



**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-eight community-based organizations (CBOs), and grassroots organizations based in Western Jamaica, (**St. Ann, Trelawny, St. James, Hanover, Westmoreland**). 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, pertaining specifically to interventions addressing youth crime and violence.

Stepping Stone incorporates a “Learning by Doing” approach and will be practical and manageable, will foster collaboration, networking and peer learning, and will also include support mechanisms to ensure participants get the maximum benefit from the intervention. 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"> <li>• Overview of Stepping Stone</li> <li>• Group Presentations</li> <li>• Assessment activity</li> </ul>
Session 2: Program Design	Key Content <ul style="list-style-type: none"> <li>• Identifying problems and solutions</li> <li>• How to effectively workplan</li> <li>• Basic M&amp;E</li> </ul>
Session 3: Mobilizing Community	Key Content <ul style="list-style-type: none"> <li>• Needs assessment</li> <li>• Mobilizing and maximizing resources</li> <li>• Community awareness building</li> </ul>
Session 4: Managing Staff & Volunteers	Key Content <ul style="list-style-type: none"> <li>• Who we need?</li> <li>• How do we get and keep volunteers?</li> <li>• How do we graduate volunteers</li> </ul>
Session 5: Budgeting and Financial Management	Key Content <ul style="list-style-type: none"> <li>• Basic budget skills</li> <li>• Best practices for procurement</li> </ul>

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

### SCOPE OF WORK

LPD seeks the services of 10 suitable candidates for the role of **Mentor for grassroots organizations residing in the following parishes: (St. Ann, Trelawny, St. James, Hanover, Westmoreland)**

Mentors, under the close supervision of LPD staff, will provide mentorship services for participants in the Stepping Stone to Success Training Program. Each Mentor will be assigned to provide support services up to a maximum of **three** organizations participating in Stepping Stone to Success Program. 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 to include visits to participating community organizations. Individuals who have experience in the areas listed below are invited to apply.

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.

The mentor 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.**

#### **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 three organizations to ensure that they successfully complete all individual and peer-group assignments given during scheduled workshops
- Participate at FHI 360 Communities of Practice

**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 training interventions to non-governmental organizations (NGOs) and supporting organizational development. Experience or qualifications in project design, proposal and grant writing, and citizen safety and security, working with grassroots 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
- Demonstrate flexibility and adaptability to schedule and working environments
- Access to a reliable motor vehicle

## APPLICATION PROCESS

Applicants should submit the following information by latest **February 28, 2019, 4:00 p.m.** via email to [jamaicalpdprocurement@fhi360.org](mailto:jamaicalpdprocurement@fhi360.org) with the subject line, Stepping Stone to Success Western, Mentor Application or 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

## 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

The primary objective of Local Partner Development (LPD) is to build the capacity of Jamaican non-governmental organizations (NGOs), social enterprises (SEs), CBOs, other civil society organizations (CSOs), and government entities that partner with USAID in Jamaica. Implemented by FHI 360, LPD is funded by USAID under the Caribbean Basin Security Initiative (CBSI). 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 goal of improving Jamaican citizen security and social cohesion, especially youth crime and violence prevention.

**We appreciate all applications but will only contact 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.**