

Consultancy Terms of Reference

Title: Expert Facilitator

Location: Based in Georgetown

Type: Individual (National)

1. Project Background

The Ministry of Indigenous Peoples' Affairs (MoIPA) is implementing the Sustainable Development Framework (SDF) which seeks to support and improve the sustainable development efforts of indigenous and local communities. The Framework defines a robust but simple process whereby the Government through MoIPA will provide both financial and technical support to local communities to assist in developing and implementing long-term Sustainable Village Plans (SVPs) and Annual Village Plans (AVPs) based on the SVPs. The process will include the development of SVPs by communities through a participatory and inclusive process. These plans will contain a Vision for the community and sustainability targets and indicators linked to the United Nations Sustainable Development Goals (UN SDGs); and will consist of Annual Village Plans which will include priority projects that will enable communities to reach those targets. A simple participatory monitoring and evaluation system is being co-developed with communities and will allow the MoIPA to track investment impact, implement an adaptive management approach, and to more accurately report on community, national and international commitments.

The Framework is designed to benefit the communities, MoIPA, and other external actors. Sustainable Village Plans and AVPs will become the means by which Ministries, Regional Democratic Councils (RDCs) and others can support strategic programmes, monitor and report on impacts, and plan for subsequent funding cycles. Communities will be in a better position to receive more predictable and strategic support for developing and implementing SVPs, and there will be improvement in transparency and accountability in their relationship with external actors.

The Framework is being tested in communities in Region 9 and will next be tested in other regions as per an approved workplan to January 2018. Key partners involved in the design and implementation of the SDF are Conservation International-Guyana, the Kanuku Mountains Community Representative Group (KMCRG), National Toshaos' Council (NTC), North Rupununi District Development Board (NRDDB), World Wildlife Fund-Guianas (WWF-Guianas) and the Regional Democratic Council, Region 9.

The MoIPA is being assisted in developing and implementing the Framework by Conservation International Foundation Guyana Inc. (CI-Guyana), a not for profit Non-Governmental Organization working in Guyana for over 20 years linking human development with conservation of the earth's living natural heritage. Its mission is "Building upon a strong foundation of science, partnership and field demonstration, CI empowers societies to responsibly and sustainably care for nature, our global biodiversity, for the well-being of humanity".

2. Objectives

For implementation to expand to other regions as planned, the capacity of the MoIPA and key actors must be built. The Consultant will facilitate planning and training workshops to prepare the MoIPA and its partners for the implementation of the SDF workplan. Facilitation training will focus on the MoIPA as well as those persons who will help communities to develop their SVPs.

3. Characteristic of Consultancy

3.1 **Type:** Individual consultant

3.2 **Procurement Method:** Three quote competitive analysis

3.3 **Duration:** 13 October, 2017 – 30 November, 2017

3.4 **Place of Work:** Based principally in Georgetown, with at least one visit to the Rupununi

3.5 **Language:** Proficiency in English (both written and spoken); proficiency in Indigenous languages of Guyana is considered an asset

4. Scope of services

Under the supervision of Permanent Secretary of MoIPA, and in close collaboration with CI-Guyana's Policy Manager who leads CI-Guyana's support for the Framework, the main duties of the Consultant are to:

- Support conceptualization, planning, and facilitation of an Alignment Workshop aimed at (1) stocktaking SDF progress to date, (2) identifying lessons, challenges, opportunities and (3) reaching consensus implementation to January 2018 and beyond the role of various partners.
- Support conceptualization, planning, and facilitation of a Training Workshop on Facilitation aimed at preparing participants to facilitate the development of SVPs in communities.

5. Specific Qualifications and experience

5.1 Qualifications

- Bachelor's degree in the Social Sciences or other relevant field with a minimum of five (5) years of experience with facilitation, capacity building and training activities;
- Experience working with Indigenous communities in Guyana and demonstrated knowledge of Indigenous issues in Guyana is an asset;
- Demonstrated understanding and appreciation for the culture and traditional values of Indigenous peoples in Guyana.

5.2 Attributes and Skills

- Resourceful and results-oriented
- Excellent leadership, facilitation, and communication skills
- Creative and with strong analytical and problem solving skills

- Excellent organizational and time management skills
- Demonstrated ability to be culturally sensitive
- Flexibility and willingness to travel out of town
- Must be able to work independently
- Must be able to work effectively as part of a team
 - Respect for each other and office arrangements (time, rules, information-sharing, etc.)
 - Support team members (team work)

6 Deliverables

CI-Guyana's Policy Manager is responsible for acceptance of deliverables under the consultancy in accordance with the following deliverables:

- Methodology for Alignment Workshop and Facilitation Training Workshop.
- Report on Alignment Workshop.
- Report on Facilitation Training Workshop.