



Request for Proposals

Title: Development of a Costed Strategic Plan for the National Toshaos Council.

Date of Issuance: May 30, 2024

Location: Georgetown, Guyana

Type: Individual/Firm

Procurement Method: Open

Duration: Six (6) calendar months

Language: Proficiency in English

1. Background

The National Toshaos Council (NTC) is a Body Corporate that is legislated under Part IV of the Amerindian Act of 2006. It is comprised of all elected Village Toshaos of Guyana, representing the majority of Guyana's estimated 75,000 Indigenous Peoples. Through its constituent network of village leaders, the NTC maintains a connection to all Amerindian Villages and communities.

The Amerindian Act of 2006 outlines the NTC's mandate to:

- Promote good governance § 41 (c)
- Prepare strategies and plans for reducing poverty, improving access to health & education § 41 (d), and to protect, conserve and sustainably manage village lands and resources § 41 (e)
- Promote Amerindian languages § 41 (f)
- Advise the Minister of Amerindian Affairs on the protection of Amerindian culture, the development of Villages, and the impact of legislation and policy on Amerindian communities § 41 (g)
- Coordinate and integrate the activities of villages on a national basis § 41 (h)
- Share, document and record the experiences of villages § 41 (i).

The NTC is guided by a 20-member Executive Committee, elected from amongst current Toshaos, and representing the 10 administrative regions of Guyana. The work of the NTC is supported by a Secretariat in Georgetown.

In December 2022, the Architecture for REDD+ Transactions issued a total of 33.47 million TREES credits to Guyana for the period 2016-2020. These credits became available to buyers on the



voluntary carbon market. Subsequently, the Hess Corporation agreed to purchase an average of 7.5 million credits per year from Guyana between 2021 and 2030 (about one-third of all Guyana's anticipated credits). The agreement is expected to generate a minimum of US\$750 million for Guyana over the coming decade, of which Guyana has budgeted to receive US\$150 million in 2023. 15 percent of this revenue (equivalent to US\$22.5 million in 2023) has been dedicated towards investment in Village Sustainability Plans under the Government's revised Low Carbon Development Strategy (LCDS).

These revenues, coupled with Government's increased investments in hinterland health, education and infrastructure, present a once-in-a-generation opportunity for Amerindian communities. Assuming revenue streams to communities are maintained at the current level, a well-capacitated NTC can ensure communities make the best of this opportunity, delivering on the aspirations of Indigenous People, while minimizing the negative impacts on culture, traditional knowledge, and nature.

The development and subsequent implementation of long-term village plans, referred to as Village Sustainability Plans in the LCDS, is at the centre of a bottom-up community-driven approach to utilizing funding from the sale of carbon credits. In line with the requirements of the Amerindian Act, these plans are developed and ratified at the village level. Both the development of multi-year and annual village plans and their implementation will require a high level of support and coordination at the district and national levels.

To strengthen village sustainability planning, the NTC is confident of receiving, in the near term, a significant investment of funds under the Guyana-Norway agreement. Funding is likely to cover a three-year period, commencing in 2024. These resources present an opportunity for NTC to build on its existing strengths to emerge in 2027 a vastly stronger organization: accountable to the people it was created to serve, financially independent, an effective leader and enabler of IPOs in Guyana.

NTC must prepare now for a growing staff contingent; Village planning notwithstanding, priorities for Guyana's Amerindian population are inter-related and complex. Balancing the preservation of traditional knowledge, language, and culture, with demands for economic growth for example, requires technical capacity, and the capacity to influence others, that is beyond NTC's current institutional arrangements.



A 2023 capacity assessment and strengthening plan, developed by NTC with support from Conservation International identified these and other capacity gaps, as well as NTC's significant capacity strengths, and will contribute to the development of NTC's strategic plan.

2. Consultancy Objectives

The National Toshias Council requires a local consultant or firm to facilitate the development of their Costed Strategic Plan, covering the period 2024 – 2030. This plan will outline the NTC vision and priorities for the development of Indigenous Peoples in Guyana.

3. Characteristics of Consultancy

Type: Individual/Firm

Procurement Method: Open Source

Duration: Six (6) months

Place of Work: Georgetown Guyana

Language: Proficiency in English (both written and spoken)

4. Scope of Services

The NTC now requires a local consultant or firm to facilitate the development of a costed strategic plan for NTC, covering the period 2024 – 2030.

Under the overall supervision of the NTC Executive Director and Programme Coordinator, and with guidance and approval of the NTC Executive Committee, the local consultant will be tasked with:

- Assess and analyze NTC's internal environment providing an idea of the needs and gaps in delivering on its strategy.
- Assess and analyze NTC's environment and stakeholders.
- Synthesis of results and identify strategic opportunities.
- Plan and facilitate a workshop with Executive members, staff, and others to prioritize the organization's strategic direction.
- Support the NTC in designing appropriate metrics using the Theory of Change model and/or an organizational balanced scorecard to best align with identified strategic priorities.
- Draft and finalize NTC's costed strategic plan.



5. Responsibilities of the Consultant

- Conduct start-up workshops and meetings with the client and key stakeholders. Clarify roles and responsibilities for an inclusive and participatory approach.
- Review relevant documents, including those provided by the NTC.
- Develop detailed methodology and associated tools.
- Complete stakeholder analysis.
- Engage NTC constituents and other representative organizations at the national and regional levels.
- Assess the national and international context, including obligations to international treaties and conventions. Identify best practices and lessons learned that will inform NTC's strategy.
- Develop the strategic planning framework.
- Facilitate participatory analysis and planning with NTC and other key stakeholders.
- Support NTC to identify its strategic priorities and develop mission and vision statements in keeping with its mandate.
- Determine actions to ensure the sustainability and independence of NTC's work.
- Validate the final strategic plan with NTC stakeholders. This includes a presentation to the NTC Executive Committee.

6. Responsibilities of the NTC

- Provide opportunities for the consultant to engage with the NTC membership, including the Executive Committee.
- Provide all relevant documents and databases.
- Provide meeting space as required for engagement with the NTC Executive Committee

7. Estimated Timeline:

The consultancy will be executed from July 2024 to December 2024.

The budget includes all activities associated with the consultancy, including consultation workshop/s.

8. Qualifications & Skills:

- Minimum of a Master's Degree in Indigenous Development, Management, Organizational Development, or any similar relevant area.



- Minimum 5 years of experience in developing strategic plans for organisations.
- Excellent knowledge and understanding of the socio-economic and political context of the country.
- Extensive experience working with indigenous communities in Guyana, and a detailed understanding of the multi-dimensional issues engaging Amerindian populations in Guyana’s hinterland.
- Excellent written skills in English language.
- Excellent research, analytical, and communication skills, both oral and written,

The ideal Consultant will have knowledge of and/or proven expertise in:

- Participatory approaches in conducting assessments and facilitating strategic planning processes.
- Familiarity with the Theory of Change approach and building organizational balanced scorecards.
- Developing costed action plans.

9. Deliverables:

The consultant is responsible for the acceptance of deliverables under the consultancy under the following schedule:

D#	Deliverable	Timeline ¹
1	Inception Report: Detailed understanding of the assignment, the work plan, and how the consultant will undertake the consultancy.	Week 3
2	Interim Report: Assess the national and international context, including obligations to international treaties and conventions. Identify best practices and lessons learned that will inform NTC’s strategy. Identify the NTC’s strategic priorities and develop mission and vision statements in keeping with its mandate.	Week 13
3	Draft Strategic Plan <ul style="list-style-type: none"> • Executive summary • Background • Internal and External analysis • Strategic priorities 	Week 18

¹ Calendar days after contract signing



	<ul style="list-style-type: none">• A Theory of change, and an M&E framework• A risk and mitigation matrix	
4	Final detailed Strategic Plan Indicative Implementation Budget – NTC Strategic Plan Summary version – NTC Strategic Plan (max 5 pages) PowerPoint Presentation – NTC Strategic Plan	Week 22

10. 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 June 14, 2024**, 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).**

11. Language

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

12. 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: Does the bidder and the proposed personnel have the qualifications and specific technical expertise for the assignment?	15
Cost: Costs proposed are reasonable and realistic and reflect a solid understanding of the assignment.	10

Please be advised that shortlisted bidders may be invited for an interview portion.

13. Proposal Timeline

RFP Issued	May 29, 2024
Clarifications submitted to NTC	June 11, 2024
Clarifications provided to known bidders	June 12, 2024
Complete proposals due to NTC	June 14, 2024

14. 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.

15. 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.

16. 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: