



## **Government of Grenada**

### **Market Access and Rural Enterprise Development Programme (MAREP)**

#### **CALL FOR CONSULTANT**

### **Consultancy for Training and Technical Assistance for Development of Strategic Plans for Community Based Organizations (CBO) and Small and Micro/Medium Enterprise (SME) Where Relevant**

#### **Background**

The Grenada Market Access and Rural Enterprise Development Programme (MAREP) is a six (6) year programme (2011 – 2017) funded by the Government of Grenada (GOG), with loan financing by the International Fund for Agricultural Development (IFAD) and the Caribbean Development Bank (CDB). MAREP began operations on April 1, 2011. The Ministry of Finance (MOF) is the lead agency with responsibility for MAREP. The goal of the programme is to contribute to the reduction of rural poverty and vulnerability of rural young unemployed or self-employed men and women in 50 rural communities in Grenada and Carriacou.

MAREP is committed to the development of Community Based Organizations (CBOs) and Small and Medium Enterprises (SMEs) to facilitate social and economic development within rural communities. In this regard, MAREP will provide support to CBOs to develop implementable Strategic Plans in order to help CBOs and SMEs develop, design and prioritize activities to be undertaken during the life of the programme (in the first instance, and potentially beyond the life of the Programme). MAREP is therefore seeking the services of a Consultant to undertake strategic planning activities with potentially seven (7) CBO's / SME's (SME where relevant) by December 2011.

#### **Purpose and Objective:**

The consultant is required to facilitate training in the preparation of implementable Strategic Plans for seven (7) CBOs / SMEs and to facilitate and work along with the CBOs/SMEs to design and develop implementable strategic plans for the period 2011-2017.

**Scope of Work:**

- Become familiar with the structure, mandates, purpose, resource and methods of selected CBO/CBMO/SME through interaction with members, particularly the executive, and review their organizational documents. This would then guide the consultant who must conduct research and gather relevant documents for the strategic planning exercises (i.e., documents that are available and not available within the CBO / SME) and conduct a review of previous activities of the CBO/SME and document and analyze purpose / benefits / costs to the relevant CBO/SME of past activities.
- Become familiar with the social, economic and cultural relationships, interactions and resources of the community and surrounding areas within which the CBO / SME is based and operates.
- Develop consultative workshop methodologies and materials in consultation with MAREPs Human and Social Capital Building Specialist (HSCBS) to ensure participatory approaches are utilized to provoke critical thinking amongst the participants.
- Conduct training with CBO/SME members in the development of strategic plans, utilizing participatory methodologies.
- Implement consultation through the use of participatory methodologies to facilitate the involvement of the CBO/SME members in the development of a strategic plan that addresses needs of the CBO/SME in one or more of the

- following areas: income and employment generating activities; social development; CBO/CBMO organizational development / organizational strengthening, Environmental Impact Assessments (EIA). This must be done to facilitate the CBO/SME awareness and understanding of each strategic issue in the strategic plan and must show for each strategic issue / activity the following:
- clearly outlined Goals/Objectives,
  - List / Breakdown of Activities,
  - Expected Outcomes,
  - Timeline and
  - Strategic Alliances.
- Identify and take into account the strategic relationship between the CBO/CBMO/SME and MAREP and other stakeholders in the development of the Strategic Plan and outline mechanisms for undertaking activities identified by the CBO/CBMO/SME.

### **Skills and Knowledge of the Consultant**

A minimum of a first degree in the social sciences or related fields plus a minimum of 4 years experience in training facilitation with community based organizations. Knowledge and experience designing strategic plans or conducting strategic planning training and related exercises at the Community and SME level and familiarity / expertise in using participatory approaches with community based organizations will be an asset.

### **Other Skills**

- Strong analytical skills
- Good inter-personal skills
- Excellent communication skills
- Excellent report writing skills

- Strong understanding of roles and functions of Community Based Organizations in Grenada

**Level of Input:**

- All activities of the consultancy will be completed over a period of three (3) months.

**Location**

Training and consultancies will target two (2) CBOs in the parish of St. Patrick's, one (1) CBO each in the parishes of St. Mark's, St. John's, St. Andrew, St. David and one (1) SME in rural St. George.

**Schedule of Deliveries and Reports**

- The Consultant will provide hard and soft copies of reports to MAREP on the activities and outcomes of the training workshops monthly, or within three to four week periods from the date of the signing of the contract to undertake the consultancy, and draft strategic plans within two weeks of completion of work with the respective CBO/SME. Hard and soft copies of the final Strategic Plans for respective groups will be submitted two weeks after draft strategic plans have been reviewed and approved by the respective CBOs and MAREP specialists, thus representing completion of the consultancy. A specific timetable will be drawn up with dates to reflect this schedule.

**Services to be Provided by the Client**

The Human and Social Capital Building Specialist (HSCBS) at MAREP is responsible for ensuring that the Consultant performs his/her duties in an efficient manner. The relevant Community and Youth Officer (CYO) through the Specialist and in collaboration with the consultant is responsible for making appointments with the CBOs/SME for workshops and all other undertakings relevant to this consultancy. The Specialist will also provide guidance and support as necessary for the Consultant to undertake the required duties.

All resources to undertake the Consultancy will be provided by the Consultant.

**Interested persons should send a Curriculum Vitae and Proposal including content, time frames and budget no later than 7<sup>th</sup> October, 2011**

Documents should be marked **Consultant, Strategic Plans - CBOs** and submitted by post or hand delivered to:

The Programme Manager

MAREP

P.O. Box 2972

GIDC Business Complex

Sauteurs Bus Terminus

Lower Main Street

Sauteurs

St. Patrick's

Or by email to: [marepgrenada@gmail.com](mailto:marepgrenada@gmail.com)