Request for Applications (RFA)

RFA for Local NGO for Baseline Survey and methodology

Closing Date: 19th of July 2019
Location: Timor-Leste
Electronic Submission: timor-leste@conservation.org
Interviews expected: 22nd – 24th July 2019
Contract Period: 1st August – 1st October 2019

1. Background
CI Timor-Leste is in a state of growth and development, aiming to expand our work with government and communities in creating, developing, and supporting the National Protected Area system through a GEF-6 funded project with the objective to “establish Timor-Leste’s National Protected Area system and improve the management of forest ecosystems in priority catchment corridors”.

In August 2019, a baseline survey will be conducted under the project with the goal to develop a methodology and gather data in order to set current values for the project Components, Outcomes, and Output Indicators, and to collect valuable information for successful program implementation. The baseline study is intended to cover a total of ten (10) rural sucos (villages), six (6) in the Irabere catchment and four (4) in the Comoro catchment will be aligned with the project outcomes and indicators in the following four areas:

1. **Component 1**: Establishment of a National Protected Area System.
   - Outcome 1.1: National PA system established, and implementation initiated.

2. **Component 2**: Improvement of community-based natural resource management systems in priority catchment corridors.
   - Outcome 2.1: Land degradation drivers halted and/or minimized in key catchment areas.
   - Outcome 2.2: Capacity for communities to manage their natural resources substantially increased.

3. **Component 3**: Improvement of forest management and reforestation of degraded lands in priority catchment corridors.
   - Outcome 3.1: Sustainable forest management in priority catchment corridors substantially improved.
   - Outcome 3.2: Priority degraded areas rehabilitated and/or reforested.

4. **Safeguarding Plans**
   - Restriction of access to and use of natural resources pertaining to the establishment of Protected Areas
   - Gender mainstreaming
   - Stakeholder engagement
   - Accountability and grievance mechanisms

Conservation International has engaged a separate consultant to design the study methodology. A local NGO, or group of NGOs, will be selected to work with the consultancy firm, learning how to
develop a baseline study under the guidance of the experienced consultant. The local NGO will learn about and take part in the following activities:

- Attend introductory training sessions delivered by the lead consultant.
- Work with the selected consultant in developing the methods, questionnaires and interview questions as part of the methodological framework.
- Assist the consultant in developing field activity plans and logistical components such as a field itinerary.
- Assist in the data collection activities, potentially going to selected sites without the consultant present.
- Assist with data management, data cleaning and entry to commonly used survey analysis software such as Excel, SPSS or similar.
- Work with the consultant to develop final reporting documents, including compiling evidence of survey participation, permissions of community members, and evidence of expenses.
- Develop a presentation showcasing the activities and skills developed by the NGO during the Grant period.

It is expected that the local NGO will have existing experience with field data collection but may need capacity development in designing studies, data management and analysis. The grant call for local NGO’s is designed to help them develop in these areas by working closely with, and being trained by, the consultant thereby making the NGO more competitive in future calls for similar work. The aim is for the NGO/NGO’s to develop the technical capacity and confidence to undertake such studies in the future.

2. Expected Outputs
By the end of the grant period the NGO will deliver:

1. Workplan showing timeframes and resource allocation.
2. A methodological framework detailing the survey instruments (questionnaires, key informant interviews, focus groups etc.) and how they will map to the indicators.
3. Field activity plans and logistical components of the field work documented.
4. Submit a summary report of the grant work, with Introduction, Background, Results and Analysis sections.
5. Submit a training report of training materials, learning outcomes, and attendees.
6. Submit a review of the methodology, results and capacities within the NGO that have been developed.

Deliverables should be finally presented as a single report document at the end of the contract period. It should be noted that the grantee should allocate time for the deliverables to be reviewed by CI project staff and for amendments to be made if necessary, before the end of the grant period.

3. Minimum criteria required of the grantee
- Demonstrated technical experience in M&E for conservation and development projects.
- At least 50% of team members proposed in the Grantees proposal hold a bachelor’s degree or higher in relevant field as mentioned above.
- A member of Timor-Leste’s TRAIN network of NGOs
- Strong written and verbal communication skills in English.
- Tetun language proficiency.
- Proficient in one of the local languages of the Irabere River Catchment or Comoro River Catchment.
- Be registered on FONGTIL.
4. Preferred Requirements
   - Good understanding of gender equality issues and women’s economic empowerment.
   - Contextual knowledge of Timor-Leste.
   - Good research and analytical capacity.
   - Strong project and time management skills.
   - Excellent ability to communicate with stakeholders and staff.

5. Location of Work
   The grantee is expected to be based in or close to either the Comoro River catchment or Irabere River catchment to be able to part of the data collection and training that will place in these areas. The grantee will also be expected to attend two (2) training days in Dili, Timor-Leste, one before field work begins and one towards the project close.

6. Grant Details
   The indicative budget for this grant is USD $10,000.

   It is expected that the grant period will commence in August 2019 and finish by the end of September 2019. Specific dates will be concluded with the selected NGO(s).

7. Application Requirements
   In order to apply, applicants must submit a clear, detailed scope of work and workplan. The scope of work should refer to the budget and describe how the budget will allow the work to be effectively and efficiently achieved. A clear timeline for the achievement of major milestones or deliverables should also be included.

   Applications must also include a detailed and justifiable budget using the Budget template provided (Detailed Budget Guidelines have also been provided to support the use of this template). Excel files should be “unlocked” and show all calculations. All amounts must be in US Dollars and be inclusive of any tax obligations.

   Applications must be submitted in English.

8. Other

   **Right of award:** Conservation International reserves the right not to make an award for this RFA. The Project may reject any or all application that do not meet the requirements as detailed above.

   **Point of contact:** The point of contact for this solicitation is Conservation International Timor-Leste, at timor-leste@conservation.org. All queries must be directed to this point of contact.