

Title of the EOI:

Technical assistance for engagement strategy in support of financing models for investing in sustainable energy in the fisheries sector

Date of this EOI: 31 October 2024

Closing Date for Receipt of EOI: 28 November 2024

EOI Reference: STAR-Fish/ESPS/01/24

DESCRIPTION OF THE ACTION

The main deliverables expected are:

- Technical Support to gender responsive capacity building and improved understanding of gender Stakeholder Map that will inform an engagement strategy for the financial and private sectors in support of financing models for the transition to clean energy in fisheries
- Engagement Strategy for Financial Sector and Private Sector developed in support of financing models
- Report on the validation process for the engagement strategy
- Final technical report on the consultancy

The main tasks/activities are as follows:

1. Attend an initial virtual briefing meeting with the STAR-Fish Technical Team, and other key stakeholders as far as possible, to discuss the objectives, activities, approach, expected outputs and any other issues related to the execution of the assignment that require clarification;
2. Within five (5) days of the briefing meeting, THE CONSULTANT will prepare a report of the briefing (inception report) and work plan clearly identifying an outline and timelines for the execution of the actions.
3. Conduct Stakeholder Mapping exercise which provides an overview of the relevant stakeholders, an understanding of the relationships, interests, and influence of various stakeholders, and identifies areas where relationship-building may be needed to inform the engagement strategy
4. Based on the outcome of the stakeholder mapping exercise, develop an engagement strategy for Financial Sector and Private Sector in support of financing models to be developed. This could include, though not be limited to:
 - a. Determination of the short- and long-term goals for the investor engagement strategy
 - b. Proposed frequency of investor engagement
 - c. How best to document the engagement so that they can provide a historically accurate record and make it accessible to all parties
5. Identify how to communicate the strategy to stakeholders, and what outcomes are to be achieved from doing so
6. Engage in a process to validate the proposed engagement strategy with stakeholders
7. Prepare a report on the validation process for the engagement strategy
8. Develop, draft, revised and final versions of a final technical report which would comprise at least the following sections: Acknowledgements; Abbreviations and Acronyms; Executive Summary; Introduction; Approach to the Assignment; Comments on Terms of Reference;

Organization and Methodology ; Delivery of Terms of Reference ; Description of Activities Carried Out; Project Mobilization; National Missions/consultations; Reporting; Comments and Conclusions; Recommendations (including lessons learned); Annex 1 Terms of Reference ; Annex 2 Inception Report and work plan ; Annex 3 Mission Reports ; Annex 4 Consultancy Products defined in above, project final financial report; other agreed reports

- a. Drafts of each product are to be reviewed by the CRFM, prior to finalization

The action should be conducted over 10 months and must be completed no later than the end of December 2025

SPECIFIC REQUIREMENTS for PROPOSAL SUBMISSION

1. EOIs submitted will be evaluated against the criteria described in the Section entitled “Required Skills and Experience” of the TORs.
2. Contracting will be subject to a successful price negotiation with the selected consultant.
3. Proposals must be written in Standard English and consist of a technical proposal and a financial proposal.
4. The Technical Proposal should provide the following information:
 - a. A description of the firm’s/company’s/consortium’s experience on comparable assignments
 - b. At least three client references, with information regarding similar services along with contact information (name, telephone numbers and e-mail addresses).
 - c. A detailed description of work plan/schedule for performing the assignment
 - d. Recent CVs of principal/key staff members
 - e. A detailed description of the proposed methodology.
5. The Financial Proposal should be in Canada Dollars and list all costs associated with the assignment. It is expected that the stipulated costs would be broken down by activity and outputs.
6. In the case of a Firm/Company, proof of Legal status must be submitted.
 - a. Articles of incorporationIn the case of a consortium of individuals/entities
 - b. Written commitment to be a part of the consortium (including acknowledgement of the lead person/entity) by all members of same
7. The following contact information must be provided:
 - a. Legal Name of Company/Individual(s) or acknowledge name for the consortium
 - b. Company’s/consortium’s Authorised Representative(s) (Name/Title, in the case of a Firm)
 - c. Full address
 - d. Telephone and Fax numbers
 - e. Skype Address
 - f. Email address

- g. Website
 - h. Number of technical persons in the company
8. The cost of preparing and submitting the proposal is not reimbursable as a direct cost of the assignment.
 9. CRFM is not bound to accept any of the proposals submitted.
 10. CRFM's policy requires that respondents provide professional, objective, impartial advice and at all times, hold CRFM's interests paramount without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Respondents shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of CRFM.

SUBMISSION, RECEIPT, AND EVALUATION OF PROPOSALS

Proposals shall be evaluated taking into consideration, but not limited to, the requirements listed below:

Stakeholder Engagement Specialist

- The Stakeholder Engagement Specialist/Team Leader should possess post-graduate qualifications in communications, communications planning, business and/or related areas.
- At least six (6) years' experience working with national /regional/ international bodies in communications and/or stakeholder engagement
- Experience in use and implementation of key frameworks and techniques for working with stakeholders to ensure business acceptance
- Demonstrated skills, knowledge and experience in support of successful business change programmes within the energy sector
- Familiarity with the fisheries management agenda in CARICOM and internationally, particularly in the context of the Caribbean Community Common Fisheries Policy (CCCFP), the FAO Voluntary Guidelines for Securing Sustainable Small-Scale Fisheries in the Context of Food Security and Poverty Eradication (SSF Guidelines), the CARICOM Energy Policy approved by the Forty-First Special Meeting of the COTED on Energy, the Caribbean Sustainable Energy Roadmap and Strategy (C-SERMS) and the SIDS DOCK targets.
- Experience in stakeholder analysis in the fisheries sector would be a distinct advantage;
- Working experience in the Caribbean region is a requirement
- Professional Certification in Stakeholder Engagement would be an added asset
- Proven report-writing, communication and project management skills

Sustainable Energy Specialist

- At least five (5) years' experience working in sustainable energy

- Demonstrated knowledge of Caribbean sustainable energy policy and policy development, including the CARICOM Energy Policy approved by the Forty-First Special Meeting of the COTED on Energy, the Caribbean Sustainable Energy Roadmap and Strategy (C-SERMS) and the SIDS DOCK targets.
- Experience in reviewing of sustainable energy operations (minimum 3 assignments);
- Working experience in the Caribbean region is a requirement
- The Sustainable Energy Specialist should possess suitable/appropriate qualifications in energy management, engineering and/or related areas

Output manager

An output manager who will be responsible for ensuring the quality and timeliness of agreed outputs (other than and/or in support of the team leader) would be an asset for the proposed team

The completed proposal must be submitted to: the Executive Director, CRFM Secretariat no later than **28 November 2024 at 4:00 p.m. (GMT -6)** at the address below. Proposals submitted after this date will not be evaluated.

Address:
CRFM Secretariat
Princess Margaret Drive
P.O. Box 642
Belize City Belize, C.A.
Telephone: (501) 223-4443/4/5

Proposals are to be submitted in separate electronic (pdf format) files containing, respectively: a) the technical proposal; b) the financial proposal; and c) the legal documents (only applicable for Firms/Companies). All envelopes must be sealed and bear the name of the Firm/Company/Consortium Leader, Title and Number of EOI and the contents of the envelope.

NOTE: Inquiries pertaining to this solicitation are to be received by 15 November 2024 and directed to the attention of: The Executive Director, CRFM Secretariat, Belize, (jobs@crfm.int) copied to secretariat@crfm.int and include the EOI reference.

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