

**Consulting Service- Training in Project  
Cycle Management and Proposal  
Drafting for Applicants of the 2019 EDF  
11 Call for Proposal Civil Society  
Organizations Component**

The Division of International Development Assistance (DIDA) in the Ministry of Finance is inviting interested individuals to apply for the Consulting Services -Training in Project Cycle Management and Proposal Drafting for Applicants of the 2019 EDF 11 Call for Proposal benefiting to the Republic of the Marshall Islands.

The consultant will be responsible to develop (or adapt existing) a curriculum for PCM, Logical Framework approach and proposal drafting based on the current EU Project Cycle Management Guidelines, Guidelines for Grant Applicants, Grant Standard Application form and other relevant materials. Consultant will need to be familiarized with the Guidelines for Grant Applicants, which he/she will use as a guide to assist CSO's in completing their Grant Applications and Full Proposals.

**Duration:** 4 Months

**Closing Date for applications is July 26th, 2019.**

For further information & full **Terms of Reference (TOR)**, please consult the Ministry of Finance website (<http://rmi-mof.com/>). Please submit your Cover Letter and your CV via email to Ms. Rusila Bituwaqa, email address: [rb2waqa@gmail.com](mailto:rb2waqa@gmail.com), cc; [didadirector@gmail.com](mailto:didadirector@gmail.com).

Hand delivered applications will be accepted at MIDB Building, Floor 4, Room 405, addressed to Malie Tarbillin, DIDA Assistant Secretary.

### **Background**

RMI has finalized its latest National Energy Policy and National Energy Action Plan (2016-2019). These two documents will serve as a framework to guide the 11th EDF Program in order to implement the measures of renewable energy and energy efficiency and to strengthen the institutional framework. The proposed Sector Reform Contract (SRC) on energy builds on work carried out under the 10th EDF.

The total allocation is EUR 9.1M, of which EUR 8.0M is programmed for the Energy Sector Reform Contract (SRC), EUR 0.4M for support to civil society and EUR 0.7M for support measures.

Support to civil society organizations (EUR 0.4M) is expected to encourage participation and involvement from civil society, especially community-based groups, women, and youth, in engaging sustainable energy development at the grassroots level. The anticipated increased participation of civil society support will integrate to the energy sector budget support programme by their involvement in monitoring the implementation of the National Energy Policy (NEP) and the provision of energy services at the local level. Furthermore, enhancing civil society capacity and increasing their knowledge of policies will be developed such that they have the space to participate in policy dialogue with the national government.

The call for proposals will be published around July or August 2019, with an expected deadline to submit applications in October of November. Applications will be submitted in 1 step including concept note and full applications. In order to encourage CSOs to apply, and to support the preparation of good quality proposals, DIDA is recruiting external expertise.

# Republic of the Marshall Islands Ministry of Finance

## Terms of Reference

### Individual Consultant

Title:	Consulting Service- Training in Project Cycle Management and Proposal Drafting for Applicants of the 2019 EDF 11 Call for Proposal Civil Society Organizations Component
Location:	Ministry of Finance, Republic of the Marshall Islands
Duration:	4 months
Tentative State Date:	July 26 <sup>th</sup> , 2019

#### I. Scope of Services

The consultant will be responsible to develop (or adapt existing) a curriculum for PCM, Logical Framework approach and proposal drafting based on the current EU Project Cycle Management Guidelines, Guidelines for Grant Applicants, Grant Standard Application form and other relevant materials. Consultant will need to be familiarized with the Guidelines for Grant Applicants, which he/she will use as a guide to assist CSO's in completing their Grant Applications and Full Proposals.

Information on the EU PCM Guidelines can be found at

[http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101\\_en.htm](http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm)

The consultant will conduct informational sessions, trainings, meetings, and consultations to support Civil Societies towards completing their applications and ensuring that they have been provided with all the relevant information, and materials needed to complete their applications and proposals.

Consultant will be responsible to ensure applicants have a good understanding of procedures/processes set out in the Guidelines for Grant Applications.

Particular attention will be given to activities and timelines set out in Guideline for Grant Applicants Section 2.5.2 Indicative Timetable.

Reporting through the Division of International Development Assistance (DIDA), the Consultant will be expected to carry out work in, but not limited to, the following activities:

1. Hosting 2 Informational Sessions of 1 day to brief and prepare applicants on the process and procedure in completing the Application form. The estimated workload is 5 days of work.
2. Providing feedback to applicants on their draft proposals, which must be provided in a fair and equal manner. The estimated workload is 5 days of work.
3. Issuing all clarifications to applicants upon validation by DIDA before the deadline as set out in the Guideline for Grant Applicants, Section 2.5.5 (Indicative Timetable). The estimated workload is 5 days of work.

## **II. Qualifications and Experience Required**

### **Mandatory**

- General Professional Experience: minimum of 5-years experience in Development Cooperation or Project Management
- Demonstrated ability to work in a job that requires attention to detail and methodical record-keeping;
- Proven skills and ability in presentation, communication and facilitation of trainings applying interactive and participatory based approaches
- Proven familiarity with EU Project Cycle Management Guidelines and EU standard grant application forms (call for proposals)
- Good knowledge and skills in standard office applications (spreadsheets, word processors etc.);
- Fluent in English, both verbally and in writing;
- The Consultant shall not be part of any proposal submitted under the call for proposals, i.e. he/she will not be mentioned as staff or contractor of any of the applicants. This would be considered a conflict of interest and would lead to immediate termination of the contract and non-payment of the fees.

### **Desired**

- Masters degree in business, development studies, communications, or similar;
- At least 7-years work experience;
- Experience working with development partners and in the international development space
- Knowledge of and/or competence in oral and written Marshallese

## **III. Submission of Applications**

Please submit your Cover Letter and your CV via email to Ms. Rusila Bituwaqa, email address: [rb2waqa@gmail.com](mailto:rb2waqa@gmail.com) cc; [didadirector@gmail.com](mailto:didadirector@gmail.com).

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