*[Suggested structure] Selection process #*

# **TERMS OF REFERENCE**

*Ecological Management*

*Belize*

1. **Background and Justification**
   1. Established in 1959, the Inter-American Development Bank (“IDB” or “Bank”) is the main source of financing for economic, social and institutional development in Latin America and the Caribbean. It provides loans, grants, guarantees, policy advice and technical assistance to the public and private sectors of its borrowing countries. In 2016, IDB, the UK’s Department for International Development (DFID), the Government of Canada, the Caribbean Development Bank (CDB) and the Government of Canada have established a co-financing facility called “The Compete Caribbean Partnership Facility” (GN-2851), which is a continuation of the Compete Caribbean Program that funded over 100 private sector development projects over the period 2010-2016 in the Caribbean. These projects generated nearly 12,000 jobs, a 23% increase in exports (USD$37M) and a 41% increase in the revenue of participating firms and clusters (USD$153M), as well as an improvement in the business climate for some countries through policy or regulatory reforms. The purpose of the Compete Caribbean Partnership Facility (CCPF) is to drive inclusive and sustainable economic growth through greater competitiveness and innovation in the private sector of 13 Caribbean countries[1].
   2. In January 2020, the CCPF launched a call for proposals for clusters focused on the tourism and agri/agro-tourism sectors. To support this process, with the aim of providing tools to build a pipeline of strong projects, and to maximise the impact and benefits on the most vulnerable groups, a community-based tourism (CBT) toolkit[[1]](#footnote-1) was developed in collaboration with the Caribbean Tourism Organisation (CTO). It was disseminated through various channels including the Ministry of Tourism in each country and the Caribbean Hotel and Tourism Association (CHTA). The toolkit includes a primary market research of American consumers to assess their willingness-to-pay for innovative products and services that can be offered in the Caribbean, and visitor for these experiences. Additionally, it includes a Community-Based Tourism Enterprise Handbook, Cluster Diagnostic Tool and a Tourism Assets Inventory and Profile Template. Cluster stakeholders can use these tools to develop and/or enhance their tourism products and experiences.

The application process for the call for proposals required the submission of a Project Concept Note (PCN) and completion of two of the tools to obtain an assessment of the local context. Following the call for proposals, seven PCNs were short-listed to move forward to the next step in the selection process which is the preparation of a Cluster Development Plan (CDP). These CDPs will be submitted to an Investment Panel (IP) of independent judges who will recommend which projects are most likely to succeed in achieving the following objectives:

1. **Job creation** in the short and long term – the extent to which the cluster project will create new jobs, including for women and other vulnerable or marginalised groups.
2. **Revenue generation** especially for businesses or farms in remote areas – the extent to which the cluster project will affect the revenues of stakeholders in underprivileged or remote areas.
3. **Increased foreign exchange** the extent to which this project will generate additional spending from foreign visitors (new or current).
4. **Catalytic and sustainable impact** – the extent to which the project will support inclusive and sustainable economic growth over time, and impact on climate change.
5. **Objectives**

* 1. The objective of this consultancy is to establish baseline and monitoring framework to inform ongoing ecological sustainability of the fishery.

1. **Scope of Services**
   1. The scope of the services of this consultancy include providing technical assistance toward:
      1. Conduct in-water baseline and bi-annual stock assessments for Caribbean Spiny lobster at Turneffe Atoll Marine Reserve.
2. **Key Activities**

The key activities of this consultancy include:

* 1. Engage TASA and the Research and Monitoring Task Force of FIP to develop protocol for in-water baseline and bi-annual stock assessments for Caribbean Spiny lobster at Turneffe Atoll Marine Reserve (5.1.1)
  2. Engage TASA to conduct in-water baseline and bi-annual stock assessments for Caribbean Spiny lobster at Turneffe Atoll Marine Reserve (5.1.2)
  3. Annual reporting on outputs of stock assessments for Caribbean Spiny lobster at Turneffe Atoll Marine Reserve (5.1.3)

1. **Expected Outcome and Deliverables**

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| **Activities** | **Outcomes** | **Deliverables** |
| **5.1.1** | Standardized survey protocols are being implemented to demonstrate increased health of lobster population as a result of the interventions of the project | Protocol for baseline and biannual stock assessments Two surveys per year |
| **5.1.2** | Data for analysis for integration into annual survey reports | Data from in-water surveys |
| **5.1.3** | Survey reports provide access to survey data to demonstrate increased health of lobster population as a result of the interventions of the project | Report on baseline monitoirng surveys Two annual reports on baseline and biannual assessment outputs |

1. **Project Schedule and Milestones**

This contract is expected to be run over 22 months. Signing expected to be 2 months post launch and run until end of project.

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| **Deliverables** | **Schedule – Deadline from signing of contract (Payment is conditional upon the acceptance of deliverables as meeting the required standards)** |
| D1. Protocol for baseline and biannual stock assessments. Two surveys per year | Signing +1 month |
| D2. Data from in-water surveys | Signing +22 months |
| D3. Report on baseline monitoring surveys Two annual reports on baseline and biannual assessment outputs | Signing +22 months |

1. **Reporting Requirements**
   1. A short narrative report per deliverable should be submitted. This should include a short description of the actions carried out to meet the deliverable and should include the following when relevant:

* Attendance lists for trainings/meetings with gender disaggregated
* Any obstacles encountered and remediation actions undertaken
* Any major learnings
  1. When a deliverable requires the development of a document as a deliverable/output then this should be submitted on the delivery date. Documents include, amongst others, training reports, implementation plans, protocols etc. These documents should be structured appropriately and include sign off from the management team of the co-op +/or cluster where relevant

1. **Acceptance Criteria**
   1. Every report must be submitted to the Bank in an electronic file. The report should include cover, main document, and all annexes. Zip files will not be accepted as final reports, due to Records Management Section regulations. Deliverables will be reviewed by Compete Caribbean project team, including the cluster manager, team leader, technical coordinator, and members of the broader IDB staff. Deliverables will also be reviewed by Caribbean Tourism Organisation (CTO).
2. **Supervision and Reporting**
   1. The consultancy will be supervised by the Project Coordinator, Annie Bertrand, Coordinator for productivity and innovation in the private sector, Compete Caribbean Partnership Facility (CCPF). It will be monitored and managed by the broader Compete Caribbean team and the CTO. Claudia Stevenson, Private Sector Development Lead Specialist (IFD/CTI), is responsible for the consultancy
3. **Schedule of Payments**
   1. Payment terms will be based on project milestones or deliverables. The Bank does not expect to make advanced payments under consulting contracts unless a significant amount of travel is required. The Bank wishes to receive the most competitive cost proposal for the services described herein.
   2. The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.

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| **Payment Schedule** | |
| ***Deliverable*** | **%** |
| 1. *Report # 1 includes deliverable 1* | 25 % |
| 1. *Report # 2 includes progress report after 12 months* | 25 % |
| 1. *Report # 3 includes progress report after 18 months* | 25 % |
| 1. *Report # 4 includes deliverable 2,3* | 25 % |
| **TOTAL** | 100% |

1. The CBT toolkit and training manuals are available <https://competecaribbean.org/featured/community-based-tourism-toolkit> and [www.onecaribbean.org](http://www.onecaribbean.org) [↑](#footnote-ref-1)