

## Invitation to Tender: ITT Reference 517-2020

<b>Title:</b>	Provision of training services to facilitate Project Conception, Concept Note and Proposal Development for the Commonwealth Blue Charter.
<b>Location:</b>	Homebased
<b>Maximum Contract Price</b>	£30,000
<b>Contract duration:</b>	July to October 2020
<b>Closing date:</b>	Friday, 10 July 2020

### Background

The Commonwealth Blue Charter is an agreement by Commonwealth countries to actively cooperate in addressing the myriad of ocean-related issues and commitments that they face. The world's ocean is essential to life on our planet. Billions of people depend on it for their livelihoods. Yet human activity is increasingly putting the health of this crucial natural resource in peril. Blue ecosystems are being degraded and destroyed at an unprecedented rate and this is not an issue any single country can solve.

In April 2018, the Commonwealth Blue Charter was adopted by member countries, to guide cooperative action on ocean issues. Commonwealth Blue Charter Action Groups are member-driven, led by Commonwealth Blue Charter 'Champion' countries. Working together, Action Groups can unlock the experiences and knowledge of their member countries and partners.

The Commonwealth Blue Charter works through a set of Action Groups, each devoted to a particular ocean issue. Action Groups are driven by member countries, led by 'Champion' countries. So far 13 countries have stepped forward to be Champions on 10 topics of their choosing:

- Commonwealth Clean Ocean Alliance (marine plastic pollution)
- Coral Reef Protection and Restoration
- Mangrove Ecosystems and Livelihoods
- Marine Protected Areas
- Ocean Acidification
- Ocean and Climate Change
- Ocean Observation
- Sustainable Aquaculture
- Sustainable Blue Economy
- Sustainable Coastal Fisheries.

Over the past year, the Commonwealth Blue Charter's 10 Action Groups have been setting priorities and developing their individual Plans of Action, taking into account their regional needs and resource requirements. To operationalise the Action Plans, the Commonwealth Secretariat intends to support the member countries by providing three separate but related strands of training in order to assist countries to: 1) project conception, concept note and proposal development; 2) strengthen internal communications between science- and policy-orientated government departments, as well as with external research institutions/agencies (bridging the 'science-policy divide'); and 3) develop realistic and effective strategies for stakeholder engagement, appropriate for each country's cultural context. This Request for Quotations is for (i), the project conception, concept note and proposal development contract.

### About the assignment

The purpose of this consultancy is to provide online training, virtual workshops and associated one-on-one support for the Action Groups to understand and engage in the full project proposal development process, beginning with project conceptualisation, through to concept note writing, and ending with guidance on

effective proposal writing. The training will help participants develop beneficial prospective partnerships and to write funding concept notes (on ocean-related issues).

The successful applicant(s) should have consultants with at least 10 years' experience in environmental and/or community project development and/or in related project capacity-building and training, including:

- a. Experience in multi-partner projects;
- b. Experience working with governments, preferably Commonwealth;
- c. With at least five (5) years' experience in successful project proposal writing;
- d. Preferably having a successful track-record of developing multilateral development project proposals with/for governments.

They should also have an understanding of the variety of available international funding sources, including but not limited to: international development agencies of donor governments, multilateral organisations (e.g. under the United Nations), philanthropies, and the private sector; An understanding of marine issues (science, policy, or law) is advantageous.

#### **How to apply**

Interested consultant/s who meet the assignment criteria are invited to submit a proposal as follows:

**For individuals:** A technical and Financial proposal by completing the Invitation to Tender Document, detailed CV outlining their educational qualifications, professional engagements, and a list of other relevant work undertaken.

**For organisations and institutions:** A technical and Financial proposal by completing the Invitation to Tender Document, company profile outlining their relevant experience and achievements together with the CVs of experts who would work on the assignment.

Invitation to Tender Document is available on the Commonwealth Secretariat Website

[Insert Link](#)

Shortlisted applicant (s) may be invited to an interview before final selection is made.

This advert closes on Friday 10<sup>th</sup> July 2020 at 12:00 BST  
Please note that you need to be a Commonwealth national to apply.