

Global Affairs Canada (GAC) - P012938
STAR-Fish – Sustainable Technologies for Adaptation and Resilience in Fisheries”

**TERMS OF REFERENCE FOR CONSULTANT TO DEVELOP GAC PROJECT
IMPLEMENTATION PLAN AND FIRST YEAR ANNUAL WORK PLAN**

1. BACKGROUND

The Caribbean Regional Fisheries Mechanism (CRFM) was established in 2003 as an institution of CARICOM, to promote and facilitate the conservation, management and responsible utilization of the region's fisheries and other living marine and aquatic resources for the economic and social benefits of the people of the region. The CRFM consists of three bodies – the Ministerial Council; the Caribbean Fisheries Forum; and the CRFM Secretariat. The members of the CRFM are: Anguilla, Antigua and Barbuda, The Bahamas, Barbados, Belize, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Montserrat, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname, Trinidad and Tobago and the Turks and Caicos Islands.

The Global Affairs Canada (GAC), under the leadership of the Minister of Foreign Affairs; the Minister of Export Promotion, International Trade and Economic Development; and the Minister of International Development, is responsible for advancing Canada’s international relations, including, *inter alia*: Developing and implementing foreign policy; Fostering the development of international law, international trade and commerce; Providing international assistance (encompassing humanitarian, development, and peace and security). Global Affairs Canada manages Canada’s relations with foreign governments and international organizations, engaging and influencing international players to advance Canada’s political, legal and economic interests, including poverty reduction, the empowerment of women and girls, the promotion of a rules-based international order, international peace and security, human rights, inclusive and accountable governance, peaceful pluralism, inclusion and respect for diversity, and environmental sustainability. GAC Overseas Development Assistance (ODA) approved countries are Antigua and Barbuda, Belize, Dominica, Grenada, Guyana, Jamaica, St. Lucia, St. Vincent and the Grenadines, and Suriname

The STAR-Fish – Sustainable Technologies for Adaptation and Resilience in Fisheries” project has been approved by GAC with the CRFM as Project Executing Agency. The overall object of the project is to enhance sustainable economic growth through building (or improving) resiliency of the Caribbean fisheries sector. It will address two broad development issues: 1) the need to build competitiveness and unleash key economic drivers by contributing to sustainable growth of the economies of CARICOM Member States; and 2) to advance climate adaption by assisting to reduce vulnerability to disaster risk and the effects of climate change, and to ensure effective management of the natural resources across Member States.

In this regard, the CRFM, is seeking the services of a Project Implementation Plan Development Consultant (PDC) to develop the GAC Project Implementation Plan and first-year Annual Work Plan for the above-mentioned project as per the terms and conditions outlined below.

2. OBJECTIVES OF THE CONSULTANCY

The objective of the consultancy is to produce the GAC required project implementation plan and first year annual work plan, mobilize national and regional stakeholders, respond to national partners requests, organize stakeholder consultations, coordinate data gathering, and provide oversight and guidance to specialist consultants tasked with developing sub-products in support of the Project Implementation Plan and first year Annual Work Plan. To this end, the PDC with the support of

specialist consultants, will have overall responsibility for: (i) assessment of relevant policy, legal and regulatory framework; (ii) detailed baseline data analysis, site assessment and establishment of core indicators and associated metrics; (iii) definition of project strategy, including gender equity, environmental, communications, and monitoring and evaluation strategies; and (iv) overall technical guidance and drafting of final documentation for submission to GAC.

3. SPECIFIC RESPONSIBILITIES AND TASKS

The PIP Development Consultant (PDC) will be specifically responsible for the following key tasks:

- Perform the role of Lead Consultant and ensure coordination, orientation, quality and timely delivery by all members of the consulting team contracted to assist in the development of the GAC PIP;
- Prepare a first year Annual Work Plan, Stakeholder Engagement/Communications Strategy and Timeline;
- Participate in a stakeholder engagement process to formally confirm with participating countries project expectations and timelines;
- In consultation with the primary focal points of the countries participating in the project, confirm and validate the strategic priorities proposed in the project proposal, and ensure their alignment with the GAC strategies which may be applicable;
- Coordinate with the CRFM and project country focal points in the identification and acquisition of data related to project planning, indicators, and monitoring with particular attention to the description and quantification of baseline investments as required by the GAC;
- Facilitate national level consultations to maximize opportunities for stakeholder participation in the project preparation process;
- Deliver timely and quality inputs to the standards required, including timely and meaningful consultations and engagement with all relevant project stakeholders; systematization and production of the technical content (eg. gender, environmental, M&E, stakeholder engagement, grievance mechanism, governance, etc.) necessary to comply with the requirements and standards of GAC Project Implementation Plan and annual work plan;
- Ensure continuous and meaningful coordination with Project Focal Points, CRFM, and GAC through-out the PIP preparation process;
- Preparation of the PIP with annexes and first year annual work plan for timely submission to and approval by GAC;
- Timely and consistent response to feedback from the GAC in order to facilitate final submission of the PIP and first year annual work plan.

4. COMPETENCIES

Functional Competencies:

- Strong technical writing skills in English
- Excellent coordination and leadership skills; as well as
- Relationship management skills. Corporate Competencies:

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Demonstrates integrity and ethical standards

5. REQUIRED SKILLS AND EXPERIENCE

Education:

- Advanced degree in marine science or natural sciences or related discipline.

Experience:

- Minimum 10 years of demonstrable experience in preparing high quality project documents, experience working on GAC projects is an advantage;
- Specialist knowledge of and experience in marine biodiversity and fisheries conservation and management and marine biodiversity mainstreaming in development planning, sector and landscape; and
- Knowledge on and work experience in the Caribbean.
- Language: Written and oral proficiency in English is required

6. DELIVERABLES

DELIVERABLE	Description
<u>Deliverable 1:</u> Work Plan	Description of necessary activities and corresponding schedule to generate the inputs, stakeholder participation, and preparation of the Project Implementation Plan and first year Annual Work Plan within the established term.
<u>Deliverable 2:</u> Project Technical Note on national consultations for stakeholders engagement.	Project Technical Note on national stakeholder engagement processes that are important to gather information for the PIP.
<u>Deliverable 3:</u> 1 st Draft of Project Implementation Plan	Draft Project Implementation Plan with Primary Sections Completed and Improved including draft updated Project Results Framework
<u>Deliverable 4:</u> 2 nd Draft of Project Implementation Plan and first year Annual Work Plan	Draft Complete Project Implementation Plan and first year Annual Work Plan including Project Results Framework and other Annexes
<u>Deliverable 5:</u> Final Project Implementation Plan and first year Annual Work Plan	Complete Project Implementation Plan and first year Annual Work Plan, including agreed inputs and changes from Regional Validation Workshop.

DELIVERABLE	Description
<u>Deliverable 6:</u> Final technical report including Project Implementation Plan and first year Annual Work Plan for GAC.	Final Project Implementation Plan and first year Annual Work Plan addressing questions and observations of the GAC.

7. DURATION OF THE CONSULTANCY

The contract will have a duration of 14 weeks (referential) from the date of signing.

8. COST OF THE CONSULTANCY

The budget included in this section details the level of effort estimated for the activities programmed in this consultancy.

Table 1 – Consultancy Budget (US\$)

CONCEPT	Months (estimated)
Consulting Fees	3.5

The Consultant will directly receive the lump sum payments for professional fees, travel and other incidental expenses. Therefore, it is the responsibility of the Consultant to organize his or her travel, purchase air tickets and cover all expenses associated with the good execution and delivery of the expected outputs of this service as per this Terms of Reference. The Consultant will be required to present travel receipts (airline tickets, hotel, meals, airport and ground transfers, incidentals).

The disbursement to the Consultant will be made according to the payment program described in Table 2. The final payment to the Consultant shall be conditional upon terms of Deliverable 6 having been met, in addition to having reconciled travel expenses with the CRFM.

Table 2 – Payment schedule

DELIVERABLE	% of Contract
<u>Deliverable 1:</u> Work Plan	10%
<u>Deliverable 2:</u> Project Technical Note on national consultations for stakeholders engagement.	15%

DELIVERABLE	% of Contract
<u>Deliverable 3:</u> 1 st Draft of Project Implementation Plan	20%
<u>Deliverable 4:</u> 2nd Draft of Project Implementation Plan and first year Annual Work Plan	20%
<u>Deliverable 5:</u> Final Project Implementation Plan and first year Annual Work Plan	25%
<u>Deliverable 6:</u> Final technical report including Project Implementation Plan and first year Annual Work	10%

9. APPLICATION AND SELECTION PROCEDURE

- Interested consultants are invited to submit their Curriculum Vitae (CV), a declaration of availability, and a declaration of no conflict of interest.
- CVs will be evaluated against the criteria described in Section 5 and contracting will be subject to a successful price negotiation with the selected consultant.
- Interested consultants should submit their Application Cover Letter outlining why they believe they are best suited for this assignment and CV in PDF format by 26th April 2024 to secretariat@crfm.int and delmar.lanza@crfm.int