

**LOCAL PARTNER DEVELOPMENT
REQUEST FOR EXPRESSIONS OF INTEREST
MENTORS TO SUPPORT THE STEPPING STONE TO SUCCESS PROGRAM**

ABOUT STEPPING STONE TO SUCCESS

Local Partner Development (LPD) Stepping Stone to Success is currently offering individualized training support for a select group of twenty community-based organizations (CBOs), and grassroots organizations based in Central Jamaica, **(St. Catherine, Clarendon, Manchester, and St. Elizabeth)**. Subsequent phases of Stepping Stone to Success will be rolled out for the Western Jamaica region and the Kingston Metropolitan/Eastern region. Over the ten months of the program, participants will receive tailored support, mentorship, and practical, skills-based training on how to improve their community work and the sustainability of their groups.

Stepping Stone incorporates a “Learning by Doing” approach that is practical, manageable, will foster collaboration, networking and peer learning, and will also include support mechanisms to ensure participants get the maximum benefit from the program. Stepping Stone is designed to be a holistic organizational strengthening intervention that addresses each group’s needs while also fostering the creation of a collaborative and supportive environment for community-based and grassroots organizations. Organizations will be required to attend all workshops and to satisfactorily complete all assignments. The training program will have three main components: workshops, peer learning, and mentorship.

Workshop curriculum:

Session 1: Assessment and Presentation of Stepping Stone to Success Program	Key Content <ul style="list-style-type: none"> • Overview of Stepping Stone • Group Presentations • Assessment activity
Session 2: Program Design	Key Content <ul style="list-style-type: none"> • Identifying problems and solutions • How to effectively workplan • Basic M&E
Session 3: Mobilizing Community	Key Content <ul style="list-style-type: none"> • Needs assessment • Mobilizing and maximizing resources • Community Awareness Building
Session 4: Managing Staff & Volunteers	Key Content <ul style="list-style-type: none"> • Who we need? • How do we get and keep volunteers? • How do we graduate volunteers
Session 5: Budgeting and Financial Management	Key Content

	<ul style="list-style-type: none"> • Basic Budget Skills • Best practices for procurement
Session 6: Proposal Writing	<p>Key Content</p> <ul style="list-style-type: none"> • What is a proposal? • Expectations of funders/donors • Different channels of request • Proposal writing process
Session 7: Organizational Identity, Culture & Strategic Planning	<p>Key Content</p> <ul style="list-style-type: none"> • What culture and values should our organization exhibit and support? • What is our primary purpose? • What strategies should be implemented to ensure long-term sustainability?
Session 8: Financial Viability	<p>Key Content</p> <ul style="list-style-type: none"> • Current financial standing • Diversifying resource base • Identifying income generating opportunities
Session 9: Program Management	<p>Key Content</p> <ul style="list-style-type: none"> • Implementation • M&E • GESI implementation • Use of technology
Session 10: Program Graduation	<p>Key Content</p> <ul style="list-style-type: none"> • Exit assessment • Snapshot of improvements • Evaluation of the program • Presentation of certificates

SCOPE OF WORK

LPD seeks to hire 15 suitable candidates for the role of **Mentor**: Mentors, under the close supervision of LPD staff, will provide mentorship services for participants in the program. Each Mentor will be assigned to provide support services to a maximum of four participating organizations. LPD anticipates that much of the mentorship activities will take place during the time between the program’s monthly scheduled workshops. This position will require travel within the region and may include visits to participating community organizations.

The Mentor will be expected to provide mentorship (advice, guidance, feedback, assist in identifying resources and make recommendations to encourage and facilitate growth) in the topic areas outlined in the above curriculum.

He/she will work alongside LPD's Civil Society team and the Stepping Stone to Success Lead Trainer to guide mentees with identifying their organizational strengthening deficits, developing action plans to address these needs and completing peer-group learning assignments. Throughout the duration of the training program, he/she will be required to meet periodically with assigned organizations both as a group and as individual organizations if needed. The mentor may also be required to conduct visits to participating community organizations.

Please note: The Mentor will not design, plan or facilitate the Stepping Stone for Success workshops. Those duties will be conducted by the Lead Trainer (there is a separate request for applications currently issued for the Lead Trainer role). The substantive duty of the Mentor is to provide support to participants enrolled in the program.

DUTIES INCLUDE THE FOLLOWING:

- Attend and participate in FHI 360-led training on experiential and adult learning techniques
- Working closely with mentees to help them identify organizational gaps and develop an action plan to guide interventions
- Provide guidance, advice and recommendations via telephone (at least twice monthly) and face-to-face group meetings (once every two months)
- Support mentees from a maximum of four organizations to ensure that they successfully complete all individual and peer-group assignments given during scheduled workshops

Please note: The estimated level of effort will be four days each month during the 10-month program

EXPERTISE

- At least 6 years' experience in delivering Non-Governmental Organizations (NGOs) and supporting organizational development. Experience or qualifications in Project Design, Proposal and Grant Writing, Citizen Safety and Security, Working with Grassroot Community Organizations would be considered an asset
- The ability to manage information and deliver reports in a timely manner
- The ability to apply Experiential Learning, Practical "hands on approaches" to relay information
- Strong verbal, written and electronic communication skills
- Respect confidentiality
- High emotional intelligence
- Strong analytical skills
- Demonstrated flexibility and adaptability to visitation periods and working environments
- Access to a reliable motor vehicle

APPLICATION PROCESS

Applicants should submit the following information by the latest July 27, 2018, 5:00 p.m. via email to jamaicalpdprocurement@fhi360.org the subject line, **Stepping Stone to Success, Mentor Application** or by mail to

FHI 360 Local Partner Development
The Courtleigh Corporate Centre
6-8 St. Lucia Avenue
Kingston 5

1. A brief description of your relevant experience (no more than 500 words).
2. Your complete resume/CV
3. Indicate the region listed below to which you are applying:
 - Central Jamaica: St. Catherine, Clarendon, Manchester, St. Elizabeth
 - Western Jamaica: Westmoreland, Hanover, St. James, Trelawny, St. Ann
 - Kingston Metropolitan/Eastern: Kingston, St. Andrew, St. Thomas, Portland, St. Mary

ABOUT FHI 360

FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender, youth, research, technology, communication and social marketing — creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 60 countries and all U.S. states and territories.

ABOUT LOCAL PARTNER DEVELOPMENT

With funding from the United States Agency for International Development (USAID), FHI 360, through LPD, is building the capacity of Jamaican NGOs, Social Enterprises, community-based organizations, other Civil Society Organizations and Government entities that partner with USAID in Jamaica. LPD is a 5-year activity, implemented by FHI 360 and fully funded by USAID under the Caribbean Basic Security Initiative. In alignment with the CBSI's objectives, LPD's intent is for the Jamaican organizations it supports to become more effective and sustainable actors, with the ultimate goal of improving Jamaica citizen security and social cohesion.

We will acknowledge all applications but will contact only short-listed candidates.

Candidates must reside and be authorized to work in Jamaica.



FHI 360 is an equal employment and affirmative action employer whereby we do not engage in practices that discriminate against any person employed or seeking employment based on race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, marital status, disability, veteran status, genetic information or any other status or characteristic protected under applicable law.