

## **JAMAICA**

### **ASSESSMENT OF SITE CHARACTERISTICS AND IMPACT ANALYSIS**

#### **BLUE CARBON RESTORATION IN SOUTHERN CLARENDON, JAMAICA**

##### **1. Background and Justification**

- 1.1. UWI Solutions for Developing Countries (SODECO) and the Inter-American Development Bank (IDB) has entered into a technical cooperation agreement JA-T1169 Jamaica - Blue Carbon Restoration in Southern Clarendon, Jamaica. The objective of the project is to restore mangrove ecosystems in southern Clarendon along the south coast of Jamaica, to conditions of viable/healthy and optimally functioning coastal forested ecosystems. The interventions are expected to improve the sequestration capacity of these restored areas to store blue carbon (carbon that is stored in coastal and marine ecosystems), in addition to improving climate change resilience. UWI SODECO is the executing agency for the technical cooperation.
- 1.2. UWI SODECO is a research organization established by The University of the West Indies, which is mandated to provide opportunities to improve human health, wealth and wellbeing in developing countries. It manages grants from various international and local organizations in the implementation of its programming including a grant on mangrove conservation and restoration in Jamaica.
- 1.3. The project is aligned with the Jamaica Country Strategy (2016-2021) (GN-2868) in its aim to resilience to climate shocks as the operation has a focus on measures that will improve resilience of ecosystems to climate variability and adaptation to climate change, together with the co-benefit of climate change mitigation through carbon sequestration.

##### **2. Objectives**

- 2.1. The objective of this consultancy is to undertake an assessment of site characteristics and impact analysis of the proposed restoration areas.

##### **3. Scope of Services and Key Activities**

- 3.1. The consultant firm will prepare a detailed comprehensive assessment of the site characteristics and analysis of the impacts of the proposal restoration areas as a result of rehabilitation activities.
- 3.2. Key Activities will include: (i) historical analysis and mapping of the mangrove areas in the project area and identification of their hydrological, geomorphological and biological attributes and relevant socio-economic characteristics. The analysis will compass mangrove areas in the Parish of Clarendon, from Salt River and Colon bay in the east to Maccary Bay and Milk River in the west and around the Portland Cottage area; (ii) topographic surveys will be undertaken within the project area using both aerial survey and ground survey methodology in order to generate base maps with 1 meter contour intervals; and (iii) identification and analysis of the contributory events/factors resulting in the changes to the coverage and health of the mangrove areas. The output of this activities will be an assessment of the changes over time of the mangrove areas and contributory causes of these changes.

#### **4. Expected Outcome and Deliverables**

- 4.1. The expected deliverables will be a completed report on the characteristics of the project site and impacts analysis, with mitigation measures.

#### **5. Project Schedule and Milestones**

- 5.1 The project is expected to begin March 1<sup>st</sup>, 2020 and to be completed 8 months thereafter. Traveling and workshop costs are included in the consulting firm's budget. The schedule and milestones will be defined by the firm in agreement with the PEU and the IDB and captured by the first deliverable (the workplan).

#### **6. Reporting Requirements**

- 6.1 Every report must be submitted to the PEU 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.
- 6.2 In addition to the deliverables outlined in Section 3, the consulting firm will also provide the PEU with monthly progress updates in relation to the approved workplan.

#### **7. Acceptance Criteria**

- 7.1 Reports will be reviewed by the Project Leader of SODECO and the IDB. Acceptance of deliverables are contingent on addressing any comments provided by these parties within revised versions of the submissions.
- 7.2 Additionally, the consulting firm is required to participate in technical meetings (by video/teleconferencing) as necessary to discuss any matter considered important for the timely implementation of the project. The meetings will be determined as needed.

#### **8. Other Requirements**

- 8.1 Candidates will be provided with data and documentation to assist in the achievement of the objectives outlined in Section 2.

#### **9. Supervision and Reporting**

- 9.1 The consultancy will be supervised by Terrence Forrester, Managing Director, SODECO.

#### **10. Schedule of Payments & Qualifications**

- 10.1 Payment terms will be based on project milestones or deliverables. The PEU does not expect to make advance payments under consulting contracts unless a significant amount of travel is required. The PEU wishes to receive the most competitive cost proposal for the services described herein.

| <b>Payment Schedule</b>                      |             |
|----------------------------------------------|-------------|
| <b>Deliverable</b>                           | <b>%</b>    |
| 1. Workplan                                  | 20%         |
| 2. Assessment report of site characteristics | 40%         |
| 3. Impact Analysis and recommendations       | 40%         |
| <b>Total</b>                                 | <b>100%</b> |

## **11. Qualifications of Team Members**

11.1 Contractual teams should have specific expertise and knowledge in the below areas, but this is not meant to restrict team compositions to exact roles described below.

- a. The consulting team should have experts with: (i) advance degrees in environmental sciences, physical geography, climate science, wetlands ecology or a field related to environmental sciences; (ii) skills in GIS;
- b. At least 10 years' experience working with GIS and adept at using GIS and its applications in natural resource management; experience in environmental impact analysis.
- c. Team Leader should be an Expert in Natural Resource Management with expertise in project management.
- d. GIS Expert with experience in natural resource management.
- e. Wetlands ecologist with experience in mangrove forests.
- f. Hydrologist with experience in coastal environments.
- g. Geomorphologist with experience in analysis of coastal environments.
- h. Experience working in the Caribbean region would be an asset.

## **12. Other Skills**

- Project Management.
- Excellent and proven track record of previous works with governments and/or multilaterals.
- Change management/capacity building.
- Fluency in English.
- Strong interpersonal, verbal and written communication skills.
- Proven ability to advise and train users in the use of complex systems/applications and related matters and effectively prepare specifications and other written reports/documentation in a clear and concise style. Ability to communicate with various levels of technical experience.

## **JAMAICA**

### **MANGROVE RESTORATION PROGRAM CONSULTANCY**

#### **BLUE CARBON RESTORATION IN SOUTHERN CLARENDON, JAMAICA**

##### **1. Background and Justification**

- 1.1. UWI Solutions for Developing Countries (SODECO) and the Inter-American Development Bank (IDB) has entered into a technical cooperation agreement JA-T1169 Jamaica - Blue Carbon Restoration in Southern Clarendon, Jamaica. The objective of the project is to restore mangrove ecosystems in southern Clarendon along the south coast of Jamaica, to conditions of viable/healthy and optimally functioning coastal forested ecosystems. The interventions are expected to improve the sequestration capacity of these restored areas to store blue carbon (carbon that is stored in coastal and marine ecosystems), in addition to improving climate change resilience. UWI SODECO is the executing agency for the technical cooperation.
- 1.2. UWI SODECO is a research organization established by The University of the West Indies, which is mandated to provide opportunities to improve human health, wealth and wellbeing in developing countries. It manages grants from various international and local organizations in the implementation of its programming including a grant on mangrove conservation and restoration in Jamaica.
- 1.3. The project is aligned with the Jamaica Country Strategy (2016-2021) (GN-2868) in its aim to resilience to climate shocks as the operation has a focus on measures that will improve resilience of ecosystems to climate variability and adaptation to climate change, together with the co-benefit of climate change mitigation through carbon sequestration.

##### **2. Objectives**

- 2.1. The objective of this consultancy is to formulate and implement actions and measures for the restoration of mangrove forests within the project area.

##### **3. Scope of Services and Key Activities**

- 3.1. The consultant firm will formulate and implement a restoration program for the project area and will include stakeholder engagements where required.
- 3.2. Key Activities will include: (i) Formulation and implementation of restoration plans and actions for degraded areas that will involve (a) hydrological analyses of the degraded and surrounding areas; (b) baseline analysis of aboveground (biomass) and belowground (biomass and soil) blue carbon stocks; (c) social and environmental impact assessments in accordance with local regulations and practices and IDB procedures; (d) engineering works where required; and (f) stakeholder engagement on the determination of solutions for restoration and validation of the plans and actions for restoration. The stakeholder engagement will include a stakeholder mapping of the direct and indirect users of the goods and services of the mangrove systems.

##### **4. Expected Outcome and Deliverables**

- 4.1. The expected deliverable will be the development and implementation of a restoration program for the study area in southern Clarendon Jamaica.

## **5. Project Schedule and Milestones**

- 5.1. The project is expected to begin November 1st, 2020 and to be completed 24 months thereafter. Traveling and workshop costs are included in the consulting firm's budget. The schedule and milestones will be defined by the firm in agreement with the PEU and the IDB and captured by the first deliverable (the workplan).

## **6. Reporting Requirements**

- 6.1 Every report must be submitted to the PEU 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.
- 6.2 In addition to the deliverables outlined in Section 3, the consulting firm will also provide the PEU with monthly progress updates in relation to the approved workplan.

## **7. Acceptance Criteria**

- 7.1 Reports will be reviewed by the Project Leader of SODECO and the IDB. Acceptance of deliverables are contingent on addressing any comments provided by these parties within revised versions of the submissions.
- 7.2 Additionally, the consulting firm is required to participate in technical meetings (by video/teleconferencing) as necessary to discuss any matter considered important for the timely implementation of the project. The meetings will be determined as needed.

## **8. Other Requirements**

- 8.1 Candidates will be provided with data and documentation to assist in the achievement of the objectives outlined in Section 2.

## **9. Supervision and Reporting**

- 9.1 The consultancy will be supervised by Terrence Forrester, Managing Director, SODECO.

## **10. Schedule of Payments & Qualifications**

- 10.1 Payment terms will be based on project milestones or deliverables. The PEU does not expect to make advance payments under consulting contracts unless a significant amount of travel is required. The PEU wishes to receive the most competitive cost proposal for the services described herein.

| <b>Payment Schedule</b>                  |             |
|------------------------------------------|-------------|
| <b>Deliverable</b>                       | <b>%</b>    |
| 1. Workplan                              | 10%         |
| 2. Formulation of restoration plans      | 20%         |
| 3. Implementation of restoration program | 50%         |
| 4. Carbon Stock Assessment               | 10%         |
| 5. Restoration Report                    | 10%         |
| <b>Total</b>                             | <b>100%</b> |

## **11. Qualifications of Team Members**

- 11.1 Contractual teams should have specific expertise and knowledge in the below areas,

but this is not meant to restrict team compositions to exact roles described below.

- a. The consulting team should have experts with: (i) advance degrees in environmental sciences, civil engineering, climate science, wetlands ecology or a field related to environmental sciences;
- b. At least 15 years' experience in wetlands restoration, together with knowledge about the technical aspects of assessment of carbon stocks; experience in environmental and social and safeguards; knowledge about hydrology and experience in stakeholder engagement;
- c. Team Leader should be an Expert in wetlands restoration with expertise in project management.
- d. Wetlands ecologist with experience in mangrove forests.
- e. Hydrologist with experience in coastal environments.
- f. Natural resource management expert
- g. Environmental and social safeguards specialist
- h. Experience working in the Caribbean region would be an asset.

#### **Other Skills**

- Project Management.
- Excellent and proven track record of previous works with governments and/or multilaterals.
- Change management/capacity building.
- Fluency in English.
- Strong interpersonal, verbal and written communication skills.
- Proven ability to advise and train users in the use of complex systems/applications and related matters and effectively prepare specifications and other written reports/documentation in a clear and concise style. Ability to communicate with various levels of technical experience.

## **JAMAICA**

### **IMPLEMENTATION OF A SUSTAINABLE CHARCOAL PRODUCTION PROGRAM**

#### **BLUE CARBON RESTORATION IN SOUTHERN CLARENDON, JAMAICA**

##### **1. Background and Justification**

- 1.1. UWI Solutions for Developing Countries (SODECO) and the Inter-American Development Bank (IDB) has entered into a technical cooperation agreement JA-T1169 Jamaica - Blue Carbon Restoration in Southern Clarendon, Jamaica. The objective of the project is to restore mangrove ecosystems in southern Clarendon along the south coast of Jamaica, to conditions of viable/healthy and optimally functioning coastal forested ecosystems. The interventions are expected to improve the sequestration capacity of these restored areas to store blue carbon (carbon that is stored in coastal and marine ecosystems), in addition to improving climate change resilience. UWI SODECO is the executing agency for the technical cooperation.
- 1.2. UWI SODECO is a research organization established by The University of the West Indies, which is mandated to provide opportunities to improve human health, wealth and wellbeing in developing countries. It manages grants from various international and local organizations in the implementation of its programming including a grant on mangrove conservation and restoration in Jamaica.
- 1.3. The project is aligned with the Jamaica Country Strategy (2016-2021) (GN-2868) in its aim to resilience to climate shocks as the operation has a focus on measures that will improve resilience of ecosystems to climate variability and adaptation to climate change, together with the co-benefit of climate change mitigation through carbon sequestration.

##### **2. Objectives**

- 2.1. The objective of this consultancy is to formulate and implement a sustainable charcoal production program within the restoration area.

##### **3. Scope of Services and Key Activities**

- 3.1. The consultant firm will formulate and implement a sustainable charcoal program within the project area and will include engagement with charcoal producers where required.
- 3.2. Key Activities will include: (i) analyze the characteristics of the charcoal industry in the project area including principal areas of production and primary actors (i.e. producers, distributors and retailers); (ii) Identify areas for growth of Acacia forests for sustainable harvesting and production of wood for charcoal production; (iii) undertake stakeholder/community engagement to obtain buy-in of the sustainable interventions to sustainably manage the production of charcoal; and (iv) develop and implement a Sustainable Charcoal Production Plan including the use of improved pyrolysis plants, designated area of managed Acacia trees and the digital tracking of harvested wood for charcoal production.

##### **4. Expected Outcome and Deliverables**

- 4.1. The expected deliverable will be the development and implementation of the Sustainable Charcoal Production Plan for the study area in Southern Clarendon.

## **5. Project Schedule and Milestones**

- 5.1. The project is expected to begin November 1st, 2020 and to be completed 24 months thereafter. Traveling and workshop costs are included in the consulting firm's budget. The schedule and milestones will be defined by the firm in agreement with the PEU and the IDB and captured by the first deliverable (the workplan).

## **6. Reporting Requirements**

- 6.1 Every report must be submitted to the PEU 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.
- 6.2 In addition to the deliverables outlined in Section 3, the consulting firm will also provide the PEU with monthly progress updates in relation to the approved workplan.

## **7. Acceptance Criteria**

- 7.1 Reports will be reviewed by the Project Leader of SODECO and the IDB. Acceptance of deliverables are contingent on addressing any comments provided by these parties within revised versions of the submissions.
- 7.2 Additionally, the consulting firm is required to participate in technical meetings (by video/teleconferencing) as necessary to discuss any matter considered important for the timely implementation of the project. The meetings will be determined as needed.

## **8. Other Requirements**

- 8.1 Candidates will be provided with data and documentation to assist in the achievement of the objectives outlined in Section 2.

## **9. Supervision and Reporting**

- 9.1 The consultancy will be supervised by Terrence Forrester, Managing Director, SODECO.

## **10. Schedule of Payments & Qualifications**

- 10.1 Payment terms will be based on project milestones or deliverables. The PEU does not expect to make advance payments under consulting contracts unless a significant amount of travel is required. The PEU wishes to receive the most competitive cost proposal for the services described herein.

| <b>Payment Schedule</b>                             |             |
|-----------------------------------------------------|-------------|
| <b>Deliverable</b>                                  | <b>%</b>    |
| 1. Workplan                                         | 10%         |
| 2. Formulation of production program                | 20%         |
| 3. Implementation of sustainable production program | 70%         |
| <b>Total</b>                                        | <b>100%</b> |

## **11. Qualifications of Team Members**

- 11.1 Contractual teams should have specific expertise and knowledge in the below areas, but this is not meant to restrict team compositions to exact roles described below.
- a. The consulting team should have experts with: (i) advance degrees in

environmental sciences, forestry or a field related to environmental sciences;

- b. At least 10 years' experience in sustainable forestry, together with knowledge about the technical aspects of charcoal production; knowledge about pyrolysis processes;
- c. Team Leader should be an Expert in sustainable forestry with expertise in project management.
- d. Expert in charcoal production.
- e. Natural resource management expert.
- f. Experience working in the Caribbean region would be an asset.

### **Other Skills**

- Project Management.
- Excellent and proven track record of previous works with governments and/or multilaterals.
- Change management/capacity building.
- Fluency in English.
- Strong interpersonal, verbal and written communication skills.
- Proven ability to advise and train users in the use of complex systems/applications and related matters and effectively prepare specifications and other written reports/documentation in a clear and concise style. Ability to communicate with various levels of technical experience.

## **JAMAICA**

### **IMPLEMENTATION OF MANAGEMENT AND MONITORING OF RESTORATION PROGRAM**

#### **BLUE CARBON RESTORATION IN SOUTHERN CLARENDON, JAMAICA**

##### **1. Background and Justification**

- 1.1. UWI Solutions for Developing Countries (SODECO) and the Inter-American Development Bank (IDB) has entered into a technical cooperation agreement JA-T1169 Jamaica - Blue Carbon Restoration in Southern Clarendon, Jamaica. The objective of the project is to restore mangrove ecosystems in southern Clarendon along the south coast of Jamaica, to conditions of viable/healthy and optimally functioning coastal forested ecosystems. The interventions are expected to improve the sequestration capacity of these restored areas to store blue carbon (carbon that is stored in coastal and marine ecosystems), in addition to improving climate change resilience. UWI SODECO is the executing agency for the technical cooperation.
- 1.2. UWI SODECO is a research organization established by The University of the West Indies, which is mandated to provide opportunities to improve human health, wealth and wellbeing in developing countries. It manages grants from various international and local organizations in the implementation of its programming including a grant on mangrove conservation and restoration in Jamaica.
- 1.3. The project is aligned with the Jamaica Country Strategy (2016-2021) (GN-2868) in its aim to resilience to climate shocks as the operation has a focus on measures that will improve resilience of ecosystems to climate variability and adaptation to climate change, together with the co-benefit of climate change mitigation through carbon sequestration.

##### **2. Objectives**

- 2.1. The objective of this consultancy is to formulate and implement a management and monitoring program for the mangrove restoration area.

##### **3. Scope of Services and Key Activities**

- 3.1. The consultant firm will manage and monitor the activities, to make adjustments when required to ensure the successful implementation and sustainability of the restoration program and assess the improvement in economic value of the restored system.
- 3.2. Key Activities will include: (i) development and implementation of a management plan including a monitoring and evaluation (M&E) plan for the restoration program in ensure that activities are implemented according to design and sustained; (ii) Analysis of the improvement in economic value of the mangroves based on restoration activities.

##### **4. Expected Outcome and Deliverables**

- 4.1. The expected deliverable will be the development and implementation of a management plan and M&E plan and an economic valuation of the restoration action.

## **5. Project Schedule and Milestones**

- 5.1. The project is expected to begin November 1<sup>st</sup>, 2020 and to be completed 60 months thereafter. Traveling and workshop costs are included in the consulting firm's budget. The schedule and milestones will be defined by the firm in agreement with the PEU and the IDB and captured by the first deliverable (the workplan).

## **6. Reporting Requirements**

- 6.1 Every report must be submitted to the PEU 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.
- 6.2 In addition to the deliverables outlined in Section 3, the consulting firm will also provide the PEU with monthly progress updates in relation to the approved workplan.

## **7. Acceptance Criteria**

- 7.1 Reports will be reviewed by the Project Leader of SODECO and the IDB. Acceptance of deliverables are contingent on addressing any comments provided by these parties within revised versions of the submissions.
- 7.2 Additionally, the consulting firm is required to participate in technical meetings (by video/teleconferencing) as necessary to discuss any matter considered important for the timely implementation of the project. The meetings will be determined as needed.

## **8. Other Requirements**

- 8.1 Candidates will be provided with data and documentation to assist in the achievement of the objectives outlined in Section 2.

## **9. Supervision and Reporting**

- 9.1 The consultancy will be supervised by Terrence Forrester, Managing Director, SODECO.

## **10. Schedule of Payments & Qualifications**

- 10.1 Payment terms will be based on project milestones or deliverables. The PEU does not expect to make advance payments under consulting contracts unless a significant amount of travel is required. The PEU wishes to receive the most competitive cost proposal for the services described herein.

| <b>Payment Schedule</b>                                             |             |
|---------------------------------------------------------------------|-------------|
| <b>Deliverable</b>                                                  | <b>%</b>    |
| 1. Workplan                                                         | 10%         |
| 2. Development and implementation of Monitoring and Evaluation Plan | 60%         |
| 3. Economic valuation of mangrove systems                           | 30%         |
| <b>Total</b>                                                        | <b>100%</b> |

## **11. Qualifications of Team Members**

- 11.1 Contractual teams should have specific expertise and knowledge in the below areas, but this is not meant to restrict team compositions to exact roles described below.
- a. The consulting team should have experts with: (i) advance degrees in

environmental sciences, forestry, wetlands ecology or a field related to environmental sciences;

- b. At least 10 years' experience in monitoring, together with experience in the implementation of Monitoring, Reporting and Verification (MRV) systems; experience in valuation of ecosystem services.
- c. Team Leader should be an Expert in mangrove ecology with expertise in project management.
- d. Expert in ecosystem monitoring
- e. Natural resource management expert
- f. Environmental Economist
- g. Experience working in the Caribbean region would be an asset.

### **Other Skills**

- Project Management.
- Excellent and proven track record of previous works with governments and/or multilaterals.
- Change management/capacity building.
- Fluency in English.
- Strong interpersonal, verbal and written communication skills.
- Proven ability to advise and train users in the use of complex systems/applications and related matters and effectively prepare specifications and other written reports/documentation in a clear and concise style. Ability to communicate with various levels of technical experience.

## **JAMAICA**

### **IMPLEMENTATION OF A KNOWLEDGE DISSEMINATION AND TRAINING PROGRAM CONSULTANCY**

#### **BLUE CARBON RESTORATION IN SOUTHERN CLARENDON, JAMAICA**

##### **1. Background and Justification**

- 1.1. UWI Solutions for Developing Countries (SODECO) and the Inter-American Development Bank (IDB) has entered into a technical cooperation agreement JA-T1169 Jamaica - Blue Carbon Restoration in Southern Clarendon, Jamaica. The objective of the project is to restore mangrove ecosystems in southern Clarendon along the south coast of Jamaica, to conditions of viable/healthy and optimally functioning coastal forested ecosystems. The interventions are expected to improve the sequestration capacity of these restored areas to store blue carbon (carbon that is stored in coastal and marine ecosystems), in addition to improving climate change resilience. UWI SODECO is the executing agency for the technical cooperation.
- 1.2. UWI SODECO is a research organization established by The University of the West Indies, which is mandated to provide opportunities to improve human health, wealth and wellbeing in developing countries. It manages grants from various international and local organizations in the implementation of its programming including a grant on mangrove conservation and restoration in Jamaica.
- 1.3. The project is aligned with the Jamaica Country Strategy (2016-2021) (GN-2868) in its aim to resilience to climate shocks as the operation has a focus on measures that will improve resilience of ecosystems to climate variability and adaptation to climate change, together with the co-benefit of climate change mitigation through carbon sequestration.

##### **2. Objectives**

- 2.1. The objective of this consultancy is to create a knowledge platform for the dissemination of results and to facilitate local training from the activities of the restoration program.

##### **3. Scope of Services and Key Activities**

- 3.1. The consultant firm will develop and implement a knowledge and training platform for the dissemination of results from the restoration program, including the training of individuals over the lifetime of the project.
- 3.2. Key Activities will include: (i) create a web-based knowledge portal for the dissemination of information from the restoration program; (ii) facilitate a series of workshops, seminars, conference to showcase the results of the project to key targeted audiences including local communities, policy makers, private sector and academia; (iii) facilitate the development of technical and research papers for peer-reviewed publications; (iv) develop and implement a training program on wetland restoration and ecosystem services for local communities including training in mangrove rehabilitation methods, monitoring and conducting eco-tourism.

##### **4. Expected Outcome and Deliverables**

- 4.1. The expected deliverable will be the development and implementation of a knowledge platform and training program for the study area in southern Clarendon.

## **5. Project Schedule and Milestones**

- 5.1. The project is expected to begin January 1<sup>st</sup>, 2021 and to be completed 60 months thereafter. Traveling and workshop costs are included in the consulting firm's budget. The schedule and milestones will be defined by the firm in agreement with the PEU and the IDB and captured by the first deliverable (the workplan).

## **6. Reporting Requirements**

- 6.1 Every report must be submitted to the PEU 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.
- 6.2 In addition to the deliverables outlined in Section 3, the consulting firm will also provide the PEU with monthly progress updates in relation to the approved workplan.

## **7. Acceptance Criteria**

- 7.1 Reports will be reviewed by the Project Leader of SODECO and the IDB. Acceptance of deliverables are contingent on addressing any comments provided by these parties within revised versions of the submissions.
- 7.2 Additionally, the consulting firm is required to participate in technical meetings (by video/teleconferencing) as necessary to discuss any matter considered important for the timely implementation of the project. The meetings will be determined as needed.

## **8. Other Requirements**

- 8.1 Candidates will be provided with data and documentation to assist in the achievement of the objectives outlined in Section 2.

## **9. Supervision and Reporting**

- 9.1 The consultancy will be supervised by Terrence Forrester, Managing Director, SODECO.

## **10. Schedule of Payments & Qualifications**

- 10.1 Payment terms will be based on project milestones or deliverables. The PEU does not expect to make advance payments under consulting contracts unless a significant amount of travel is required. The PEU wishes to receive the most competitive cost proposal for the services described herein.

| <b>Payment Schedule</b>               |             |
|---------------------------------------|-------------|
| <b>Deliverable</b>                    | <b>%</b>    |
| 4. Workplan                           | 10%         |
| 5. Formulation of knowledge platform  | 50%         |
| 6. Implementation of training program | 40%         |
| <b>Total</b>                          | <b>100%</b> |

## **11. Qualifications of Team Members**

- 11.1 Contractual teams should have specific expertise and knowledge in the below areas, but this is not meant to restrict team compositions to exact roles described below.
- a. The consulting team should have experts with: (i) advance degrees in environmental sciences, forestry, environmental communication or a field related

- to environmental sciences;
- b. At least 10 years' experience in communications, together with working knowledge of environmental education; knowledge about eco-tourism and wetlands ecology;
  - c. Team Leader should be an Expert in environmental communications with expertise in project management.
  - d. Expert in eco-tourism training
  - e. Natural resource management expert
  - f. Experience working in the Caribbean region would be an asset.

**Other Skills**

- Project Management.
- Excellent and proven track record of previous works with governments and/or multilaterals.
- Change management/capacity building.
- Fluency in English.
- Strong interpersonal, verbal and written communication skills.
- Proven ability to advise and train users in the use of complex systems/applications and related matters and effectively prepare specifications and other written reports/documentation in a clear and concise style. Ability to communicate with various levels of technical experience.

## **JAMAICA**

### **FINANCE AND ACCOUNTING OFFICER CONSULTANCY**

#### **BLUE CARBON RESTORATION IN SOUTHERN CLARENDON, JAMAICA**

##### **1. Background and Justification**

- 1.1. UWI Solutions for Developing Countries (SODECO) and the Inter-American Development Bank (IDB) has entered into a technical cooperation agreement JA-T1169 Jamaica - Blue Carbon Restoration in Southern Clarendon, Jamaica. The objective of the project is to restore mangrove ecosystems in southern Clarendon along the south coast of Jamaica, to conditions of viable/healthy and optimally functioning coastal forested ecosystems. The interventions are expected to improve the sequestration capacity of these restored areas to store blue carbon (carbon that is stored in coastal and marine ecosystems), in addition to improving climate change resilience. UWI SODECO is the executing agency for the technical cooperation.
- 1.2. UWI SODECO is a research organization established by The University of the West Indies, which is mandated to provide opportunities to improve human health, wealth and wellbeing in developing countries. It manages grants from various international and local organizations in the implementation of its programming including a grant on mangrove conservation and restoration in Jamaica.
- 1.3. The project is aligned with the Jamaica Country Strategy (2016-2021) (GN-2868) in its aim to resilience to climate shocks as the operation has a focus on measures that will improve resilience of ecosystems to climate variability and adaptation to climate change, together with the co-benefit of climate change mitigation through carbon sequestration.

##### **2. Objectives**

- 2.1. The objective of this consultancy is to provide effective and efficient finance/accounts services that will support the successful implementation of the program.

##### **3. Scope of Services and Key Activities**

- 3.1. The selected consultant will maintain up-to-date financial records, provide timely financial information for the PEU and the IDB. The Finance and Accounts Officer will be responsible for the financial processes of the Program and will directly report to the PEU. The Finance and Accounts Officer will also ensure compliance with IDB and national norms and guidelines for planning, financial administration and reporting. The procurement officer will undertake the following tasks:
  - a) Prepare annual and consolidated financial plans for the PEU activities, covering implementation of project components as well as the recurrent operational costs;
  - b) Prepare and maintain up-to-date accounting and financial records;
  - c) Prepare and consolidate monthly reconciliations from all expenditures, as well as prepare payments, including but not limited to liaising with vendors, checking vouchers and supporting documents for processing by the Bursary and following-up on the generation of Purchase Orders;
  - d) Prepare monthly and quarterly financial and management reports for submission to the PEU and IDB;

- e) Prepare consolidated semi-annual and annual Financial Management Reports in conformance with the template(s) provide by the IDB a minimum of two weeks before these reports are due for submission to the IDB;
- f) Review justification reports for expended advance of funds and prepare any required clarification for submission to the IDB through the PEU
- g) Prepare disbursement requests and related projections for the review of the PEU prior to submission to the IDB;
- h) Coordinate, liaise and support the conduct of annual external/independent audits of the project;
- i) Report to the Project Steering Committee (PSC) and the IDB as required;
- j) Manage petty cash and prepare and disburse per diem and other cash payments as required;
- k) Carry out any other periodic duties assigned by the PEU.

#### **4. Payment Schedule**

- 4.1. Payments will be made on a monthly basis in equal installments on submission of an invoice and monthly report.

#### **5. Qualifications and Experience**

- 5.1. The consultant should hold a bachelor's degree in Management, Business Administration, Accounting, Finance and/or related discipline. Candidates with a recognized accounting qualification (e.g., Chartered Accountant, Certified Public Accountant) would be considered an asset. Candidates must have at least 3 years of experience working in finance/accounting in a complex multi-sectoral environment; experience in donor accounting and audit particular to the Inter-American Development Bank; Demonstrated knowledge and experience of ICT-based Financial Management systems and processes and office applications (word processing, spreadsheets, databases, etc.).
- 5.2. Skills: Excellent communication skills, including written and oral forms; proven ability to communicate complex concepts and prepare reports that are clear, concise and meaningful; Ability to develop, analyze and articulate project issues and identify creative, practical approaches to overcome challenging situations; Analytic capacity and ability to assess project outputs and relevant findings; Good team player, self-starter, ability to work under limited supervision and maintain good relationships internally and externally to the Bank. Excellent report writing and communication skills in English.

#### **6. Characteristics of the Consultancy**

- Consultancy category and modality: Individual consultancy, Lump Sum.
- Contract duration: The selected candidate will receive a fixed-term contract appointment, typically of one (1) year duration, which is renewable based on mutual agreement.
- Place(s) of work: Project Execution Office, Mona, Kingston, Jamaica.
- Level of Effort: Candidate will be required to work from PEU a minimum of 3 days per week as needed

7. **Payment and Conditions:** Compensation will be determined in accordance with the approved project budget for this assignment.
8. **Consultant's Reporting Requirements:** The contractual will submit the following to the PEU:
  - a) Monthly reports (tasks/activities undertaken and details of expenditure for current period as well as accumulated to be included).
  - b) Ad hoc reports.

## **JAMAICA**

### **PROCUREMENT OFFICER TO MANAGE PROCUREMENT ACTIVITIES**

#### **BLUE CARBON RESTORATION IN SOUTHERN CLARENDON, JAMAICA**

##### **1. Background and Justification**

- 1.1. UWI Solutions for Developing Countries (SODECO) and the Inter-American Development Bank (IDB) has entered into a technical cooperation agreement JA-T1169 Jamaica - Blue Carbon Restoration in Southern Clarendon, Jamaica. The objective of the project is to restore mangrove ecosystems in southern Clarendon along the south coast of Jamaica, to conditions of viable/healthy and optimally functioning coastal forested ecosystems. The interventions are expected to improve the sequestration capacity of these restored areas to store blue carbon (carbon that is stored in coastal and marine ecosystems), in addition to improving climate change resilience. UWI SODECO is the executing agency for the technical cooperation.
- 1.2. UWI SODECO is a research organization established by The University of the West Indies, which is mandated to provide opportunities to improve human health, wealth and wellbeing in developing countries. It manages grants from various international and local organizations in the implementation of its programming including a grant on mangrove conservation and restoration in Jamaica.
- 1.3. The project is aligned with the Jamaica Country Strategy (2016-2021) (GN-2868) in its aim to resilience to climate shocks as the operation has a focus on measures that will improve resilience of ecosystems to climate variability and adaptation to climate change, together with the co-benefit of climate change mitigation through carbon sequestration.

##### **2. Objectives**

- 2.1. The objective of this consultancy is to provide procurement support for the implementation to the restoration project.

##### **3. Scope of Services and Key Activities**

- 3.1. The selected consultant will be responsible for leading the procurement function of the program and overseeing all aspects of purchasing, negotiations, strategy, tool and process implementation for procurement related activities of the project. The procurement officer will undertake the following tasks:
  - a) Prepare a timetable for the procurement of goods, works and services covering the duration of the project implementation period and identify procurement procedures to be used for each procurement activity.
  - b) Prepare and update the Annual Procurement Plan in conjunction with the preparation of the Annual Operations Plan, providing inputs for all necessary timelines and budgetary consideration.
  - c) Prepare the bidding documents for all goods and services based on terms of reference and technical specifications provided by the PEU and/or other designated PEU consultants.
  - d) Ensure that all requirements for advertisement are met in accordance with the IDB's Procurement Policies
  - e) Conduct bidders' meetings where necessary, provide clarification and complete minutes on the bidding process to bidders.

- f) Manage the procurement process and prepare final evaluation reports for review and signature by the evaluation committee members
- g) Ensure policies and processes are implemented that comply with established procurement procedures of the EA and the IDB.
- h) As directed by the project leader, execute other tasks and special assignments required to ensure transparent, efficient and timely implementation of procurement activities.

#### **4. Payment Schedule**

- 4.1. Payments will be made on a monthly basis in equal installments on submission of an invoice and monthly report.

#### **5. Qualifications and Experience**

- 5.1. The consultant should hold a bachelor's degree in Business, Project Management, Law or related field of practice and expertise. Be CIPS qualified – Level 4 preferred, Level 2 minimum requirement. At least five years of work experience conducting procurement in the public or private sector. At least eight (8) years working experience as a procurement officer. At least 3 years of experience discharging procurement duties under IDB financing or other international financial institutions. At least 2 years of experience in the procurement of complex works. Knowledge of IDB's rules and procedures. Specific experience in contract preparation and management of procurement policies, rules and procedures.
- 5.2. Skills: Excellent communication skills, including written and oral forms; proven ability to communicate complex concepts and prepare reports that are clear, concise and meaningful; Ability to develop, analyze and articulate project issues and identify creative, practical approaches to overcome challenging situations; Analytic capacity and ability to assess project outputs and relevant findings; Good team player, self-starter, ability to work under limited supervision and maintain good relationships internally and externally to the Bank. Excellent report writing and communication skills in English.

#### **6. Characteristics of the Consultancy**

- Consultancy category and modality: Individual consultancy, Lump Sum.
- Contract duration: The selected candidate will receive a fixed-term contract appointment, typically of one (1) year duration, which is renewable based on mutual agreement.
- Place(s) of work: Project Execution Office, Mona, Kingston, Jamaica.
- Level of Effort: Candidate will be required to work from PEU a minimum of 3 days per week as needed

- 7. **Payment and Conditions:** Compensation will be determined in accordance with the approved project budget for this assignment.

- 8. **Consultant's Reporting Requirements:** The contractual will submit the following to the PEU:

- a. Monthly reports (tasks/activities undertaken and details of expenditure for current period as well as accumulated to be included).
- b. Ad hoc reports.

## **TERMS OF REFERENCE**

### **SPECIALIST IN WETLANDS ECOLOGY**

#### **BLUE CARBON RESTORATION IN SOUTHERN CLARENDON, JAMAICA**

##### **1. Background and Justification**

- 1.1. UWI Solutions for Developing Countries (SODECO) and the Inter-American Development Bank (IDB) has entered into a technical cooperation agreement JA-T1169 Jamaica - Blue Carbon Restoration in Southern Clarendon, Jamaica. The objective of the project is to restore mangrove ecosystems in southern Clarendon along the south coast of Jamaica, to conditions of viable/healthy and optimally functioning coastal forested ecosystems. The interventions are expected to improve the sequestration capacity of these restored areas to store blue carbon (carbon that is stored in coastal and marine ecosystems), in addition to improving climate change resilience. UWI SODECO is the executing agency for the technical cooperation.
- 1.2. UWI SODECO is a research organization established by The University of the West Indies, which is mandated to provide opportunities to improve human health, wealth and wellbeing in developing countries. It manages grants from various international and local organizations in the implementation of its programming including a grant on mangrove conservation and restoration in Jamaica.
- 1.3. The project is aligned with the Jamaica Country Strategy (2016-2021) (GN-2868) in its aim to resilience to climate shocks as the operation has a focus on measures that will improve resilience of ecosystems to climate variability and adaptation to climate change, together with the co-benefit of climate change mitigation through carbon sequestration.

##### **2. Objectives**

- 2.1. The objective of this consultancy is to provide specialized wetland ecology support for the implementation of the restoration project.

##### **3. Scope of Services and Key Activities**

- 3.1. The selected consultant will work closely with the project team at the site level as a team member under the guidance of the project director. The wetland ecologist will undertake the following tasks:
  - a) Review the Programme activities under the design and implementation phase and any report/recommendations to date.
  - b) Oversee mangrove reforestation program including provision of technical inputs to the PEU.
  - c) Review all technical reports of the reforestation program.
  - d) Ensure environmental compliance of project activities.

##### **4. Payment Schedule**

- 4.1. Payments will be made on a monthly basis in equal installments on submission of an invoice and monthly report.

## **5. Qualifications and Experience**

- 5.1. The consultant should hold a post graduate degree in Conservation Biological Sciences/Wetlands Ecology/Marine Biology or related discipline. Ten – fifteen (10-15) years professional experience of which at least 5 years in wetlands reforestation/rehabilitation. Proven experience in EIA of wetland areas, community-based resources management, training of development workers and working with government bodies. Ability to adapt with multicultural and multidisciplinary team of experts and willing to undertake extensive field works in the project sites.
- 5.2. Skills: Excellent communication skills, including written and oral forms; proven ability to communicate complex concepts and prepare reports that are clear, concise and meaningful; Ability to develop, analyze and articulate project issues and identify creative, practical approaches to overcome challenging situations; Analytic capacity and ability to assess project outputs and relevant findings; Good team player, self-starter, ability to work under limited supervision and maintain good relationships internally and externally to the Bank. Excellent report writing and communication skills in English.

## **6. Characteristics of the Consultancy**

- Consultancy category and modality: Individual consultancy, Lump Sum.
- Contract duration: The selected candidate will receive a fixed-term contract appointment, typically of one (1) year duration, which is renewable based on mutual agreement.
- Place(s) of work: Project Execution Office, Mona, Kingston, Jamaica.
- Level of Effort: Candidate will be required to work from PEU a minimum of 3 days per week as needed

7. **Payment and Conditions:** Compensation will be determined in accordance with the approved project budget for this assignment.

8. **Consultant's Reporting Requirements:** The contractual will submit the following to the PEU:
  - a) Monthly reports (tasks/activities undertaken and details of expenditure for current period as well as accumulated to be included).
  - b) Ad hoc reports.

## **TERMS OF REFERENCE**

### **CONSULTANT FOR PROJECT EXTERNAL FINANCIAL AUDIT**

#### **BLUE CARBON RESTORATION IN SOUTHERN CLARENDON, JAMAICA**

##### **1. Background and Justification**

- 1.1. UWI Solutions for Developing Countries (SODECO) and the Inter-American Development Bank (IDB) has entered into a technical cooperation agreement JA-T1169 Jamaica - Blue Carbon Restoration in Southern Clarendon, Jamaica. The objective of the project is to restore mangrove ecosystems in southern Clarendon along the south coast of Jamaica, to conditions of viable/healthy and optimally functioning coastal forested ecosystems. The interventions are expected to improve the sequestration capacity of these restored areas to store blue carbon (carbon that is stored in coastal and marine ecosystems), in addition to improving climate change resilience. UWI SODECO is the executing agency for the technical cooperation.
- 1.2. UWI SODECO is a research organization established by The University of the West Indies, which is mandated to provide opportunities to improve human health, wealth and wellbeing in developing countries. It manages grants from various international and local organizations in the implementation of its programming including a grant on mangrove conservation and restoration in Jamaica.
- 1.3. The project is aligned with the Jamaica Country Strategy (2016-2021) (GN-2868) in its aim to resilience to climate shocks as the operation has a focus on measures that will improve resilience of ecosystems to climate variability and adaptation to climate change, together with the co-benefit of climate change mitigation through carbon sequestration.

##### **2. Objectives**

- 2.1. The objective of this consultancy is to perform a financial audit for the project, which will include the preparation of financial statements, which will enable the auditor to express a professional opinion on the project (Statement of Cash Flows and the Statement of Cumulative Investments ) for the accounting period. The project's accounting records will provide the basis for preparation of the financial statements and are established to reflect the financial transactions in respect of the project.

##### **3. Scope of Services and Key Activities**

- 3.1. The audit will be conducted in accordance with International Standards on Auditing. Those Standards require that the auditor plans and performs the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.
- 3.2. In complying with International Standards on Auditing, the auditor is expected to pay particular attention to the following matters:
  - a) In planning and performing the audit to reduce audit risk to an acceptably low level, the auditor should consider the risks of material misstatements in the financial statements due to fraud, as required by [International Standard on Auditing 240: The Auditor's Responsibility to Consider Fraud in an Audit of Financial Statements](#).

- b) When designing and performing audit procedures and in evaluating and reporting the results thereof, the auditor should recognize that noncompliance by the entity with laws and regulations may materially affect the financial statements, as required by [International Standard on Auditing 250: Consideration of Laws and Regulations in an Audit of Financial Statements](#).
  - c) The auditor should communicate audit matters of governance interest arising from the audit of financial statements with those charged with governance of an entity, as required by [International Standard on Auditing 260: Communication of Audit Matters with those Charged with Governance](#).
  - d) In order to reduce audit risk to an acceptably low level, the auditor should determine overall responses to assessed risks at the financial statement level, and should design and perform further audit procedures to respond to assessed risks at the assertion level, as required by [International Standard on Auditing 330: The Auditor's Procedures in Response to Assessed Risks](#).
- 3.3. In evidencing compliance with project financial management arrangements and requirements, the auditor is expected to carry out tests to confirm that:
- a) All external funds have been used in accordance with the conditions of the relevant financing agreements.
  - b) Counterpart funds have been provided and used in accordance with the relevant financing agreements.
  - c) Goods, works and services financed have been procured in accordance with IDB Procurement Policies and Procedures<sup>1</sup> or any other guidelines acceptable to the Bank; the auditor should perform any necessary physical inspections based on risk considerations.
  - d) All necessary supporting documents, records, and accounts have been maintained in respect of all project activities and expenditures.
- 3.4. The internal control evaluation should include testing the effectiveness of control in the procurement process and payment for goods, works and services for the period reviewed, based on a representative sample for purposes of reducing audit risks.

### **Project Financial Statements**

- 3.5. The financial statements include the Statement of Cash Flows, the Statement of Cumulative Investments, and explanatory notes. [The explanatory notes should include reconciliation between the amounts shown as “received by the project from the IDB” and those disbursed by the Bank, and a summary of movements on the project’s Designated Account].
- 3.6. All funds have been utilized in accordance with the conditions of the relevant financing agreements.
- 3.7. All necessary supporting documents, records, and accounts have been maintained in respect of all project activities and expenditures.

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<sup>1</sup> Depending on the complexity of procurement activities, the auditor may consider involving technical experts during the audit engagement. In cases where such experts are involved, the auditor is expected to comply with provisions of International Standard on Auditing 620: Using the Work of an Expert. Consideration to use the work of experts should be brought to the early attention of the borrower and the IDB for mutual agreement and appropriate guidance.

## **Audit Reports**

- 3.8. The auditor will issue an audit opinion on the financial statements.

In addition to the audit opinion, the auditor will also report on, but not limited to, the following, either in the audit report or in the report to management:

- a) Provide comments and observations on the accounting records, systems, and controls that were examined during the course of the audit;
  - b) Identify specific deficiencies and areas of weakness in systems and controls, and make recommendations for their improvement;
  - c) Report on instances of noncompliance with the terms of the relevant financing agreements;
  - d) Quantify and report expenditures that are considered to be ineligible and either paid out of the designated account(s) or which have been claimed from the IDB;
  - e) Communicate matters that have come to the auditor's attention during the audit which might have a significant impact on the implementation of the project; and
  - f) Bring to the borrower's attention any other matters considered relevant by the auditor.
- 3.9. The auditor will issue bi-annual interim reports, as part of an assurance review of the Financing Mechanism to complement the justification of the funds disbursed by the Bank, to the applicable financial institution, comprehensively covering its methodology of on-lending, in the forms of loans and grants.

### **Deadline for submission of the audit report**

- 3.10. The auditor's opinion on the financial statements and management letter should be received by the Executing Agency no later than July 25 each year or a date agreed with the project team. This date must be sufficiently timely to meet contractual deadlines. Assurance review report should be submitted on the date agreed with the project team.

### **General**

- 3.11. The auditor is entitled to unlimited access to all information and explanations considered necessary to facilitate the audit, including legal documents, project preparation and supervision reports, reports of reviews and investigations, correspondence, and credit account information. The auditor may also seek written confirmation of amounts disbursed and outstanding in the Bank records.

The auditor is encouraged to meet and discuss audit related matters with the IDB project team at the beginning and at the end of the engagement

## **4. Deliverables**

- 4.1. The auditor will submit the following deliverables:

- a. A Work Plan and schedule of visits and interview. This work plan should include timelines, draft travel itineraries if relevant, and persons to be interviewed.
- b. Draft audit report.
- c. Final audit report. This report should include cover, main document, and all annexes.

Payments will be made based on the following payment schedule:

| Reports and Payment schedule                                                   | Payment |
|--------------------------------------------------------------------------------|---------|
| First payment<br>Upon submission and acceptance of the work-plan for the audit | 10%     |
| Second payment<br>Upon the submission and acceptance of the Draft Audit Report | 50%     |
| Final payment<br>Upon submission and acceptance of the Final Audit Report      | 40%     |

Note: Upon signing the contract for this consultancy, the consultant agrees to maintain confidentiality of the data and information provided.

## **5. Qualifications and Experience**

- 5.1. The consultant must be certified auditors with post graduate degrees. The consultant assigned to the job must have fifteen (15) or more years of experience. The consultant must have undertaken at least five (5) or more audit services.
- 5.2. Skills: Excellent communication skills, including written and oral forms;
- 5.3. Good written and verbal communication skills in English

## **TERMS OF REFERENCE**

### **CONSULTANT TO UNDERTAKE A MID-TERM AND A FINAL EVALUATION OF THE PROJECT BACKGROUND**

#### **BLUE CARBON RESTORATION IN SOUTHERN CLARENDON, JAMAICA**

##### **1. Background and Justification**

- 1.1. UWI Solutions for Developing Countries (SODECO) and the Inter-American Development Bank (IDB) has entered into a technical cooperation agreement JA-T1169 Jamaica - Blue Carbon Restoration in Southern Clarendon, Jamaica. The objective of the project is to restore mangrove ecosystems in southern Clarendon along the south coast of Jamaica, to conditions of viable/healthy and optimally functioning coastal forested ecosystems. The interventions are expected to improve the sequestration capacity of these restored areas to store blue carbon (carbon that is stored in coastal and marine ecosystems), in addition to improving climate change resilience. UWI SODECO is the executing agency for the technical cooperation.
- 1.2. UWI SODECO is a research organization established by The University of the West Indies, which is mandated to provide opportunities to improve human health, wealth and wellbeing in developing countries. It manages grants from various international and local organizations in the implementation of its programming including a grant on mangrove conservation and restoration in Jamaica.
- 1.3. The project is aligned with the Jamaica Country Strategy (2016-2021) (GN-2868) in its aim to resilience to climate shocks as the operation has a focus on measures that will improve resilience of ecosystems to climate variability and adaptation to climate change, together with the co-benefit of climate change mitigation through carbon sequestration.

##### **2. Objectives**

- 2.1. The objective of this consultancy is to perform a mid-term and final evaluation for the project. The review will verify compliance with the performance indicators and objectives as defined in the Technical Corporation agreement have been met as of the date of the evaluation. The review will also identify major bottlenecks, make recommendation on how to address them, and update the Risk Analysis Matrix.

##### **3. Scope of Services and Key Activities**

- 3.1. The selected consultant must undertake the necessary actions to achieve the evaluation main goals. Evaluation activities include the following:
  - a) Review the Program activities under the Readiness implementation phase and any report/recommendations to date. Particular attention is to be paid to Logical Framework indicators (and to its translation into the IDB Project Monitoring Reporting system);
  - b) In cooperation /collaboration with the PEU, examine the overall progress made in the Program execution, and the extent to which the performance indicators have been fulfilled. Verify compliance with the performance indicators for each year, as per the Results Matrix and the general progress made in program execution in all components of the program;
  - c) Assess the general progress made in Program execution (including field works advance);

- d) Assess the communication mechanisms among the different parties involved and make recommendations where applicable;
- e) Draw on lessons learned and recommendations for improving the program;
- f) Identify potential options and analyze current constraints and challenges facing the executing agency in relation to the execution of the Readiness Program and recommend ways for improving the program which could include modification of activities, program timelines, responsibilities of the Executing Agency's staff, schedule of activities and budget allocations;
- g) Update the risk analysis matrix.

#### 4. Deliverables

- 4.1. The consultant will submit the following deliverables:
  - i. A Work Plan and schedule of visits and interview. This work plan should include timelines, draft travel itineraries if relevant, and persons to be interviewed.
  - ii. Draft Mid-term and Final Evaluation Report incorporating lessons learned and recommendations for improving the program.
  - iii. Final Mid-term and Final Evaluation Report. This report should include cover, main document, and all annexes.
- 4.2. The consultant is expected to provide for the Program the following information:
  - i. The state of compliance with the performance indicators for each year, as per the Results Matrix and the general progress made in Program execution;
  - ii. A list of current issues that are delaying Program execution, including an analysis of the current communication system among different parties;
  - iii. A list of proposed recommendations and cost on how to address those issues;
  - iv. An updated risk analysis matrix for the Program.

Payments will be made based on the following payment schedule:

| Reports and Payment schedule                                                                 | Payment |
|----------------------------------------------------------------------------------------------|---------|
| First payment<br>Upon submission and acceptance of the work-plan for the Mid-term Evaluation | 10%     |
| Second payment<br>Upon the submission and acceptance of the Draft Mid-term Evaluation Report | 30%     |
| Third payment<br>Upon submission and acceptance of the Final Mid-term Evaluation Report      | 20%     |
| Fourth payment<br>Upon submission and acceptance of the Draft Final Evaluation Report        | 30%     |
| Final payment<br>Upon submission and acceptance of the Final Evaluation Report               | 10%     |

Note: Upon signing the contract for this consultancy, the consultant agrees to maintain confidentiality of the data and information provided.

## **5. Qualifications and Experience**

- 5.1. The consultant should hold a post-graduate degree in economics, business administration, financial management, natural resource management, international development or related field is required. The consultant assigned to the job must have demonstrated knowledge of current evaluation theory and practice and at least 10 years of experience in evaluating projects. Knowledge of the climate change adaptation and coastal resource management is also preferred. The consultant must be fluent in English. Knowledge of rules and procedures used by multilateral financial organizations would be an asset.
- 5.2. Skills: Excellent communication skills, including written and oral forms; proven ability to communicate complex concepts and prepare reports that are clear, concise and meaningful; Ability to develop, analyze and articulate project issues and identify creative, practical approaches to overcome challenging situations; Analytic capacity and ability to assess project outputs and relevant findings; Good team player, self-starter, ability to work under limited supervision and maintain good relationships internally and externally to the Bank. Good written and verbal communication skills in English.