

Request for Proposals- Capacity Building Modules & Tools for IPLCs

Title: Consultant, Development of Capacity Building modules and tools for IPLCs in Proposal Design, Project Management, Financial Management, and Report Writing

Date of Issuance: December 17, 2025

Location: Georgetown, Guyana

Type: Individual/Firm

Procurement Method: Open Source

Duration: Four(4) calendar months

Language: Proficiency in English

Place of Work: In country/Remote

1. Background

National Toshias Council (NTC)

The National Toshias 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 Toshias of Guyana. 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:

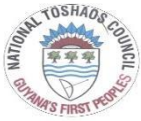
- Promote good governance 41 (c)
- Prepare strategies and plans for reducing poverty, improving access to health & education 41 (d), and to protect, conserve and sustainably manage village lands and resources 41 (e)
- Promote Amerindian languages 41 (f)
- Advise the Minister of Amerindian Affairs on 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 Toshias from the 10 administrative regions of Guyana. The work of the NTC is supported by a Secretariat in Georgetown.

2. Project Overview:

With support from the Government of Guyana and the Norway's International Climate and Forest Initiative (NICFI) through the Norwegian Agency for Development Cooperation (NORAD), the National Toshias Council (NTC), in partnership with Conservation International Foundation Guyana (CI-Guyana), is implementing the Village Sustainability Plans (VSP) initiative under the project titled "Support to Village Planning and Implementation as part of Guyana's REDD+ Programme." The initiative aims to strengthen the capacity of Indigenous Peoples and Local Communities (IPLCs), including village leadership and the NTC, to lead the development and implementation of ten-year Village Sustainability Plans (VSPs). As communities transition from planning to implementation, there is a growing need to build stronger skills in project design, management, financial accountability, and reporting to ensure effective and transparent execution of village-led initiatives.

3. Consultancy Objectives



The NTC requires a local consultant or firm to develop and pilot a user-friendly capacity-building module, templates, and tools in Proposal Design, Project Management, Financial Management, and Report Writing, to support communities in implementing their Annual Village Plans (AVPs) and Village Sustainability Plans (VSPs).

The Consultant will undertake the following key activities:

1. Desk Review and Needs Assessment

- o Review existing literature, needs assessments, and documentation from NTC and partners related to existing templates, training materials, and VSPs.
- o Identify the knowledge gaps and learning needs of IPLCs regarding project planning, financial literacy, and reporting.

2. Development of Capacity Building Modules and Tools/Templates

- o Design culturally sensitive, user-friendly modules for:
 - Proposal Design and Development
 - Project Management (including key phases of the 5-stage project life cycle)
 - Financial Management and Reporting
 - Report Writing (for project and village reports)
- o Ensure modules are tailored for varying literacy and learning levels of Indigenous communities, with participatory and visual learning techniques.
- o Develop practical templates for:
 - Annual Village Plans
 - Proposal Design and Development
 - Project Management (planning, implementation, monitoring and learning)
 - Financial Management (budgeting, tracking, reporting)
 - Report Writing (progress and final reports for community projects)

3. Training and Piloting

- o Conduct training workshops for NTC Executives, Staff, and Partners using the developed modules and templates.
- o Pilot the training and tools in at least four cluster locations (groups of Project support officers) (Regions 1: Moruca; 2: Anna Regina; 9: Lethem; and 4: NTC Secretariat), ensuring inclusive participation (gender, youth, and differently abled).
- o Gather feedback from participants to refine the tools for broader use.

4. Refinement and Finalization

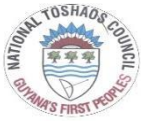
- o Incorporate pilot feedback and finalize all training modules and templates.
- o Produce a final report and presentation summarizing the process, key findings, lessons learned, and recommendations for replication and scaling across other regions.

4. Estimated Timeline:

The consultancy will be executed from February – May 2026.

5. Indicative Budget:

The project will cover all costs associated with the execution of this consultancy, including but not limited to consultation workshops, travel, accommodation.



6. 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.

7. Deliverables:

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

#	Deliverable	Description	Timeline
1	Inception Report	Detailing methodology, schedule/ timeline, and workplan	Week 2
2	Needs Assessment Report	Summary of findings and recommendations	Week 3
3	Draft Modules & Templates	First draft of all training modules and templates for feedback.	Week 6
4	Pilot Training Report	Summary of training sessions in Regions 1, 2, 9 & Georgetown.	Week 14
5	Final Modules, Templates & Report	Comprehensive report summarizing process, outcomes, and recommendations.	Week 16

8. Reporting, oversight and ownership

The Consultant will report directly to the National Toshihos Council (NTC), under the oversight of the VSP Project Manager or designated focal point. Participatory feedback will be gathered during design and testing stages.

All outputs and materials (reports, templates, training modules, and tools) shall be submitted in both editable (Word, Excel, PowerPoint) and PDF formats to the NTC.

All intellectual property and materials developed under this consultancy will remain the property of the NTC.

9. 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 January 15, 2026**, in **hard copy or electronic format** indicating the following reference **“Consultant, Development of Capacity Building modules and tools for IPLCs in Proposal Design, Project Management, Financial Management, and Report Writing”** at any or both of the following addresses:

Physical Address:

National Toshias 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).**

10. Language

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

11. 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)
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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.

12. Proposal Timeline

RFP Issued	December 17, 2025
Clarifications submitted to NTC	January 13, 2026
Clarifications provided to known bidders	January 14, 2026
Complete proposals due to NTC	January 15, 2026

13. 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.

14. 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.

15. 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: