Request for Expressions of Interest

Consultant – Ecosystem Valuation Specialist

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.: 1

Issued by:
Caribbean Natural Resources Institute
May 6, 2024

<table>
<thead>
<tr>
<th>Project:</th>
<th>Pioneering a Blue-Green Economic Development Model for Coastal Adaptation, Livelihoods and Sustainability in St. Vincent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funder:</td>
<td>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.</td>
</tr>
<tr>
<td>Implementing Institution:</td>
<td>Caribbean Natural Resources Institute (CANARI)</td>
</tr>
<tr>
<td>Target country:</td>
<td>Saint Vincent and the Grenadines</td>
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<tr>
<td>Name of Assignment:</td>
<td>Ecosystem Valuation Consultancy</td>
</tr>
<tr>
<td>Project number:</td>
<td>EbA2_45</td>
</tr>
<tr>
<td>Contract type:</td>
<td>Fixed Price – Professional Services: Consultant</td>
</tr>
<tr>
<td>Contract duration:</td>
<td>25 days over 4 months starting in June 2024</td>
</tr>
<tr>
<td>Deadline for submission of EOI:</td>
<td>May 21, 2024</td>
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**Project Information**

The Caribbean Natural Resources Institute (CANARI) is implementing a three-year (November 2021 – November 2024) project entitled *Pioneering a blue-green economic development model for coastal adaptation, livelihoods and sustainability in St. Vincent* 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. 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 seeks to pilot a local blue-green economic development model that protects, restores and sustainably uses coastal and marine ecosystems for ecological, socio-economic and climate resilience in the South Coast, St. Vincent. It will adopt a landscape approach to address key risks from climate change and land-based pollution, including within the South Coast Marine Conservation Area (SCMCA), surrounding watersheds and seven communities.

Under component 3 of this project, the capacity of key management organisations will be built to utilize ecosystem valuation to inform decision making. This knowledge is crucial for informing strategies related to climate change adaptation and pollution reduction in the project area.

CANARI intends to apply part of the grant for consulting services for a qualified consultant (an individual or in consortium) to conduct capacity building in ecosystem valuation for key management agencies, decision-makers and other key stakeholders in the SCMCA.

Relevant decision-making processes include the revision/updating of the SCMCA management plan and the development of the local blue-green economic development roadmap for the area, both of which fall under component 3 of this project. The specific objectives are to equip these stakeholders to:

1. Participate in the design and implementation of simple coastal ecosystem services valuation studies.
2. Effectively interpret and communicate the results.
3. Utilise the results in decision-making processes.

It is not expected that the participants will become experts in ecosystem valuation; instead, they should be capable of designing, commissioning, and overseeing future studies.

The assignment is expected to be completed by September 30, 2024.

The detailed Terms of Reference for the assignment can be found at the following link: [https://bit.ly/3Wsuejc](https://bit.ly/3Wsuejc)

CANARI now invites qualified persons (individual consultants or consortia) to submit an Expression of Interest (EOI) to provide services for the assignment. EOI’s comprising an application letter (no more than 2 pages) should confirm the applicant’s interest and availability and outline their expertise and relevant experience for undertaking the assignment, together with a recent CV. CVs should provide information demonstrating the applicant has the required qualifications and relevant experience to perform the services. Applicants should familiarise themselves with the local context and take this into account in preparing their EOI.
Among the submitted EOI s, CANARI will shortlist applicants to whom the Request for Proposals to carry out the Services will be sent.

The consultant should possess the following qualifications, as detailed in the ToR:

- at least an advanced degree (Master’s Degree or equivalent) in Economics, Finance, Natural Resources Management, International Development, Environmental Science, or a similar field from recognised and reputable institutions;
- at least five years of proven experience in ecosystem services valuation, including in Caribbean small island developing states;
- demonstrated understanding of coastal resource management, climate resilience and ecosystem-based adaptation.

It is the Applicant’s responsibility to ensure that they are eligible to be awarded a contract financed by KfW, or to benefit from such a contract, financially or otherwise.

The EOI s (i.e., application letters and CVs) must be submitted electronically to Executive Director, CANARI via email to info@canari.org with the subject line “RE: Economic Valuation Specialist – CBF EbA SVG Project” no later than May 21, 2024.
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

Consultant: Ecosystem Valuation Specialist

1. Background

The South Coast of St. Vincent is the epicentre of tourism operations on the mainland. It is a key fish landing site and has a dense population of approximately 29,000. It is also home to the South Coast Marine Conservation Area (SCMCA), the mainland's only protected marine area that features essential ecosystems such as mangroves, seagrass, and coral reefs. However, these vulnerable ecosystems are highly exposed to climatic hazards and pollution, which pose a threat to the nature-dependent tourism and fisheries sectors that are vital for local employment and income.

The Caribbean Natural Resources Institute (CANARI) is implementing a three-year (November 2021 – November 2024) project entitled Pioneering a blue-green economic development model for coastal adaptation, livelihoods and sustainability in St. Vincent 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. 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 seeks to pilot a local blue-green economic development model that protects, restores and sustainably uses coastal and marine ecosystems for ecological, socio-economic and climate resilience in the South Coast, St. Vincent. It will adopt a landscape approach to address key risks from climate change and land-based pollution, including within the SCMCA, surrounding watersheds and seven communities.

This work will be delivered under three components:

- Component 1: Scaling up coastal and watershed rehabilitation to address key risks from coastal erosion, flash flooding and land-based pollution
- Component 2: Reducing unsustainable practices and developing local blue-green enterprises and sustainable livelihoods in the tourism and fisheries sectors
- Component 3: Strengthening institutions, partnerships and investments to manage coastal and marine ecosystems and the local blue-green economy

For more details, please refer to the project brief.

2. Job summary and deliverables

The purpose of this consultancy is to enhance the capacity of key management organisations in ecosystem valuation. This knowledge is crucial for informing strategies related to climate change adaptation and pollution reduction in the project area. The specific objectives are to equip these stakeholders to:

1. Participate in the design and implementation of simple coastal ecosystem services valuation studies.
2. Effectively interpret and communicate the results.
3. Utilise the results in decision-making processes.

Relevant decision-making processes include the revision/updating of the SCMCA management plan and the development of the local blue-green economic development roadmap for the area, both of which fall under component 3 of this project. It is not expected that the participants will become experts in ecosystem valuation; instead, they should be capable of designing, commissioning, and overseeing future studies.

The Consultant will design training material then conduct an in-person training-of-trainers workshop in St. Vincent and the Grenadines. After the workshop, the Consultant will provide coaching/mentoring to the trainees, who will participate in a simple/rapid valuation exercise¹ for critical ecosystem services² within the SCMCA.

The Consultant is expected to produce the following deliverables within the timeframes specified in table 1 below.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Details</th>
<th>No. of person days assigned</th>
<th>Deliverable</th>
<th>Deliverable Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1. Inception meeting</td>
<td>Conduct a virtual inception meeting with CANARI and project partners at the start of the consultancy to discuss: i. The proposed methodology for conducting the assignment; ii. Any information gaps in data and approaches to addressing these; iii. Roles and responsibilities; and iv. The workplan and timetable.</td>
<td>1</td>
<td>D1. Inception report</td>
<td>June 28, 2024</td>
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</table>

The 3–5-page inception report should outline:
- The agreed-upon methodology for conducting the assignment, including data sources; and
- How input and feedback from project partners will be addressed.

¹ The Consultant will engage participants in the design and execution of the study. If a survey methodology is selected, CSO participants will receive a stipend for implementing the survey. Any survey methods should utilise electronic platforms such as survey monkey or Google Forms to minimise the costs associated with data entry. The Consultant will be responsible for analysing the results but will provide sufficient explanation of the methodology and limitations to the trainees so that they could effectively communicate the results.
² Priority should be given to valuation of regulating services relevant to coastal protection, flood control and pollution reduction.
| A2. Design training material | Develop training material that covers the main steps or phases in conducting an ecosystem valuation for decision-making (i.e., scoping, analysis, communication, outreach, and results use).

Ensure that the session plans are crafted to foster a highly interactive workshop.

Activities such as mapping of ecosystem services and scenario planning may be relevant. | 7 | D2. Draft training material | July 15, 2024 |
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<tr>
<td>A3. Conduct in-person training workshop in St. Vincent</td>
<td>The Consultant will conduct a 2-3 day workshop in St. Vincent targeting technical officers in resource management agencies. The workshop's outputs should encompass identified priority ecosystem services and policy/management questions for the SCMCA. Additionally, there should be clearly defined design parameters for the rapid/small-scale ecosystem valuation exercise.</td>
<td>5</td>
<td>D3. Training report</td>
<td>July 30, 2024</td>
</tr>
</tbody>
</table>
| A4. Conduct rapid ecosystem valuation and produce draft valuation report | The Consultant will conduct a rapid ecosystem valuation based on parameters set out by participants during the training workshop.

If trainees are utilised in the valuation exercise e.g. to conduct surveys the consultant will be responsible for managing the team, collating the results and inputting the results into the final report.

The draft ecosystem valuation report should clearly outline the methodology and limitations of the study. | 9 | D4. Draft valuation report | August 30, 2024 |
3. **Description of outputs**

Deliverables shall be submitted to CANARI in electronic format. Detailed outlines and specifications for all written documents (reports, workshop session plans, etc.) shall be agreed between CANARI and the Consultant in advance of final deliverable submission. CANARI will provide the relevant templates and guidelines.

4. **Reporting**

The Consultant 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.

5. **Location and duration of assignment**

The consultancy will be home-based, with travel to St. Vincent for the in-person training-of-trainers workshop. CANARI will cover the workshop costs (including rental of venue, catering and local transportation and accommodation for participants) and the Consultant’s travel-related expenses.

The consultancy has a duration of 25 days spread between June and September 2024.

6. **Qualifications and experience**

The Consultant should possess at least an advanced degree (Master’s Degree or equivalent) in Economics, Finance, Natural Resources Management, International Development, Environmental Science, or a similar field from recognised and reputable institutions.

The Consultant should have at least five years of proven experience in ecosystem services valuation, including in Caribbean small island developing states. The Consultant should also demonstrate a sound understanding of coastal resource management, climate resilience and ecosystem-based adaptation.

Other core competencies include:

- Strong research and analytical skills
- Strong interpersonal skills and experience working with a cross-section of stakeholders, including senior government officials, CSO practitioners, local communities and resource users
• Training and facilitation
• Time management and organisational skills
• Excellent oral and written communication skills and fluency in English
• Working knowledge of Microsoft Office including Word, Excel, PowerPoint and relevant software.

7. **Payment Schedule**

Payments will be made in four installments based on the fixed contract price as follows:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Expected Deadline</th>
<th>% contract value</th>
</tr>
</thead>
<tbody>
<tr>
<td>D1: Inception Report, including detailed work plan and methodology</td>
<td>June 28, 2024</td>
<td>10%</td>
</tr>
<tr>
<td>D2: Draft training material</td>
<td>July 30, 2024</td>
<td>40%</td>
</tr>
<tr>
<td>D3: Training report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D4: Draft ecosystem valuation report</td>
<td>August 30, 2024</td>
<td>30%</td>
</tr>
<tr>
<td>D5: Final valuation report</td>
<td>September 30, 2024</td>
<td>20%</td>
</tr>
</tbody>
</table>

Travel and accommodation arrangements and other associated costs will be the responsibility of the Consultant and reimbursable in accordance with CANARI’s administrative/logistics procedures.

8. **Application Procedure**

The Application process will be conducted in two stages:

- **Stage 1:** Submission of an Expression of Interest (EOI) comprising an application letter (no more than 2 pages) confirming interest and availability, and outlining expertise and the relevant experience for undertaking the assignment, together with a recent CV;
- **Stage 2:** Shortlisted applicants will be invited to prepare a concise (6-8 pages) technical proposal, highlighting the proposed approach, methodology, a work schedule with duration, team composition if applicable, and a Financial Proposal indicating a fixed total contract price, supported by a breakdown of costs.

9. **Evaluation Criteria**

Expressions of Interest (EOIs) will be evaluated using the following criteria:

<table>
<thead>
<tr>
<th>Minimum criteria to be eligible for the consultancy</th>
<th>Score</th>
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<tbody>
<tr>
<td>Score</td>
<td>80</td>
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</table>

1. **Relevance of Educational Qualifications**

1.1 Does the lead applicant have at least an advanced degree (Master’s Degree or equivalent) in Economics, Finance, Natural Resources Management, International Development, Environmental Science, or a similar field?

2. **Experience**

2.1 Does the applicant have at least 5 years’ experience in ecosystem services valuation?

2.2 Does the applicant have experience in Caribbean small island developing states?
### 3. Skills

<p>| | | |</p>
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<tr>
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<tbody>
<tr>
<td>3.1</td>
<td>Does the applicant have strong research and analytical skills?</td>
<td>15</td>
</tr>
<tr>
<td>3.2</td>
<td>Does the applicant have skills in training and facilitation?</td>
<td>15</td>
</tr>
<tr>
<td>3.3</td>
<td>Does the applicant have strong interpersonal skills and experience working with a cross-section of stakeholders, including senior government officials, CSO practitioners, local communities and resource users?</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

Proposals will be evaluated based on QCBS using the below evaluation criteria and point system.

For technical proposals, Consultants must meet a **minimum score of 60 points** on the following evaluation criteria to be considered in the financial opening:

<table>
<thead>
<tr>
<th>CRITERIA FOR TECHNICAL PROPOSAL</th>
<th>Maximum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Approach and Methodology</td>
<td>60</td>
</tr>
<tr>
<td>4.1 Is the proposal clear and complete?</td>
<td>20</td>
</tr>
<tr>
<td>4.2 Does the proposal reflect critical analysis of the objectives and the Terms of Reference (TOR)?</td>
<td>20</td>
</tr>
<tr>
<td>4.3 Are the proposed concepts and methods appropriate for the scope of the project?</td>
<td>20</td>
</tr>
<tr>
<td>5. References</td>
<td>10</td>
</tr>
<tr>
<td>5.1 Has the applicant supplied references that can verify the quality of their work?</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CRITERIA FOR FINANCIAL PROPOSAL</th>
<th>Maximum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1 Does the applicant propose competitive fee rates and expenses that demonstrate value for money?</td>
<td>15</td>
</tr>
<tr>
<td>6.2 Are financial approach and methodology clear and aligned to the deliverables?</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Total</td>
</tr>
</tbody>
</table>

Financial proposals will only be opened for Consultants that have a technical score of 60 or above. The maximum combined score for the technical and financial proposals is 100.

### 10. Conflict of Interest

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

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.