

Technical support to gender responsive capacity building and improved understanding of gender and social issues to transition to clean energy in fisheries

Terms of Reference

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, to be implemented in the ODA-eligible countries. The overall object of the project is to improve the resiliency of Caribbean fisheries and aquaculture sectors by promoting clean energy transition while strengthening gender-responsive governance arrangements for the adoption of renewable energy solutions and technologies.

The countries participating in this project share many similar socio-economic and developmental challenges: small but growing populations, economic recession, poverty, vulnerability to climate change, economic vulnerability, social and environmental vulnerability, and exposure to natural disasters.

Notwithstanding the progress made to date in the enabling policy framework and specific interventions on the ground, there are several key barriers that must be addressed to facilitate gender-responsive uptake and adoption of renewable energy options, to reduce vulnerability of fishing and aquaculture communities in project countries and increase their resilience to the impacts of climate change

This consultancy seeks to support gender-responsive capacity building and improved understanding of gender and social issues in efforts to transition to clean energy in the fisheries sector. Assessments will determine the unique needs of women and men in processes to transition to clean energy and capacity building adjusted to meet those differentiated needs. New gender integration policies and tools will be developed or updated as appropriate and opportunities for participation by women and youth will be determined to inform development and implementation of national action plans. Each project country has a different baseline in terms of their policy framework to mainstream gender and to transition to renewable, cleaner and carbon positive technologies in the fisheries and aquaculture sectors. In this regard, the project will support the development or update as appropriate relevant policies and regulations in project countries to strengthen the enabling framework for the uptake of renewable and cleaner energy in the fisheries and aquaculture sectors.

In this regard, the CRFM, is seeking the services of a firm or consortium (“the Contractor”) to support to gender responsive capacity building and improved understanding of gender and social issues to transition to clean energy in fisheries within as part of the above-mentioned project as per the terms and conditions outlined below.

SCOPE OF WORK

The Contractor will work under the general direction of the STAR-Fish project coordinator to support capacity building and improved understanding of gender and social issues for gender responsive transition to clean energy in fisheries within as part of the above-mentioned project as per the terms and conditions outlined below.

EXPECTED DELIVERABLES are:

- Technical Support to gender responsive capacity building and improved understanding of gender and social issues to transition to clean energy in fisheries
- Gender and livelihood assessments of women's and men's contribution to the fisheries sector of at least 4 participating countries through gender and livelihood analyses
- An assessment of opportunities for women, men, and youth participation in energy transition in the fisheries sector
- At four (4) national gender action plans to guide national implementation of CRFM Gender Strategy and Action Plan);
- A Training Manual for the Strengthening of Women’s Participation in Caribbean Fisheries
- A Guideline for the Equitable Participation of Women, Men and Youth in Energy Transition in the Caribbean Fisheries Sector
- Newly developed or updated Policy framework(s), as appropriate, to support gender-responsive renewable energy, low carbon, or Carbon Positive technology in the fisheries and aquaculture sectors.

The ***MAIN TASKS/ACTIVITIES*** are as follows:

1. Determine/review what gender-related data/research would be most appropriate at this time for implementing CRFM Gender Analysis, Strategy and Action Plan
2. Based on assessments of institutional arrangements (policies, legislation, plans, etc.) identify the decent work and gender issues/gaps in the four project participating countries and propose programmes to create awareness about them; in the context of the CRFM Gender Analysis, Strategy and Action Plan
3. Review four identified/agreed project participating countries' compliance with international instruments (such as CEDAW) in relation to fisheries
4. Capture and document traditional knowledge from men and women on aquatic living resource management and fishing techniques in the four agreed countries
5. Carry out gender and livelihood assessments of women's and men's contribution to the fisheries sector of at least 4 project participating countries through gender and livelihood analyses
6. Carry out an assessment of opportunities for women, men, and youth participation in energy transition in the fisheries sector
7. Develop national gender action plans to guide national implementation of the CRFM Gender Strategy and Action Plan in four (4) agreed project participating countries;
8. Prepare (pre-test and validate) a training manual for the strengthening of women's participation in Caribbean fisheries
9. Develop guideline(s) for the equitable participation of women, men and youth in energy transition in the Caribbean fisheries sector
10. Developed or update, as appropriate, policy framework(s) to support gender-responsive renewable energy, low carbon, or carbon positive technology in the fisheries
11. Prepare/update impact assessment tool(s) for CRFM use in follow up work
12. Prepare mid-consultancy technical activity progress report (as in deliverable 4 of the payment schedule, below).
13. Prepare a final technical report, taking into account comments provided by the CRFM Secretariat. The report (deliverable 6 of the payment schedule, below) would at least contain 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 Mission reports (summaries as appropriate); Reporting; Comments and Conclusions; Recommendations (including lessons learned); Annex 1 Terms of Reference; Annex 2 Inception Report; Annex 3 Mission Reports; Annex 4 Consultancy Products, namely: Work plan; programme reports and outputs,

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

ROLES AND RESPONSIBILITIES

The Contractor is responsible for execution of the main activities and accomplishing the Expected Results and Deliverables as outlined above.

In the conduct of the assignment the Contractor will be supported by the Project Coordinator, ESS Specialist and CRFM Secretariat, which will provide overall guidance on implementation of the contract. The CRFM Secretariat will assign staff who will work closely with the team at all times. The CRFM Secretariat will also assist in the circulation of documents for regional-level review, and support the finalization of all documents produced.

REQUIRED SKILLS AND EXPERIENCE

In addition to the Key technical professional staff outlined below, the Contractor is expected to have additional specialist expertise in the team to cover relevant aspects in support of the consultancy. The estimated key consulting team requirements for performance of the services are:

Gender Specialist and Team Leader

- At least eight (8) years' experience working with national /regional/ international bodies in gender mainstreaming issues;
- Proven report-writing, communication and project management skills
- Specific experience in the process of elaboration and implementation of mainstreaming measures (minimum 3 major assignments);
- Experience in developing and implementing gender mainstreaming plans (minimum 2 assignments);
- Familiarity with the fisheries management agenda in CARICOM and internationally, particularly in the context of the Caribbean Community Common Fisheries Policy (CCCFP) and the FAO Voluntary Guidelines for Securing Sustainable Small-Scale Fisheries in the Context of Food Security and Poverty Eradication (SSF Guidelines)
- The Gender Specialist and Team Leader should possess a post-graduate degree in management, gender studies and/or related areas.
- Experience in carrying out consultancy assignments for the UNDP, FAO, GEF or other equivalent international development partners would be an advantage.

Fisheries Management Specialist

- At least six (6) years' experience working in fisheries management
- Demonstrated knowledge of Caribbean fisheries management policy and policy development
- Experience in reviewing of fisheries operations (minimum 3 assignments);
- Working experience in the Caribbean region is a requirement

- The Fisheries Specialist should possess a degree in fisheries management, living marine resources management and/or related areas

Sustainable Energy Specialist

- At least six (6) years' experience working in sustainable energy
- Demonstrated knowledge of Caribbean sustainable energy policy and policy development
- 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

Capacity development specialist

- At least six (6) years' experience in capacity development;
- Experience developing training material (minimum 3 assignments);
- Specific experience in the development of capacity development for stakeholder organisations;
- Demonstrated knowledge of fisheries stakeholder organisations would be an advantage;

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

REPORTING

The Contractor will prepare an inception report, progress report and final reports. The progress report will be submitted as part of deliverable four (approximately mid-term of the contractual period). The final technical report should include methodologies used to deliver the various outputs, with lessons learned and recommendations for follow up action, and include final technical deliverables in publisher-ready format. The report should be produced in Microsoft Word for Windows format and submitted electronically to the CRFM Secretariat.

LOGISTICS

All logistical arrangements pertaining to travel by the CONTRACTOR and workshop participants are the responsibility of the CONTRACTOR.

DURATION

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

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 (CAD)

CONCEPT	Months	(CAD)
Consulting Fees	10	\$176,000.00
Travel and other costs		\$30, 00.00
Total		\$206,000.00

The Consultant will directly receive the lump sum of CAD 176,000.00 for professional fees and CAD 30,000.00 travel and other expenses, as it is expected that the consultant would be required to travel in the execution of this consultancy. The Consultant will be required to present receipts (airline boarding passes, hotel, airport and ground transfers, incidentals) for the travel and other expenses.

DISBURSEMENTS

The disbursement to the Consultant will be made according to the payment schedule 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	DATE	% of Contract	Contract Value CAD
<u>Deliverable 1:</u> Inception report with Work Plan	31/01/2025	10%	20,600
<u>Deliverable 2:</u> Report of gender and livelihood assessments of women's and men's contribution to the fisheries sector of at least 4 participating countries through gender and livelihood analyses	31/03/2025	15%	30,900

DELIVERABLE	DATE	% of Contract	Contract Value CAD
<u>Deliverable 3:</u> Report of an assessment of opportunities for women, men, and youth participation in energy transition in the fisheries sector with Training Manual for the Strengthening of Women's Participation in Caribbean Fisheries	30/05/2025	15%	30,900
<u>Deliverable 4:</u> Report of assessment of opportunities for women, men, and youth participation in energy transition in the fisheries sector with Guideline(s) for the Equitable Participation of Women, Men and Youth in Energy Transition in the Caribbean Fisheries Sector Consultancy Progress report	31/07/2025	25%	51,500
<u>Deliverable 5:</u> National gender action plans to guide national implementation of CRFM Gender Strategy and Action Plan) in four (4) agreed project participating countries and developed/updated Policy framework(s), as appropriate, to support gender-responsive renewable energy, low carbon, or Carbon Positive technology in the fisheries and aquaculture sectors.	17/10/2025	25%	51,500
<u>Deliverable 6:</u> Final technical report	31/11/2025	10%	20,600