



Request for Proposals

Consultant – Legal Expert

for the project

**Valuing Nature and Nature-based Solutions for Sustainable Blue and Green
Pathways for the Tourism, Food and Urban Sectors in Saint Lucia**

GEF Project ID: 11264

Issued by:
Caribbean Natural Resources Institute
June 2026

1. Introduction

Project title	Valuing Nature and Nature-based Solutions for Sustainable Blue and Green Pathways for the Tourism, Food and Urban Sectors in Saint Lucia
Funder	Global Environment Facility (GEF)
Project number	GEF Project ID: 11264
Project Executing Partner	Caribbean Natural Resources Institute (CANARI)
Procurement title	Legal Expert
Objective of consultancy	To conduct policy and legislative analysis and produce a feasibility assessment for the implementation of existing policy guidelines
Reports to	National Project Coordinator
Location	Saint Lucia
Contract type	Fixed price – Professional services: Individual
Contract duration	3 months
Expected start date	July 2026

The Caribbean Natural Resources Institute (CANARI) invites all qualified persons to submit a technical proposal and a financial proposal to provide services for the assignment as detailed below and in Annex 1 - Terms of Reference.

Applicants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. They should also familiarise themselves with the local context and take this into account in preparing their proposals.

The applicant who submits the highest ranked technical proposal, with a financial proposal which does not exceed the budget for the procurement, shall be selected and invited to negotiate a contract.

If there are any questions or clarifications, information can be obtained by contacting the National Project Coordinator, Caroline Eugene, at caroline@canari.org.

All queries or requests for clarification must be submitted by June 19, 2026, to ensure a timely response.

The deadline for submission of proposals is **June 26, 2026, at or before 11:59 pm Atlantic Standard Time (AST)**.

2. Eligibility

All qualified individual consultants who meet the requirements outlined in this call are eligible to submit a proposal.

3. Preparation of proposals

Applicants are expected to examine the Request for Proposals (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.

Applicants will bear all costs associated with the preparation and submission of their proposals 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 any applicant.

Proposals must include a technical proposal and financial proposal. See 3.1 and 3.2 below for further details on content and format of the proposal. Applicants will provide information on commissions, gratuities and fees, if any, paid or to be paid to agents or any other party relating to this proposal and, if awarded, for contract execution as part of the financial proposal.

The proposal, as well as all correspondence and documents relating to the proposal exchanges with CANARI, must be written in English.

The selected consultant must not sub-contract any of the services under the project.

Applicant's proposals must remain valid for a period of 90 days after the submission deadline for the proposal. During this period, applicants will maintain its original proposal without any changes, including the proposed rates and the total price.

CANARI will make every effort to complete negotiations within the proposal's validity period. However, should the need arise, CANARI may request in writing or via email that all applicants who submitted proposals prior to the submission deadline extend the proposals' validity.

If an applicant agrees to extend the validity of its proposal, it will be done without any change to the original proposal. An applicant has the right to refuse to extend the validity of its proposal in which case such proposal will not be further evaluated.

3.1. Technical proposal

The technical proposal must include the following:

- A brief description of the applicant's experience that is most relevant to the assignment (no more than 2 pages).
- A description of the approach and methodology for performing the assignment specified in the TOR (no more than 3 pages).
- A proposed work plan.
- 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.
- The applicant's CV, which should be no longer than 2 pages, and include contact details for three references.

The technical proposal must not include any financial information. A technical proposal containing any financial information will be declared non-responsive.

3.2. Financial proposal

The financial proposal must be submitted as a separate spreadsheet (XLS) file. It should list all the costs associated with the assignment, including remuneration for the applicant's services.

The financial proposal must be undertaken in US Dollars (USD).

The total available budget for this Fixed-Budget assignment is **Fifteen Thousand United States Dollars (USD 15,000)**, exclusive of taxes. Financial proposals exceeding the total available budget will be rejected.

The selected consultant will be responsible for meeting all tax liabilities arising out of the contract.

3.3. Clarification and amendment of the RFP

Applicants may request a clarification of any part of the RFP, including the TOR, before the proposal submission deadline until **June 19, 2026**. 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 business days and will send copies of the response to all Consultants, 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 Consultants. The Consultant 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 Consultants reasonable time to take into account the amendment in their proposals.

Applicants may submit a modified proposal, or a modification to any part of it, at any time prior to the proposal submission deadline. No modifications to the technical or financial proposals will be accepted after the deadline.

4. Submission process

Applicants must submit their technical and financial proposals accompanied by the contact details of three references.

Proposals should be submitted to the National Project Coordinator, Caroline Eugene via email to info@canari.org by **11:59 p.m. AST on June 26, 2026**, with the subject line **“RE: Legal Expert – UNEP GEF BGI SLU Project”**.

The technical proposal and financial proposal must be submitted as separate PDF and XLS files to the same email. Failure to comply with this requirement will render the proposals non-responsive.

Any modifications, erasures or overwriting will be valid only if they are signed or initialled by the authorised representative signing the proposal.

The deadline for submission of proposals is **June 26, 2026, at or before 11:59 pm Atlantic Standard Time (AST)**. Any proposal or modification received after the deadline will be declared late and rejected.

5. Opening and evaluation of the proposals

CANARI will conduct the evaluation solely on the basis of the submitted technical and financial proposals. Applicants are not permitted to alter or modify their proposals in any way after the proposal submission deadline except as detailed under section 3.

The RFP evaluation committee will open and review only the technical proposals submitted by applicants and will have no access to the financial proposals until the technical evaluation is concluded.

The RFP evaluation committee will evaluate the technical proposals based on their responsiveness to the TOR and RFP, applying the evaluation criteria and point system specified below in 5.1. Each responsive proposal will be given a technical score. A proposal will be rejected at this stage if it fails to achieve the minimum technical score indicated in 5.1 or does not address important aspects of the RFP.

Following the evaluation of the technical proposals, the financial proposals will be opened for those applicants whose proposals have met the minimum technical score. Financial proposals that exceed the budget as indicated in section 3.2 of the RFP will be rejected. Financial proposals within the budget will be ranked according to their technical score, and the applicant who has submitted the highest ranked technical proposal of those within the budget will be recommended for award of contract.

Activities and items described in the technical proposal but not priced in the financial proposal, will be assumed to be included in the prices of other activities or items, and no corrections will be made to the financial proposal.

After the evaluation is completed, CANARI will contact the selected consultant via email for contract negotiation. Feedback to unsuccessful applicants may be provided at CANARI's discretion.

5.1. Evaluation criteria

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

For technical proposals, Consultants must meet a **minimum score of 55 points** on the following evaluation criteria to be considered in the financial opening:

Table 1. Evaluation criteria

		Maximum Score	Minimum Score Required
CRITERIA FOR TECHNICAL PROPOSAL		70	55
1.	Qualifications	10	10
1.1	Does the applicant have at least an advanced degree (Master's or higher) in public policy, economics, public finance, environmental economics, law or a related field from a reputable institution?	10	
2.	Experience	20	15
2.1	Does the applicant demonstrate strong experience in the analysis, design or reform of fiscal incentive regimes or public finance instruments, preferably in an environmental context in Saint Lucia or another small island developing state?	5	
2.2	Does the applicant have experience reviewing and analysing policy and legislative frameworks to identify constraints, gaps, opportunities and reform options?	5	
2.3	Does the applicant have experience conducting feasibility assessments for the implementation of policy, legislative or fiscal reform initiatives?	5	
2.6	Does the applicant have relevant experience related to tourism, agriculture, environmental policy or nature-based solutions?	5	
3.	Skills	15	10
3.1	Does the applicant demonstrate strong analytical skills and the ability to synthesise complex information into coherent recommendations?	5	
3.2	Does the applicant demonstrate strong written and oral communication skills in English, with the ability to clearly present technical and policy analyses to diverse non-technical audiences?	5	
3.3	Does the applicant demonstrate the ability to integrate gender-responsive analysis into policy and fiscal recommendations?	5	
4.	Approach and Methodology	20	15
4.1	Is the proposal clear and complete, demonstrating a clear understanding of the objectives of the assignment?	10	
4.2	Are the proposed concepts and methods, including for stakeholder consultation and incorporation of gender considerations, appropriate for the scope of the project?	10	
5.	References	5	5
5.1	Has the applicant supplied references that can verify the quality of their work?	5	
Total		70	55

Financial proposals will only be opened for technical proposals that receive a score of 55 or above.

6. Negotiations and award of contract

The negotiations will be held between CANARI and the selected Consultant.

The negotiations will include discussions of the TOR, proposed methodology and work plan and finalising the description of services as part of the Consultant'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 Consultant will sign the contract as agreed and CANARI will notify its project partners and other Consultants who applied but were not selected.

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

TERMS OF REFERENCE

Consultancy to produce a feasibility assessment and roadmap for the implementation of nature-positive fiscal incentive measures

Objective of Consultancy	To produce a feasibility assessment and roadmap for the implementation of nature-positive fiscal incentive measures
Project Title	Valuing Nature and Nature-based Solutions for Sustainable Blue and Green Pathways for the Tourism, Food and Urban Sectors in Saint Lucia (BGI Saint Lucia)
Procurement Title	Consultant
Reports to	National Project Coordinator
Location	Saint Lucia
Duration	3 months
Expected Start Date	July 2026

1. Background

- 1.1. The [Caribbean Natural Resources Institute \(CANARI\)](#) is an independent, non-profit organisation, headquartered in Trinidad and Tobago and legally operating throughout the Caribbean.
- 1.2. CANARI has received funding from the Global Environment Facility (GEF) to execute a project titled, *Valuing Nature and Nature-based Solutions for Sustainable Blue and Green Pathways for the Tourism, Food and Urban Sectors in Saint Lucia (BGI Saint Lucia)*, which seeks to remove technical, financial and policy bottlenecks to nature-positive development in Saint Lucia's tourism and agri-food sectors.
- 1.3. This project is being executed over a five (5) year period (May 2025 – April 2030) in partnership with the Government Department of Sustainable Development and is implemented by the United Nations Environment Programme (UNEP). Other partners include the UNEP Economics of Nature Unit (TEN) in the Ecosystems Division, the Laborie Development Foundation and the Inter-American Institute for Cooperation on Agriculture (IICA). This national 'Child Project' falls under the overarching GEF [Blue and Green Islands Integrated Programme \(BGI IP\)](#) led by United Nations Development Programme (UNDP).
- 1.4. The geographic focus of the project is the southwestern corridor of Saint Lucia, particularly the Laborie to Choiseul region, selected for its potential in tourism and agricultural development and its vulnerability to environmental degradation. The project includes five (5) key components:
 - **Component 1:** Leveraging Natural Capital Accounting, ecosystem service valuation and scenario modelling to enable Nature-positive development (NbS) in tourism, agri-food and urban sectors.
 - **Component 2:** National investment model for sustainable tourism development that balances costs and benefits to tourism, agriculture and urban sectors and leverages private sector investments.

- **Component 3:** Direct landscape and seascape-level interventions and on-the-ground implementation of NbS.
- **Component 4:** Knowledge Management and communication.
- **Component 5:** Monitoring and Evaluation (M&E).

2. Objectives and Scope of Work

- 2.1. The overall objective of this consultancy is to conduct a comprehensive review and analysis of existing policies, legislation, and institutional frameworks in order produce a feasibility assessment and roadmap for the implementation of fiscal incentives for nature-positive development in the tourism and agriculture sectors.
- 2.2. The deliverables of this consultancy will inform the development of an incentive framework for nature-positive development in the tourism and agriculture sectors, together with policy recommendations for enhancing relevant fiscal incentive regimes. This will be complemented by parallel project activities, including the design of fiscal incentive structures to facilitate community adoption of nature-based solutions and a feasibility study assessing public willingness to allocate a portion of existing tax mechanisms to finance adoption of nature-based solutions (NbS).
- 2.3. All analyses and recommendations under this consultancy shall be undertaken from a gender-responsive perspective, taking into account the differentiated needs, constraints, and opportunities or women and men in relation to nature-positive development and fiscal incentive regimes, particularly in the tourism and agriculture sectors.
- 2.4. The specific tasks to be undertaken include:

1	Review of existing policy, legal, and fiscal frameworks • Review national and sectoral policies, strategies, laws and regulations and fiscal instruments supporting nature-positive investments and development, and identify existing recommendations to strengthen relevant fiscal incentive regimes, with particular focus on the tourism and agriculture sectors, taking into account related physical development regulations
2	Assessment of policy and legislative enablers and constraints • Assess the extent to which current policies and legislation support or hinder implementation of the identified recommendations, including identifying inconsistencies, gaps, and overlaps in the policy and legal frameworks. • Drawing on the findings of the above assessment, propose an updated and consolidated set of recommendations, retaining relevant existing recommendations and introducing new ones where needed, to strengthen fiscal incentive regimes for nature-positive development in the tourism and agriculture sectors.
3	Implementation feasibility assessment • Map key stakeholders and institutional roles and mandates relevant to implementation of the updated recommendations. • Conduct an implementation feasibility assessment, including legal, technical, financial and social feasibility, and identify key risks, barriers, and opportunities for

	implementation, including consideration of gender-differentiated impacts, access, and potential barriers for women and men. • Outline indicative costs and resource requirements for implementation.
4	Stakeholder consultation • Conduct targeted consultations with key government agencies, private sector, civil society organisations, and other stakeholders with a roles or interest in fiscal incentive design, implementation or oversight to validate findings and inform development of an implementation roadmap. Consultations should take into account gender responsiveness and social inclusion considerations.
5	Roadmap and implementation plan • Based on consultation outcomes, develop a roadmap and implementation plan for operationalising updated recommendations, including prioritise short-, medium- and long-term actions and responsible agencies.

3. Deliverables

Deliverables	Contents	Timeline	% Payment
Inception Report	Detailed report outlining methodology, work plan and timeline.	Week 1	15
Draft Policy and Legislative Analysis Report-	Outline key findings, gaps, and preliminary recommendations.	Week 3	40
Stakeholder Validation	Upon completion of validation with key stakeholders	Week 8	20
Approved Final Consolidated Report	Submission and approval of the final report, including the final policy and legislative analysis report, final feasibility assessment, and final roadmap and implementation plan	Week 10	25

4. Key Competencies and Qualifications

This assignment requires a public policy and finance specialist with strong experience at the policy–law interface.

Consultant	
Education	Advanced degree (Master’s or higher) in public policy, economics, public finance, environmental economics, law or a related field.
Experience and competencies	- Strong experience in the analysis, design or reform of fiscal incentives regimes or public finance instruments, preferably in an environmental context. - Experience reviewing and analysing policy and legislative frameworks to identify constraints, gaps, opportunities and reform options. - Experience conducting feasibility assessment for the implementation of policy, legislative or fiscal reform initiative. - Relevant experience related to tourism, agriculture, environmental policy or nature-based solutions. - Strong analytical skills and the ability to synthesise complex information into coherent recommendations. - Strong written and oral communication skills in English, with the ability to clearly present technical and policy analyses to diverse, non-technical audiences. - The ability to integrate gender-responsive analysis into policy and fiscal recommendations. - Experience working in Saint Lucia or any other small island developing state would be considered an asset.

Language requirement	Fluency in English is required.
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5. Selection Criteria

Applications will be assessed based on the following criteria.

Assessment Criteria	Maximum Points (100)
1. Technical Capacity and Related Qualifications	70
2. Financial	30

6. Application Process

The Applicant must submit his/her expressions of interest which includes their technical proposal, in addition to the financial proposal. Applications must be submitted in English via email to the National Project Coordinator, Caroline Eugene at info@canari.org by 11:59 p.m. AST on June 26, 2026.

Documents to be included when submitting the proposal:

- Technical Proposal:** The Applicant must outline the methodology and work plan; a brief cover letter summarizing the applicant's relevant experience; a CV demonstrating alignment with the required qualifications and experience; and contact details for three professional referees.
- Financial Proposal:** The Consultant must submit the financial proposal containing ALL associated costs for the full range of services required.