Request for Proposals

Title: Consultancy Services to Support the National Toshaos Council (NTC) in the Development of Village Sustainability Plans (VSPs)
Date of Issuance: March 25, 2026
Location: Georgetown, Guyana
Type: Local Firm or Individual Consultant (with responsibility for assembling and managing a facilitation team)
Procurement Method: Open
Duration: Five (5) calendar months
Language: Proficiency in English

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1. Background

Village Sustainability Plans (VSPs) are community-led, long-term development plans that guide the sustainable social, economic, cultural, and environmental development of Indigenous villages and communities in Guyana. VSPs are a requirement under the Amerindian Act (2006) and form a key mechanism under Guyana's Low Carbon Development Strategy 2030 (LCDS 2030), including access to forest carbon revenues.

The National Toshaos Council (NTC), in collaboration with government agencies and development partners, supports villages to develop VSPs using a participatory, rights-based planning process guided by the Village/Community Planning Manual. This process emphasizes Free, Prior and Informed Consent (FPIC), inclusive participation, and community ownership of development priorities.

To accelerate and scale up the development of high-quality VSPs, the NTC seeks to engage qualified consultants who will take full responsibility for facilitating the VSP process in assigned villages, including assembling facilitation teams, conducting village-based planning workshops, and delivering complete, high-standard VSP documents for NTC review and approval.

2. Consultancy Objectives

The objective of this consultancy is to support the NTC in the development of Village Sustainability Plans by independently facilitating the full VSP process in assigned villages and delivering draft and final VSPs that meet NTC standards and national policy requirements.

Consultants will be responsible for end-to-end delivery, from planning and budgeting, through community engagement and facilitation, to submission of finalized VSPs to the NTC.

3. Characteristics of Consultancy

Type: Individual/Firm

Procurement Method: Open

Duration: Five (5) months

Place of Work: Guyana/Remote

Language: Proficiency in English (both written and spoken)

4. Scope of Services

Under the supervision of NTC'S VSP Programme Manager, the consultant shall:

a. Planning and Coordination
   - Engage with the NTC, Village Councils, and relevant regional authorities to secure relevant approval and coordinate the VSP process.
   - Prepare a detailed workplan and budget for each assigned village, including timelines, facilitation approach, team composition, and logistical arrangements.
   - Assemble, manage, and supervise a qualified facilitation team, ensuring adherence to VSP guidelines, FPIC principles, and community protocols.

b. Community Facilitation and Field Implementation
   - Plan and conduct all required village-based VSP workshops using the approved Village Planning Manual and approved facilitation materials (including presentations).
   - Ensure inclusive participation of women, youth, elders, and other community groups.
   - Manage all field logistics, including travel, accommodation, materials, and workshop administration.
   - Document all sessions through notes, attendance records, photographs, and financial records.

c. Reporting and Documentation
   - Prepare a VSP Workshop Report for each village workshop, including:
     - Summary of activities conducted
     - Key outputs and decisions
     - Attendance and participation record
     - Challenges, risks, and lessons learned
     - Detailed expenditure statement with supporting documentation

d. Plan Development and Finalization
   - Compile workshop outputs into a comprehensive Draft Village Sustainability Plan for each village.
   - Support community validation of the draft plan and incorporate feedback.

- Submit a Final Village Sustainability Plan to the NTC that reflects community priorities and complies with national standards.

5. Estimated Timeline:

The consultancy will be executed from April to August 2026.

6. Qualifications & Skills:

The Consultant should demonstrate:

- A tertiary-level qualification or university degree in a relevant field.
- Proven experience facilitating participatory planning processes with Indigenous peoples and local communities.
- Strong understanding of the Guyanese Indigenous governance context, including the Amerindian Act and community protocols.
- Demonstrated capacity to manage field teams, logistics, and budgets in remote locations.
- Excellent facilitation, reporting, and writing skills.
- Familiarity with FPIC principles and inclusive, rights-based development approaches.
- Ability to deliver high-quality technical documents within agreed timelines.

Experience with Village Sustainability Planning or similar community development planning processes will be a strong asset.

7. Deliverables:

The Consultant shall be responsible for producing **VSPs for 5 Villages** and is responsible for delivering the following outputs for each assigned village:

The consultancy may be flexible to include the development of additional VSPs beyond the initial six (5), subject to the Consultant's capacity and performance, and upon mutual agreement with the NTC.

Deliverables	End product	Timeline
Signing of Contractual Agreement	Signed Contractual Agreement	April 1, 2026
Workplan and Budget	Detailed workplan and itemized budget, including an expected timeline for completion of the VSP process.	April 10, 2026
VSP Workshops 1 and 2, and validation meeting Report for Village 1	A report for workshops 1 and 2, and validation meeting conducted in Village 1, including detailed narrative reporting and a full breakdown of expenditures.	May 4, 2026
Draft Village Sustainability Plan for Village 1	A complete draft VSP submitted to the NTC for technical review and feedback, incorporating community validation comments.	May 4, 2026
Final Village Sustainability Plan for Village 1	A finalized VSP incorporating NTC comments, ready for formal endorsement and use.	May 8, 2026
VSP Workshops 1 and 2, and validation meeting Report for Village 2	A report for workshops 1 and 2, and validation meeting conducted in Village 2, including detailed narrative reporting and a full breakdown of expenditures.	June 1, 2026

Deliverables	End product	Timeline
Draft Village Sustainability Plan for Village 2	A complete draft VSP submitted to the NTC for technical review and feedback, incorporating community validation comments.	June 1, 2026
Final Village Sustainability Plan for Village 2	A finalized VSP incorporating NTC comments, ready for formal endorsement and use.	June 5, 2026
VSP Workshops 1 and 2, and validation meeting Report for Village 3	A report for workshops 1 and 2, and validation meeting conducted in Village 3, including detailed narrative reporting and a full breakdown of expenditures.	Jun 29, 2026
Draft Village Sustainability Plan for Village 3	A complete draft VSP submitted to the NTC for technical review and feedback, incorporating community validation comments.	June 29, 2026
Final Village Sustainability Plan for Village 3	A finalized VSP incorporating NTC comments, ready for formal endorsement and use.	Jul 3, 2026
VSP Workshops 1 and 2, and validation meeting Report for Village 4	A report for workshops 1 and 2, and validation meeting conducted in Village 4, including detailed narrative reporting and a full breakdown of expenditures.	Jul 27, 2026
Draft Village Sustainability Plan for Village 4	A complete draft VSP submitted to the NTC for technical review and feedback, incorporating community validation comments.	Jul 27, 2026
Final Village Sustainability Plan for Village 4	A finalized VSP incorporating NTC comments, ready for formal endorsement and use.	Jul 31, 2026

Deliverables	End product	Timeline
VSP Workshops 1 and 2, and validation meeting Report for Village 5	A report for workshops 1 and 2, and validation meeting conducted in Village 5, including detailed narrative reporting and a full breakdown of expenditures.	Aug 24, 2026
Draft Village Sustainability Plan for Village 5	A complete draft VSP submitted to the NTC for technical review and feedback, incorporating community validation comments,	Aug 24, 2026
Final Village Sustainability Plan for Village 5	A finalized VSP incorporating NTC comments, ready for formal endorsement and use.	Aug 28, 2026
The entire VSP process for a village should not take more than 30 days to complete.		
All deliverables must be submitted in format and templates approved by the NTC.		

8. Reporting and Supervision

The Consultant will report directly to the NTC VSP Programme Manager or designated representative. All key deliveries are subject to NTC review and approval.

9. Ethical Standards

The Consultant and facilitation team must adhere to the highest ethical standards, including respect for Indigenous rights, cultural sensitivity, transparency, and accountability. All work must be conducted in line with FPIC principles and NTC safeguard guidelines.

10. Ownership of Outputs

All data, reports, and Village Sustainability Plans produced under this consultancy shall remain the property of the village and the NTC as its custodian.

11. Submission Details

The proposal should provide guidance by which deliverables and due dates will be determined.

a. Cover letter: Applicant should include a cover letter for their proposal, listing all documents submitted. The cover letter should provide a complete mailing address, street address (if different), electronic mail address(es), and telephone numbers.
b. Curriculum Vitae of Key Personnel: Sub-contractors during the contract period will not be permitted unless explicitly agreed upon.
c. Technical Proposal (Timeline, Deliverables and Budget): A summary proposal on your interpretation of this RFP with key deliverables and milestones that meet the timeline identified below. The technical proposal should clearly demonstrate the consultant's past relevant experience, include a CV of each key expert if more than one individual is proposed, and provide a detailed approach, methodology, and workplan.
d. Detailed Budget.

Service Provider shall use its best efforts to minimize the financing of any taxes on goods and services, or the importation, manufacture, procurement, or supply thereof. If the Service Provider is eligible to apply for refunds on taxes paid, Service Provider shall do so. Any tax savings should be reflected in the Service Fee. Service Provider hereby expressly binds itself to include language substantially reflecting the terms of this provision in all subcontracts issued under this Agreement.

The proposal must be received no later than **11:59PM on April 8, 2026**, in **hard copy or electronic format** at any or both of the following addresses:

Physical Address:
National Toshaos Council
Attn:
National Exhibition Centre
Sophia
Georgetown. Guyana.

E-mail Address:
ntoshaoscouncil@yahoo.com

Submissions must include:

a. **Articles of Incorporation or Business Registration;**
b. **Guyana Revenue Authority Compliance or equivalent from any other country;**
c. **National Insurance Scheme Compliance or equivalent from any other country; and**
d. **Declaration of Good Standing (Attachment 1).**

12. Language

All documents and communications relating to this RFP shall be in English.

13. Evaluation Criteria

In evaluating proposals, NTC will seek the best value for money considering the merits of the technical and financial proposals. Proposals will be evaluated using the following criteria:

Proposals will be evaluated ONLY against the Evaluation Criteria in the RFP (no other evaluation criteria may be considered for selection).

Evaluation Criteria	**Score (out of 100)**
Is the proposed approach and methodology appropriate to the assignment and practical in the prevailing project circumstances?	25
Is the presentation clear and is the sequence of activities and the planning logical, realistic, and promises efficient implementation to the project?	25
Proof of Experience with project of similar work: Does the bidder's past performance demonstrate recent proven experience doing similar work?	25
Proof of Qualifications:	15

Does the bidder and the proposed personnel have the qualifications and specific technical expertise for the assignment?	
Cost: Costs proposed are reasonable and realistic and reflect a solid understanding of the assignment.	10

14. Proposal Timeline

RFP Issued	March 25, 2026
Clarifications submitted to NTC	April 3, 2026
Clarifications provided to known bidders	April 6, 2026
Complete proposals due to NTC	April 8, 2026

15. Period of Validity of Bids

Entities are required to hold submitted proposals valid for at least 90 days from the date of submission during which period they will maintain, without change, their price proposal. NTC is expected to finalize the agreement within this period.

16. Confidentiality

All proprietary information provided by the bidder shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation process. This includes but is not limited to price quotations, cost proposals and technical proposals. NTC may, but is not obliged to, post procurement awards on its public website after the solicitation process has concluded, and the contract has been awarded. NTC's evaluation results are confidential and applicant scoring will not be shared among bidders.

17. Attachments:

Attachment 1: Declaration of Good Standing

DECLARATION OF GOOD STANDING

Date:

	Tenderer certifies:	Yes	No

a.	they are not bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations. However, tenderers in this situation may be eligible to participate insofar as the Grant Recipient is able to purchase supplies on particularly advantageous terms from either a supplier which is definitively winding up its business activities, or the receivers or liquidators of a bankruptcy, through an arrangement with creditors, or through a similar procedure under national law;		
b.	they or persons having powers of representation, decision-making or control over them have not been convicted of an offence concerning their professional conduct by a final judgement;		
c.	they have not been found guilty of grave professional misconduct; proven by any justifiable means;		
d.	they have fulfilled obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which they are established, or with those of the country of the Grant Recipient or those of the country where the contract is to be performed;		
e.	they or persons having powers of representation, decision-making or control over them have not been convicted for fraud, corruption, involvement in a criminal organisation or money laundering by a final judgement;		
f.	they do not engage in the use of child labour or forced labour and/or practise discrimination, and/or do not respect the right to freedom of association and the right to organise and engage in collective bargaining pursuant to the core conventions of the International Labour Organization (ILO).		
g.	they are not in any of the situations listed above. Even if such confirmation is given by a tenderer, any of the situations listed above can be investigated if reasonable grounds are found to doubt the contents of such confirmation.		

Submitted by:

Signature: