



WORLD ENVIRONMENT CENTER  
1730 M Street NW, Suite 700  
Washington DC 20036

REQUEST FOR PROPOSALS

**GENDER TRAINING SPECIALIST**

Proposals must be received on or before:

DATE: October 27, 2023 5PM ET

Email to Smitha Konduri at [skonduri@wec.org](mailto:skonduri@wec.org)

**PLEASE FILL OUT THE FOLLOWING:** Please add an X to any that are applicable.

\_\_\_ Native fluency in English and Spanish (written & spoken)

Physical presence in at least one of the following countries (select all that apply):

\_\_\_ Belize                      \_\_\_ Colombia                      \_\_\_ Costa Rica                      \_\_\_ Dominican Republic  
\_\_\_ Ecuador                      \_\_\_ El Salvador                      \_\_\_ Guatemala                      \_\_\_ Honduras  
\_\_\_ Panama                      \_\_\_ Peru                      \_ Other (list) \_\_\_\_\_

Experience and Core Competency in the Following (please provide links to examples here where appropriate):

**Consultant/Firm:**

- Possess a Masters degree in social sciences, politics, or any related area, preferably with a specialty in gender equality and/or democracy. Understanding green and blues economies challenges and approaches.
- Have previous experience (at least 5 years) and proven experience in the field of gender equality and women empowerment.
- At least 5 years of experience developing a capacity-building on gender issues to government officials, civil society, private sector companies, nonprofits, and community-based organizations.
- Extensive knowledge and work experience in the Latin American region.
- Ensure the independence of the evaluation. The hired consultant/firm will be free of potential conflicts of interest with the executing institutions, potential conflicts of interest with the project executing and co-executing institutions.
- The firm/individual consultant MUST be cleared through a search of Specially Designated Nationals and be allowed to conduct business with the U.S. Government (WEC will run this search).

**Firm:**

- The firm will need to have a Unique Entity Identifier (UEI) number or be able to acquire one before subcontract.
- The firm MUST note whether it is receiving more than \$750,000 annually from the U.S. government and, if so, it must provide its most recent audit under the 2 CFR 200 Uniform Guidance.

## 1. Intent of the Request for Proposal (RFP):

The purpose of this solicitation is to obtain a qualified consulting firm/consultant specializing in Gender Equality & Women Empowerment. This consultant/firm will deliver training to the winner organizations and to beneficiaries MSME's throughout capacity building, technical assistance, and including specific actions in the implementation plan of winners to ensure that this topic is included as a core part of the program. WEC will choose one firm/consultant that will best fulfill the objectives laid out in the request based on their technical approach, qualifications, past performance and cost proposal. This addresses Objective 1 & Objective 2 of the grant (see Appendix A).

The consultant or firm must have knowledge of and experience with intersectionality factors while addressing gender-related issues. It must incorporate the intersectional framework in its proposal. This framework acknowledges the multiple layers of an individual that can overlap and interact -such as indigenous, African descendants, LGBTQ+, disability, and underrepresented communities-

Applicants from the Latin America and Caribbean that are proficient in both English and Spanish are strongly recommended to apply.

## 2. Background

The World Environment Center (WEC) and its partners Nucleo de Biotecnologia de Curauma (NBC) and Baastel will support the expansion of the La Red de Innovacion e Impacto (La RED) network through a new Empower Innovation Challenge (EIC) in the Latin-American and Caribbean (LAC) region.

The Empower Innovation Challenge aims to develop a technically-sound training curriculum focused on democracy elements to empower women-owned micro, small, and medium-sized enterprises (MSMEs) to scale up their businesses through a series of small grants focused on local solutions in green and blue economies to provide training, access to capital, networking, and partnership opportunities with local and international businesses.

The consultant will work to ensure that women-led MSMEs possess the knowledge, skills, and attitudes to promote gender quality and women empowerment. It will be responsible for developing a capacity-building toolkit, conducting training sessions (in-person and/or online webinars), and providing technical assistance to include key topics in the Implementation Plan of women-owned MSMEs across the EIC Challenge. The consultant will be under the overall supervision of the Technical Director. They would be liaise with the Program Manager & the Gender Specialist & Grants Coordinator.

Please review the attached One Pager about the project to learn more.

## 3. Ceiling Amount \$50,000

Proposal must include:

- 1) Fees; totaling \$44,986
- 2) Travel to in-person summits in Latin America and Caribbean at an estimated cost of \$5,014. Estimated costs are shown below, assuming international travel is required:
  - Summit 2 (Lima, Peru): 2 persons X flight \$1,000 + (2 days X maximum per diem of \$345) + \$100 airport transfer = \$3,580

- Summit 3 (Panama City, Panama): flight \$790 + (2 days X maximum per diem of \$272) + \$100 airport transfer = \$1,434

#### 4. Scope of Work

- **Knowledge Management:** Conduct a need assessment questionnaire to determine the learning requirements of the small grantees, women-led MSMEs, and local civil organizations in green and blues economies and their ecosystem to advance gender equality and social inclusion.
- **Capacity Building Toolkit Development:** Design the capacity building toolkit for different target groups -women, indigenous, African descendants, LGBTQ+, disability, and underrepresented communities- with specific modules on gender equality and empowerment using Trainers to Trainers (ToT) methodology and structure in close consultation with WEC and its partners.
- **Capacity Building Delivery:** Deliver a series of training sessions with an intersectional lens and democratic elements while developing an agenda, educational materials, and pre-and post-training assessments.
- **Technical assistance:** Provide technical assistance to the implementing organizations (small grantees) women-led MSMEs (beneficiaries of small grantees), and local civic organizations through a Gender Action Plan.
- **Monitor and Evaluation:** Provide a detailed implementation plan, quarterly reports, and a final report based on the impact and effectiveness of the training process.

#### 5. Deliverables

- Capacity building toolkit
- Online tools for Small Grantees and Beneficiaries
- Training materials based on the initial diagnosis results.
- 24 Small grantees trained on gender and democracy issues.
- Report on potential stakeholders to support the project in gender and democracy issues for each implementing country.
- Case studies
- Submit Quarterly progress and final reports

6. **Project Timeline:** Timeline is a projection, subject to change, and will be finalized in partnership with the selected firm.

Estimated start date: Immediately

- Summit 2: 2024
- Summit 3: 2025

End date: June 30, 2026

#### 7. RFP Process

- Bidders can submit questions in one sending to Smitha Konduri skonduri@wec.org

- Answers will be provided within 72 hours.
- All proposals must be received by 5pm ET on October 27, 2023
- All criteria for evaluation are set forth in this RFP. Only these criteria will be used by the Project Team to determine, in its sole judgement, the most qualified firm/consultant.
- It is the responsibility of the firm to submit a proposal to ensure that the proposal is delivered on time. Any proposals received after the deadline will not be considered.
- The Project Team reserves the right to reject any or all proposals with or without cause.

## 8. Proposal Format & Content:

Proposals should be concise and limited to information requested, no longer than 5 pages, Calibri 11 font size, 1" page margins. Each proposal shall include the following information:

- **Work Plan:** Provide a description of the work plan proposed to carry out the tasks outlined in the Scope of Work, include timelines, deliverables, and expected results (PDF or Word format).
- **Costs:** Submit a cost proposal using the provided template (APPENDIX B – [budget template](#), APPENDIX C – [Budget Narrative](#)) including a proposed amount for each major task and the overall cost to complete the entire scope of work. Proposals must include a list of proposed personnel who will work on the project, allocations of time each person will work on the project and the corresponding hourly rates. Cost proposals must include all costs that will be incurred including projected reimbursable costs for travel, communications and other related expenses. **Please refer to U.S. government guidelines for expenses such as maximum lodging amounts per location and Meals and Incidentals Expenses (M&IE). ALL expenses will be reimbursed based on receipts, except for M&IE, which will be reimbursed based on the allowed government rate for that location.** Please refer to APPENDIX D for [budget guidelines](#).
- **Qualifications:** Provide resumes of the key personnel to be assigned to the project and list their portfolio within the last three years.
- **Samples:** Visual samples of relevant work.
- **Schedule:** Provide a schedule, similar to the timeline shown above, outlining key milestones related to the scope of work and estimated date of completion.
- **Additional services (optional):** Include any related and recommended services not specified in this RFP which may be considered essential or beneficial by the firm. These services should be priced separately.
- **References:** Provide professional references including name and daytime contact information.

An electronic PDF version of the proposal & Excel version of the budget/cost proposal must be submitted to Ms. Smitha Konduri at [skonduri@wec.org](mailto:skonduri@wec.org)

## 9. Selection Process

The selection of a firm/consultant will be made based on experience and qualifications; ability of proposed approach to meet the needs of the organization and cost effectiveness. The selected agency will be notified in the last week of June and will be asked to respond to final negotiation requests and questions based on the review provided by the team and the US Department of State.

**APPENDIX A: TERMS OF REFERENCE FOR GENDER TRAINING SPECIALIST**

<i>Organization / Staff</i>	<i>Role</i>	<i>Description: Activities / Deliverable</i>	<i>Grant Objectives</i>
Consultant	<b>Gender Training Specialist:</b> The consultant will work to ensure that women-led MSMEs possess the knowledge, skills, and attitudes to promote gender quality and female empowerment. It will be responsible for developing a capacity-building toolkit, conducting training sessions (in-person and/or online webinars), and providing technical assistance to include key topics in the Implementation Plan of women-owned MSMEs across the EIC Challenge project.	<p><b>Activities:</b></p> <ol style="list-style-type: none"> <li>1. Small grantees contractual supervision and support: review of all gender issues in compliance with all federal, state, and local laws, and reporting standards applicable to the project.</li> <li>2. Capacity building and mentoring support: provide training and orientation to the small grantees on gender on their grant funds and activities including financial oversight procedures.</li> </ol> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>✓ Capacity building toolkit</li> <li>✓ Online tools for Small Grantees and Beneficiaries</li> <li>✓ Training materials based on the initial diagnosis results.</li> <li>✓ 24 Small grantees trained on gender and democracy issues.</li> <li>✓ Report on potential stakeholders to support the project in gender and democracy issues for each implementing country</li> <li>✓ Case studies</li> <li>✓ Quarterly reports and final reports</li> </ul>	The Role & Activities fall under the Grant’s Objectives 1 & 2 shown below.

**Project Objectives:**

**Objective 1: Innovative projects selected (EIC) providing sustainable solutions on green and blue economies**

*Activity 1.1: Design, management, and marketing of the three Empower Innovation Challenges (EICs)*

- ✓ Task E. Training winners on management of the grant tools: Small Grantees will receive a training in democracy and civic engagement that includes: Introduction to Democracy; Citizenship, Introduction to Governance; Democratic Actors; Violence Against Women in Organizations and Training sessions will be schedule weekly and will be carried out mainly through webinars.

*Activity 1.2: Winner organizations trained on specific curriculum to women business owners that includes workshops, scaling strategies, results-based framework training for capacity building, and cleaner production practices to improve green and blue economies businesses.*

- ✓ Task A. Capacity building toolkit to strength women and democracy elements in businesses (train the trainers workshops for small grantees): Gender empowerment aims to increase relative female representation in economic and political power. The project will seek to reduce gender gaps to achieve this, WEC will create a capacity building toolkit that include but are not limited to:
  - Economic participation
  - Economic opportunity
  - Empowerment
  - Women rights
  - Advocacy – the toolkit will provide training on how they advocate with local and national governments on human and democracy rights related to small business ownership within where EIC project is implemented.
  - Gender inequality

*Activity 2.1: Small grantees and women-owned MSMEs improved ecosystem to empower their production activities and implementing actions*

- ✓ Task A. Identify potential stakeholders to support the project in each implementing country: It is important to remark that these stakeholders not only include economic and technical organizations, they also include CSOs, and government agencies to help and matching project objectives in democracy elements and GBV to advance in these topics.

## **Objective 2: Small grantees strengthened capacities through Partnerships and funding solutions.**

*Activity 2.2: Women-owned MSMEs trained to improve their skills and implementing actions.*

- ✓ Task B. Development of on-line training and tools by WEC-La RED-Partners on topics related to women, civil society, green and blue economy tools: Business development requires an important dose of female empowerment, through leadership, negotiation, and decision-making skills. WEC will provide through its partners and implementers online tools to address issues such as leadership, teamwork, power and influence and negotiation skills.
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## **Project Key Indicators**

- MSMEs receiving training
- 80% of participants demonstrate at least 75 percent cognizance of topics of training
- E.G. 3.2-17. Number of farmers and others who have applied improved technologies or management practices with USG assistance.
- 4.5.2-37 Number of micro, small and medium enterprises (MSMEs), including farmers, receiving business development services from USG assisted sources.

- E.G. 3.2-20-4.5.2-42 Number of for-profit private enterprises, producers' organizations, women's groups, trade and business associations and community-based organizations (CBOs) that applied improved organization-level technologies or management practices with USG assistance.
- E.G. 5-12 Number of micro, small and medium enterprises (MSMEs), including farmers, receiving business development services from USG assisted sources.
- At least 1 training sessions per EIC
- List of potential champions peer EIC to receive personalized mentoring
- 50% of champions (MSMEs) apply to funding
- Number of women-owned or underserved businesses benefiting from the Empower Innovation Challenge trainings.
- GNDR 2: % of Female participants in USG-assisted programs designed to increase access to productive economic resources (assets, credit, income, or employment)

### **Profile of the Firm/Consultant**

- a) Possess a Master's degree in social sciences, politics, or any related area, preferably with a specialty in gender equality and/or democracy. Understanding green and blues economies challenges and approaches
- b) Have previous experience (at least 5 years) and proven experience in the field of gender equality and female empowerment.
- c) At least 5 years of experience developing a capacity-building on gender issues to government officials, civil society, private sector companies, nonprofits, and community-based organizations. Extensive knowledge and work experience in the Latin American region.
- d) Analytical and proactive capacity and experience with civil rights and/or human development approach.
- e) Excellent writing and spelling skills.
- f) Fluency in English and Spanish (work proficiency).
- g) Ensure the independence of the evaluation. The hired consultant will be free of potential conflicts of interest with the executing institutions, potential conflicts of interest with the project executing and co-executing institutions.
- h) Ability to work under pressure and to meet short deadlines.