

DESCRIPTION OF SERVICES

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

Objective:

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 financial accounting system and financial reporting at Northern.
2. Reinforce Hazard Analysis Control Point (HACCP) protocols and implementation processes.
3. Support and strengthen the governance and communication system at Northern.

Deliverables:

#	Deliverable	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.	18-May-2023
2	Assessment of Sales Recording/Reporting System	Process flow assessment for the current inputting and reporting of receipts and invoices received at the cooperative.	06-July-2023
3	Manual developed to transition from manual recording to digital system	Support the cooperative to adapt new processes to transition from manual sales accounting to digital system by developing training materials via a Manual	06-July-2023

		for staff with responsibility for finance and accounting.	
4	Training to relevant staff to transition from manual sales accounting to digital system.	Conduct relevant training(s) aligned with Manual (Deliverable 3), inclusive of Report of training(s).	06-July-2023
5	Support northern to produce digital financial reports for Quarter 2 and 3 of 2023	Digital financial reports for quarters 2 and 3 of 2023.	06-July-2023
6	Report on updated Hazard Analysis Critical Control Point Protocol	Review and update Northern's HACCP protocol to meet international standards.	27-July-2023
7	Training and sensitization to relevant staff on updated HACCP protocol.	Conduct relevant training(s) and sensitization on updated HACCP Protocol (Deliverable 6), inclusive of Report of training(s).	27-July-2023
8	Drafted updated by-laws.	Review and update Northern's by-laws as an effort to strengthen governance, transparency and accountability, inclusive of meeting minutes of review/validation sessions, signed and accepted by Northern.	17-August-2023
9	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.	17-August-2023
10	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.	17-August-2023
11	Communications Strategy	Develop strategy to improve communications to members around governance improvements.	17-August-2023
12	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).	17-August-2023
13	Consultancy Report	Summary of consultancy	7-September-2023

14	Presentation of Consultancy Report	Concise digestible presentation in an acceptable format of key deliverables of consultancy that may be used by the cooperative and relevant partners.	7-September-2023
----	------------------------------------	---	------------------

Communication and Coordination

The Consultant 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

Payment Schedule

This contract is expected to be run over 4 months. Payment is conditional upon the approval and acceptance of deliverables.

Payment	Description	Due Date	Amount
1	Payment upon receipt of the signed Contract and receipt and approval by TNC of Deliverable #1	18-May-2023	\$4,500.00
2	Payment upon receipt and approval by TNC of Deliverable #2, 3, 4, 5.	06-July-2023	\$3,000.00
3	Payment upon receipt and approval by TNC of Deliverable #6, 7.	27-July-2023	\$3,000.00
4	Payment upon receipt and approval by TNC of Deliverable #8, 9, 10, 11, 12.	17-August-2023	\$3,000.00
5	Payment upon receipt and approval by TNC of Deliverable #13, 14.	7-September-2023	\$1,500.00
Total			\$15,000.00