

## TERMS OF REFERENCE - CONSULTING SERVICES

### ***MAINSTREAMING ENVIRONMENTAL INFORMATION MANAGEMENT AND MULTILATERAL ENVIRONMENTAL AGREEMENTS (MEAS) OBJECTIVES***

Under the

#### **Increase Saint Lucia's Capacity to Monitor Multilateral Environmental Agreements (MEA) Implementation and Sustainable Development Project**

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

Saint Lucia is signatory to a number of international agreements from which several benefits are derived and obligations created. These, in part, shape national policies and legislation, 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 sustainable livelihoods. These international agreements have facilitated opportunities for Saint Lucia to receive grants and technical expertise for projects related to biodiversity, climate change and land degradation.

In this regard, a grant has been received from the Global Environment Facility (GEF) to address issues related to environmental information management under the ***'Increase Saint Lucia's Capacity to Monitor Multilateral Environmental Agreements (MEA) Implementation and Sustainable Development Project.'*** This initiative aims to provide support to develop the country's environmental information management system, improve coordination and sharing of existing knowledge, and generate new information on the state of the environment.

The project focuses on three (3) MEAs to which Saint Lucia is party:

1. Given Saint Lucia's wealth of biological diversity, it is imperative that there are effective monitoring and management regimes implemented with a view of ensuring high-quality reporting to the United Nations Convention on Biological Diversity (UNCBD) and also, an evidence-based approach to sustainable development on the island.
2. Each Party to the United Nations Framework Convention on Climate Change (UNFCCC) is required to produce 'National Communications' which outline both the state of affairs for climate change in the given country and progress that has been made with respect to different key indicators.
3. The United Nations Convention to Combat Desertification (UNCCD) requires reporting on the status of land in the country and how degradation is being countered with sustainable land use practices.

A main output of this GEF initiative is the design and establishment of a fully operational National Environmental Information System (NEIS). Each one of the aforementioned three (3) MEAs has a series of indicators that relate to broader policy goals and objectives, and whose periodic production will be based upon data and information managed through the EIS.

Saint Lucia's Environmental Information System (EIS), including the reporting system and Common Data Storage Facility (CDSF), will serve as a supporting and foundational tool for

reporting on MEAs. The translation of data into useful and actionable information, and then communicating and uptake that inform policy and decision makers.

To this end, the Department of Sustainable Development is seeking a consulting firm to assist the Project Management Unit (PMU) in engaging major stakeholders and mainstreaming the EIS into relevant sectors by providing services as detailed in the **Scope of Work (item 4)**.

## **2. CONTRACTING AUTHORITY**

The Government of Saint Lucia acting herein and represented by the Department of Sustainable Development in the Ministry of Education, Innovation, Gender Relations and Sustainable Development (hereinafter referred to as the “Contracting Authority”), Norman Francis Building, Balata, Castries, Saint Lucia, West Indies.

## **3. OVERALL OBJECTIVE**

The overall objective of this consultancy is to support the Government of Saint Lucia in engaging major stakeholders and mainstreaming the EIS developed under the Increase Saint Lucia’s Capacity to Monitor Multilateral Environmental Agreements (MEA) Implementation and Sustainable Development Project into relevant sectors.

## **4. SCOPE OF WORK**

In general, the scope of work includes:

1. demonstrating the use of the EIS – coupled with other systems, methodologies and platforms – as a tool to conduct impact, risk and vulnerability assessments at national and sub national level;
2. training stakeholders to use assessment findings for effective policy development and implementation as it relates to biodiversity management, climate change mitigation and adaptation and sustainable land use management;
3. testing of the Environmental Information System (EIS) functionalities in different sectors, enhancing data sharing and co-production of information;
4. conducting scenario processes focusing on priority environmental issues.

The consultancy firm will be required to carry out the following tasks: -

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

- a) Conduct an inception meeting with the Contracting Authority 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;
- b) Submit a draft inception report and work plan on the outcome of the inception meeting to the Contracting Authority no later than four (4) weeks from commencement of the consultancy;
- c) Submit a final Inception Report and work plan within 1 week of receipt of comments to the draft inception report (b) from the Contracting Authority<sup>1</sup>

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<sup>1</sup> Comments by the Contracting Authority shall reach the Consultant no later than fourteen (14) days after receipt of the Draft Inception Report and Work Plan.

***Task 2 - Demonstrate the use of the EIS (coupled with other systems, methodologies and platforms) as a tool to conduct impact, risk and vulnerability assessments at national and sub national level***

- a) Conduct a literature review of pertinent reports including, but not limited to:
  - i. Environmental Information System (EIS) Consultancy Reports [2017]
  - ii. Vulnerability Resilience Country Profile (VRCP)
  - iii. Update: 2007 National Capacity Self-Assessment Report [March 2014]
  - iv. Information Management Training Needs Assessment Report [March 2014]
  - v. State of the Environmental Report [2015]
  - vi. A guidance manual for the conduct and mainstreaming of climate change vulnerability and capacity assessments in the Caribbean [2008]
- b) Identify concrete examples and opportunities and prepare a plan where EIS data and information can provide input to impact, risk and vulnerability assessments and planning processes by stakeholder consultation processes
- c) Assess data, training needs, in-country expertise, usability and usefulness of the EIS to facilitate MEA implementation in Saint Lucia.
  - i. Assess capacity of institutions pertaining to tools and resources, systems and mechanisms to facilitate activity
- d) Prepare and submit a draft Impact, Risk, and Vulnerability Assessment Report on the findings from activities a), b), c)
- e) Incorporate comments by the Contracting Authority and partners<sup>2</sup> into the draft report and submit the final report to the Client for approval.

***Task 3 - Facilitate training of relevant stakeholders to use assessment findings for effective policy development and implementation as it related to: (1) biodiversity management (2) climate change (3) sustainable land use management***

- a) Conduct a training needs analysis, develop a key stakeholder list and develop training modules for policy development as it relates to: 1) biodiversity management; 2) climate change mitigation and adaptation and; 3) sustainable land use management
- b) Submit a draft training needs analysis report and training module for review and feedback to the Contracting Authority
- c) Incorporate comments on training needs analysis and module accordingly and submit final revised version of the report to the Contracting Authority for approval
- d) Conduct training sessions using EIS data and information with (1) Government officials (2) Civil Society Organizations (3) other stakeholder groups identified in a) above on:
  - i. impact, risk and vulnerability assessment, for biodiversity management, climate change mitigation and adaptation, sustainable land use management
  - ii. policy development

Undertake EIS system testing with each training group of relevant stakeholders

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<sup>2</sup> Comments by the Contracting Authority and partners shall reach the Consultant no later than fourteen (14) days after receipt of the Draft Risk, Vulnerability and Assessment Report

- e) Submit a draft Training Evaluation Report including stakeholder feedback on training, modules and use of the EIS system within four (4) weeks after administration of the training sessions to the Contracting Authority
- f) Incorporate comments received from relevant stakeholders<sup>3</sup> into a final report and submit to the Contracting Authority for approval

**Task 4 - Conduct scenario processes focusing on priority environmental issues and information access and sharing opportunities**

- a) Undertake gap analysis of priority environmental issues, focusing on data and information access and sharing opportunities for various institutions, aiming at promoting an integrated approach for environmental, social and economic information production
  - i. Submit Draft Gap Analysis Report for review by the Contracting Authority
- b) Conduct one workshop on national scenario development processes, planning and delivery based on the gap analysis
  - i. Define priority environmental issues and information access and sharing opportunities to feed into scenario development
- c) Develop three (3) scenarios using audio-visual presentations based on priority environmental issues, information access and sharing opportunities and recommendations from workshop on national scenarios development tools, planning and delivery
  - i. Conduct outreach campaign on the three (3) scenarios in town hall, community gatherings and social media platforms
  - ii. Facilitate dialogue using audio visual presentations with feedback opportunities in town hall, community gatherings and social media platforms based on the scenarios developed
- d) Prepare and submit draft audio-visual scenarios based on feedback received from stakeholders during workshops undertaken in Task 4b on priority environmental issues and information access and sharing opportunities
  - i. Provide recommendations on access and sharing opportunities for scenarios to maintain relevance to the Contracting Authority.
- e) Incorporate comments received from the Contracting Authority and other relevant stakeholders<sup>4</sup> into final audio-visual presentation and Recommendations on Information Access and Sharing Opportunities Report to Client for approval.

**Task 5 - Closeout Report**

The Consultant is required to submit to the Contracting Authority a Closeout Report. This report will be prepared to highlight the full gamut of work undertaken, noting the level of success and constraints in the methodologies used, the nature and quality of stakeholder participation, limitations in the scope of the consultations and meetings, any potential

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<sup>3</sup> Comments by the Contracting Authority and partners should reach the Consultant no later than fourteen (14) days after receipt of the Draft Inception Report and Work Plan

<sup>4</sup> Comments in response by the Contracting Authority and partners should reach the Consultant no later than fourteen days after receipt of the Draft audio-visual presentations and draft recommendations on Access and Sharing Opportunities Report

constraints which are anticipated in the deliverables effective application and any other lessons learnt during the process.

## 5. DELIVERABLES

All reports shall be reviewed by Contracting Authority, stakeholders and partners, who shall provide feedback to the Consultant no later than fourteen (14) days after receipt of each submission/report.

The deliverables should be developed, presented and adopted based on the following:

<b>Deliverables</b>	<b>Due Date after Contract Signing</b>
<b><i>Task 1: Inception Report and Work Plan:</i></b>	
Draft Inception Report and a detailed Work Plan	4 weeks
Final Inception Report which incorporates comments from Contracting Authority and relevant partners	1 week
<b><i>Task 2 – Demonstrate the use of the EIS (coupled with other systems, methodologies and platforms) as a tool to conduct impact, risk and vulnerability assessments at national and sub national level</i></b>	
Prepare a draft Impact, Risk and Vulnerability and Assessment Report on the findings from literature review, data and training needs assessment, in-country expertise usability and usefulness of the EIS to facilitate MEA implementation in Saint Lucia	4 weeks
Final Risk, Vulnerability and Assessment Report which incorporates comments from Contracting Authority and relevant partners	3 weeks
<b><i>Task 3: Facilitate training of relevant stakeholders to use assessment findings for effective policy development and implementation as it related to: (1) biodiversity management (2) climate change (3) sustainable land use management</i></b>	
Submit a) Draft Training Needs Analysis Report inclusive of key stakeholder list, and b) Training Module for policy development as it relates to: 1) biodiversity management; 2) climate change mitigation and adaptation and; 3) sustainable land use management for review and feedback by the Contracting Authority	6 weeks
Final Training Needs Analysis, and Training Module incorporating comments from the Contracting Authority	2 weeks
Conduct training sessions using EIS data and information with: 1) Government officials, 2) CSOs, 3) other stakeholder groups identified in Task 3 (a): impact, risk and vulnerability assessment, for biodiversity management, climate change mitigation and adaptation and sustainable land use management, and policy development <ul style="list-style-type: none"> <li>i. Undertake EIS system testing with each training group of relevant stakeholders</li> <li>ii. Undertake training evaluation with participants/stakeholder feedback</li> </ul>	3 weeks
Draft Training Evaluation Report providing stakeholder feedback on	3 weeks

<b>Deliverables</b>	<b>Due Date after Contract Signing</b>
training, modules and use of EIS system	
Final Training Evaluation Report incorporating comments from the Contracting Authority	1 week
<b>Task 4 - Conduct scenario processes focusing on priority environmental issues and information access and sharing opportunities</b>	
Undertake gap analysis of priority environmental issues, focusing on data and information access and sharing opportunities for various institutions, aiming at promoting an integrated approach for environmental, social and economic information production Submit Draft Gap Analysis for review by Contracting Authority	3 weeks
Conduct one workshop on national scenario development processes, planning and delivery based on the gap analysis i. Define priority environmental issues and information access and sharing opportunities to feed into scenario development	4 weeks
Develop three (3) scenarios using audio-visual presentations based on priority environmental issues, information access and sharing opportunities and recommendations from workshop on national scenarios development tools, planning and delivery i. Conduct outreach campaign on the three (3) scenarios in town hall, community gatherings and social media platforms ii. Facilitate dialogue using audio visual presentations with feedback opportunities in town hall, community gatherings and social media platforms based on the scenarios developed	8 weeks
Prepare and submit draft audio-visual scenarios based on feedback received from stakeholders during workshops undertaken in Task 4b on priority environmental issues and information access and sharing opportunities i. Provide recommendations on access and sharing opportunities for scenarios to maintain relevance to the Contracting Authority.	6 weeks
Incorporate comments received from Client and relevant stakeholders into final audio-visual presentation and Recommendations on Access and Sharing Opportunities Report to Client for approval	4 weeks
<b>Task 5: Closeout Report</b>	4 weeks

## 6. DURATION OF ASSIGNMENT & LOGISTICS

### **The Consultant will:**

- i. Be contracted for a period of *sixteen (16) calendar months* beginning on the date of signature of contract. Please note that the input is expected to be approximately 65 weeks.
- ii. Execute the duties and tasks outlined in Section 4 above with due diligence and efficient and in accordance with the highest standards of professional competence, ethics and integrity.
- iii. Be responsible for the collection and analysis of all data and information to assist in the timely completion of the assignment.
- iv. Submit reports and plans within the stipulated timeframes stated in the Terms of Reference for review by the Contracting Authority.
- v. Be responsible for the provision of software, equipment, materials and transportation required to undertake the consultancy.
- vi. Execute the services in accordance with the laws, customs and practices in Saint Lucia and use the appropriate international/regional standards for preparation of technical information.

### **The Contracting Authority will:**

- i. Provide a list of stakeholders for consultative purposes and soft copy of available reference documents.
- ii. Assist with logistics for meetings and workshops and provide list of relevant stakeholders with recommendations to the consultant.
- iii. Ensure timely review of reports submitted by the consultant and facilitate the provision of feedback within two weeks of receipt of reports.
- iv. Initiate the consultation and co-operation of other agencies and consultants required to provide support to the consultant for realization of the relevant aspects of the assignment.
- v. Provide access to relevant existing information.

## 7. VALUE OF CONTRACT

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. The value of the contract is to cover costs associated with the deliverables of the consultancy.

## 8. QUALIFICATIONS & EXPERIENCE

### **Key experts**

#### **Key Expert 1: Environmental Information Management/Team Leader**

The ideal candidate(s) should possess the following qualifications and experience:

- i. A Master's degree or higher in Environmental Data and Information Management or other related field
- ii. At least eight (8) years relevant work experience in data and statistical analysis in the design and implementation of environmental and natural resource management data and information systems for small island developing states

- iii. At least eight (8) years project management experience
- iv. Strong background and experience in training and capacity development
- v. Strong analytical skills, initiative, and demonstrated problem – solving skills
- vi. Sound time-management and prioritization skills
- vii. Particular experience in climate and environmental change, biodiversity, sustainable land management and policy development planning issues in SIDS
- viii. Experienced in team leadership and coordination.

**Key Expert 2: Environmental Policy Specialist**

- i. Master’s Degree level in Environmental Management, Natural Resources Management or other relevant field.
- ii. At least five (5) years work experience in environmental management, policy design and implementation of environmental management in SIDS
- iii. Demonstrated experience in training development and delivery to local/national agencies and communities including town hall, community and social media engagement
- iv. Familiarity with Multilateral Environmental Agreements (MEAs) and international conventions related to the environment in the Caribbean.
- v. Demonstrated experience with the use of various audio-visual platforms to communicate environmental information

**Key Expert 3: Information Technology/Computer Science/Software Developer**

- i. First Degree level or higher in Information Technology, Computer Science or other related field
- ii. At least 5 years work experience in web, database design and customized software platforms
- iii. Demonstrated experience in GIS related platforms, server installation and hardware and software maintenance
- iv. Familiarity with monitoring projects related to the environment in the Caribbean

The Consultant shall be required to provide the curriculum vitae for all experts referred to in the consultancy as part of their tender.

**Key Competencies**

The successful consultant should demonstrate:

- competence in report writing, presenting information, consulting with stakeholders at all levels including public awareness strategies;
- flexibility in the event adjustments are required based on the findings, both at the organizational and technical levels, for successful implementation of the consultancy;
- a solid understanding of the institutional arrangements and resources required to carry out the scope of works.
- Advanced use of Microsoft Office Suite and other IT related software
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## 7. SUBMISSIONS

Technical and Financial Proposals are invited from local, regional and international consultants/firms/agencies. In submitting their proposal, the consultant must:

- Carefully review and comment on the Terms of Reference, recommending potential refinements where necessary, including making such recommendations as deemed appropriate to enhance the quality of the assignment and outputs/deliverables.
- Review all other documentation that may be relevant to this assignment paying close attention to UNEP-GEF guidelines on programming, in particular GEF tracking tools and standards for UNEP-GEF cooperation monitoring and evaluation.
- Submit a detailed methodology and work-plan including a time schedule, the name, professional status and biographic data of the professional key experts to be employed in this assignment.
- Proposals should be submitted in a sealed envelope marked **CONFIDENTIAL**. The 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**'.
- Both the Technical and Financial Proposals must be signed by the tendering party(ies). All submissions should be received by the deadline date and time of 12:30 pm on Wednesday 23<sup>rd</sup> May 2018.
- Proposals should be clearly marked "**Consultancy for Mainstreaming Environmental Information Management and Multilateral Environmental Agreements Objectives**" under the **Increase Saint Lucia's Capacity to Monitor Multilateral Environmental Agreements (MEAs) Implementation and Sustainable Development Project** and addressed to:

The Secretary  
Central Tenders Board  
Office of Director of Finance  
Ministry of Finance, Economic Growth,  
Job Creation External Affairs and Public Service  
2<sup>nd</sup> Floor  
Finance Administrative Centre  
Point Seraphine  
CASTRIES, Saint Lucia.

To obtain further information required to assist in the submission of proposal, please contact the Project Management Unit at email [slumea.monitoring@gmail.com](mailto:slumea.monitoring@gmail.com), telephone (1758) 451-8746