

Caribbean Aqua-Terrestrial Solutions

Component 2: Management of Coastal Resources and Conservation of Marine Biodiversity in the Caribbean

Terms of Reference

Preparation of a Terms of Reference for support of Fisheries Division SSMR Day 2016, Dominica

CARICOM – CARPHA Caribbean Public Health Agency
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A programme implemented by GIZ and CARPHA with assistance from GOPA and under funding from BMZ



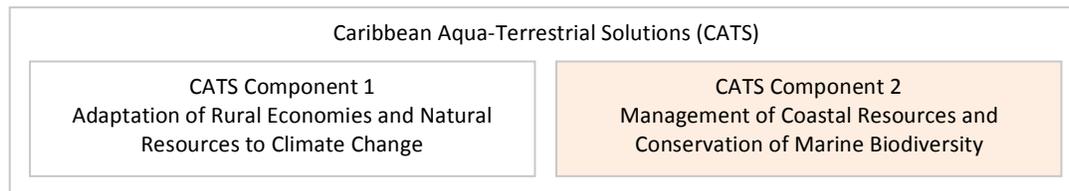
1. Scope

This Term of Reference (ToR) defines the parameters and scope for support of SSMR Day 2016 in Dominica. The work to be undertaken by the Consultant will focus on development of a program of activities that will enhance awareness of primary school children across the island on marine conservation and resource management responsibilities towards a sustainable future. The SSMR Day is the highlight of the Division of Fisheries and the Local Area Management Authority (LAMA) month long awareness outreach program geared towards improving marine stewardship responsibilities on the island. The program activities include presentations, quizzes, a tour of the SSMR and an appreciation for marine resource conservation and marine life.

2. The programme

This assistance is part of a regional programme between Germany and the Caribbean Community (CARICOM), titled Caribbean Aqua-Terrestrial Solutions (CATS), and specifically it's Programme Component 2 'Management of Coastal Resources and Conservation of Marine Biodiversity in the Caribbean'. In the five CARICOM countries of Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines, CATS Component 2 focuses on improving the sustainable management, and in particular the sustainable financial management of Marine Managed Areas (MMA).

The CATS Programme is the result of a merger of two initially, separately conceptualized projects (now 'Programme Components 1 and 2), namely on "Adaptation of Rural Economies and Natural Resources to Climate Change" and on the "Management of Coastal Resources and Conservation of Marine Biodiversity in the Caribbean". CATS applies an integrated Ridge-to-Reef Approach (RtR), and as a whole addresses the increasing vulnerability of Caribbean SIDS and Low-lying Coastal States to climate change and the attendant negative impacts on coastal communities and economies, ecosystems (terrestrial and coastal/marine), and coastal natural resources management.



CATS is implemented jointly between the Caribbean Public Health Agency (CARPHA), the German Development Cooperation (GIZ, Deutsche Gesellschaft für Internationale Zusammenarbeit) and the programme's national (focal) partner institutions in the countries. It is implemented from March 2013 until March 2017.

This SSMR Day Program will contribute to objectives 1 and 2 of CATS 2

The Situation of Coastal and Marine Environment and Environmental Management in the Caribbean

The region of the Western Indies and the Gulf of Mexico is a recognized marine and coastal biodiversity hotspot. At the same time, the Caribbean is one of the world's eco-regions extremely affected by excessive resources over-use and negative environmental impacts from climate change. The coastal and marine ecosystems of the Caribbean, and in particular its coral reefs, are already today among the most threatened on a global scale. In this respect, most affected are in particular the 15 coastal and Small Island

Developing States (SIDS) forming the Caribbean Community (CARICOM). Their essential economic sectors like tourism and fisheries and thus their economies as a whole are highly dependent on the intactness and productivity of the coastal and marine environment, both in terms of direct resource use as well as regarding the use of services deriving from these environments. Given the critical exposure of the economies of the countries and larger parts of their population to these negative effects, their connection with sustainable income generation and poverty reduction at large scale is obvious.

It is today generally accepted that reaching sustainable solutions in an efficient manner is within the principles and approaches of Integrated Coastal Zone Management (ICZM). At the same time, the central importance of Marine Managed Areas (MMAs) is undisputed and this approach has been taken at almost 80 locations in the Caribbean to date. While ICZM at national levels is in its infancy in most CARICOM countries, it is in fact the management of the numerous MMAs in the region that does not only have direct positive effects on the ecosystems and their resources, but at the same time does serve as small-scale pilot templates to learn from towards the bigger national scale. MMAs, when large enough and chosen to strengthen resilience against the effects of climate change, and if managed properly and sustainably, are just a smaller image of the larger picture. The CATS Programme does intervene at this logical point, intending to support the bridging between MMAs and national-scale ICZM.

CATS Programme Component 2 is built around two principal approaches, which are 1. The provision of advisory technical support over the entire range of issues and problems associated with sustainable MPA management and its linkage and integration into ICZM, and 2. The provision of financial support to demonstration and pilot projects and activities of identified importance for the sustainable improvement of financial management of at least 5 MPAs in the CATS region. Whenever possible, the inclusion of public-private partnership mechanisms (PPP) is specifically supported in the programme as PPP is seen as one of the keys to sustainable MMA management and ICZM in general. All CATS support is gender sensitive with a specific emphasis on management, empowerment and economic participation of women.

3. CATS Component 2 indicators

The Overall Objective of CATS Component 2 is 'The management of existing Marine Protected Areas in selected CARICOM member states is improved'.

The Specific Indicators of CATS Component 2 are:

- At least 5 coastal and marine protected areas are being managed sustainably according to business plans that include climate change and gender-sensitivity and which have been adopted by the countries involved.
- In at least 5 marine protected areas in the participating CARICOM member states, sustainable financing mechanisms are implemented.
- CARICOM has adopted Guidelines and Directives for the development, updating and implementation of MPA Management Plans.

4. The Soufriere Scotts Head Marine Reserve (SSMR)

The SSMR is a defined geographical space located in Soufriere, Scotts Head and up to Anse Bateau, near the village of Point Michel, encompassing the immediate offshore waters and sub strata, as well as the adjacent coasts, which is managed in such a way so as to achieve the long term conservation, economic and cultural values of the area. The bay is a submerged extinct volcano crater plummeting to great depths

and is characterized by an array of geologic features making it one of the best dive spot on earth. The SSMR was legally established under the Fisheries Act, Chapter 61: 60 Act 11 of 1987 and the Statutory Rules and Order No. 17 of 1998 for the avoidance of user conflict between fishermen and other emerging uses of the sanctuary. The Local Area Management Authority, which oversees the management of the SSMR, was created the said ACT of 1998

The community of Scotts Head does not readily lend itself to agricultural activity like communities in other parts of Dominica, due to the soil type and topography of the area. There are no factories, hotels to generate economic activity in those communities and the main source of income and local livelihood is fishing. Given the heavy reliance on the fisheries, the communities around the SSMR are very much dependent upon the ecological intactness and the health of the coral reefs in particular and the greater marine environment. These communities are therefore in general quite vulnerable to intense hydrometeorological phenomena such as hurricanes, storm surges, tsunamis and landslides. The SSMR Day Program was developed with this in mind to build awareness and appreciation for the marine environment and to promote responsible actions towards the marine environment particularly with the impressionable school age kids.

In addition, land based sources of pollution and resource use conflicts, which in the past triggered the formation of the SSMR, have re-emerged in more recent times due to the growth in tourism and expansion of unplanned coastal development in the south. The multiplicity of users in the area dictates the need for the creation of managed zones that allow for ecosystem sustainability, while preserving and where possible enhancing the livelihoods of persons in the fishing and tourism industries.

This service

5. Objective

The main objective of this service is to provide assistance to the Fisheries Division and LAMA with the implementation of events and activities, as well as budget and logistics for the implementation detailed in SSMR Day 2016 calendar of activities consistent with CATS objective 1 and 2.

6. Intervention logic and objective of this service

CATS' strategic objective focuses on promoting partnership building for sustainable management of MMAs to ensure that they provide economic opportunities with strong gender considerations. Support of the SSMR Day Program 2016 provides an excellent opportunity to build a robust partnership with the Fisheries Division of the Ministry of Agriculture while at the same time promote marine science education in school towards knowledge enhancement of the marine-terrestrial environments. The media coverage and attention the program obtains provide an opportunity to showcase the value of the SSMR and the work that CATS is doing to promote livelihood support and conservation. In the past, SSMR Day has brought together schools across the island with Staff of the Division along with village council representatives, fishers, fisheries cooperatives, coast guard services and other interest groups under a united theme to promote marine education and conservation of MMA resources. This is by far the most comprehensive public awareness effort for the SSMR on the island.

Unfortunately, support for the program has diminished in recent years due to economic challenges faced by leading traditional sponsors. As a result, the Fisheries Division was unable to host SSMR Day for the past two years. There has been a national call among schools and other interest groups to have the program back on this year. The intervention of CATS is timely as we seek to reintroduce the program particularly as the threats of climate change and environmental responsibility are becoming important component of

national development plans to address the threats posed by climate change and other irresponsible human actions that diminish resilience of natural ecosystems

The designate management entity for the SSMR, LAMA and the CATS Component 2 Program Officer do not have the capacity to supervise and coordinate the numerous and diverse activities associated with the SSMR Day 2016 activities or the events leading up to it. The objective of this service consultancy is to fill this temporary capacity gap and to provide support for the successful execution and coordination of the SSMR Day 2016 program of activities. The Consultant will be responsible for the practical hands on tasks of organising events, ensuring the quality meets the requirements of the program. The Consultant will cover all cost by handling the procurement of SSMR/Fisheries related equipment, managing all the logistics for the hosting of event, presentations, and responsible for all cost associated with resources for events/activities related to the program. This will allow the Program Officer, Fisheries, and LAMA staff to focus on coordinating the various activities to ensure that wider objectives are met.

7. The assignment and its objectives

The Consultant will be responsible for the procurement, administering of payment for expenditures incurred in undertaking various activities, organizing and executing events of SSMR Day Program of activities and budget control, as well as managing/covering all associated cost and logistics. This will ensure that SSMR Day 2016 achieve its key objectives of promoting awareness and management responsibilities among school aged kids towards the coastal and marine environments. Specifically, SSMR Day it will

- Improve community awareness, appreciation and understanding of the functions and importance of MMAs to local communities
- Educate school age kids on various aspects of marine life and management and provide hands-on learning experiences that can stimulate thinking.
- Provide an opportunity for students to interface the marine environment
- Encourage primary school teachers to incorporate more marine science education into their teaching programs
- Create a network of support for marine management and awareness programs

Within the framework of this Terms of Reference, the Consultant is required to closely collaborate with the CATS Program Officer, Dr. C. David, in order to establish desired synergies towards successful execution of the SSMR Day 2016.

8. Responsibility and Task of Consultant

1. Prepare and submit at the start of the contract a work plan and schedule of expenditure to CATS-GIZ Program Officer, Dr. Camille. David and Head of Program, Dr. Horst Vogel
2. Prepare a detailed mid-term progress report on activities.
3. Familiarize him/herself with the relevant GIZ procurement procedures as per contract, documents, venues, key stakeholders and partners
4. Ensure that the procurement of goods/services from the standpoint of GIZ/CATS is from the most advantageous suppliers.
5. Propose a schedule of reimbursements and cash flow to cover the cost of implementing all activities of SSMR Day Program 2016 based on 40 - 60% when the work is completed.
6. Attend, support and participate in all the planned activities of SSMR Day Program 2016 ensuring the highest level of efficiency in planning and execution
7. Deliver services for the timely implementation of all outreach activities and consultations as per the SSMR Day Program of activities.

8. Coordinate with the CATS Program officer in all activities in respect to SSMR Day Program 2016 activities.

Other task to be completed by the Consultant are summarized in table below

Target Group	Objective	Activities	Tentative Dates	Number of Expected Persons/schools	Tasks and responsibilities provide quotations
Presentations and marine science lectures in primary schools	To educate students on various aspects of marine life and management of marine protected areas	Presentations, videos, discussions and distribution of flyers and brochures of SSMR	May 9- June 25 2016	27 schools 800	Book venue, visual aids and support material, organize PA system and PPT print out, Organize transportation logistics
Contact Presenters And develop schedule	To deliver feature addresses on SSMR Day	Deliver address on the marine environment, speeches	June 25. 2016	5 presenters 800 students 50 teachers	Cost associated with printing and production of visual aids such as flip charts, markers etc.
Quiz competition for students	To increase knowledge and awareness of the SSMR	Preparation of questions On flash cards, Organize school into zones/groups	June 25. 2016	54 student participating in quiz (two from each school)	Select and organize moderator, Pay for preparation of flash cards Organization of venue Prepare and pay for summary booklets
Guided boat tour of the SSMR for all students	To increase awareness and interface with marine environment	Video recording, speeches, Trained fisheries officer for species identification	June 25. 2016	800	Obtain life jackets, Contact and hire tour boats, contact and ensure first aid and rescue guard available, prepare educational material Fuel purchase
Prizing giving ceremony for students	To encourage and reward participating schools and students, to promote knowledge of SSMR		June 25. 2016	top three school/students	Quotation for selected gifts, cost of preparing gifts
Video production for all stakeholders	To use an educational learning support, to promote awareness of the SSMR	Record sessions, take professional photos, edits to videos	May 9 th - June 25, 2016		Receive quotations and pay for professional development and edit of video and publication, review of material
Preparation of snacks for	To ensure that students are kept	Contact various services providers to bid	June 25 th ,	800 students 54 teacher	Obtain quotations for snacks, plates, drinks

students , teachers and guests	hydrated and fed		2016	15 staff and selected guests 57 parents	etc. and delivery to venue
Transportation to and from venue for all schools	To get participating schools to and from SSMR Day venue in Soufriere		June 25 th , 2016	800 students 54 teacher 57 parents	Liaise with schools for organization of transportation to and from SSMR Quotation for hiring of buses, ensure that buses are road worthy
Clean up of venue sites by students and litter wardens	To ensure that waste generated does not get into ocean, to ensure at the venue is kept clean		June 25 th , 2016	3 litter wardens	Cost associated with purchase of garbage bags, transport and deposition to landfill

9. Deliverables (D)

The following are the major deliverables from this service contract.

1. Expenditure projections for the month/period
2. Administrative report within a week of each event to include but not limited to attendance sheets with original signatures
3. Financial report within a week after each event
4. Provision of a work plan
5. Organization of all activities for SSMR Day 2016 including organization of boat tours, quiz competitions, transportation, and snacks.
6. Provide detailed budget and quotes for activities to include catering, transport, PA system
7. Provide support services for all activities for SSMR Day 2016.
8. Edited video documentation of all activities planned for SSMR Day 2016.
9. Inform Program Officer immediately of any problems occurring in the implementation of any of the SSMR Day 2016 activities

10. Organizational Setting

The activities to be completed under this ToR will be supervised by Program Officer, Dr. Camille David and Dr. Horst Vogel.

11. Contract

Type of Engagement: Freelance Contract;
Duration of Engagement: **30 Working Days**
Contract start: At the earliest.
Contract end: No later than 30 June, 2016.

12. Payment Mode:

40% deposit on signing of contract and receipt of invoice

60% upon successful completion of the program, receipt of all required documents and receipt of original final invoice (signed and stamped).

13. Administration of Contract

The GIZ will issue the contract for the execution of this Terms of Reference to the selected consultant. Work done must be approved and signed off by the CATS Program officer, Dr. Camille David and Head of Program, Dr. Horst Vogel before payment is made to consultant.

The contract to be issued will be a lump-sum, meaning that all costs associated with the program are included. No extra cost whatsoever associated with this program will be reimbursed.

14. Required Qualifications Profile

1. Three years of professional work experience in planning and successfully executing Event/Project Management
2. Working experience in the Caribbean Region would be advantageous
3. An established track record in organizing and coordinating activities for diverse stakeholder groups
4. Ability to work both independently and as part of a team along set instructions (briefings) and specified time schedules towards expected outputs
5. Ability to work, and coordinate work efficiently within a team of experts and stakeholders with partially overlapping areas and to contribute to joint outputs
6. Excellent verbal and written communications skills, and demonstrated experience working with a variety of stakeholders, including senior government officials, donors, journalists, editors, policymakers and regulators, planners and academics
7. Demonstrated ability to meet deadlines and work under pressure to deliver outputs
8. Flexibility in responding to the needs of Program Officer, Fisheries Division and LAMA
9. Basic accounting skills and experience generating financial reports and record would be advantageous
10. Fluency in spoken and written English

15. To apply for this position, please submit:

- Letter of interest, detailing how you meet the qualifications and experience outlined above
- Up to date CV (clearly responding to the above stated requirements to the position)/Company Profile (incl. Registration Number and copy of registration documents)
- A Technical proposal elucidating on your understanding of the TOR as expressed in a work plan and approach and any anticipated risks or resource requirements
- A separate Financial Proposal specifying budget (itemised by events), schedule of payment and the expected service charge per event represented by a lump sum charge (i.e. overall cost for the contract in USD)

The quotation must include banking details for international transfers.

Note:

- The financial offer/ Quotation needs to specify the time frame for delivery and completion of services
- The financial offer/quotation and invoices need to be signed by the Consultant, in case of consultancy firm, bear the company stamp and contact details.

- A scanned copy of a valid ID e.g. Passport or Driver's License (both sides) of expert/ staff (individual expert and dedicated company staff)
- If a company/NGO, a copy of the certificate of incorporation and a valid ID of the responsible person, e.g. Managing/Executive Director

We strongly encourage applicants to submit their applications and complete set of annexes electronically in either MS Word Format or as a PDF.

Please apply to:

Dr. Camille David, CATS Program Officer (camox42@hotmail.com/camille.david@giz.de)

Dr. Horst Vogel, Head of Program (horst.vogel@giz.de)

Mr. Forbes Robertson, CARPHA, (robertly@carpha.org/ forbes.robertson@gmail.com)

Cc to:

- Ms. Louenda George, Senior Admin & Finance Officer (louenda.george@giz.de)

Application Deadline for Expressions of Interest/ Proposals is: 13th June, 2016.