

INVITATION TO TENDER

GEF 6 - Integrated Ecosystems Management and Restoration of Forests in the South East Coast of Saint Lucia Project

INVITATION

The Government of Saint Lucia through the Department of Sustainable Development (Ministry of Education, Innovation, Gender Relations and Sustainable Development) is inviting Consultants to submit tenders for a consultancy to identify Responsible Tourism Opportunities and develop guidelines for Responsible Tourism that include environmental and social safeguards in the South East Coast.

Project Location

The South East Coast of Saint Lucia extending from Mandele Point in Dennery to Laborie is the project area and the focus of this Terms of Reference.

TERMS OF REFERENCE

1.0 BACKGROUND

- 1.1 The Tourism sector is recognized as a major contributor to the economic growth in Saint Lucia and is one of the key result areas of the country's Medium Term Development Strategy 2020-23. The sector has contributed significantly to the national revenue, foreign reserve, employment generation and economic diversification.
- 1.2 The tourism industry, a main staple of the economy, is under threat from potential climate change impacts (extreme weather events, unpredictable weather) as well as the COVID-19 pandemic affecting the entire world. The tourism sector itself is also poised to disrupt ecosystems and their services that support biodiversity and livelihoods; this is particularly pertinent in the South East Coast. However, the tourism industry is also highly dependent on the environment, as tourists come to Saint Lucia and the South East Coast seeking rainforest explorations, white sandy beaches with clear clean waters, healthy reef ecosystems and biologically diverse mangroves, which are all vulnerable to climate and human activity.
- 1.3 The Integrated Ecosystem Management and Restoration of Forests on the South East Coast of Saint Lucia project is aimed at developing ecosystem management systems and practices, restoring productive landscapes and enabling sustainable socio-

economic development by creating avenues for sustainable livelihoods in the communities in the South East Coast region of the island. The main problem that the project seeks to address is the lack of integrated protection and sustainable management of ecosystems in the South East Coastal area.

- 1.4 Main threats to these existing ecosystems include natural disasters, pollution and habitat modification and destruction. The island's vulnerability to natural disasters such as hurricanes, storms and bushfires may have catastrophic effects on the natural resources of the area. Lastly, habitat change is occurring at a rapid rate and is expected to increase even further in the future with the projected increases in the number of hotels, housing and infrastructure and other developments that may negatively impact the marine and terrestrial areas. By addressing a range of threats to the marine and terrestrial environment, which would also include; flows of pollutants, nutrients and sediment, disrupted hydrological services, degradation of critical habitat, etc. that have significant negative impacts on important coastal/marine and terrestrial ecosystems including wetlands, forests, mangroves, seagrass beds and coral reefs, the project will simultaneously improve the management of the terrestrial landscape, improve the effectiveness of integrated coastal management practices and secure the integrity of existing and new marine and terrestrial protected areas in the South East Coast. Conserving these resources will simultaneously assist and enhance tourism products.
- 1.5 The application and expansion of these interventions in the South East Coast, particularly concerning long-term sustainability have been impeded by inadequacies within the wider policy and institutional environments that do not adequately allow for the mainstreaming of these interventions beyond the realm of "project-driven, site-specific" actions. Further, the mechanisms for the implementation of appropriate and "fit-to-purpose" sustainable land and water management and biodiversity conservation interventions have remained outside of traditional government programmes and budgets and as a result, the following remain some areas of key concern in the South East Coast:
 - 1.5.1 Land Use Planning: Absence of planned, guided and managed development of all types (residential, agricultural, touristic and access) which takes into account ecosystem goods and services.
 - 1.5.2 Safeguarding of Key areas: Lack of measures to safeguard key areas of global and national significance such as forest, coastal and marine wetlands which also take into account national development needs.
 - 1.5.3 Continuity: Lack of follow up or financing for completed biodiversity assessment and priority setting exercises.
 - 1.5.4. Sustainable replacements: Lack of sustainable options to reduce pressures on ecosystem services and goods.

1.6 Under its sixth replenishment funding cycle The Global Environment Facility (GEF 6) provided funding to the Government of Saint Lucia through the Department of Sustainable Development as project Executing Agency, to implement a project entitled 'Integrated Ecosystems Management and Restoration of Forests of the South East Coast', which focuses on Land use planning; Safeguarding of key areas; Continuity and Sustainable replacements. The United Nations Environment Programme (UNEP) is the project Implementing Agency. The project aims to address these concerns in three distinct components with accompanying overarching Project Management and Monitoring and Evaluation (M&E) system:

Component 1: Ecosystems Management

Component 2: Rehabilitated or Restored Landscapes

Component 3: Sustainable Livelihoods

1.7 Overall, the GEF intervention will build on the existing legal framework to develop appropriate supporting regulations and guidelines which integrate environmental sensitivities, priorities and sustainable management options in forest, coastal and marine ecosystems. In the absence of the development of an immediate national land-use plan, a comprehensive development plan for Responsible Tourism for an area of critical global significance would constitute an incremental building block to move towards this overarching goal. Without the GEF intervention the high biodiversity, priority forest, and marine areas of the South East Coast would continue to be degraded and imperiled by development initiatives that fail to take into account local, national and global environmental considerations.

2.0 OBJECTIVE, PURPOSE & EXPECTED RESULTS OF CONSULTANCY

2.1. The overall objective of this consultancy is to identify and develop sustainable livelihood opportunities for communities in the South East Coast through Responsible Tourism initiatives.

2.2. The purpose is to facilitate social and economic development of the South East Coast utilizing Responsible Tourism initiatives and establishing a foundation for the effective management of the Responsible Tourism facilities in the South East Coast utilizing appropriate environmental and social management guidelines.

2.3. The results to be achieved by the Consultancy include: (i) Responsible Tourism Opportunities in the South East Coast identified (ii) guidelines created, adopted and implemented for Responsible Tourism in the South East Coast resulting in better managed tourism facilities and future Responsible Tourism development in the project area (iii) environmental and social management guidelines and safeguards for all Responsible Tourism facilities (existing and foreseen) in the area developed

(iv) south-south exchanges undertaken with countries in the region who have experience in developing Responsible Tourism facilities, infrastructure, norms and standards.

3.0 METHODOLOGY

3.1 The Consultant will employ a participatory approach at all phases of the assignment, to derive wherever possible the necessary synergies from tasks/activities including completed and ongoing, that will allow for all the stakeholders and beneficiaries to be involved in the formulation and preparation of all reports in this Consultancy.

3.2 The Consultant will undertake focus group discussions (FGDs), one-on-one meetings/interviews with tourism operators and promoters, and other tourism stakeholders in the South East Coast for information gathering with regard to identifying Responsible Tourism opportunities and in the preparation, completion, validation and finalization of the Responsible Tourism guidelines, Environmental and Social Management Guidelines for the construction of and management of Responsible Tourism facilities as well as identifying South-South exchange opportunities with countries in the region with experience in developing Responsible Tourism facilities, infrastructures, norms and standards and other related documents.

4.0 SCOPE OF THE WORK

4.1 The Consultant is expected to collaborate with technical personnel from all relevant government agencies including but not limited to The Ministry of Tourism, the Department of Economic Development, the Department of Physical Planning, the Department of Sustainable Development and other counterpart agencies including the Departments of Fisheries and the Division of Forestry, in undertaking this assignment. The Ministry of Tourism and the Department of Physical Planning are expected to be the major players in the technical management of this consultancy assignment. In addition, the Consultant should liaise with agencies such as Invest Saint Lucia, the Saint Lucia Hotel and Tourism Association, tourism sector operators, Laborie Development Foundation and promoters such as Eco South Tours, La Tille Waterfalls and Gardens, other tourism agencies and the private sector organisations in the project area.

4.2 Specific responsibilities

4.2.1 The Consultant will also be responsible for the following:

- a. Consolidating, electronically, any documents that will serve to enhance the baseline of related knowledge for the project preparation and implementation.
- b. Consultation with staff from relevant counterpart government agencies and project stakeholders, and leading national and project area stakeholder workshops and consultations including focus group discussions, resulting in the detailed development of key activities.

4.3 Scope of Services

Key Activities:

4.3.1 Task 1. Prepare the Work Plan and Inception Report

1. Conduct inception meetings with the Contracting Authority and partners upon commencement of the project to (i) review the process for conducting all activities within the project, (ii) determine roles and responsibilities, (iii) discuss the basis on which this work will be implemented, and (iv) finalize the work plan and timetable. A draft work plan and report on the outcome of the inception meeting will be prepared by the Consultant and submitted to the client for review.
2. The Contracting Authority and partners will submit comments to the Consultant after receipt of the *Draft Inception Report and Work Plan*.
3. Following the receipt of the comments from the Contracting Authority, the Consultant will submit the Final Inception Report with comments incorporated.

4.3.2 Task 2: Identification of Responsible Tourism Opportunities in the South East Coast that will generate sustainable livelihoods for community residents (under **Component 3: Sustainable Livelihoods**)

1. Engage local communities, NGOs, tourism agencies, tourism sector operators and operators, Ministry of Tourism and all other relevant stakeholders to identify and develop Responsible Tourism opportunities in the South East Coast such as eco-tourism, nature-based and adventure tour packages. Also, the identification of agro-tourism facilities and enterprises. (refer to Indicative Nature-based Tourism Initiatives, Table 3, page 53 of Project Document)
 - i. Through consultations with Invest Saint Lucia, The Ministry of Tourism, The Hotel and Tourism Association and other tourism organizations, obtain the tourism development plans that each agency has for the

South East Coast and using this information collate and prepare a proposed Responsible Tourism Development Plan for the project area. The Consultant would also be required to review the medium-term plans for the Tourism Sector from the Medium-Term Development Strategy (2020-2023) - along with any other recently emerging - to ensure that these plans are factored into the proposed Responsible Tourism Development Plan for the project area.

- ii. Identify and assess the current Responsible Tourism initiatives in the project area, determine their economic and social impact and recommend ways of enhancing these initiatives where needed.
- iii. In consultation with tourism operators, promoters and national tourism organisations conduct a gap analysis and an analysis of the impact of COVID- 19 on current Responsible Tourism initiatives and identify, define and develop new Responsible Tourism opportunities to be accessed by community residents in the project area.
- iv. Engage local communities and stakeholders to obtain their feedback and input on the recommend ways for their involvement and participation in generating incomes and sustainable livelihoods from these Responsible Tourism initiatives identified for the South East Coast.
- v. In consultation with the youth/groups in the project area recommend ways for the youth to become involved in generating sustainable livelihoods from innovative Responsible Tourism business enterprises or initiatives identified for the area.
- vi. Assess gaps and training needs for local communities and youth such as nature guides, chefs, and business entrepreneurial skills required for the current and new Responsible Tourism initiatives identified.
- vii. Identify innovative and attractive products to attract, regional and international tourists under the Responsible Tourism initiatives identified.
- viii. In consultation with community groups, the youth, the private sector organisations and all tourism stakeholders in the project area, identify and recommend other livelihoods that support Responsible Tourism activities in the project area.

4.3.3 Task 3. Develop guidelines for current and future Responsible Tourism initiatives in the South East Coast as well as Environmental and Social Management Guidelines and safeguards for the construction and management of Responsible Tourism facilities in the South East Coast (under Component 3: Sustainable Livelihoods)

1. Dialogue with the Ministry of Tourism, tourism sector operators and promoters in the project area and other relevant stakeholders to determine the existence and extent of application of such Responsible Tourism guidelines and other relevant operational protocols for the sector.
2. Consult and engage with tourism operators, promoters, Tourism authorities and other tourism organizations in the project area to conduct a gap analysis of tourism guidelines and protocols for Responsible Tourism Activities
3. Based on the consultations and the gap analysis conducted along with proposed opportunities for investment under task 2, prepare draft guidelines for current and future Responsible Tourism developments in the South East Coast.
4. Convene stakeholder meetings with Tourism Authorities, Invest Saint Lucia, the Hotel and Tourism Association, tourism sector operators and promoters to review draft guidelines and agree upon final draft of guidelines.
5. Through consultation with local communities, NGOs, tourism agencies, the Ministry of Tourism, the Department of Physical Planning and all relevant stakeholders, develop Environmental and Social Management Guidelines for constructing and managing of all Responsible Tourism facilities (existing and foreseen) in the South East Coast region.
6. Convene meetings with all relevant Tourism stakeholders, private sector groups, NGOs, the Department of Physical Planning and Development Control Authority (DCA) and other stakeholders' organisations to review and agree on the finalized draft Environmental and Social Management Guidelines and safeguards for the construction and management of Responsible Tourism facilities in the South East Coast region.

4.3.4 Task 4: Identify possible interventions in the South East Coast to facilitate South-South exchanges (under Component 3-Sustainable Livelihoods).

1. In collaboration with all tourism stakeholders, NGOs, the Ministry of Tourism, identify the interventions, activities, Responsible Tourism facilities, infrastructure, norms and standards or quality management systems that provide possibilities for South-South exchanges in developing these initiatives in Saint Lucia.
2. Identify the countries where these exchanges can be facilitated
3. Identify the groups or organisations in Saint Lucia and the participating countries that should be involved and participate in these South-South exchanges.

4. Develop prospective agendas and programmes that detail the topics and content for learning and lessons sharing for the proposed exchange events

4.3.5 Task 6: Identify possible innovative sustainable financing mechanisms/ modalities in the South East Coast to advance sustainable conservation of marine and terrestrial resources within the project area (under Component 1-Ecosystems Management)

1. Through consultations with community residents, leaders, entrepreneurs and other stakeholders provide technical inputs and recommend possibilities for investment or livelihood opportunities that will be used in the development of sustainable financing mechanisms for economic development and conservation of marine and terrestrial ecosystems in the South East Coast.

4.4 Recommendations

1. The Consultant will be expected to comment on the Terms of Reference and recommend potential refinements where necessary, including making such recommendations as deemed appropriate to enhance the quality of the assignment and outputs
2. The selected Consultant will be required to advise on the final scope of works and deliverables to ensure that the consultancy meets the objectives of the project and its components

5.0 DELIVERABLES

5.1 The proposed consultancy will have the following deliverables:

Deliverables	Due Date after Contract Signing
<i>Task 1: Inception Report and Work Plan:</i>	
Draft Inception Report and a detailed Work Plan	2 weeks Comments in response, by Contracting Authority and partners, should reach the Consultant no later than ten (10) days after receipt of Report

Final Inception Report which will incorporate comments from Contracting Authority and relevant partners.	5 weeks
Task 2: Identification of Responsible Tourism Opportunities in the South East Coast that will generate sustainable livelihoods for community residents.	
Submission of the first draft of a report on the Responsible Tourism Opportunities identified in the South East Coast.	16 weeks
Submission of the final draft of a report on the Responsible Tourism Opportunities identified in the South East Coast.	20 weeks
Task 3: Develop guidelines for current and future Responsible Tourism initiatives and Environmental and Social Management Guidelines for construction and managing Responsible Tourism Facilities in the South East Coast	
Submission of the first draft of a report on Guidelines developed for Responsible Tourism initiatives and Environmental and Social Management Guidelines for the construction and Management of Responsible Tourism facilities in the South East Coast	40 weeks
Submission of the final draft of the report on Guidelines developed for Responsible Tourism initiatives and Environmental and Social Management Guidelines for the construction and Management of Responsible Tourism facilities in the South East Coast	46 weeks
Task 4: Identify possible interventions in the South East Coast to facilitate South-South exchanges	
Submit a first draft report on possible interventions for South-South Exchanges	32 weeks
Submit the final draft report on possible interventions for South-South Exchanges	36 weeks
Task 5: Identify possible innovative sustainable financing mechanisms/ modalities in the South East Coast to advance sustainable conservation of marine and terrestrial resources and economic development within the project area	

A report on possible sustainable financing mechanisms for sustainable conservation of marine and terrestrial resources and economic development in the project area	49 weeks
TASK: Closeout Report	52 weeks

6.0 CONSULTANCY MANAGEMENT

6.1 Reporting:

6.1.1 The Consultant will report to the National Project Coordinator, who will provide the necessary linkages and backstopping along with the GEF 6 – Integrated Ecosystems Management and Restoration of Forests of the South East Coast –Project Steering Committee (PSC) comprising representatives of key agencies.

6.2 Place of work:

6.2.1 The Consultant will be based in his/her personal office but will be accommodated at the offices of the Department of Sustainable Development when necessary.

6.3 Travel:

6.3.1 The assignment will not require travel outside Saint Lucia. However, travel to the communities on the South East Coast, the project area, would be required.

7.0 QUALIFICATIONS, KNOWLEDGE AND SKILLS

7.1 General Qualification

- i. Master’s or higher degree in Responsible Tourism, Tourism Management, Economics or Economic Development. A minimum of 5 years of demonstrable experience in the Tourism Industry or related fields such as Tourism Management and Planning, Tourism and Culture, or Sustainable Tourism Management relevant to the assignment.

7.2 Experience and Ability

7.2.1 The consultant should possess the following abilities and experience

- i. Sound knowledge and understanding of the Tourism industry, and best national, regional and global practices in Responsible Tourism development.
- ii. Track record of involvement in similar exercises using participatory and consultative processes in natural resources management and the development of sustainable management plans.
- iii. Ability to conduct research and analysis, including gender analysis, with strong synthesis skills.
- iv. Highly developed interpersonal, negotiation and teamwork skills, and a networking aptitude.
- v. Working knowledge, experience and proficiency in the use of Microsoft Office including Word, Excel, and PowerPoint.
- vi. Knowledge and understanding of the development planning and land management issues in small island developing states, and in particular the Caribbean region and Saint Lucia.
- vii. Excellent communication skills.
- viii. Ability to work in complex, multi-stake-holder project environments.
- ix. Ability to build strong relationships with national consultants and stakeholders, to focus on impact and results for the client, to respond positively to critical feedback, and to have a consensus-oriented approach to work.
- x. Experience in working with government institutions as well as civil society/private organizations would be an asset

7.3 Languages

- Excellent command of written and spoken English
- Familiarity with the Saint Lucian Kweyol language

8.0 TIMEFRAME FOR CONSULTANCY

8.1 The Consultant will be contracted for a period of 12 months

9.0 SUBMISSION

9.1 A complete proposal consisting of separate technical and financial proposals should be contained in individually sealed envelopes and should be placed inside a sealed outer envelope. The sealed outer envelope containing submissions should be marked "CONFIDENTIAL" "Proposal - Consultancy Services for a Responsible Tourism Specialist for GEF 6 – Integrated Ecosystems Management and Restoration of Forests of the South

East Coast – Responsible Tourism Specialist.” The envelope should not contain company logos or the consultant’s name.

9.2 The envelope containing the technical proposals should be marked “TECHNICAL PROPOSAL- Consultancy Services GEF 6 – Integrated Ecosystems Management and Restoration of Forests of the South East Coast – Responsible Tourism Specialist.”

9.3 The envelope containing the financial proposals should be marked “FINANCIAL PROPOSAL- Consultancy Services for - GEF 6 – Integrated Ecosystems Management and Restoration of Forests of the South East Coast – Responsible Tourism Specialist.”

Hard copies must be submitted to the following address by 4:00 p.m. on Tuesday February 23, 2021.

**The Secretary
Central Tenders Board
Office of Director of Finance
Ministry of Finance, Economic Growth, Job Creation,
External Affairs and Public Service
2nd Floor
Finance Administrative Centre
Pointe Seraphine,
Castries
SAINT LUCIA**

All information must be submitted in English. Five (5) hard copies of the Submission must be received.

9.4 All questions and queries on this TOR and the Consultancy should be e-mailed to Mr. John Calixte, National Project Co-ordinator at jcalixtejr28@gmail.com and Miss Rochelle Alcee, Project Administrative Assistant at ralcee.sde@gmail.com no later than Friday, February 12, 2021.