



## Terms of Reference for Grants Management Support Consultant

### Background

Rare is an international non-profit organization focusing on social change for people and the environment. For over 40 years, Rare has worked at the intersection of environmental conservation, development, and human behavior. Rare's Fish Forever (FF) program envisions a world where coastal communities and fisheries can thrive—resilient to climate change, with revitalized fisheries and ecosystems in globally important biodiverse areas. We use an innovative behavior-centered approach to strengthen community-led coastal fisheries management and restore marine ecosystems. Together with partners and local leaders, we leverage biological, behavioral, and social sciences to sustain fisheries production, build coordinated advocacy among governments, and elevate the voices of coastal fishers.

The Fish Forever Global Operations team works across Fish Forever countries with in-country implementation teams to build plans and manage externally funded grants that address short-term and localized challenges while building long-term continuity in programmatic activities globally.

### Scope of Work

Rare is seeking a Program management consultant to support in successful management of the grants. The primary focus of this assignment is for the consultant to contribute to the grants portfolio management of assigned grants, support management of the BAF Mozambique project, and assist in CREST update.

The selected consultant will be responsible for the following key tasks and deliverables:

#### 1. Grants portfolio management support

Deliverables: *Draft and review meeting notes and grant reports; Program Status review presentations, meeting minutes, and action items;*

- a. Support Program Senior Manager in overseeing the Mozambique grants by participating in progress review meetings with the country implementation teams, as well as drafting, reviewing, and editing draft donor reports.
- b. Support Brazil, Honduras, and Mozambique teams in preparation for the quarterly program reviews, including guidance in presentation preparation and draft program review notes. Final versions of the presentation and minutes should be validated by the Senior Program Manager.

#### 2. Support Program manager in developing BAF Mozambique Semi-annual and Annual reports

Deliverables: *Draft and Final versions of the BAF Mozambique narrative report.*

- a. Participate with the Senior Program Manager at Mozambique Quarterly Steering Committee meetings and other relevant meetings during December 2024 – August 2025 to better understand the project and deliverables. The consultant is required to attend only the key meetings, while for the regular meetings, the recordings will be made available to ensure access to relevant discussions and materials.

- b. Support the Senior Program Manager in developing and following up on reporting tasks and timelines.
- c. Develop a first draft of the Narrative report using donor templates based on the inputs received from the country team and project partners.
- d. Organize approx. 3-4 check-in meetings to discuss the progress in report development and any remaining issues.
- e. Based on the comments received finalize together with Senior Program Manager the donor report.
- f. Support the Senior Program Manager in addressing any comments received from the donor (BAF) following the report submission.

**3. Support Program manager in CREST update**

Deliverables: *Updated CREST pages for Brazil, Honduras, and Mozambique grants.*

- a. Participate with the Senior Program Manager in Brazil, Mozambique, and Honduras quarterly program status review meetings. Draft program review notes and other relevant minutes if requested.
- b. Update CREST grants portfolios for each active grant including development of the Dashboards, Worksheets, and Risk registers. Brazil's grant portfolio should be considered a priority.
- c. Support the Senior Program Manager in consulting and validation of the updated CREST pages with the in-country responsible staff.

**Contracting Arrangements**

The consultant will work **remotely** and in close collaboration with the Rare's Fish Forever Senior Program manager to ensure effective implementation and development of key deliverables. Regular progress reports and feedback sessions will be scheduled to track milestones and address any emerging issues.

The consultancy is expected to commence on January 06, 2024, with a duration not exceeding 9 months. The overall period of performance for this consultancy would be December 20, 2024 – September 30, 2025.

**Key Deliverables and Level of Effort**

Activity	Deliverable	Estimated Number of days	Estimated Due Dates
Grants portfolio management support	<ul style="list-style-type: none"> <li>- Mozambique progress review meeting notes and draft grant reports;</li> <li>- Brazil, Honduras, and Mozambique Program Status review presentations and meeting minutes</li> </ul>	15	Ongoing By March 31, 2025 (Q1 - 5 days) By June 30, 2025 (Q2 - 5 days) By September 30, 2025 (Q3 - 5 days)

Support Senior Program Manager in developing BAF Mozambique Semi-annual and Annual reports	Draft version of the BAF Mozambique narrative report Final version of the BAF Mozambique narrative report	50	By February 15, 2025, for the draft version, and March 10, 2025, for the final version of the semi-annual report (15 days)  By August 15, 2025, for the draft version, and August 31, 2025, for the final version of the annual report (35 days)
Support Senior Program Manager in CREST update	Updated CREST pages for Brazil, Honduras, and Mozambique grants  Ongoing quarterly CREST update	25	By January 31, 2025 (10 days)  Ongoing By March 31, 2025 (Q1 - 5 days) By June 30, 2025 (Q2 - 5 days) By September 30, 2025 (Q3 - 5 days)
<b>Total Number of Days</b>			<b>90</b>

### Requirements

The consultant will be expected to have periodic check-ins with the Rare's Fish Forever Senior Program Manager to receive additional guidance and direction. In addition, the consultant should be available to attend various conference calls and/or meetings with key technical staff to exchange feedback, collaborate, and provide general support to the team.

### Payment Schedule

Recommended payment schedule is the following:

- 15% upon updating CREST pages for Brazil, Honduras, and Mozambique grants
- 15% upon delivery of the BAF Mozambique semi-annual narrative report
- 10% upon delivery of the Q1 report on Program Status review presentations; Mozambique progress review meeting notes and draft grant reports; and CREST update.
- 10% upon delivery of the Q2 report on Program Status review presentations; Mozambique progress review meeting notes and draft grant reports; and CREST update.
- 40% upon delivery of the BAF Mozambique annual narrative report
- 10% upon delivery of the Q3 report on Program Status review presentations; Mozambique progress review meeting notes and draft grant reports; and CREST update.

Payment schedule is subject to changes during the contracting phase. Payments shall be received within a maximum period of 45 days of submission of invoice.

## Qualifications of the applicant

The consultant is expected to have the following skills/knowledge/experience:

- Proven experience in program management and monitoring, for international development or conservation projects
- Strong quantitative and qualitative data collection and analytical skills
- Excellent writing, communication, and training facilitation abilities
- Understanding of nature-based solutions, behavior change and communication, and community-based projects
- Multisectoral experience in marine conservation, food security, health, gender and social inclusion, and other sectors is a plus.

## Selection criteria

In addition to the quality of the content of the offer, the total price and scope of the services offered, previous experience, and references are also considered. The following evaluation basis is available for this:

- Presentation of experience (including references) in the implementation of comparable tasks (30%)
- Draft proposal of detailed tasks and sub-tasks (that presents a clear understanding of deliverables) (40%)
- Overall qualification of the individual and cost proposal (30%)

For the evaluation of the proposals, the indicative method will be used. The proposals will be ranked using the formula below to determine the proposal with the best value for Rare.

- Formula: Ratio Z= Total Technical Points (TP) / Quoted Price (P).

## General Data Protection Regulation

All documents and data collected are to be treated confidentially and, in the case of personal data, in accordance with the provisions of relevant data protection laws and are to be used exclusively for this project. Interviews are always anonymized. No later than one year after completion of this project, the contractor shall destroy the data and documents permanently and in accordance with data protection law.

## Submission of proposal

Should the consultant be interested in submitting a proposal for work, please send it to [arotaru@rare.org](mailto:arotaru@rare.org) along with a brief proposal outlining:

- Explanation of how the applicant's experience is relevant to this project, describing track record of similar undertakings (not to exceed 2 pages)
- Daily rate and proposed budget
- Full CV of proposed expert
- At least two professional references

**Proposals will be accepted by: December 19, 2024**