RIGHTS AND RESOURCES INITIATIVE

Request for Proposals

CLARIFI Grantmaking Facilitators for Latin America

The Rights and Resources Initiative is requesting proposals to hire **two facilitators** as consultants beginning in December 2026.

If interested in providing services to our organization, please review this request and submit a proposal by Friday, November 13, 2026.

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 (IP), Afro-descendant Peoples (ADP), local communities (LC), and the women and youth 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 catalyzes and promotes scalable rights-based approaches to livelihoods and environmental stewardship.

About CLARIFI:

The Rights and Resources Initiative (RRI) and Campaign for Nature (C4N) launched the Community Land Rights and Conservation Finance Initiative (CLARIFI) in January 2022 to bridge a critical funding gap: while Indigenous Peoples, Afro-descendant Peoples, and local communities protect the world's most biodiverse regions, they currently receive less than 1% of global climate finance. RRI's CLARIFI is an international funding mechanism that provides direct financing and technical support to rightsholders' organizations. Governed by the rightsholders themselves, the initiative aims to contribute to the sector's goal of raising US$10 billion by 2030 to secure land

rights for an additional 400 million hectares and protect 30% of the planet. CLARIFI deploys direct grants ranging from US$100,000 to US$1 million. For more information, visit www.clarifirights.org.

Coordination RRI-CLARIFI

There are several institutional coordination mechanisms between headquarters and CLARIFI field staff, including biweekly meetings, workshops, and strategic discussions. The facilitators will play a pivotal role in strengthening collaboration among regional and CLARIFI staff, Coalition, and rightsholder organizations on the ground, while ensuring effective institutional coordination through established governance and communication channels.

Terms of Reference

The CLARIFI Grantmaking Facilitators for Latin America will be based in the region (preference, but not limited to, candidates based in Colombia, Panama, Mexico and Guatemala) and will work remotely.

The CLARIFI Grantmaking Facilitators for Latin America will work under the overall supervision of the Latin America Director, with regular coordination and collaboration with the CLARIFI Director, CLARIFI Associates, and relevant RRI staff. The Facilitators will support the design, implementation, and closeout of CLARIFI grants and collaborative agreements in Latin America while contributing to regional priorities, ensuring strong alignment, communication, and information-sharing between the Latin America Program and the CLARIFI team.

The CLARIFI Grantmaking Facilitators work independently and do not represent any individual RRI Coalition member during pipeline development or grant implementation.

The CLARIFI Grantmaking Facilitators will focus mainly on CLARIFI-related work, including pipeline development, proposal support, grant implementation follow-up, and support to monitoring, reporting, and learning processes for CLARIFI-funded grants.

In addition, the Facilitators will support coordination between CLARIFI and the Latin America Regional Program to ensure alignment, complementarity, learning, and strategic coherence between CLARIFI grants and other RRI-supported regional initiatives.

Consultant Activities

1. **CLARIFI Grantmaking and Team Activities (Approx. 80%)**
    a. **Project identification and selection**
        - Continuously gather information and assess potential projects in the region for CLARIFI projects.
        - Maintain a continuous analysis of emergent needs in the region.
        - Promote the submission of potential project ideas to CLARIFI.
        - Participate in the selection of the pipeline of CLARIFI projects in line with the regional strategy and priorities.

    b. **Project idea development**
        - Support the CLARIFI and Latin America program teams, as well as potential grantees, in the development of project ideas, including uploading them to the CLARIFI Platform.

- Support the review of ideas submitted through the CLARIFI Platform and help facilitate the overall assessment process

c. Project proposal development

- Provide information and guidance to potential grantees on required templates, documentation, and submission requirements.
- Ensure partner documentation, including project proposals, budgets, indicator matrices, and organizational assessments, is fully completed and organized and uploaded to the RRI SharePoint.
- Coordinate with CLARIFI and Latin America teams in advance, and in writing, of any support to potential grantees in refining and strengthening the design of project proposals, including identifying areas where additional information, clarification, and alignment with the regional strategy may be needed. We must not have or perceive any bias or conflicts of interest.
- Review project proposals and provide technical guidance to grantees including guidance on budget development in coordination with the CLARIFI Associate.
- Serve as the primary liaison between grantees and RRI teams, sharing, explaining and coordinating feedback on project proposals, budgets, organizational assessments, and M&E frameworks, based on comments from RRI teams.

d. Project implementation support

- Support approved grantees throughout project implementation, administration, and reporting to ensure adherence to RRI quality standards, including organizing project kick-off and follow-up meetings in coordination with the CLARIFI Associate and M&E consultant, as appropriate.
- Maintain regular contact with grantees during project implementation, including on site visits where necessary and provide follow-up to help ensure projects are implemented on time and within budget, raising any flags or concerns during implementation.
- Track project progress and ensure the timely submission of interim and final reports and maintain relevant RRI internal tracking tools up to date
- Based on reviews conducted by the M&E consultant, work with grantees to revise reports or respond to questions as required.
- Support field visits by the RRI teams, as needed, for M&E, communications, and broader strategic purposes.
- Maintain regular coordination with the regional and CLARIFI teams and flag relevant project activities, developments, or issues that may require RRI follow-up or engagement.

e. CLARIFI Team Activities

- Support the design of, and participate in, learning events to capture lessons from grant implementation and support organizational capacity building.
- Contribute to preparations for future strategies.
- Provide regular written and verbal updates to the CLARIFI and Latin America teams on grantee implementation, achievements, challenges, delays, and lessons learned, including any unforeseen difficulties in complying with planned activities.

2. Latin America Regional Team Activities (20%)

- Contribute to the execution and implementation of the Latin America Regional Strategy and 2027 work plan activities, to ensure CLARIFI projects are aligned and contribute to the strategic impact sought in the region.

- Contribute to the collection of impact stories and the integration of lessons learned from CLARIFI-funded projects into regional strategies.
- Ensure alignment, complementarity, and communication between CLARIFI grants and other initiatives supported under the RRI Latin America Regional Program.
- Provide logistical and technical support to CLARIFI grantees, as relevant to grant implementation grantees to promote collaboration and cross-regional learning among RRI partners, allies, and fellows.
- Participate in regional planning meetings to support the integration of CLARIFI grantees and initiatives within regional strategies.
- Arrange and participate in meetings with government entities and civil society organizations, as requested, to discuss CLARIFI grants, thematic priorities, and forest land tenure and rights, ensuring timely information-sharing with the RRI secretariat and grantees.
- Provide technical expertise, as requested, to support regional analysis on forest tenure, rights, community forestry, and relevant political, social, and economic trends that inform CLARIFI grantmaking and its alignment with affecting the RRI strategy in Latin America.
- Follow up on and provide critical feedback on consultant products, including reports, research, and analytical documents, to ensure the delivery of high-quality and impactful outputs.

Consultant Deliverables

Monthly technical narrative report providing updates on the status of CLARIFI proposals and grants in the region including any foreseen delays, risks, or impacts for regional strategy objectives.

Timeline

Each consultant agreement is anticipated to have a six-month term starting in November 2026. See Key Contract Terms below.

Eligibility Criteria

Minimum Qualifications

- Consultant must be based in Latin America and be a resident of and/or have a permit to legally work in the country where they are located.
- At least seven years of relevant experience supporting project and budget design, planning, implementation, monitoring, reporting, and facilitation with Indigenous Peoples, Afro-descendant Peoples, local communities, or grassroots organizations in Latin America.
- Demonstrated expertise in one or more of the following thematic areas: Indigenous Peoples' rights, Afro-descendant Peoples' rights, local community issues, forest governance and land tenure, climate change, biodiversity, and conservation.
- Proven experience in the project lifecycle, MEL, and drafting of logic frameworks, especially with communities and local organizations.
- Proven experience in facilitation, dialogue management, and project development under participatory methodologies.
- Professional-level proficiency in Spanish and English required.
- Experience drafting documents and reports in Spanish and English with originality, professionalism, and adequate tone.
- Ability to travel within the region to meet with CLARIFI grantees or Coalition members, and occasionally

to global meetings.
- Ability to host and participate in online meetings with CLARIFI grantees or Coalition members.
- Demonstrated ability to develop teamwork with the RRI office based in Washington, DC, and Montreal, Canada, especially through virtual communications.
- Ability to work independently, with sensitivity to political issues and good judgment with the RRI Coalition.
- Excellent communication and interpersonal skills, teamwork, and results-based performance.

Preferred Qualifications

- Preference will be given to candidates based in Colombia, Panama, Mexico or Guatemala.
- Expertise in social sciences, international development, environmental studies, climate change, human rights or related fields.
- Proven communication skills with Indigenous, Afro-descendant, and local communities' leaders.
- Experience working with diverse stakeholders, including NGOs, government agencies, and international donors.
- Relevant experience in the capacity of building civil society organizations in Latin America.
- Experience in project designing, donor reporting, monitoring, or evaluation of Civil Society Organizations in Latin America.
- Experience with public policies, government coordination, and facilitation.
- PMP certification.
- Experience solving problems in project development.

Key Contract Terms

RRI anticipates awarding two separate consultant agreements under this RFP. Applicants should apply individually. Each selected consultant will be assigned a portfolio of CLARIFI proposals and grants, with the final geographic and project allocation determined by RRI.

Contract Type

Each contract will be a time plus materials contract for six months, with the option for renewal or transfer to an employment agreement at the end of the contract term. The consultants will be paid an hourly fee for all activities undertaken in accordance with the terms of reference, plus reimbursement of any approved expenses/materials. It is estimated that a contractor would need to plan for an average of 15 days per month with 8 hours per day.

If an employment agreement is subsequently approved for either position after six months, the applicable Facilitator would be engaged through an Employer of Record in their country of residence and receive a salary in the local currency.

Budget

The budget for consulting fees under each consultant agreement is up to US$35 per hour. Cost reasonableness and comparison will be used to evaluate proposals. We encourage submissions to reflect value for money.

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, the consultant is responsible for providing all equipment, software, and/or supplies required to perform the services.

Submission Requirements

Proposals must include:

1. CV/Resume of consultant.
2. Cover letter presenting your background, relevant experience, and listing your **hourly rate for services in USD**. The hourly rate should be all-inclusive, covering overhead and any other expenses required to operate as an independent consultant.
3. Brief writing sample (1-2 pages) in Spanish.
4. 2-3 professional references.

Please submit your proposal and required documents by email to Francisco Perez (fperez@rightsandresources.org) with the subject line "CLARIFI Grantmaking Facilitator for Latin America."

The deadline for submission is 5:00 pm ET on November 13, 2026.

Evaluation Criteria

RRI will assess proposals based on responsiveness to the proposal requirements and the evaluation criteria below. In selecting the two Grantmaking Facilitators, RRI will also consider the combination of candidates that best provides geographic coverage across Latin America and complementary subject matter expertise.

Proposals will be scored based on the following parameters:

- Professional experience (35%)
- Knowledge of sector (30%)
- Quality of writing sample (10%)
- 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. By submitting a proposal, the bidder acknowledges this commitment and agrees to conduct all interactions with RRI in an ethical and transparent manner.