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Federal Ministry for the Environment, Nature Conservation, Nuclear Safety and Consumer Protection









Request for Proposals

Consultant – Coral Restoration Sub-Contractor

for the project

Pioneering a Blue-Green Economic Development Model for Coastal Adaptation, Livelihoods and Sustainability in St. Vincent

Project Number: EbA2_45

Procurement Serial No. 7

Issued by:

Caribbean Natural Resources Institute

April 19, 2024

1. Introduction

Project:	Pioneering a Blue-Green Economic Development Model for Coastal Adaptation, Livelihoods and Sustainability in St. Vincent
Funders:	This is a project of the Caribbean Biodiversity Fund, co-financed by the International Climate Initiative (IKI) of the German Federal Ministry for Environment, Nature Conservation, and Nuclear Safety through KfW.
Implementing Institution:	Caribbean Natural Resources Institute (CANARI)
Target country:	Saint Vincent and the Grenadines
Name of Assignment	Sub-contract to provide equipment and labour for coral conservation and rehabilitation under Component 1
Project number:	EbA2_45
Contract type:	Fixed Price – Consultancy Services: Sub-contractor
Contract duration:	6 months
Expected start date:	May 24, 2024

The Caribbean Natural Resources Institute (CANARI) is now inviting proposals from dive shops operating within the South Coast Marine Conservation Area (SCMCA) of St. Vincent and the Grenadines to implement a sub-contract to support implementation of the <u>coral restoration</u> <u>implementation plan</u>. The details of the services required are provided in Annex 1- Terms of Reference. Proposals are to be submitted using the application form provided in Annex 2.

The dive shops are encouraged to submit an application in a consortium which makes the best use of the strengths and resources of the participating firms and encourages long-term collaboration on coastal ecosystem stewardship after the end of the consultancy. If applying as a consortium, one of the dive shops should be identified as the lead sub-contractor. The lead sub-contractor must demonstrate ability to transfer knowledge and build capacity of project participants, including collaborating firms.

Applicants should provide information demonstrating that they, either individually or in consortium, have the required qualifications and relevant experience to perform the services.

The sub-contractor will be selected using a quality and cost-based selection (QCBS) process. The proposals will be the basis for negotiating and ultimately signing the contract with the sub-contractor.

If there are any questions, information can be obtained by contacting the Project Manager:

Yasa Belmar Senior Technical Officer CANARI yasa@canari.org All queries or requests for clarification must be submitted by **April 30, 2024** to ensure a timely response.

The deadline for submission of proposals is May 10, 2024 on or before 11:59 pm UTC-4.

2. Preparation of Proposals

The applicant is expected to examine the Request for Proposal (RFP) and Terms of Reference (TOR) in detail in preparing the proposal. Deficiencies in providing the requested information in the RFP and TOR may result in the rejection of the proposal.

The applicant will bear all costs associated with the preparation and submission of its proposal and CANARI will not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. CANARI is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to the award of the contract, without thereby incurring any liability to the applicant.

The application form presented in Annex 2 should be used as the basis for submission of the proposal. The form has 3 main sections: Applicant Information, Technical Information and Financial Information.

Under the **Applicant Information section**, the applicant must:

• Provide details for the lead applicant and any partners included in the consortium.

Under the **Technical Information section**, the applicant must:

- outline their experience and expertise relevant to the assignment;
- describe the approach and methodology for performing the assignment, including the type of equipment that will be utilised;
- provide a workplan and schedule for the deliverables, including the role of different partners if working in consortium;
- include any comments and suggestions on the ToR that could improve the quality and/or effectiveness of the assignment, including any technical or logistics support required from CANARI; and
- provide the resume/CV of the team member who will be delivering the training and responsible for technical oversight of the project.

Under the **Financial Information section**, the applicant must list all the costs associated with the assignment (i.e. the budget).

Note that CANARI will cover all costs for rental of venues, audio-visual equipment and catering for training workshops.

The financial proposal must be undertaken in United States Dollars (USD). **The maximum budget available for this sub-contract is US\$61,000**.

The contractor is responsible for meeting all tax liabilities arising out of the contract.

2.1 Clarification and amendment of the RFP

The applicant may request a clarification of any part of the RFP, including the TOR, before the proposal submission deadline until **April 30, 2024**. Any request for clarification must be sent via email to CANARI at the email address indicated in section 1. CANARI will respond via email within two days and will send copies of the response to all invited contractors, including an explanation of the query without identifying its source.

If it is deemed necessary to amend the RFP as a result of the clarification, CANARI will do so as follows:

- At any time before the proposal submission deadline, CANARI may amend the RFP by issuing an amendment via email to all invited applicants. The applicant must acknowledge receipt of all amendments via email, and these amendments will be binding on them.
- If the amendment is substantial, CANARI may extend the proposal submission deadline to give the invited applicants reasonable time to take into account the amendment in their proposals.

The applicant may submit a modified application, or a modification to any part of it, at any time prior to the proposal submission deadline. No modifications to the applications will be accepted after the deadline.

3. Submission process

Applicants must submit their proposals accompanied by the following documents:

- Cover letter outlining their motivation and relevant qualifications and experience
- Contact details of two references

Applications should be addressed to the **Executive Director, CANARI** and submitted via email to <u>info@canari.org</u>, with the subject line "**RE: Coral Restoration Sub-contractor – CBF EbA Facility SVG Project**".

The deadline for submission of proposals is **May 10, 2024 on or before 11:59 pm AST (UTC-4).** Any proposal or modification received after the deadline will be declared late and rejected.

4. Evaluation Criteria

Applications will be evaluated using the evaluation criteria and point system outlined in Table 1 below.

		Maximum Score	Minimum Score
CRITE	RIA FOR TECHNICAL SECTION OF APPLICATION		Required
1.	Experience		
1.1	Is the applicant's business registered in St. Vincent and the Grenadines?	5	5
	Has the applicant operated within the SCMCA for at least 2 years?	5	5

Table 1. Evaluation criteria

1.2	Does the applicant have at least 5 years' experience in coral restoration?	25	20
1.2	Does the applicant demonstrate expert knowledge of the SCMCA?	5	3
2.	Qualifications		
2.1	Does the applicant have at team member who holds a Bachelor's degree in marine biology, ecology, or a related field from a recognised and reputable institution?	10	10
2.2	Does the applicant demonstrate expertise in the proposed coral reef monitoring and rehabilitation methods?	5	3
3.	Approach and methodology		
3.1	Is the application clear and complete?	10	7
3.2	Is the proposed methodology technically sound?	10	7
3.3	Is the proposed workplan realistic?	5	3
4.	References and audited finances		
4.1	Has the applicant supplied references that can verify the quality of their work?	10	5
5.	CRITERIA FOR FINANCIAL SECTION OF APPLICATION		
5.1	Does the applicant propose competitive fee rates and expenses that demonstrate value for money?	10	7
		100	80

5. Negotiations and Award of Contract

The negotiations will be held between CANARI and the selected sub-contractor.

The negotiations will include discussions of the TOR, proposed methodology and work plan and finalising the description of services as part of the sub-contractor's contract. These discussions should not substantially alter the original scope of work under the TOR or the terms of the contract, such that the relevance of the initial evaluation is affected.

After completing the negotiations, CANARI and the selected sub-contractor will sign the contract as agreed and CANARI will publish the award information on its website and notify other shortlisted applicants and its project partners.

The sub-contractor is expected to commence the assignment on the date and at the location specified in section 1.

ANNEX 1: Terms of Reference

Provision of services under the project: Pioneering a Blue-Green Economic Development Model for Coastal Adaptation, Livelihoods and Sustainability in St. Vincent

SOUTH COAST CORAL RESTORATION CONTRACTOR

1. Background

The four-year (2021-2024) project, *Pioneering a blue-green economic development model for coastal adaptation, livelihoods and sustainability in St. Vincent*, aims to enhance climate change adaptation and build ecological and socio-economic resilience in the South Coast, St. Vincent through piloting a local blue-green economic development model that protects, restores and sustainably uses coastal and marine ecosystems. This is a project of the Caribbean Biodiversity Fund, co-financed by the International Climate Initiative (IKI) of the German Federal Ministry for Environment, Nature Conservation, and Nuclear Safety through KfW.

The project is being implemented by the Caribbean Natural Resources Institute (CANARI) in partnership with the National Parks, Rivers and Beaches Authority, Forestry Department, Fisheries Division, SVG Hotel and Tourism Association, SVG National Fisherfolk Organisation and Calliaqua Fisherfolk Cooperative.

The project has three main components:

- Component 1 Scaling up Ecosystem-based Adaptation (EbA) solutions for coastal and watershed rehabilitation
- Component 2 Reducing threats and developing blue-green enterprises in tourism and fisheries
- Component 3 Strengthening capacity, partnerships and investments

Under Component 1, the project will support the collaborative implementation of on-the-ground EbA solutions with the project partners and target communities for coastal and watershed rehabilitation.

The coastal rehabilitation EbA actions under the project focus on scaling up coral reef conservation and restoration to address coastal erosion. An <u>implementation plan</u> has been developed in consultation with stakeholders, which outlines the roles and responsibilities of the partner agencies and dive shops in implementing key activities.

CANARI is now inviting proposals from dive shops within the South Coast Marine Conservation Area (SCMCA) for a sub-contract to support implementation of the coral restoration implementation plan. These proposals are by invitation only and restricted to the following entities to submit proposals:

- Serenity Dive
- Dive Saint Vincent
- Dive Antilles

The dive shops are encouraged to submit an application in a consortium which makes the best use of the strengths and resources of the participating firms and encourages long-term collaboration on coastal ecosystem stewardship after the end of the consultancy. The lead sub-contractor must

demonstrate ability to transfer knowledge and build capacity of project participants, including collaborating firms.

2. Overall goal

The overall goal of the coastal restoration sub-contract is to support the scaling up of coral restoration and conservation actions within the SCMCA under **component 1** and to promote stewardship actions by the private sector and local community under **component 2**.

3. Objectives

The objectives of the assignment are to:

- Facilitate training of dive shop staff and community volunteers (coral reef stewards) in coral reef monitoring and rehabilitation techniques.
- Facilitate the rehabilitation of acroporid corals in the SCMCA, through use of at least two types of in situ coral nursery structures.
- Foster awareness of coral reef ecology and enhance environmental stewardship in the communities surrounding the SCMCA.

4. Scope of work

The work will be undertaken by a firm or consortium of firms (hereafter referred to as the subcontractor).

The sub-contractor will be responsible for training and supervising community volunteers ('South Coast reef stewards') in coral reef monitoring and rehabilitation techniques over a 6-month period.

The contractor will be responsible for implementation of all components of the coral restoration implementation plan, including the procurement of the required materials, equipment and supplies, establishment and maintenance of the nurseries, outplanting of fragments, ongoing monitoring and payment of stipends to the community volunteers. The sub-contractor will also be responsible for awareness raising activities related to the coral restoration activities.

CANARI and its project partners will provide additional technical support to the sub-contractor. The sub-contractor is expected to produce the following deliverables within the time frames specified in Table 1 below.

Table 1 Deliverables and Timeframe

Activity	Details	Deliverable	Deliverable Due Date
A.1 Finalise workplan and budget	 Workplan should include timeline of activities, resources required, roles and responsibilities and the budget. This can be a suitably modified/updated version of the workplan and budget contained in the coral restoration implementation plan. 	D.1 Workplan and budget	May 31, 2024
A.2 Procure ALL coral nursery materials & supplies	 Materials and supplies as presented in the proposal budget. 		
A.3 Recruit and conduct training for community volunteers in coral reef monitoring and reef rehabilitation techniques	 Recruits should at minimum include representatives from government, civil society and the private sector and should represent a gender balance. Dive certification training can be provided for up to 15 persons. Additional training should also be provided on coral reef monitoring and rehabilitation techniques. Status report must provide a report detailing the training provided. 	D.2 Project Implementation Status Report 1	July 31, 2024
A.4 Conduct baseline monitoring dives A.5 Fabricate and deploy nursery structures	 Baseline monitoring dives should be conducted using approved methodology and include visit to control sites. Nursery structures should be fabricated, deployed and populated with coral fragments. Status report should provide details of the GPS locations of the structures and types, number and size of fragments. 	D.3 Project Implementation Status Report 2	August 30, 2024

A.6 Monitor	A simple monitoring and		
and maintain	maintenance plan should		
coral nurseries	be developed which		
	outlines the schedule and		
	responsibilities assigned	D.5 Project Implementation	October 31,
	to each coral gardener	Status Report 3	2024
	during the nursery monitoring and		
	maintenance dives.		
	Status reports should		
	include a record of the		
	maintenance carried out		
	and the results of the		
	monitoring, including		
A.7 Outplant	photographic evidence.Mature coral fragments		
mature coral	should be outplanted at		
fragments	suitable locations and GPS		
	coordinates recorded to		
	facilitate long-term		
	monitoring.	D.C.F.	No
A.8 Conduct public	 These activities may include social media 	D.6 Final project report	November 22, 2024
awareness	campaigns, outreach to		2024
activities	schools and the local		
	community.		
	Final report should		
	include details of all public		
	awareness activities		
A.9 Prepare	conducted.Final report should		
final project	 provide an overview of all 		
report	the activities conducted		
	during the project and		
	include report of		
	expenditure.		

5. Description of outputs

Deliverables shall be submitted to CANARI in electronic format. Detailed outlines and specifications for all written documents (i.e. workplan, budget and progress reports) shall be agreed between CANARI and the sub-contractor in advance of final deliverable submission. CANARI will provide the relevant templates and guidelines.

6. Reporting

The sub-contractor will report to the Senior Technical Officer and Project Manager at CANARI and will work in close consultation with the local project partners in St. Vincent.

7. Location and duration of assignment

The sub-contractor should be a firm registered in St. Vincent and the Grenadines. Any team members residing outside of St. Vincent and the Grenadines will be required to travel to St. Vincent to deliver in-person training, unless otherwise approved by CANARI. CANARI will cover the workshop costs for training (including rental of venue, catering and local transportation and accommodation for participants).

The sub-contract has a duration of 6 months spread between May 2024 and November 2024.

8. Qualifications and experience

The lead member of the consortium or subcontractor must have a minimum of 5 years of proven experience in coral restoration. Additionally, the team member who will be responsible for training in coral restoration and monitoring is required to hold a Bachelor's degree in marine biology, ecology, or a related field from a recognised and reputable institution. This individual should also demonstrate expertise in coral reef monitoring and rehabilitation methods. This team member does not have to be a regular employee of the Dive Shop(s).

Other requirements include:

- Business registration in St. Vincent and the Grenadines
- Operated within the SCMCA for at least 2 years
- Prior participation in the project's coral restoration working group
- Excellent knowledge of the SCMCA
- Audited financial report for the last financial year
- References

9. Conflict of Interest

The sub-contractor shall have no conflict of interest. Accordingly, it is required that the sub-contractor:

- **1.** Provide impartial, objective and professional advice.
- 2. Provide advice that does not conflict with other assignments nor their corporate interests.
- **3.** Shall not have any prior or current obligations/assignments to/with other clients that are in conflict with the assignment and must be in a position to complete the assignment in a manner consistent with the "1 and 2" above.
- 4. Shall not be hired, who has a close business or family relationship with a professional staff of CANARI that is involved (directly or indirectly) in any part of: 1) the preparation of the Terms of Reference (TOR) related to this assignment; 2) the selection process for the award of contract; and 3) the supervision of the contract.

5. Value of Contract

Proposals to provide these services (including professional fees) described above, shall not exceed \$61,000 USD.

ANNEX 2 – Proposal Template/ Application Form

Pioneering a blue-green economic development model for coastal adaptation, livelihoods and sustainability in St. Vincent

Proposal Template/ Application Form

Section 1. Applicant Information

Lead Applicant	
Lead Applicant Name:	
Project Lead Contact Please fill out the information for the person in your company who will be responsible for managing the project and liaising with CANARI on project implementation	Name: Position: Phone number: Email:
Company Lead Contact if different from Project Lead Contact	Name: Position: Phone number: Email:
Mailing address:	
Physical address:	
Year company was established:	
Brief description of the company's activities (maximum 300 words):	
Does your company have a bank account to receive funds? Yes/No (<i>if no, alternative</i>	

arrangements will be made for the procurement of goods and services using grant funds)	
Financial management	
(Briefly describe who is responsible for financial management. Is the company externally audited? How frequently are such audits carried out?)	

Partner Applicants (if applying in a consortium)		
Name of Partner Applicant 1:		
Lead Contact for Partner Applicant 1 Please fill out the information for the person in your company who will be responsible for implementing the project	Name: Position: Phone number: Email:	
Mailing address:		
Physical address:		
Year company was established:		
Brief description of the companyit's ad its activities (maximum 300 words):		

Name of Partner Applicant 2:	
Lead Contact for Partner Applicant 2	Name: Position:
Please fill out the information for the person in your company who will be responsible for implementing the project	Phone number: Email:

Mailing address:	
Physical address:	
Year company was established:	
Brief description of the companyit's a and its activities (maximum 300 words)	

Name of Partner Applicant 3:	
Lead Contact for Partner Applicant 3 Please fill out the information for the person in your company who will be responsible for implementing the project	Name: Position: Phone number: Email:
Mailing address:	
Physical address:	
Year company was established:	
Brief description of the comit's a and its activities (maximum 300 words)	

Section 2. Technical Information

a) Experience

Please describe the experience of the lead applicant and any partners in implementing coral monitoring and restoration projects.

b) Expertise

Please list any trainings or certifications by team members which qualify them to undertake the proposed project.

c) Proposed Methodology

Please describe the methodology that will be used to implement the project. Clearly describe the nursery techniques which will be utilised, the roles of each of the partners (as applicable) and how transfer of knowledge will take place during project implementation.

d) Workplan

Please complete the workplan table below. A sample workplan is provided. Please modify the suggested activities and expected results as appropriate, based on the proposed methodology.

Workplan

List the activities that you will need to undertake and the expected results and highlight the month(s) you intend to implement them. Please adjust the table according to the type and number of proposed activities, as well as the proposed timeframe of the project.

The workplan should strongly align with the activities outlined in the <u>coral restoration implementation plan</u> developed under the project. However, given the current context in regard to the recent bleaching events, timeframe and resource requirements, we are open to proposed modifications. Any modifications should be explained in the proposed methodology above.

Project Objectives	Expected Results	Means of verification	Project duration (months)					
			1	2	3	4	5	6
Project objective 1: To build capacity of staff and community volunteers ('reef stewards') in coral reef monitoring and rehabilitation techniques	The capacity of {insert number} volunteers have been built to conduct coral reef monitoring using {list methodologies}, methodologies	Project logs Certificates of completion Photographs Monitoring data						
Activity 1.1 Recruit a cadre of community volunteers ('reef stewards')	At least {insert number} community volunteers ('reef stewards') have been recruited via an open call for applications	Call for applications Profiles of selected volunteers	X					
Activity 1.2 Facilitate training in coral reef monitoring and restoration techniques for community volunteers ('reef stewards')	At least {insert number} volunteers have gained experience in the application of the Reef Check monitoring methodology and have successfully developed and	Certificates of completion Photographs		x				

	maintained at least 2 {list types} of coral nurseries in the SCMCA.						
Activity 1.2 Conduct baseline surveys with community volunteers ('reef stewards')	Baseline survey of coral health conducted in an x hectare/ km2 area in the SCMCA and environmental quality data recorded.	Monitoring report Photos	X				
Activity 1.3 Develop schedule for cleaning, maintenance and monitoring	Cleaning, maintenance and monitoring schedule established.	Cleaning, maintenance and monitoring schedule	X				
Activity 1.4 Cleaning, maintenance and monitoring	At least 3 cleaning, maintenance and monitoring dive conducted per month involving at least x community volunteers		X	X	х	х	X
Activity 1.5 Pay stipends to community volunteers	{Insert number} community volunteers have received stipends of \$X US per day.	Payment receipts	х	x	x	X	x
Project objective 2: To facilitate the rehabilitation of acroporid corals in the SCMCA, through use of at least two types of in situ coral nursery structures							
2.1: Procure ALL coral nursery materials & supplies				X			
2.4: Fabricate and deploy nursery structures				х			
2.5: Populate nursery structures with coral fragments					х		
2.6: Monitoring & maintenance coral nurseries					x	х	x
2.7: Outplant mature coral fragments							

Project Objective 3: To foster awareness of coral reef ecology and enhance environmental stewardship in the communities surrounding the SCMCA						
Task 2.1: Develop communication materials			х	х		
Task 2.2: Awareness Activities within the SCMCA communities				Х		
Task 2.3: Coral nursery outreach in schools within the SCMCA					X	X
End of project evaluation						

Section 3: Financial Information

a) Proposed Budget

Please provide a breakdown of the proposed project budget. Your budget must relate to the activities in your proposed project. Please submit figures based on **recent quotes** and be as accurate as possible, ideally to the nearest US\$100. An example is provided to assist you in filling out this section. **Modify/delete these when you are completing your application.**

Project objective	Activity	Description	Unit	No. of units	Unit cost (US\$)	Total Cost (US\$)
Project objective 1: To build capacity of staff and community volunteers ('reef stewards') in coral reef monitoring and rehabilitation techniques	Activity 1.1 Recruit a cadre of community volunteers ('reef stewards')	Staff time for design of advertisements and screening of applicants	days	1	400	400
	Activity 1.2 Facilitate training in coral reef monitoring and restoration techniques for community volunteers ('reef stewards')	PADI open water certificate training course for 10 community volunteers and 5 government representatives	Per persons	15	500	7,500
		Monitoring equipment {details required, e.g. multi-parameter probe}	each			
		Training workshop in coral reef monitoring and restoration techniques • Consultant's training fee	days	5	400	2000

Ensure all budget lines in this section **ONLY** cover costs related to this project (US\$).

		 Rental of SCUBA gear during training (Tank, BCD, Regulator, Mask, Fins) Use of vessel during training Volunteer stipends during training 	Person days days	30 50	60 30	1800
	Activity 1.2 Conduct baseline surveys with community volunteers ('reef stewards')					
Project objective 2: To facilitate the rehabilitation of acroporid corals in the SCMCA, through use of at least two types of in situ coral nursery structures	2.1: Procure ALL coral nursery equipment and materials	Material 1 {list} Material 2 {list} Material 3 {list}etc.				
	 2.4: Fabricate and deploy nursery structures 2.5: Populate nursery structures with coral fragments 2.6: Monitoring & maintenance coral nurseries 2.7: Outplant mature coral fragments 	Use of vessel for monitoring and maintenance Rental of SCUBA gear during monitoring & maintenance (Tank, BCD, Regulator, Mask, Fins)	Sessions	75	60	4,500

		Volunteer stipends during monitoring and maintenance. 4 pers every 2 weeks	Person days	96	30	2,880
Project objective 3: Foster awareness of coral reef ecology and enhance	Task 2.1: Develop communication materials	Staff time for design of communication materials/ social media posts	Person days	3		
environmental stewardship in the communities	Task 2.2: Awareness Activities within the SCMCA communities					
surrounding the SCMCA	Task 2.3: Coral nursery outreach in schools within the SCMCA	Staff time for outreach meetings	Person days	6	400	2,400
Total Project Budget (US\$)						