



TERMS OF REFERENCE

Consultancy: Elaboration of an organizational diagnosis for four community and indigenous peoples' organizations and a training plan for the technical, administrative and financial strengthening of AMPB member organizations.

Project: "Enabling territorial investment in organizations of Indigenous Peoples and local communities in Mesoamerica".

1- INTRODUCTION

The Mesoamerican Alliance of Peoples and Forests (AMPB) is a space for coordination and exchange with territorial authorities that manage and influence the main forest masses of Mesoamerica. Indigenous Peoples and community forestry organizations strengthen dialogue processes focused on community management of natural resources, advocacy with governments and international cooperation so that biodiversity conservation and climate balance strategies appropriately integrate the rights and benefits to Indigenous Peoples and forest communities. Indigenous Peoples and local communities in Mesoamerica for generations have demonstrated important contributions to maintaining the conservation of the most important natural environments in the region, making major contributions to climate stability in the hemisphere.

The AMPB is a platform created by the indigenous authorities and forest communities of Mesoamerica, who together inhabit and care for tropical forests from Mexico to Panama. And through the Mesoamerican Territorial Fund (FTM) is implementing the project "*Enabling territorial investment in indigenous peoples' organizations and local communities of Mesoamerica*", especially in capacity building in local member organizations of AMPB in administrative and financial issues and influence greater climate investment for territories and communities in order to strengthen the tenure rights of indigenous peoples and communities as a strategic line.

The [Mesoamerican Territorial Fund](#) (FTM) is a direct financial investment mechanism to support indigenous peoples' organizations and local communities in strengthening livelihoods, consolidating the rights of Indigenous Peoples, implementing climate change adaptation and mitigation activities, biodiversity conservation, and supporting socially and environmentally sustainable economic enterprises with an inclusive and equitable approach. The FTM generally supports the achievement of the Millennium Development Goals.



Sustainable Development Goals (SDGs) and the Nationally Determined Contributions (NDCs) at the territorial level to which countries have committed at the global level to reverse climate change and social inequalities.

The FTM has the following focuses:

- **Aimed at local investment** for economic, environmental and food self-sustainability.
- **Rights-based** for empowerment and local development through recognition of the rights of Indigenous Peoples and local organizations over forests and territories, as well as respect for free, prior and informed consent.
- **Based on the principles of equality, inclusion, full and effective participation of Indigenous Peoples and local organizations** to support initiatives that respond to their needs.
- **Based on territorial alliances** to generate greater synergies within the territory and greater positive impacts.
- **Based on a monitoring and evaluation system** that allows the follow-up of processes for efficient and transparent investment decision-making.
- **Opening of open calls for small and medium-sized grants in order** to be able to receive applications from any territory in the Mesoamerican region.

The management process of organizations is represented in the control and monitoring of operations to comply with established rules, the efficient management of resources and processes, project management and leveraging resources for their development. The lack of systematization, records and financial monitoring are critical points for them. Experience shows that the incorporation of partners in the supervision of technical, administrative and financial activities facilitates the growth of the organizations and constitutes a mechanism for generating trust within the social base.

To carry out the implementation of this consultancy, whose expected result is to strengthen financial and administrative aspects in particular four member organizations of AMPB with planning instruments, their administrative-financial management and accountability, it is required the hiring of a consultant to prepare a situational diagnosis on the administrative and financial practices of four partner organizations that will identify strengths, weaknesses and contribute to continuous improvement and decision making.

The organizations to be diagnosed are:

- Federation of Agroforestry Producers of Honduras (FEPROAH). Country Honduras



- Nairi Awari. Country Costa Rica
- General Emberá Wounaan Congress (CGEW). Country Panama
- IIDKY General Guna Congress (CGG). Country Panama

2. OBJECTIVE OF THE CONSULTANCY

Elaborate an organizational diagnosis with emphasis on the organizational, administrative and financial areas for four AMPB member organizations to generate concrete recommendations for strengthening their management and the elaboration of a training plan for organizational, project management, administrative and financial strengthening of AMPB member organizations.

3. ACTIVITIES TO BE PERFORMED

- Participate in a meeting with FTM's financial management to discuss the work plan, schedule and coordination of actions to be developed.
- Develop a training plan and methodology proposal for project management, administration and finance.
- Review the internal controls implemented by the organizations in order to identify areas for improvement.
- Conduct interviews with key personnel in the organization who handle administrative and financial resources to learn about procedures.
- Use the SWOT methodology and design a rating scale to categorize organizations and identify key points of change in operational management.
- Review previous audits carried out in the last two years for each organization, if any.
- Meeting with key personnel of the organization for the return of the diagnostic results.
- Prepare diagnostic report and recommendations and incorporate final observations.

4. PRODUCTS and PAYMENT METHOD

1. Work plan with milestones and timelines defined.	20%	October 20, 2023
2. Training plan reviewed and approved by FTM financial management.	20%	November 30 2023



3. First and second diagnosis (meeting from return of results)	30%	December 15, 2023
4. Third y fourth diagnosis (meeting from return of results)	30%	January 20, 2023

6. GEOGRAPHIC SCOPE.

The scope of coordination of the activities is the Mesoamerican region, via remote means, so the selected consultant may be based in any country of the region. International travel is not foreseen, otherwise it will be agreed between the parties.

7. DURATION

The duration of this consultancy is three months from the date of contracting.

8. PROFILE OF THE CONSULTANT.

- Industrial engineer or business administration graduate.
- Master's degree in accounting, finance or auditing.
- Knowledge of generally accepted accounting principles or financial reporting standards.
- Knowledge in organizational development process.

Experience:

- Elaboration of diagnostics and development of organizational strategies.
- Accompanying processes with change agents.
- Work with countries and/or Mesoamerican region.
- Experience in training processes and continuous improvement of personnel.
- Experience in project management methodology and project cycles

Professional competencies:

- Communication and interpersonal relationship management.
- Goal and results oriented.
- Teamwork with a high collaborative spirit.
- Creativity and innovation.
- Adaptability and flexibility.

9. ADMINISTRATIVE CONDITIONS



- **Contract and payment support**

The consultant must submit an official tax receipt for payment.

- **Confidentiality**

All information obtained by the consultant, as well as his reports and other documents produced by him in connection with the execution of his contract shall be considered confidential and may not be disclosed without the express written authorization of the contracting agency.

- **Ethical Principles and Code of Conduct**

All consultants must know and sign at the time of accepting the consultancy award the acceptance of the Organization's Ethical Principles, which include the following policies: code of ethics; gender and equality policy; guidelines for the detection and prevention of sexual harassment and sexual abuse or exploitation; anti-corruption policy; security protocol and safeguards policy.

10. Request for interest

To apply, please send your resume and a technical-financial offer to dfinanzas@fondomesomeriano.org.

The deadline for receipt of applications will be October 15, 2023.

Note: AMPB - FTM and its projects provide equal employment opportunity, fair and equitable treatment to all persons without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.