

RfP: Financial Management Training for Thriving Forests Grant Holders in Gabon

1. BACKGROUND

Ashden is a UK-based climate solutions charity that supports and promotes practical, high-impact climate and nature solutions. Through the [Thriving Forests programme](#), Ashden is supporting 15 Indigenous Peoples' and Local Community (IPLC)-led organisations across the tropics to strengthen forest protection and community livelihoods.

As part of the programme's organisational capacity strengthening (OCS) support, three IPLC partner organisations in Gabon have identified financial management as a priority area for tailored support.

Ashden is seeking consultants to design and deliver practical, context-appropriate financial management training to these organisations, through a hybrid approach, including online sessions and field visits. The three grant holders are:

- Nsombou Abalghe-Dzal Association (NADA) working in Ogooue-Ivindo and Ivindo National Park
- Ngudu Dinbu, operating in Peny village, near Moukalaba-Doudou National Park
- Association Protectrice des Grands Singes de la Moukalaba (PROGRAM) working near Moukalaba-Doudou National Park

All three organisations are community-based forest protection groups established between 2007 and 2019, with annual budgets currently ranging from approximately USD 20,000 to USD 60,000. Teams range from small core staff groups to mid-sized community-based structures (approximately 4 to 25 staff members, plus networks of volunteers).

Financial management systems are at varying levels of maturity, from basic bookkeeping practices to partially formalised procedures requiring consolidation and updating.

Key area identified for the training focus (which are to be verified through consultant diagnostic):

- Financial manuals/procedures
- Accounting systems and record-keeping
- Budgeting and cash flow management
- Internal controls
- Procurement processes
- Donor reporting

The consultant will conduct an initial light-touch diagnostic (e.g. calls and review of available documentation) to clarify specific training focus areas with each organisation and agree tailored priority topics and deliverables with Ashden and the partner organisations as part of the inception phase.

2. PURPOSE OF THE ASSIGNMENT

The purpose of this assignment is to strengthen the financial management capacity of the three organisations, enabling them to:

- Build confidence and autonomy in financial management
- Manage grants and reporting effectively and transparently
- Put suitable accounting systems in place
- Strengthen financial systems and internal controls
- Improve budgeting, reporting, and compliance with donor requirements
- Write/improve organisational financial operations manual
- Share relevant financial information with donors and potential funders in a timely manner

3. SCOPE OF WORK

The consultant will:

3.1 Develop a training programme tailored to each organisation's requirements, including:

- Review relevant background materials provided by Ashden (e.g. organisational assessments, budgets, existing policies, grant reporting requirements).
- Conduct short scoping conversations with each organisation to understand their current systems, challenges, and priorities.
- Design a practical, tailored financial management training programme appropriate for small to mid-sized community-based organisations.
- Research requirements specific to Gabon around financial management, receipt of grants and taxation of not-for-profit / community-based organisations.

3.2 Deliver training to the three organisations, based on 3.1 above, and covering core topics such as:

- Basic financial management principles
- Budget development and tracking
- Cash flow management
- Financial record-keeping systems
- Internal controls and segregation of duties
- Grant compliance and donor reporting
- Basic financial policies and procedures

The training should include both online and in person training options, and must be conducted in French. The training should include:

- Joint group training for all three organisations
- Tailored follow-up sessions with each organisation
- Practical exercises and templates

3.3 Provide hybrid follow-up support over a period of 3-6 months, including:

- Light touch checks in, informal reviews of how each organisation is implementing new tools/policies/procedures, follow-up support (e.g. office visits, email support, or short virtual sessions) to help organisations apply concepts/tools learned in the training.
- Provision of simple, practical tools and templates (e.g. budget trackers, cashbooks, finance manual templates and guidance notes).

4. DELIVERABLES

The consultant will provide:

- i. Inception note (2-5 pages)
 - a. Proposed training approach
 - b. Key topics and structure
 - c. Delivery format and schedule/timeline
- ii. Training materials (In French)
 - a. Slide decks and/or handouts
 - b. Practical templates and tools
- iii. Training delivery
 - a. Delivery of training as agreed in inception note
 - b. Recommendations & schedule for follow-up support
 - c. Follow-up sessions or support as agreed
- iv. Final summary report (to include sections specific to each organisation)
 - a. Summary of training delivered
 - b. Key capacity gaps identified
 - c. Recommendations for further support

5. TIMELINE

The assignment is expected to commence in late March for a duration of maximum 3 months.

6. CONSULTANT PROFILE

The consultant should have:

- Demonstrable experience in financial management training for NGOs, community-based organisations, or Indigenous peoples organisations.
- Experience working in Central Africa or similar contexts.
- Strong facilitation skills and ability to adapt to different organisational capacities.
- Fluency in **French** (essential).
- Experience working in English is an advantage.

7. Management and Reporting

The consultant will report to the Senior International Programmes Officer at Ashden.

Ashden will:

- Facilitate introductions to grant holders and other relevant stakeholders as necessary.
- Provide relevant background materials.
- Coordinate scheduling and logistics.

8. Budget and Payment

The consultant should propose:

- A fixed fee for the full assignment
- Estimated number of days
- A separate estimate for travel and accommodation costs
(this will be finalised with the selected consultant at the end of the inception phase, when the training delivery structure is agreed).

Payment schedule (indicative):

- 15% upon contract signature
- 15% approval of inception note
- 20% on submission of training materials
- 20% upon completion of the main training
- 30% upon completion of 1-1 support & submission of final summary report

9. How to Apply

Interested parties should submit:

1. A short proposal, including:
 - a. Approach to the assignment
 - b. Proposed number of days
 - c. Budget
2. CV highlighting relevant experience.
3. At least one example of similar work conducted for a previous client
4. Testimonials from at least two organisations who have participated in training

Proposals should be submitted to Isona.Shibata@ashden.org with the subject line:
Thriving Forests – Gabon RFP