



RIGHTS AND RESOURCES INITIATIVE

Request for Proposals

CLARIFI Facilitator for the Africa Congo Basin Region

The Rights and Resources Initiative is requesting proposals for consulting services beginning May 15, 2025.

If interested in providing services to our organization, please review this request and submit a proposal by April 30, 2025.

About RRI:

The Rights and Resources Initiative (RRI) is a global coalition of over 200 organizations dedicated to advancing the forest, land, and resource rights of Indigenous Peoples, Afro-descendant Peoples, local communities, and the women within these groups. RRI leverages the power of its global coalition to amplify the voices of local peoples and proactively engage governments, multilateral institutions, and private sector actors to adopt institutional and market reforms that support the realization of rights. Its members capitalize on each other's strengths, expertise, and geographic reach to achieve solutions more effectively and efficiently. By advancing a strategic understanding of the global threats and opportunities resulting from insecure land and resource rights, RRI develops and promotes rights-based approaches to business and development and catalyzes effective solutions to scale rural tenure reform and enhance sustainable resource governance.

About CLARIFI

RRI and Campaign for Nature (CfN) launched the Community Land Rights and Conservation Finance Initiative (CLARIFI) in January 2022. CLARIFI is an international funding mechanism that aims to scale up support for Indigenous Peoples, local communities, and Afro-descendant Peoples to secure their land and resource rights and strengthen their natural resource stewardship.

Governed by Indigenous and local community rightsholders themselves, CLARIFI funds projects in lower and middle-income countries and all ecosystems to advance the integrated goals of justice, climate, conservation, and development. It deploys grants of US\$100,000 to US\$1 million and supports rightsholders' organizations as a pass-through financial mechanism for larger grants between US\$1–\$50 million. For more information, see www.clarifirights.org.

Background

The Facilitator will collaborate closely with the CLARIFI Director, Associates, Administrative Assistant, and the African Program Team, as well as other programs teams within RRI, to support project identification for the CLARIFI pipeline and provide monitoring and technical assistance for the implementation of program strategies. The Facilitator will be based in Gabon, the Democratic Republic of Congo, or the Republic of Congo, and leverage their proximity to grantees within the region to support the grantmaking cycle, monitoring and evaluation, and contributions to donor reporting.

The Facilitator will perform her/his duties according to an established CLARIFI work plan for 2025, which could be adjusted according to RRI's strategic priorities and will support the RRI planning cycles.

Terms of Reference

Key tasks include:

- Support potential grantees in expanding their project ideas into CLARIFI proposal and support project development.
- Support the CLARIFI grant approval process by ensuring the quality of proposals, providing all information required, and acting as the conduit between grantee and CLARIFI decision-makers.
- Support approved grantees in all aspects of grant implementation, administration, monitoring and reporting to ensure adherence to RRI/CLARIFI quality standards.
- Provide ongoing technical backstopping and capacity strengthening support to grantee organizations so that grants are successfully implemented on time and within budget.
- Ensure alignment, complementarity and communication between the CLARIFI grants, and other initiatives supported under the RRI Africa Regional Program (Strategic Response Mechanism or regular program projects).
- Provide periodic written and verbal updates to the CLARIFI Director on grantee achievements as well as any unforeseen delays, results, challenges or lessons learned in implementing the approved grant proposal.
- Provide grantees with logistical and technical support to ensure synergies and cross-regional learning among RRI partners and collaborators and resource people.
- Assist in coordination & implementation of ongoing CLARIFI projects and efforts for the preparation of next year's strategy.

Consultant Activities

1. Technical Assistance to Grantees

- Provide technical backstopping to grantees throughout proposal development and grant implementation assist grantees, as required, in linking government, research and civil society actors relevant to the effective successful implementation of grants

2. Monitoring, Evaluation and Learning (MEL)

- Support the grantee in developing and implementing a simple system and associated tools for the monitoring of its grant (inputs, activities, outputs, results, budgets) as well as using monitoring data to make evidence-based decisions
- Support the grantee to identify and measure results achievement and to prepare narrative progress reports and financial reports against CLARIFI reporting templates and standards
- Work under the direction of the CLARIFI Program Director to facilitate communication and resolve issues with partners, collaborators, and other members of the Coalition.
- Review grantee progress reports for quality, coherence and consistency.
- Organize meetings with among grantees to enhance collaboration, learning and synergies, provide updates on country strategy implementation to identify and assess opportunities to expand impact in target.
- Provide timely inputs and contributions to CLARIFI donor reporting, blogs, posts and other communication pieces

3. Organizational Diagnosis and Capacity Strengthening

- Contribute to the Assessment and Strengthening of Grantee Organizational Capacity
- Provide input to CLARIFI on its organizational capacity framework and relevance to the country/regional context at play.
- Support the grantee in carrying out an organizational self-assessment during the proposal development stage.
- Assist the grantee in developing and costing out the organizational strengthening component of their grant proposal.
- Assist the grantee in implementing the organizational strengthening component of its grant by providing technical advice on strategy, identifying relevant service providers, and developing a monitoring and reporting system to track and report on its organizational capacity strengthening results.
- Ensuring organizational capacity strengthening results are collected and documented for input into CLARIFI donor reporting.

4. Regional Analysis and Documentation

- As requested, the Facilitator will provide technical expertise to support national/regional analysis on issues related to forest tenure, rights, and community forestry in target region as well as new political, social and economic regional and global trends that may affect the selection or implementation of CLARIFI grants.

Consultant Deliverables

- Analytical monthly report on the status of CLARIFI grantee achievements as well as any unforeseen delays, results, challenges or lessons learned in implementing the approved grant proposal, as well as any political context-related issue that can have implications in the project implementation strategies.

Proposed Timeline

Mid-May to mid-October 2025

Eligibility Criteria

Minimum Qualifications

- Must be based in either Gabon, the Democratic Republic of Congo or the Republic of Congo and be a resident of and/or have a permit to legally work in one of these countries.
- Minimum of 5 years of relevant experience in the capacity strengthening of civil society organizations in Africa.
- Minimum 5 years' experience in monitoring or evaluation of CSO programming in Africa.
- Knowledge of forest land tenure, community rights, and climate change issues in Africa.
- Professional-level proficiency in English and French.
- Ability to travel within the region to meet with partners and collaborators, and occasionally to global meetings.
- Ability to communicate regularly with the RRI/CLARIFI staff in different time zones in the US/Canada Eastern Time zone and Honduras Central Time Zone.
- Ability to work independently and meet deadlines.
- Excellent communication and interpersonal skills, with the ability to facilitate discussions and coordinate among multiple stakeholders.

Preferred Qualifications

- Degree in social sciences, international development, environmental studies, program management, or related field.
- Experience working with diverse stakeholders including NGOs, government agencies, and international donors.
- Proficiency in Spanish or other languages used locally or regionally would be an asset.
- Technical proficiency in monitoring and evaluation, with experience in reporting to donors.
- Strong analytical skills to identify challenges and opportunities within the regional political landscape.

Key Contract Terms

Contract Type

This will be a time plus materials contract for six (6) months, with the option for renewal or transfer to an employment agreement at the end of the contract term. The consultant will be paid an hourly fee for all activities undertaken against the terms of reference, plus reimbursement of any approved expenses/materials. It is estimated that a contractor would need to plan for approximately 15 days equivalent work per month.

Expenses

RRI will directly pay for expenses, including:

- International and domestic flights and lodging, when required for travel in the region or to international meetings.

The following expenses will be reimbursed at cost based on receipts/documentation of actual expenses:

- Other approved travel expenses for meals, ground transportation, and incidentals.

All other projected costs/expenses must be included in the consultant's proposed rate. Consultant is responsible for ensuring that they have all required insurance, certifications, and/or licenses, and that they meet all legal requirements to provide services in the location where the work is being performed.

Equipment and Supplies

Unless stated otherwise included in the proposal, the consultant is responsible for providing all equipment, software, and/or supplies required to perform the services.

Submission Requirements

1. CV/Resume of consultant
2. Cover letter presenting your background, relevant experience, and listing your hourly rate for services. The hourly rate should be all-inclusive, covering overhead and any other expenses required to operate as an independent consultant.
3. Brief writing samples (1-2 pages each) in English and French

Please submit your proposal and required documents by email to Deborah Sanchez (dsanchez@rightsandresources.org) and Nelly Njinguet (nnjinguet@rightsandresources.org).

The deadline for submission is 5:00pm ET on April 30, 2025.

Evaluation Criteria

Proposals will be scored based on the following parameters:

- Professional experience (35%)
- Knowledge of sector (20%)
- Quality of writing samples (20%)
- Costs (25%)

Ethical Behavior

RRI is committed to maintaining the highest standards of integrity, transparency, and ethical conduct in the procurement process. We expect all vendors and consultants to adhere to ethical business practices and comply with applicable laws and regulations. Any attempt to influence the procurement process through unethical means, including but not limited to fraud, bribery, or conflicts of interest, will result in immediate disqualification.

RRI's procurement processes are fair and open and allow all vendors/consultants equal opportunity to win our business. If any individual or organization becomes aware of potential violations of ethical standards related to this procurement process, we encourage prompt reporting to our hotline at www.lighthouse-

[services.com/rightsandresources](https://www.aacsb.edu/services.com/rightsandresources). By submitting a proposal, the bidder acknowledges this commitment and agrees to conduct all interactions with RRI in an ethical and transparent manner.