



Consultant: Workshop Facilitator
for Local Partner Development (LPD) Work Planning Workshop

Level of Effort: Up to 8 days

Location: Jamaica

I. ORGANIZATIONAL OVERVIEW

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 equality, youth, research, technology, communication and social marketing — creating a unique mix of capabilities to address today's interrelated development and humanitarian challenges. FHI 360 serves more than 70 countries and all U.S. states and territories.

II. PROJECT OVERVIEW

USAID/Jamaica Local Partner Development (LPD) is a project located in Kingston, Jamaica whose primary objective is to build the capacity of Jamaican non-governmental organizations (NGOs), social enterprises (SEs), community-based organizations (CBOs), other CSOs, and government entities that partner with USAID in Jamaica. LPD is a five-year activity, implemented by FHI 360 and is fully 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.

LPD will have an annual work planning workshop to map out the program's anticipated objectives, milestones, and activities over the next fiscal year. The program is seeking consultant services to help with the planning and facilitation of this annual work planning workshop taking place from July 17-19, 2019 in Trelawny, Jamaica. In preparation, the consultant is expected to review LPD program documents, participate in a program management meeting, and create the annual work planning workshop agenda. This consultant should have experience in the planning and facilitation of workshops or trainings and should have familiarity with and connections to Jamaica civil society organizations, community-based organizations, and social enterprises.

III. REQUIRED SERVICES

The Workshop Facilitator will perform the following tasks:

1. Review LPD program documents to become familiar with project objectives, roles and responsibilities of project staff, relevant partners and stakeholders, and program activities **(1-1.5 days)**.
2. Attend, participate, and take notes at a meeting with the LPD management team in Kingston to discuss the format of the workshop, including what sessions to include, what has been successful in past years, etc. **(1 hour)**.
3. Develop a workshop agenda that incorporates interactive sessions and at least one team-building activity. The agenda itself should include: titles and timeframes for each session and logistical details (transport times, breaks, etc.) **(2-2.5 days)**.
4. Travel with the LPD team to facilitate the annual work planning workshop from July 17-19, 2019 in Trelawny, Jamaica **(3 days)**.
5. Prepare summary workshop report **(1 day)**.

IV. DESIRED QUALIFICATIONS

- Experience in facilitating workshops and trainings as well as excellent facilitation abilities and inter-personal skills.
- Familiarity with program work planning processes.
- Experience with and knowledge of Jamaica civil society organizations, community-based organizations, and social enterprises.
- Experience working with programs addressing youth crime and violence prevention preferred.
- Ability to travel with the team to Trelawny, Jamaica from June 17-19, 2019.
- Working proficiency in English.
- Permission to work in Jamaica.

V. TASKS AND DELIVERABLES

No.	Activity	Due Date	Deliverable
1	Participate in meeting with LPD management team to discuss workshop	July 3	Meeting attended and notes shared with LPD team
2	Review LPD program documents and develop workshop agenda	July 9	Knowledge of LPD program – Draft agenda reflecting agreed outline
3	Finalize the workshop agenda based on LPD feedback	July 10	Agenda completed and shared with LPD team
4	Facilitate the annual work planning workshop	July 17 – 19	Workshop conducted
5	Prepare summary report on workshop	July 23	Summary Workshop Report

VI. SUBMISSION REQUIREMENTS

To apply:

1. Submit the following materials via email directly to JamaicaLPDProcurement@fhi360.org :
 - Current CV
 - Cover Letter with an indication of proposed daily rate
 - FHI 360 Biodata form (template attached)
2. Following the review of applications, shortlisted candidates will be invited to an interview at the LPD office in Kingston. As a part of this interview process, candidates will be asked to do a 10-15-minute facilitation demo with members of the LPD team on a topic of the candidate's choice.

NOTE: Only complete electronic submissions will be reviewed and considered. Materials must be submitted no later than Monday, July 1, 2019 by COB.

We appreciate all interest in this consultancy, but only shortlisted candidates will be contacted.

VII. CRITERIA/QUALIFICATION FOR EVALUATION

Selection will be based on best value, weighing price against technical factors as outlined below:

1. Experience & Capabilities (65 pts): based on CV as detailed in Section VI and results of interview process.
2. Budget (35 pts): based on the consultant's daily rate.

DISCLAIMERS AND FHI 360 PROTECTION CLAUSES

1. FHI 360 will not compensate offerors for preparation of their response to this solicitation.
2. Issuing this solicitation is not a guarantee that FHI 360 will award a consulting agreement.
3. FHI 360 reserves the right to issue a consulting agreement based on the initial evaluation of offers without discussion.
4. FHI 360 may choose to award subcontracts to more than one offeror for specific parts of the activities in the solicitation.
5. FHI 360 may request from short-listed offerors a second or third round of either oral presentation or written response to a more specific and detailed scope of work that is based on a general scope of work in the original solicitation.
6. FHI 360 has the right to rescind a solicitation, or rescind an award prior to the signing of a contract due to any unforeseen changes in the direction of FHI 360's client, be it funding or programmatic.
7. FHI 360 reserves the right to waive any deviations by offerors from the requirements of this solicitation that in FHI 360's opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition.
8. Data produced under this solicitation belongs to FHI 360. Any distribution of data must first have written authorization from FHI 360 or its designated representative.

End of Solicitation