



SCOPE OF WORK

Building a Sustainable Rupununi Landscape: Strengthening Capacity for Sustainable Livelihoods and Youth Entrepreneurship.

June 28, 2021

A. OBJECTIVE.

To strengthen the technical capacity of youth in the Rupununi to pursue sustainable livelihoods and green business development, as part of the vision for a sustainably managed Rupununi landscape.

B. BACKGROUND (of the project)

WWF-Guianas is advocating for and pursuing initiatives in line with an integrated landscape approach for management of the Rupununi. An important aspect of this approach is the improvement of livelihood and economic activities of people in the landscape in a way that is compatible with maintaining healthy and functioning systems.

Following engagements with indigenous CSOs such as the North Rupununi District Development Board and institutions active in the region, the Bina Hill Institute (BHI) and its work in the areas of agriculture and tourism, emerged as the focus for this initiative.

The BHI, located in Annai, North Rupununi, was established in 2001 and is the only tertiary educational institution in the region. BHI supports primarily youths (ages 17-15) from indigenous communities across the Rupununi and neighboring regions. It provides much needed opportunity and a 'second chance' for those who have not completed their formal primary or secondary education. The BHI's programmes seek to support research, training, and development related to the areas identified above, including: professional skills development such as in carpentry, masonry, boat and other vehicle operation and mechanics, cooking, sewing, microscopy, computer use, as well as training for guides, rangers, and community environmental workers; agricultural training including animal and plant science, horticulture, and pest control; understanding laws and resource mapping for the development of sustainable businesses involving timber, tourism, medicinal plants, aquarium fish and honey; natural resources management; traditional knowledge systems; and organizational skills development such as village financial management, governance and leadership.

Strengthening BHI to enhance and expand its offering of more practical training and skill building programmes, and their capacity to sustain and fully deliver them over the long-term will better prepare youths with the ability to participate in and/or pursue sustainable livelihoods and green business development.

C. STATEMENT OF WORK

General tasks for the consultant

The consultant will work with the Bina Hill Institute to identify, develop, and support the pilot/implementation of the skill-based and practical programme which would contribute to

strengthening capacities for sustainable livelihoods and youth entrepreneurship within Region 9.

Strengthening key programmes/focal areas at BHI (such as agriculture and agro-processing, product/business marketing, craft, and tourism) with an emphasis on practical training and skills building for students and youth entrepreneurs and building capacity of BHI faculty to sustain and fully deliver them over the long-term will enhance the ability of youths to participate in and/or pursue sustainable livelihoods and green business development.

Specific tasks for the consultant

1. Conduct discussions with relevant personnel of the BHI, groups/agencies recommended by the BHI, and entities operating within and/or using services/goods within the Rupununi; and review relevant course curriculum and other documents (including 'Tools for Private & Community Based Enterprises in the Rupununi' developed by CI-Guyana; and strategies and priorities of BHI) , as may be necessary to: (a) gain an understanding of the current context and identify gaps in the curriculum/activities that need restarting or strengthening in order to achieve the objective of improving livelihoods and promoting green business development; and (b) determine the needs in relation to building capacity of BHI tutors in curriculum development and delivery.

2. Prepare an assessment of the needs at BHI based on (1) above, which short-lists at least 4 priority programmes/courses for further development. Building capacity of tutors in relation to curriculum development and delivery has been identified as a priority by BHI, and thus will be part of the short-list.

3. Develop each short-listed priority for funding, documenting the details in a proposal format that includes activities (practical or/and theoretical training to be undertaken, equipment and supplies needed, collaborations to be established with BHI and those able to deliver relevant training), budget and implementation timeline, and strategy. The proposals must also include a section which describes a long-term plan or idea to maintain the initiative, including possible sources of funding. The consultants should also include in proposal steps to be taken for achieving accreditation, where recommended or possible.

While proposals will focus on courses delivered by BHI, the consultant can also prepare proposals for new courses to be incorporated into BHI's curriculum (depending on BHI's guidance), for example courses offered by external entities such as the Guyana Industrial Training Center.

One of the proposals will be focused on building the capacity of BHI tutors in relation to curriculum development and delivery.

Note: the proposals developed by the consultant are for implementation during the consultancy and the consultant will help in their piloting/implementation, as per task 4 below.

4. Provide support to BHI throughout the piloting/implementation of activities and provide recommendations to BHI for building relationships, networks, partnerships and fundraising in order to support future collaboration between BHI and other institutions. In the implementation of activities, the consultant will ensure that training documents/materials provided by trainers are kept for record and submitted.

5. Maintain close working relationship with WWF-Guianas and BHI, including as liaison between WWF-Guianas and BHI, throughout the consultancy.

6. Perform other duties that may be required from time to time, to ensure the successful piloting/implementation of activities at BHI.

Expected duration of Consultancy

The expected duration of the consultancy is 6 months, which includes the completion of piloting/ implementation of the initiatives.

Activities plan

Activities	Month (the expected duration of this work is 6 months)						
	1	2	3
Deliverable 1: Needs assessment report identifying the gaps in the curriculum and priorities for training, based on activities identified in 1 and 2 above.							
Deliverable 2: At least 4 proposals prepared based on short-listed priorities identified by BHI, based on activity 3 above							
Deliverable 3: Support BHI in the implementation of the priority programmes/courses and make recommendations to support future collaboration between BHI and other key institutions, based on activity 4 above.							
Deliverable 4: Training documents/materials of new course content, including guides, manuals, course outlines, based on activity 4 above.							
Deliverable 5: Progress reports (interim and final) on consultants’ tasks, the implementation of initiatives by BHI and the trainers; and progress towards creating long-term relationships between BHI and other institutions or individuals, based on activity 1-5 above.							

E. QUALIFICATIONS

Qualifications of the Consultant

1. At least a MSc in relevant fields including: natural resources management, business development.
2. At least 5 years relevant experience, including working with indigenous communities in Guyana.
3. Strong verbal communication, presentation/facilitation and writing skills.
4. Strong experience in administration, designing and/or executing training and educational programmes, practical training and formal courses.
5. Enterprise development, institutional / organization development and strengthening especially community-based will be an asset.

6. Experience in green businesses, start-ups, sustainable natural resource use and natural resource management is an asset.

F. REPORTING

The consultant will be required to submit technical progress reports, interim and final. Reports will be submitted to the WWF Guianas' Landscape Coordinator, in Guyana.

The consultant will be required to submit financial reports to account for expenses to WWF Guianas' Landscape Coordinator in Guyana. This will include bills, receipts for all expenses.

H. SUPERVISION

The consultant is responsible to WWF Guianas' Landscape Coordinator, in Guyana, or her designee. The consultant will work under the specific technical guidance of the WWF Guianas' Landscape Coordinator, in Guyana.

J. DETAILED BUDGET & METHOD OF PAYMENT

Fees: payment will be made in GY Dollars upon completion of deliverables and the submission of required reports.

Expenses: Payment will be disbursed upon signing of the contract and will be made in GY Dollars.

All payments will be made via cheque.

Table: Budget in Local currency

1. Fees per Deliverable & per Unit

Deliverable	Due Date	Unit price	Units & # Units	Payment - GYD
Deliverable 1: Needs assessment report identifying the gaps in the curriculum and priorities for training, based on activities identified in 1 and 2 above.				
Deliverable 2: At least 4 proposals prepared for priority interventions identified by BHI, based on activity 3 above				
Deliverable 3: Support BHI in the implementation of the priority programmes/courses				

and make recommendations to support future collaboration between BHI and other key institutions, based on activity 4 above.				
Deliverable 4: Training documents/materials of new course content, including guides, manuals, course outlines, based on activity 4 above.				
Deliverable 5: Progress reports (interim and final) on consultants' tasks, the implementation of initiatives by BHI and the trainers; and progress towards creating long-term relationships between BHI and other institutions or individuals, based on activity 1-5 above.				

Fees subtotal: up to GY\$

2. Expenses (estimated)

ITEM	COST	NOTES
TOTAL		

Expense's subtotal: up to GYD

Total budget: up to GYD.....

NOTE: Reimbursements are limited to actual expenditures up to the allowed maximum amount. Receipts must be presented for all expenses.

K. APPLICATION PROCEDURE:

Consultants with an interest in undertaking this assignment are requested to email the following:

1. A proposal containing the following sections:

- a. Curriculum vitae which clearly shows relevant experience related to the assignment.
 - b. Consultant's fees and expenses for undertaking the assignment (in GY dollars; and using the budget tables for fees and expenses in section J above).
 - c. Detailed description of the implementation approach for completing tasks 1 to 5 described in section C above.
 - d. Time/Implementation schedule for the consultancy (using the 'activities plan' table in section C as guide)
2. Proposal submission procedure and guidelines
- a. The Proposal should be submitted in PDF and word format, with the title: ***“Proposal - Strengthening Capacity for Sustainable Livelihoods and Youth Entrepreneurship - Guyana”***.
 - b. Your submission should be made via **EMAIL ONLY** using the following email address: humanresources@wwf.sr with the following email address in carbon copy: jpersaud@wwf.gy.
 - c. The **DEADLINE** for the submission of the proposal is July 22, 2021.