

## **Term of Reference (TOR)**

### **Grant Proposal Development Consultant**

#### **I. Background**

The UK Department for International Development (DFID) has made available a sum of GBP 2.5 million for a fund to support Myanmar in preparing and negotiating its Voluntary Partnership Agreement (VPA) with the European Union (EU). The aim of the VPA is to ensure that timber and timber products imported into the EU from Myanmar comply with the laws of Myanmar. DFID has contracted Palladium International to manage this Support Fund; decisions on use and allocation of the fund are made by the Interim Task Force (ITF) made up of government, private and civil society organisation (CSO) stakeholders in forest governance. A portion of the VPA Support Fund will be available as grants to support organisations preparing for and carrying out negotiations.

Grants will be available to Myanmar non-government organisations and government agencies, where the work is additional to their routine responsibilities. Grants can fund activities that support stakeholder engagement with VPA negotiations and further the actions set out in the Joint VPA roadmap. This includes; communication, engagement, training, producing documents related to the VPA, building organisational capacity to engage with the VPA process, studies or research on relevant topics or reviews of policies and laws. To support eligible organisations to obtain funding from DFID under VPA support fund, FLEGT seeks an individual or organisation to deliver workshops for potential grant applicants on project design and proposal writing tailored to the context of forest governance in Myanmar.

Three separate grant writing workshops will be delivered – one in Yangon, one in Mandalay and one in Dawei. Additionally, a grant evaluation workshop will be delivered in Yangon. Individual pricing for each of the four grant workshops should be detailed in the proposal.

#### **II. Objectives**

- To set a standard of quality for funding proposals developed by organisations, institutions, private sector or other partners in Myanmar to the VPA Support Fund;
- To provide an opportunity for strengthening partnerships between local organisations operating in the field of sustainable forest and natural resources management.
- Increase awareness of participants about the FLEGT VPA process in general and the state of progress with the Myanmar VPA Process.
- Build the capacity of the ITF to assess grant applications.

### III. Expected results

- Participants understand the activities, priorities and challenges of the FLEGT-VPA process;
- Participants can identify the set of project themes that fall within the scope of the VPA support fund;
- Participants master the steps involved in project design and the components of a good funding proposal;
- Participants are able to develop a good project application file (especially the logical framework), in accordance with the expectations of an international donor;
- Participants can develop a project budget and maintain required financial records; and
- Participants have an understanding of due diligence requirements and how to satisfy them.
- ITF members are able to effectively assess grant applications.

### IV. Scope of Work

#### Content

Six major areas will be addressed during the grant writing workshops:

1. The key issues around the FLEGT VPA Process in the country and project themes eligible for funding by the VPA Support Fund;
2. The essential elements of a project (intervention logic, indicators and sources of verification, risks and assumptions, budget, sustainability) and project design tools (stakeholder analysis, the problem tree, the objective tree, the logical framework, the risk analysis table, etc.);
3. Elements of a good funding proposal and meeting criteria for the VPA Support fund application (See **Annex 1** Grant award procedures);
4. Developing a budget to deliver a project plan; and
5. Meeting due diligence requirements.

In addition, the grant assessment workshop will address:

1. How to score proposals against identified criteria
2. How to determine the ability of the project design to achieve the identified outcomes
3. How to select a portfolio of activities in order to meet the TOR of the VPA Support Fund

## **Method**

The workshops should provide opportunities for both group and one-on-one training, technical assistance and advice, mentoring and coaching to support participants. The workshop designs should take into account cultural and socio-economic considerations including gender, social protection, language and literacy of participants. The consultant should use their experience to design workshop content using both existing and tailored materials and training techniques.

The consultant should present the proposed workshop designs to the ITF and Palladium for approval before delivery of the workshops.

## **Evaluation**

The consultant is also required to design and deliver an evaluation tool for the workshop. A final report on the workshop must be prepared and delivered to the ITF and Palladium on completion of the work.

## **V. Workshop Location**

Three separate grant writing workshops will be delivered – one in Yangon, one in Mandalay and one in Dawei. Additionally, a grant evaluation workshop will be delivered in Yangon.

## **VI. Workshop Duration**

The duration of each grant writing workshop will be up to 3 - 4 days. The grant evaluation workshop duration will be one day.

## **VII. Participants**

Potential organization partners who have registered their interest in the support fund. The number of participants is likely to be 40 – 60 persons.

## **VIII. Assessment**

### **Selection Criteria**

Applications will be assessed against the following criteria:

1. Required experience – 50%
2. Proposed methodology – 30%
3. Financial proposal – 20%

### **Required experience**

This consultancy is open to individual consultants or organisations, national, international or both, that can demonstrate their experience in relation to the following:

- Strong track record in the successful design and delivery of multi-stakeholder grant writing workshops funded by international donors (20)
- An understanding of forestry governance, preferably of the VPA negotiation process. (10)

- Experience in working in Myanmar including understanding of the environmental, cultural, socio-economic and political context (10)
- Demonstrated understanding of resilience, gender issues and social protection in conflict and early recovery stages (10)

## Proposed Method

The consultant should detail how they intend to achieve the identified objectives and results, including an overview of the agendas of the workshops, delivery methods, supporting documents taking into account gender and socio-economic considerations including language and pre-existing knowledge of participants. This should also include a proposed evaluation method.

## Financial Proposal

State daily rates for the Consultant using the format below, which includes all costs that are not reimbursable. This rate will form the basis of the comparative tender assessment. All other costs are on a reimbursable basis, subject to submission of receipts. The consultant should also submit indicative costs for reimbursables.

Fee	Per consultant	Per consultant	Per consultant
Daily rate	X	X	X
Number of days for assignment	Y	Y	Y
Total	=X*Y	=X*Y	=X*Y

Separate tables should be submitted for each of the three workshops. Venue organisation, catering and attendance costs for participants will be the responsibility of the Company. Travel, accommodation, meals and incidentals, printing and materials will be the responsibility of the Consultant.

## IX. Application

Interested parties should submit their application in English in the following format:

- Cover letter (4 pages maximum, detailing suitability against each of the above mentioned criteria)
- Proposed method including workshop agendas (5 pages maximum)
- A financial proposal in GBP or USD in the format detailed above.
- Up-to-date CVs of all personnel named in the proposal.

Submissions should be made to the address Palladium **Palladium Myanmar Limited** - No.84. UNITEAM TOWER, Pan Hlaing Street, Sanchaung Township, Yangon, Myanmar or email to: [myanmar.grants@thepalladiumgroup.com](mailto:myanmar.grants@thepalladiumgroup.com) and copy to [khincho.chohtun@thepalladiumgroup.com](mailto:khincho.chohtun@thepalladiumgroup.com) and [james.pilkington@thepalladiumgroup.com](mailto:james.pilkington@thepalladiumgroup.com)

Any queries regarding this application, please call 0996 354 1351.

**Deadline for applications: 5 January, 2018 (5 p.m)**