

TERMS OF REFERENCE (TOR)

For the Cooperation in Conservation: Western Hemisphere Migratory Species Initiative (WHMSI)

Country:	International
Executing Agency:	General Secretariat / Organization of American States (GS/OAS)
Project:	Western Hemisphere Migratory Species Initiative (WHMSI)
Type:	Grants to Institutions
Duration:	8 months

Objective: Build upon existing WHMSI and other migratory species efforts to enhance the conservation of migratory species throughout the Americas by strengthening institutional and human capacity, political commitment, international cooperation, and public-private partnerships at regional, national and local levels.

Workshop Duration: One week (40 hours)

Participants: South America Workshop: at least two people per country and invited organizations
Central America Workshop: at least two people per country and invited organizations
Caribbean Workshop: at least one person per country and invited organizations

I. AREAS TO BE ADDRESSED BY THE PROPOSED HEMISPHERIC TRAINING

Activity 1. Formulate Capacity Building Strategy

Output 1.1 Design a capacity building plan(s) that measures progress by people trained, skills acquired, institutional strengthening, long-term sustainability, and replicability to other regions. Because of the wide spectrum of levels at which training must be delivered, the capacity building project will use a delivery system structured around “training the trainers” certified one-week workshops. A cadre of 10-15 experienced trainers per region that will be not only essential for the actual expansion of the training programs but can also serve in other advisory roles, including peer mentoring Local and national migratory species issues such as identification of new methods to counter threats to migratory species, including inadequate land use planning and oversight, overexploitation, habitat degradation and loss, invasive species, fisheries bycatch and climate change, among others, must be addressed.

Output 1.2 Design and compile all necessary training materials according to the methodologies proposed in order to implement all project activities to complete a first phase capacity building project for strengthening human, technical and institutional capacities through 3 formal GS/OAS certified migratory species courses on a wide range of topics related to habitat management for migratory species and sustainable development.

Output 1.3 Design online learning products and services to allow retrieval of training materials prepared as part of Output 1.2.

Activity 2. Implement capacity building strategy

Output 2.1 Conduct training through one-week workshops accredited by GS/OAS on transboundary migratory species according to the Priority Areas established in Section IV of the Request for Proposals.

II. DURATION

The duration of the consultancy is expected to be up to 8 months after signing the Grant Agreement.

III. LOGISTIC ARRANGEMENTS

Institutions applying for this grant should also coordinate all travel and logistic arrangements for all workshop trainees and trainers. The grant amount covers all costs that may be incurred, including fees (if any) for trainers or subcontractors, costs of bringing participants to the training locations, the costs (if any) of the classroom, equipment, coffee breaks and lunch, and of anything else deemed necessary by the institution.

IV. DELIVERABLES AND TIMETABLE

The grantee will be paid upon completion of the following milestones. These deliverables should be submitted to the supervisors listed in Section V.

	Milestone	Payment
1	Signing the Grant Agreement	10%
2	First progress report based on workshop dates and participants	20%
3	Second progress report including drafts of Activity 1	20%
4	Final Activity 1 by November 1, 2008	20%
5	Final report that includes detailed evaluations of participants of the GS/OAS certified workshop, by March 1, 2009	30%
		100%

V. SUPERVISION

The grantee will be supervised by the GS/OAS.

VI. REPORTING

In addition to the deliverables specified in Section IV, the grantee will keep regular communications with the WHMSI Interim Steering Committee and the GS/OAS on technical and administrative aspects. Upon requested for information by the WHMSI participants or decision-makers, the grantee will be responsive to such inquiries.