

Terms of Reference

Proposal Manager

Development of a full project proposal for The Nature Conservancy’s “Impact Funding for BahamaReefs” Programme to be submitted to the Global Fund for Coral Reefs

Job title	Proposal Manager Consultant
Expected start date	Immediately following signing of contract
Assignment end date	December 20, 2021

1. Background

To mobilize action and resources for coral reef protection and restoration the Prince Albert II of Monaco Foundation and Paul G. Allen Family Foundation—in partnership with the United Nations (UN)—developed the Global Fund for Coral Reefs (GFCR). The initiative is the first UN Multi-Partner Trust Fund for SDG 14, ‘Life Below Water’. Launched in 2020, the Fund is designed to raise \$500 million US dollars in capital by 2030.

To protect coral reefs and related biodiversity the GFCR has a dual focus:

- Facilitate the uptake of innovative financing mechanisms, including private market-based investments focused on coral reef conservation and restoration.
- Unlock financing for coral reef-related climate adaptation through the Green Climate Fund, multilateral development banks and other sources.

The GFCR serves as a blended finance vehicle to provide risk equity capital, debt and grant funding to deliver exciting and impactful projects. Grants and investments make it possible for the GFCR to deliver smart solutions at scale. Starting capital will be leveraged to help developing countries mobilize the resources they need to meet their coral reef commitments under the Convention on Biological Diversity Post-2020 Global Biodiversity Framework, which are expected to be adopted by parties to the convention in 2021. The GFCR will promote a ‘protect-transform-restore-recover’ approach in priority locations to save and protect coral reefs in the face of serious decline and extinction. The Bahamas is one of the priority locations of the GFCR.

2. Purpose

To manage the process and lead the development of a full proposal for The Nature Conservancy’s (TNC) BahamaReefs Programme for the GFCR inclusive of the GFCR’s Programme Document Template.

3. Roles and Responsibilities

The Proposal Manager is expected to work closely with TNC's Northern Caribbean Program and additional proposal development team members to produce deliverables outlined in this TOR. The responsibilities of the Proposal Manager include:

- Serves as a manager of the overall proposal process (i.e., deadlines, writing assignments, deliverables, etc.)
- Designs checklists and templates for proposal and supporting documentation
- Provides insight to other team members on content, graphics and overall proposal development
- Drafts agreed upon sections of the proposal
- Compiles components of the proposal submitted from various team members
- Edits proposal sections for structure, content and messaging
- Ensures proposal complies with the GFCR requirements and instructions
- Attends internal and external TNC meetings and takes relevant notes to support the development of the overall proposal
- Identifies and escalates issues as necessary

4. Scope of Work

- i. Review GFCR Bahamas Country profile, GFCR Programme Document Template, TNC proposal concept and other relevant background documents to determine the scope and needs of the full proposal
- ii. Assist with identifying and compiling questions regarding the full proposal template and project components and design for submission to GFCR.
- iii. Prepare proposal development work plan/critical path
- iv. Prepare proposal outline
- v. Assist TNC with consultations to facilitate development of the full proposal
- vi. Assist TNC with identifying and determining roles of consortium of internal and external partners who will support implementation of full project
- vii. Establish contact list for consortium of internal and external partners (including key contacts for Human Resources, Grants, Legal, Finance, etc.)
- viii. Identify needs for completing the proposal including supporting documentation (maps, graphics, letters of support, monitoring indicators, etc.)
- ix. Compile contributions from TNC and consortium partners into the first comprehensive draft of the technical proposal and provide comments in the draft for improving and completing the technical proposal
- x. Update drafts of technical proposal based on comments provided
- xi. Finalize technical proposal
- xii. Develop template for cost proposal based on GFCR's template including budget (Excel), budget notes (Word) and list of other attachments
- xiii. Assist in the drafting of budget and budget notes for each consortium partner
- xiv. Compile the final versions of the budgets, budget notes and other cost proposal elements (forms, assurances, certifications, etc.) from TNC and all consortium partners

5. Schedule of Deliverables

- Proposal outline and templates for supporting documentation for programme document template due on May 31, 2021.
- First draft of programme document template and supporting documentation due on July 1, 2021.
- Second draft of program document template and supporting documentation due on Aug 9, 2021.
- Third and final draft of programme document template and supporting documentation due on November 19, 2021.

6. Expertise required

To meet the proposal criteria established by the GFCR, the following expertise is required for the Proposal Manager:

- Demonstrated success in synthesizing complex information and managing the development of large multi-year conservation proposals for public funding agencies (e.g., GEF, GCF, UN, USAID, etc.)
- Demonstrated knowledge of innovative financing mechanisms, including private market-based impact investing
- Demonstrated knowledge of conservation and resource management issues, preferably with marine ecosystems

7. Application Procedure

Individuals or firms are welcome to apply. Please submit a brief proposal (maximum five pages) describing the approach to developing the full GFCR proposal, a proposed budget, a sample of previous similar work (i.e. full proposal for multilateral funding) and resumes for all key staff. Please send applications by April 23, 2021 to Mr. Frederick Arnett @ frederick.arnett@tnc.org