

TERMS OF REFERENCE FOR THE PROJECT PREPARATION GRANT (PPG)  
***INTEGRATED ECOSYSTEM MANAGEMENT AND RESTORATION OF FORESTS  
ON THE SOUTH EAST COAST OF ST LUCIA***

***GOVERNMENT OF SAINT LUCIA***

**TYPE OF SERVICE:** Consultancy/subcontract

**INTRODUCTION:**

The Government of Saint Lucia, through the Department of Sustainable Development (DSD) has received approval from the Global Environment Fund (GEF) Council to develop a project with a view to addressing the lack of integrated protection and sustainable management of ecosystems in the South East coastal area of Saint Lucia. As part of the initial phase, a Project Document (PRODOC) needs to be developed for submission to the GEF. This PRODOC is to be developed in collaboration with DSD, which is the executing agency, and the United Nations Environment Programme (UNEP) which is the implementing agency.

The DSD desires to attract a suitably qualified consultant/firm to develop the PRODOC in keeping with the following Terms of Reference (TORs).

**BACKGROUND:**

The South East (SE) Coast of Saint Lucia is known to be an area rich in biodiversity, and ripe for tourism development. Notwithstanding, the SE Coast has been largely overlooked with its vulnerable and disadvantaged communities increasingly at risk both ecologically and economically. While some knowledge exists of important ecosystem services, and globally significant biodiversity, there is a paucity of data available this area. The Government of Saint Lucia (GOSL) has therefore identified this area as a priority for intervention and has sought approval for the programming of its sixth Global Environment Facility (GEF 6) allocation to address some of the issues in the SE Coast.

The main issue which the project seeks to address is the lack of integrated protection and sustainable management of ecosystems in the SE coastal area. Without sound management, the irreversible degradation of ecological services could adversely impact the socio-economic development and could lead to a gradual impoverishment of the region.

The project proposes a three-pronged solution to address this problem. The first aspect is to establish effective ecosystems management mechanisms. Second, the project will seek to rehabilitate and further protect degraded landscapes, based on improved mechanisms for land use planning and collaborative investment decision-making. Third, the project

seeks to create economic opportunities, incentives and livelihoods for the primary natural resources users.

The DSD is seeking a suitable consultant/firm to develop a full-sized PRODOC to be submitted to the GEF. This PRODOC will be developed in collaboration with the DSD which is the *executing agency*, and the UNEP which is the implementing agency. The technical areas to be addressed in the development of this project document include issues relating to biodiversity, sustainable forest management, climate change mitigation and land degradation. Consequently, the applicants should ensure that their team comprises expertise in the following areas; Land Use Specialist, Policy Analyst, Renewable Energy Specialist, Social Scientist/Socio-economics Specialist, Terrestrial Biodiversity Specialist, Marine Biodiversity Specialist, Eco-tourism/Marketing Specialist, Science and Technology Entrepreneur (Agro-processing Specialist), Forest/Carbon Specialist with satellite imagery expertise.

## **SCOPE OF WORK:**

The project seeks to enable sustainable economic development of the SE Coast by maintaining healthy ecosystems, sustainable livelihoods, and securing global environmental benefits.

### **Task 1: Preparation of Component 1- Ecosystems Management**

1.1 Report on the existent baseline for the development of M&I system. This includes data on: what is available, how does the current monitoring activities are carried out, what will be the direct benefits of the M&I system, where will the system be hosted, sustainability plan for the system maintenance after the project, description of main users and beneficiaries, flow diagram showing how the system will operate.

1.2 Report on the strategy to be used to increase management effectiveness. This includes: description of the strategy and/or factors to be used/considered for increasing the management effectiveness, map with geo-reference points indicating location new protected areas and corridors, identification and information sheet of the key species that will be protected in the new areas and their ecological, cultural, social and economic importance.

1.3 Identify and build the capacity of at least three (3) possible private sector partners to ensure continuity of the management of the ecosystems and promoting sustainable development after the project ends. The selection criteria for identifying the private sector partners should be developed. This should be accompanied by selection criteria.

## **Task 2: Preparation of Component 2- Rehabilitated Landscapes**

- 2.1. Identification of the most critically damaged areas with rehabilitation potential in the SE Coast where the project will be active. This identification should include geo-reference points. In addition the report should demonstrate the viability of the project and its impacts on communities and the environment. Tree species which will be used for reforestation should be appropriately identified and justified. Beneficiary communities should be identified using socio-economic considerations. Indicators to measure socio-economic impacts should be included in the results framework.
- 2.2. Identification of sea grass beds, reefs, mangroves and productive coastal systems that will be rehabilitated. Generation of maps, fact sheets of the zones and selection criteria. Development of a strategy for management and rehabilitation that will be further implemented and enhanced during the project. The description of the plan on how this rehabilitation will take place in each ecosystem is essential to substantiate the PRODOC.
- 2.3. Development of a plan/strategy or draft methodology including key aspects to consider for controlling erosion in areas exhibiting significant soil degradation and siltation. The strategy could be further developed during the project, but the basis for it and key criteria should be identified during Project Preparation Grant (PPG) phase.

## **Task 3: Preparation of Component 3- Sustainable Livelihoods**

- 3.1. The report should include: beneficiary communities selected and criteria used; identification of suitable renewable energy technologies for each community, methodology and location for installation. Environmental and socio-economic studies should be carried out to support selection of communities, technologies and sites.
- 3.2. Data on Saint Lucia's tourism sector including main areas of interest, attractions, and a SWOT analysis to substantiate future investments as well as key partners for this output.
- 3.3. Identification of farmers, key partners, stakeholders for implementation of this component and farms that will be converted to agroforestry.
- 3.4. Identification of innovative and sustainable natural-resource based economic activities. This should include: selection of intervention sites, definition of activities and undertaking feasibility studies that will include environmental impacts and economic viability.

## **Task 4: Preparation of consolidated PRODOC**

### **4.1. To prepare PRODOC and CEO Endorsement package with all the respective annexes and appendices.** These include but are not limited to:

- Consolidation of project components, results framework with SMART indicators, work plan (indicating timeframes and cost of each activity).
- Analysis of alternative options and agreement on the most efficient and cost-effective arrangement.
- Detailing of implementation arrangements including specific roles and responsibilities of executing partners and coordination mechanisms with complementary initiatives.
- Design of a consolidated, costed project monitoring and evaluation (M&E) plan.
- Environmental and social impact assessment of the design and risks from both the social and environmental perspectives.
- Project's procurement plan including full list of equipment's to be purchase and estimated prices based on quotations, and list of consultants and subcontracts forecasted for the project.
- Project's communication and knowledge management strategy
- Financing plan, including co-financing commitments.
- Gender and socio-economic analysis for the project
- GEF Tracking Tools for each of the focal areas.
- Incremental cost analysis.

## **Task 5: Meetings**

### **5.1.** To participate in the PPG meetings that will be convened and coordinated by the DSD.

#### **KEY COMPETENCIES:**

1. Experience in drafting GEF project proposals, in particular multifocal areas projects
2. Expertise in biodiversity conservation, sustainable forest management, renewable energy, land degradation, eco-tourism, community engagement inclusive of vulnerable groups and gender issues
3. Ability to work with multidisciplinary teams
4. Fluency in English and working knowledge of kwéyòl

#### **REQUIREMENTS**

Lead expert is required to possess the following;

1. Minimum of five (5) years' experience in the coordination and management of projects, preferably environmental and more specifically planning or natural resource management projects.

2. Proven expertise in drafting GEF proposals
3. Master's degree in Biodiversity, Agronomy, Environmental Studies, Natural Resource Management or any other related discipline.
4. Knowledge and experience of Saint Lucia and its ecosystems.

The following other team members required are to have knowledge and experience of Saint Lucia and its eco-system:

- Land Use Specialist
- Policy Analyst
- Renewable Energy Specialist
- Social Scientist/Socio-economics Specialist
- Terrestrial Biodiversity Specialist
- Marine Biodiversity Specialist
- Eco-tourism/Marketing Specialist
- Science and Technology Entrepreneur (Agro-processing Specialist)
- Forest/Carbon Specialist with satellite imagery expertise

**DELIVERABLES:**

1. Project document and its annexes
2. CEO-Endorsement document
3. PPG final report following UNEP's format
4. The studies and consultations done during the PPG (In the form of reports/documents)

All reporting templates will be provided to the successful applicant after the evaluation process is completed.

**REPORTING:**

The selected candidate will report to the Permanent Secretary of the Department of Sustainable Development or his designee.

**DURATION:** This consultancy will be conducted over a 7 month period.

**OTHER RELEVANT INFORMATION:**

Further information required to assist with the preparation and submission of proposal may be obtained from the Department of Sustainable Development. Please contact Ms. Caroline Eugene or Ms. Jeanel Volney at email [caroline.eugene@gmail.com](mailto:caroline.eugene@gmail.com) or [jeanel.volney@govt.lc](mailto:jeanel.volney@govt.lc) respectively and 451-8746 and 468-5833.

Other relevant information are: PIF, PRODOC Outline and PPG.

**SUBMISSION:**

Proposals should be submitted in a sealed envelope marked CONFIDENTIAL. This outer envelope should contain two separate sealed envelopes; one containing the technical proposal and marked '**Technical Proposal**', the other containing the financial proposal and marked '**Financial Proposal**'. Submissions should be received by 16:30 on 29<sup>th</sup> November 2016. Proposals should be clearly marked "***PROJECT PREPARATION GRANT (PPG) INTEGRATED ECOSYSTEM MANAGEMENT AND RESTORATION OF FORESTS ON THE SOUTH EAST COAST OF ST LUCIA***" and addressed to:

**The Secretary  
Central Tenders Board  
2<sup>ND</sup> Floor  
Finance Administrative Centre  
Point Seraphine  
CASTRIES**

## Appendix 1: SUGGESTED TEAM AND NECESSARY EXPERTISE FOR THIS CONSULTANCY

| Type of Consultant   | Position / Titles  | Time of Engagement      | Tasks to be performed  |
|--|--|-------------------------|--|
| <p>Local/regional/international</p> <p>*Some of the consultancies indicated in the table could be undertaken by a team of experts.</p> | <p><b>PPG team of consultants</b> This will include the Team Leader – Project document drafter (w/ experience in drafting GEF proposals), and the technical consultants as described here below.</p> <p>Note: one or more of these consultancies can be merged. Ideally a team of professionals will be hired to conduct all the work.</p> <p><b>Technical consultants/experts:</b></p> <ul style="list-style-type: none"> <li>-Land Use</li> <li>-Policy Analyst</li> <li>-Renewable energy specialist</li> <li>-Social Scientist/Socio-economics Specialist</li> <li>-Terrestrial Biodiversity Specialist</li> <li>-Marine Biodiversity Specialist</li> <li>-Ecotourism/Marketing Specialist</li> <li>-Science and Technology Entrepreneur (agro-processing specialist)</li> <li>-Forest / Carbon Specialist (with satellite imagery expertise)</li> </ul> | <p>All PPG duration</p> | <p><b>EXPECTED FUNTIONS FOR THIS GROUP:</b></p> <p>-Overall development and drafting of UNEP’s PRODOC and CEO-Endorsement package, taking into account GEFSEC and STAP Review Comments in final products.</p> <p>The PPG team leader should work closely with the other members of the PPG consultancy team, as well as with the executing agency and UNEP.</p> <p>-Overall coordination of all national activities related to PPG. Functions include: drafting ToRs for specialists below (if needed), oversight and coordination of all preparatory activities for the 3 components; liaison between consultant, stakeholders, co-financers, and EA, to lead the search for strategic alliances and partners, and to provide all the necessary information to the Project document drafter for his/her action.</p> <p><b>OUTPUTS:</b></p> <p>-PRODOC + CEO Endorsement package with respective annexes and appendices including co-finance letters.</p> <p>-systematized data from all consultancies, studies and reports, in a format that can be useful for the drafting of the project package.</p> |