

## **Terms of Reference:**

### **Facilitate establishment and operationalisation of NACSO Training Academy / CBNRM Training Institute / Civil Society Training Institute**

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#### **Background**

The idea of setting up the NACSO Training Academy/ CBNRM Training Institute/ Civil Society Training Institute has come a long way. In 2020, a consultancy laying the foundation for this work was conducted with the following tasks:

1. Develop and finalise NACSO Training Academy Articles of Association with input from the NACSO members.
2. Explore legal advice in terms of an appropriate legal status for registration
3. Closely liaise with the consultant doing accreditation to ensure the processes although parallel are harmonised.
4. Facilitate the application for registration of the NACSO Training Academy with the Ministry of Trade and Industry's Small Medium Enterprise (MITSME) development as required for any company registration.
5. Develop business and financial sustainability plan for the NACSO Training Academy.

There is an urgency to continue this work and advance the idea of the training facility. Especially, but not only, the CBNRM sector is in need to formalize training opportunities for conservancy members, NACSO staff and partner organisations. Especially with the Namibia for Life (N4L project moving forward with a scheme to support Conservancies for delivering the activities required for staying compliant with the Namibian law through technical services, as well as the Leading the Change (LtC) 2 project underway, supporting civil society capacity building, it is timely to continue this important work.

WWF Namibia is supporting this important work and facilitates the consultancy contracting of a suitable individual or team of individuals to conduct this work.

#### **Follow-up tasks (activities and deliverables)**

1. The first priority is determining the feasibility of establishing a partnership with UNAM and/or NUST as the outcomes of such discussions would drive other things regarding the Competency Standards and the establishment of a training institute.
2. Key aspects to be clarified amongst other would entail: Would the partners (UNAM/ NUST) take over all training and assessment for the core and specialist training areas, just the core, or which areas? The answers would point to the magnitude and needs of any institute (if needed) and drive the development of a sustainable business plan and operationalising the institute.
3. Specific opportunities with the Community Conservation Hub including the regional satellites (NW & NE - IRDNC; NC - NDT) emerging should be ideated and presented in an innovative multi-partner concept.

4. Prepare the NQF submissions for the Conservancy Manager qualifications
5. Provide assistance with registration of institute with NCHE or NTA and Accreditation, as agreed to with key partners
6. Advice on development of Business Plan etc
7. Once core planning is drafted, then the application processes can be initiated, and the core documentation needed assembled and provided to the appropriate agency. At the same time, the Standards and Qualifications can be polished (are the Competency Standards or Unit Standards, for example) and submissions for NQF Registration can proceed with the NQA directly or indirectly (eg NTA to NQA)
8. Throughout the process ensure socialisation of concepts with key stakeholders and especially within NACSO partners; at all times apply a consultative approach and provide regular feedback to relevant partners.

**This process will help us answer several important questions and pave a way forward including on the following:**

1. Does the entity register with NCHE (who are presently working on new, minimum standards for institutions) and/or NTA? Is the focus of the institute higher education (ie includes above NQF Level 5/6) or TVET (up to Level 5/6)?
2. Will the institute do more than Conservancy-related training and or for the broader civil society? A phase / staggered approach could be considered??
3. The legal status of the institute, its relationship to NACSO, etc
4. Financial sustainability
5. Core staffing – functions and responsibilities
6. Operations for staffing, premises and equipment, scheduling of courses, recruiting trainees, etc (see attached for detailed requirement areas)
7. Explore Regional Centres in North Central, Kunene and Zambezi and how to operationalise the Training from the Community Conservation Hub and other possible innovative partnerships arrangements
8. Facilitate dialogues amongst NACSO and the Broader CBNRM stakeholders to ensure a greater understanding and buy in
9. Include and dovetail with the development of a training plan for NACSO staff and partner organisations

#### **Some Expected Deliverables**

1. Clear guidance on options for registration with NCHE , NTA
2. Conservancy Manager and Game Guard Qualifications submitted for registration
3. Institute applied for registration / and or and or Partnership forged with UNAM / NUST
4. Business Plan and Sustainability Plan is developed for the operationalisation of the Training Institute

5. An ideation of integrating elements of the Training Facility with the envisioned Regional Centres as part of the overall Community Conservation Hub model
6. First elements of a NACSO staff and partners training plan to be delivered at the CC Hub (including training needs survey)

**Estimated level of effort approx. 30 days**

The work should be **completed between October to December 2023.**

**Please express your interest and submit your resume and brief proposal to [reception@wwf.na](mailto:reception@wwf.na) by 9 October 2023.**