



REQUEST FOR EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES

CONSULTANCY TO DEVELOP AN IMPLEMENTATION PLAN AND REVISE THE MONITORING PROTOCOL FOR THE BELIZE INTEGRATED COASTAL ZONE MANAGEMENT PLAN (2015)

TERMS OF REFERENCE

1. INTRODUCTION

Belize is home to the planet's second longest unbroken reef system and its coastal zone contains a rich diversity of habitats and attractions, including three atolls, several coastal lagoons, mangrove forests, and over 300 cayes. Over 40% of the Belizean population live and work in the coastal zone, which supports thriving fisheries, aquaculture and tourism industries. As a result of the multiple uses and increasing demand for coastal lands, the government of Belize passed the Coastal Zone Management (CZM) Act in 1998 to address issues such as rapid development, over-fishing, and population growth. The CZM Act mandates the Coastal Zone Management Authority and Institute (CZMAI) as the entity responsible to develop and implement a National Integrated Coastal Zone Management (ICZM) Plan. The goal of the ICZM Plan is to recommend actions that will ensure sustainable coastal resources use by balancing conservation ideals with the economic and social needs of the country.

Although national in scope, the Plan builds upon efforts at the local level to develop sustainable regional guidelines. These efforts are coordinated with Coastal Advisory Committees (CACs) for nine coastal planning regions along the coast and offshore cayes. As an important complement to written guidelines, the Plan includes a zoning scheme, which spatially designates permissible activities and uses. It was created in collaboration with the Natural Capital Project through the use of the Integrated Valuation of Ecosystem Services and Trade-offs (InVEST) modelling tool. The tool was used to examine the effects of human activities on the benefits people receive from coastal and marine ecosystems called 'ecosystems services'.

A flexible work plan was set that made knowledge-building, ecosystem services, and stakeholder engagement central to the process. CZMAI and the Natural Capital Project spent several months gathering existing data about biodiversity, habitats, and marine and coastal uses. This information was comprehensively mapped and shared with the public for review and feedback. CZMAI grouped marine and coastal uses into useful zoning categories and developed three

possible zoning schemes at the local and countrywide scales. These three schemes emphasize different priorities of stakeholders: conservation, development and informed management. In order to understand the implications of each zoning scenario, CZMAI used InVEST to model several ecosystem services and to create final zoning schemes.

InVEST results indicate that in a “Development” future, the risk of habitat degradation would increase, and the delivery of ecosystem services would decrease. A “Conservation” future would improve the health of ecosystems but would reduce human use of the coastal zone. An “Informed Management” future embraces a combination of development and conservation priorities, and would minimize impacts on coastal and marine ecosystems. CZMAI endorses the informed management scenario as it represents the most sustainable future for Belize’s coastal zone. Belizeans will be ensured of a sustainable future where healthy ecosystems support, and is supported by, thriving local communities and a vibrant economy.

2. BACKGROUND AND OBJECTIVES OF THE CONSULTANCY

2.1 Background

The process for the development of the draft ICZM Plan started in 2010 and was completed in 2013. However, challenges with the endorsement process mandated by the CZM Act resulted in the ICZM Plan being put on hold until 2014 when the CZMA Board was re-established. CZMAI is now in the final stages of satisfying the requirements mandated by law to obtain endorsement by the Government of Belize.

However, as CZMAI moves towards endorsement of the ICZM Plan and subsequent implementation in early 2016; it is important that an implementation plan and monitoring protocol along with associated budgets be developed. The Implementation plan and Monitoring Protocol will ensure successful implementation and reporting on the progress towards implementation of the ICZM Plan.

2.2 Objectives

The objective of the consultancy is to prepare an Annex to the draft ICZM Plan 2015 that will include an implementation plan and associated budget as well as a monitoring protocol.

The ICZM Plan contains a general schedule of activities for implementation outlined at a high level. Therefore, a more detailed implementation plan is needed so that CZMAI is ready to move forward with key recommendations as soon as the Plan is approved.

The ICZM Plan must also include a monitoring and evaluation system in order to assess effectiveness in implementing actions. This allows for adaptive management and clear measurement of performance and enables accountability to all stakeholders in the process. A draft monitoring protocol has been prepared by students of Wake Forest University; however this needs to be updated.

3. TASKS AND ACTIVITIES

3.1. Tasks

- 3.1.1. Organize a meeting with CZMAI to: (1) Discuss the scope of the Terms of Reference and deliverables to be produced; and (2) Discuss and finalize work-plan and proposed consultation schedule.
- 3.1.2. Prepare inception report, including detailed implementation plan and time-frame.
- 3.1.3. Conduct consultations and focus group meetings with CZMAI staff and relevant stakeholders to discuss the draft implementation plan and monitoring protocol to get their views, ideas and recommendations for improvements.
- 3.1.4. Prepare final report and deliverables of the consultancy.

3.2. Specific Activities

In order to achieve the objective of the consultancy, the following specific activities, inter alia, shall be undertaken:

- 3.2.1. Review all relevant policies, strategies and plans that would inform the development of the ICZM Implementation plan and revision of the monitoring protocol.
- 3.2.2. Prepare the draft Implementation plan and develop a budget, which should aim to facilitate implementation of the recommendations outlined in the ICZM Plan. This will entail aspects such as measurable outcomes and milestone indicators, reporting standards, actions by responsible agencies for improved coordination, etc. and a realistic corresponding budget for implementation. The budget for implementation of the ICZM Plan will also be informed by a thorough review of available resources from key agencies with responsibility for implementing specific aspects of the ICZM Plan.
- 3.2.3. Identify areas of weakness in the ICZM Plan recommendations and include proposed actions to address the gaps.
- 3.2.4. Conduct a comparative analysis of the ICZM Plan with the results framework for the Marine Conservation and Climate Adaptation Project (MCCAP) in order to identify any gaps in implementation.
- 3.2.5. Update and finalize the draft monitoring protocol to include outcomes, indicators, responsibilities, etc. as well as develop an associated budget for implementation of the M & E protocol.

4. OUTPUTS

The following deliverables will be submitted by the Consultant to CZMAI:

- i. Inception report (methodology, work plan, implementation schedule, outcome of initial consultation or meetings);
- ii. Draft Implementation Plan and budget;
- iii. Draft version of revised monitoring protocol; and
- iv. Final Implementation plan and budget and updated monitoring protocol.

5. DELIVERABLES

The deliverables for the Consultancy shall be in the form of reports (draft and final), the specific structure of which will be agreed upon between the Consultant and CZMAI. All timeframes/schedules shall be outlined in an approved Inception Report with specified due dates agreed upon between the Consultant and CZMAI. The minimum list of expected deliverables is outlined in tabular form below:

Deliverables	Timeline (Calendar Weeks)
Inception Report	No later than 2 weeks after signing of contract
Draft Implementation Plan and Budget and updated Monitoring Protocol	No later than 3 weeks after signing of contract
Final Implementation Plan and Budget and updated Monitoring Protocol	No later than 4 weeks after signing of contract

All draft and final reports and deliverables shall be written in English. The reports shall be submitted in the following manner: two (2) printed copies and digitally (Microsoft Word and printable version) via electronic mail to ceo@coastalzonebelize.org.

The results to be achieved by the Consultancy are specified in Section 3 above. Progress towards achieving these results will be measured by the main Monitoring and Evaluation indicators:

- i) Meeting objectives and activities outlined in TOR;
- ii) Timeliness of the submission of deliverables; and
- iii) Technical outputs approved by CZMAI

6. DURATION OF THE CONSULTANCY

The expected start date of the Consultancy is November 18, 2015. The total duration of the Consultancy should not exceed 15 person days over a one month period.

7. PAYMENT SCHEDULE

Payments will be made on the basis of the review and acceptance of deliverables as stipulated below:

Deliverables	% Proposed
Inception Report	20%
Draft Implementation Plan and Budget and updated Monitoring Protocol	50%
Final Implementation Plan and Budget and updated Monitoring Protocol	30%

8. REPORTING AND MANAGEMENT OF CONSULTANCY

The Consultant will report to the Chief Executive Officer of the CZMAI, located at the Coastal Zone Multi-Complex Building, Princess Margaret Drive, Belize City.

9. QUALIFICATIONS AND EXPERIENCE

Minimum Academic Qualifications, Professional Experience & Skills

Execution of this Terms of Reference requires a Consultant/Consulting Team having the following qualifications:

- A minimum of a Bachelor's Degree in Social Science, Biological Sciences, Natural Resource Management or a related field;
- Knowledge and experience in developing monitoring and evaluation systems is required.
- Excellent written and oral skills.
- Have facilitation skills and high professional standing.

10. SUBMISSION OF EXPRESSION OF INTEREST

Interested Consultants are invited to submit Expression of Interest (EoI) in providing the Services. In submitting the EoI, the Consultant should provide information demonstrating that he has the required and relevant experience to perform the Services. The Consultant shall submit his EoI in the English Language, in no more than three (3) pages, via e-mail by the close of business on Friday November 13th 2015 to:

Chief Executive Officer
Coastal Zone Management Authority
Princess Margaret Drive
Belize City, Belize

E-mail: info@coastalzonebelize.org

Subject Line: **“Consultancy to develop an implementation plan and revise monitoring protocol for the Belize ICZM Plan”**

****CZMAI shall not be bound to defray any costs incurred by applicants in preparing and submitting Expression of Interest****