

## TERMS OF REFERENCE - CONSULTING SERVICES

### REPORTING SYSTEM FOR MEA IMPLEMENTATION - ENVIRONMENTAL INFORMATION MANAGEMENT

#### **Increase Saint Lucia's Capacity to Monitor Multi-lateral Environmental Agreements (MEA) and Sustainable Development Project**

##### **1. BACKGROUND**

Saint Lucia is signatory to a number of international agreements from which several benefits are derived from which numerous obligations arise. These in part shape national policies and legislation by promoting adequate measures to address environmental issues such as biodiversity loss, pollution of the marine environment, global warming and sea level rise as well as to promote sustainable livelihoods. For example, The Convention on Biological Diversity (CBD), the United Nations Framework Convention on Climate Change (UNFCCC) and the United Nations Convention to Combat Desertification (UNCCD) have facilitated opportunities for Saint Lucia to receive grants and technical expertise for projects related to biodiversity, climate change and land degradation.

While there is little doubt about the benefits of becoming signatories to such agreements, the lack of institutional, local and community awareness together with insufficient data collection, insufficient information to guide decision making at the policy level and limited monitoring and legal capacity to advise on Multilateral Environmental Agreements (MEAs) ratification and compliance have been a drawback to full implementation of MEAs.

The Government of Saint Lucia has embarked on a process of addressing these challenges through its Sustainable Development and Environment Division (SDED), and has been increasing its efforts to effectively put measures in place to monitor the implementation of Multi-lateral Environmental Agreements (MEAs) to which Saint Lucia is Party. In this regard, support has been granted from the Global Environment Facility (GEF) to address issues related to environmental information management. With the support of the UNEP and GEF, Saint Lucia has embarked on initiatives to identify capacity constraints. One such initiative is the GEF funded project aimed at *'Increasing Saint Lucia's Capacity to Monitor MEA Implementation and Sustainable Development'* by providing support for the development of the country's environmental information system, better coordination of existing knowledge and generating new information on the state of the environment.

To this end, the Ministry of Education, Innovation, Gender Relations and Sustainable Development through its Sustainable Development and Environment Division is seeking a consulting firm to assist the Project Management Unit (PMU) in meeting its objectives by providing services as detailed in the Scope of Work below.

## **2. OVERALL OBJECTIVE**

The overall objective of this consultancy is to support the stakeholders (Government Agencies, Private Sector and NGOs) in improving the environmental reporting system, developing indicator sets, establishing an Environmental Information System (EIS) and related online tools and platforms.

## **3. SCOPE OF WORK**

In general the scope of work includes: (1) Developing a reporting system for MEA implementation to be used for at least 3 MEAs to which Saint Lucia is Party; (2) Establishing core environmental indicators for national development where appropriate and coherent with relevant regional and global indicators and; (3) Establishing an EIS online platform and related tools.

The consultant firm will:-

### ***Task 1 - Prepare a work plan and inception meeting report.***

Conduct an inception meeting with the Client (Sustainable Development Department through its Sustainable Development and Environment Division) upon commencement of the assignment to (i) review the process for the conduct of all activities within the assignment, (ii) determine roles and responsibilities, (iii) discuss the basis on which this work will be implemented, and iv) finalise the work plan and timetable. A final work plan and report on the outcome of the inception meeting will be prepared by the Consulting Firm, and submitted to the client no later than three (3) weeks from completion of the inception meeting date.

### ***Task 2 - Conduct assessment of currently reported information against reporting requirements of at least three (3) MEAs***

- a) Review pertinent literature including:
  - I. Inception meeting of the Project Steering Committee Report (June 2016)
  - II. Update: 2007 National Capacity for Self-Assessment Report (March 2014)
  - III. Stakeholder Mapping Report (March 2014)
  - IV. Information Management Training Needs Assessment Report (March 2014)
  - V. Status of Environmental Information in St Lucia (March 2014)
  - VI. MEA Workshop Report (February 2014)
  - VII. Compliance Mechanisms Under Selected Multilateral Environmental Agreements - UNEP
  - VIII. (TBD) See list of Multilateral Environmental Agreements (MEAs) for which St. Lucia is signatory at:  
<https://www.informea.org/en/countries/LC/parties>
- b) Consult with other relevant agencies and projects, including:
  - I. The Project Steering Committee (PSC)
  - II. Central Statistics Office

III. Sustainable Development and Environment Division, Ministry of Education, Innovation, Gender Relations and Sustainable Development

IV. The Ministries responsible for GeoNode – open source geospatial content management system (<https://sling.gosl.gov.lc/>)

- c) Develop and propose to the Project Management Unit (PMU) for approval a reporting system with clear assignment of responsibilities per organization on data collection and management;
- d) Under the supervision of the PMU and PSC establish common data storage facility and decide on access and sharing modalities;
- e) Prepare and present a draft report on the findings from activities a), b), c) and d), along with proposed reporting system for data collection and management and recommendations to the relevant agencies identified by the PMU;
- f) Incorporate comments from relevant agencies into the draft report accordingly and submit a final revised report to the PMU for approval.

***Task 3 - Identify priority environmental data gaps and develop plans to address them***

- a) Undertake a comprehensive environmental data needs assessment
- b) Develop recommendations on addressing data gaps
- c) Develop a plan for addressing institutional needs
- d) Prepare and present a draft report on the findings, along with proposed methodologies and recommendations to the relevant agencies to be identified by the PMU
- e) Incorporate comments received from relevant agencies into the draft report accordingly and submit a final revised version of the report to the PMU for approval

***Task 4 - Facilitate the identification and definition of a set of core sustainable development and environmental indicators based on national priorities (coherent with regional and international indicator frameworks)***

- a) Support the PMU for establishing of an inter-agency working group (IWAG) for joint indicator development. Provide the IAWG with technical and substantive support for the establishment of an indicator framework (including list of indicators where appropriate, regional and global frameworks) building on past results and exercises;
- b) Support IAWG in the dissemination of indicator framework amongst relevant stakeholder groups and gather, analyse and edit their feedback;
- c) Compile a revised indicator framework and plan to be submitted to IAWG for review and comment;
- d) Based on comments received, prepare and submit to PMU final plan for approval.

***Task 5 - Map national and regional information sources relating to priority environmental indicators in the context of sustainable development***

- a) Undertake mapping of existing information sources (including government, academia, and non-government organizations);

- b) Link additional and potential new sources with existing landscape (local, national, regional);
- c) Develop recommendations on how best to include the further sources into the indicator framework;
- d) Submit a draft report and recommendations to the IWAG and PMU for review and comments;
- e) Based on comments received, prepare and submit final report to the PMU for approval.

***Task 6 - Establish an online platform for sharing and presenting available information on Sustainable Development and MEA indicators***

- a) Compile data in an accessible and easy-to-use format by the relevant agencies;
- b) Establish online Environmental Information System (EIS) and online platform, including clear protocols for data provision, platform maintenance and access sharing modalities;
- c) Prepare a detailed and practical manual for the proposed EIS platform including protocols for data provision, maintenance and access sharing modalities and present the EIS along with the manual to relevant agencies to be identified by the PMU;
- d) Provide EIS and database management training for the contributing agencies and organizations;
- e) Incorporate comments and feedback received from the agencies into the manual accordingly and submit its final version to the PMU for approval.

#### **4. REPORTING REQUIREMENTS AND DELIVERABLES**

***Inception Report and Work Plan***

The Firm will report to the Project Manager. Shortly after the Firm has mobilized their resources and after having met the Executing Agency staff, the Firm will present an inception report to ensure that both parties (the Firm and Executing Agency) are in agreement that the assignment will be carried out as planned and as stipulated in the contract. The inception report will incorporate a work plan for the development of the different activities and deliverables.

***Specific deliverables*** will include:

- Inception report **(Task 1)**
- Report on findings of currently reported information along with proposed reporting system for data collection, management and recommendations **(Task 2)**
- A common data storage facility, including data policy and sharing modalities **(Task 2)**
- Comprehensive National Environmental Data Needs Assessment Report **(Task 3)**
- National Environmental Indicator Framework & Plan **(Task 4)**
- National & Regional Priority Environmental Indicators Report **(Task 5)**
- Environmental Information Systems (EIS) Platform and Manual **(Task 6)**

## **5. LOGISTICS, DURATION & COSTS**

1. The consultant will be contracted for a period of *ten (10) calendar months* beginning on the date of signature of contract. Please note that the input is expected to be approximately 70 to 80 man-days.
2. The contract will be a lump sum contract payable based on the schedule proposed in the agreed contract between the Government of Saint Lucia and the Consultant.
3. The PMU will provide a list of stakeholders for consultative purposes
4. The PMU will facilitate logistics for relevant agency meetings. The Firm shall ensure that they are adequately supported and equipped in terms of personal technical equipment (transportation, laptop, software and field tools)

## **6. QUALIFICATIONS, EXPERIENCE & COMPETENCY**

The Consultant is required to possess qualification of at least a Masters Level Degree in one of the following, or related, fields: Environmental Information Management Studies, Information Technology, Geographical Information System or Environmental Management.

The Consultant must possess at least eight (8) years' working experience in environmental information management, IT, GIS or environmental management in Saint Lucia or in the Caribbean Region.

### **Competencies**

1. Possess a solid understanding of the institutional arrangements and resources required to carry out the scope of works
2. Demonstrate competence in report writing, presenting information and consulting with stakeholders
3. Demonstrate flexibility in the event adjustments are required based on the findings, both at the organizational and technical levels, for successful implementation of the consultancy.

## **7. SUBMISSIONS**

Applications are invited from local, regional and international persons/agencies to undertake the Reporting System for MEA Implementation - Environmental Information Management consultancy. Complete proposals should be submitted in a sealed envelope marked '**CONFIDENTIAL- Increasing Saint Lucia's Capacity to Monitor MEA Implementation and Sustainable Development Project**' inclusive of an itemized financial costing by **4:00p.m on 13<sup>th</sup> September 2016**. Proposals should be addressed to:

**The Secretary  
Central Tenders Board  
Ministry of Finance  
2<sup>nd</sup> Floor, Financial Centre**

**Bridge Street, Castries,  
SAINT LUCIA**