Inception report and detailed work plan.
2. An Institutional Gap Assessment endorsed by the SVGCF and IAF.
3. An Action Plan endorsed by the SVGCF and IAF.
4. Revision and Development of SVGCF Institutional Documents.
5. Training for SVGCF Staff and Board.

6. REPORTING

The Consultant will report to the Chief Executive Officer (CEO) of the SVGCF and will work in close coordination and collaboration with SVGCF and the Project Officer.

7. LOCATION and DURATION OF ASSIGNMENT

This consultancy may be spread within a period of 6 consecutive months from the effective date of the contract signing.

8. MANAGEMENT ARRANGEMENT

The consultant is commissioned by the SVGCF. The Consultant will report to SVGCF for contractual and administrative purposes. Members of the project core team from the SVGCF will provide additional technical advice and inputs, overall coordination and oversight for this consultancy. The Consultant will liaise with everyone from the project core team but will ultimately report to the CEO.

9. PAYMENT SCHEDULE

Payment arrangement is as follows: Payment will be made in (3) instalments (i) 10% after contract signature and delivery of inception report and detailed work plan, (ii) 40% after the delivery of deliverables the Finalized Institutional Gap Assessment and Action Plan; (ii) 40% after the delivery of deliverables the Revision and development of the SVGCF institutional documents; (iv) 10% after the delivery of deliverables Training and capacity building seminar/workshop for SVGCF staff and Board. Travel and accommodation arrangements and associated costs will be the responsibility of the consultant and reimbursable in accordance to SVGCF's travel policy.

10. QUALIFICATIONS AND EXPERIENCE

i. Academic Qualifications:

- The Consultant should possess at least an advanced degree (Master's Degree or equivalent) in either, but not limited to, Economics, Finance, Business Management, International Development/Relations, Environmental Science, Social Science, Gender or related fields from a recognised and reputable

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institutions.

- have At least 5 years of proven experience related to policy and institutional development, finance and development of financial strategies;

ii. Required Skills and Professional Experience:

- Proven experience in institutional and skill-based capacity development including conducting Gap Assessments and developing Action Plans;
- Experience working with Conservation Trust Funds (CTF's)
- Knowledge and experience in development of sustainable financial mechanisms (especially for conservation funds):
- Experience working with a cross-section of stakeholders, including Public and Private sectors, donor organizations, as well as non-governmental organizations (NGOs) and community based organizations (CBOs);

11. LANGUAGE

- Excellent oral and written communication skills in English.

12. APPLICATION PROCESS AND DEADLINE

All suitably qualified Individuals/Firms are invited to submit their Expression of Interest (EOI) covering the points outlined in the TOR and accompanied by the following application documents:

- a. Letter of motivation outlining motivation and how experience, skills, qualifications and professional networks fit with the required job description.
- b. Curriculum vitae or Résumé with full details of experience, achievements, qualifications and names
- c. Contact details of three (3) references
- d. Work Plan and Budget. All fees should be presented in eastern Caribbean dollars (XCD)

Expression of interest (EOI) should be addressed to the **CEO, St. Vincent and the Grenadines Conservation Fund (SVGCF)** and should be clearly identified as – **“Consultancy Services to Conduct an Institutional Gap Assessment, Develop an Action Plan, Review and Develop Institutional Documents and Provide Training to Staff and Board of the SVGCF”** and submitted as PDF files via email to the following email address: onlineapplication@svgcf.org

The deadline for the submission of EOI's is on or before 2:00pm, Monday, 29 November 2021.

Up until November 22, 2021 queries regarding the Consultancy submission process, email:

ceo@svgcf.org

Attention: Mr. Vanburn Harry

St. Vincent and the Grenadines Conservation Fund