



Call for Proposals:

Cambodian Living Arts is seeking proposals for:

Consultant to prepare six informal arts groups/associations to apply for Organisational Resilience grants

Introduction

CLA is looking for Consultants to support us in preparing to implement a new Organisational Resilience grants program at the end of 2021. These grants are designed to support grassroots, small cultural initiatives—either recently or not yet registered, with a track record of delivering projects over a period of at least three years, but who lack core organisational structure and sustainable funding. While for ease we are using the term 'organisation', in reality they may be associations, or they may have an even looser structure, organized around community/volunteer time and effort. The goal is to support these initiatives to develop and implement a plan for growth and sustainability.

An overview of this program is provided at Appendix 1. The Consultant is needed to support the 'Proposal Development' stage. This program is supported by The Swedish International Development Cooperation Agency.

Scope of work

The Consultant shall work with CLA to determine the criteria for selecting groups to be invited to apply for the Organisational Resilience grants and to clarify the expectation/commitment of the organisations during the proposal development stage.

The Consultant may work with CLA and its Advisors to invite organisations to take part in the proposal development stage.

Once the organisations are selected, the Consultant will:

- Work with each group to develop a two-year organizational development plan which covers programming, organizational development and capacity building and is accompanied with a budget
- Support each group to prepare to share their plan with a selection committee (via a proposal or a presentation, as determined by the Consultant with CLA)
- Participate in the selection process by giving advice/ answering questions from the selection committee as needed

- Support the organisations to revise and update their plans after the selection process is concluded
- Conduct a handover meeting to the CLA Grants Manager who will support the organisations as they implement their plans/ projects
- Provide a closing report to CLA with reflections, lessons learnt and recommendations from this process

Timeline:

October: Planning, and inviting organisations to participate
 November: Planning and proposal development with the organisations
 December: Support the selection process
 January: Revise and update the plans
 January: Final report and recommendations

Guideline budget:

We are seeking proposals in the range of \$7,000 - \$9,000 USD gross

Quotations should include both fees for the Consultancy and any expenses associated with implementing the Consultancy e.g. travel, and/or arranging training workshops

Application Instructions:

To apply for this assignment please submit:

- Cover letter, explaining your interest and qualifications for this assignment
- Brief proposal (guideline 2-3 pages) explaining how would approach the assignment
- Quotation, with budget breakdown
- Resume, including 2 references

Please send these documents to info@cambodianlivingarts.org by 6pm on Monday 27th September.

If you would like further information or have questions before you submit a proposal, we welcome discussion – please contact us at info@cambodianlivingarts.org

APPENDIX 1: Organisational Resilience Grants Overview

