

**DESCRIPTION OF SERVICES**

**NORTHERN FISHERMEN COOPERATIVE SOCIETY, LTD.  
INSTITUTIONAL STRENGTHENING CONSULTANCY (PHASE 1)**

**OBJECTIVES**

The objective of this consultancy is to ensure that capacity exists within the Northern Fishermen Cooperative Society Ltd (Northern) to support the required updates, upgrades and changes needed to modernize and strengthen the organization so as to produce premium seafood products and to facilitate its marketing and sales to newly identified markets. This consultancy will support this process during the term of the project while providing adequate training of the internal staff of the organization to ensure that this work can be continued and advanced post consultancy.

**SCOPE OF WORK**

The scope of services of this consultancy includes providing technical assistance and guidance to the management, processing, and operational staff of the organization. It is a comprehensive role which touches all areas of the internal workings of the organization.

**KEY ACTIVITIES**

The key activities of this consultancy include:

1. Support and strengthen the governance and communication system at Northern.

**DELIVERABLES AND DUE DATES**

#	DELIVERABLES	DESCRIPTION	DUE DATE
1	Schedule of Activities.	Institutional Strengthening Implementation Plan + Gantt Chart indicating timeline, completed/finalized, and presented to Northern. Note this needs to be approved by TNC prior to being presented to Northern. Deliverable includes (i) inception meeting, (ii) implementation plan, (iii) Gantt chart/timeline, and (iv) evidence of presentation to Northern.	<b>August 7, 2023</b>
2	Drafted updated by-laws.	Review and update Northern's by-laws as an effort to strengthen governance, transparency, and accountability. Deliverable includes (i) meeting minutes of review/validation session(s), signed and accepted by Northern, and (ii) first draft of updated by-laws.	<b>September 6, 2023</b>
3	Final updated by-laws in relevant template.	Prepare updated by-laws in formal template from the Belize Cooperative Department and prepare for formal submission to the Department and Registry. Deliverable includes (i) final updated by-laws in formal template from the Belize Cooperative Department, and (ii) evidence of submission to and acceptance by Northern.	<b>September 20, 2023</b>

<b>4</b>	Institutional Capacity Assessment to determine capacity gaps and needs in alignment with updated by-laws.	Review policies, guidelines and/or procedures and organizational chart on roles to provide clarity of functions and responsibilities in alignment with revised and updated by-laws. Deliverable includes (i) One (1) Institutional Capacity Assessment.	<b>October 23, 2023</b>
<b>5</b>	Communications Strategy	Develop strategy to improve communications to members around governance improvements. Deliverable includes (i) One (1) Communications Strategy with implementation plan.	<b>October 23, 2023</b>
<b>6</b>	Sensitization of updated by-laws, institutional capacity assessment, and communications strategy.	Conduct sensitization session(s) on updated by-laws, Institutional Capacity Assessment, and Communications Strategy to staff and members of the cooperative, inclusive of Report of session(s). Deliverable includes (i) report of session(s), (ii) meeting minutes of session(s), (iii) sign in sheets, (iv) photos of session(s), and (v) presentation(s) presented at the session (s).	<b>November 23, 2023</b>
<b>7</b>	Consultancy Report.	Summary of consultancy. Deliverable includes (i) One (1) Consultancy Report.	<b>November 23, 2023</b>
<b>8</b>	Presentation of Consultancy Report.	Concise digestible presentation in an acceptable format agreed upon in inception meeting of key deliverables of consultancy that may be used by the cooperative and relevant partners.	<b>November 23, 2023</b>

#### **COMMUNICATION AND COORDINATION**

The Contractor shall keep communication and coordination with Jané Salazar Mcloughlin, Fisheries Specialist for The Nature Conservancy's Belize Program available by email at [jane.salazar@tnc.org](mailto:jane.salazar@tnc.org).