

TERMS OF REFERENCE

Consultancy to plan and facilitate workshops to discuss the draft Institutional Assessment Report for the Coastal Zone Management Authority and Institute

1. INTRODUCTION

The Coastal Zone Management Act was adopted in 1998 to establish the Coastal Zone Management Authority and the Coastal Zone Management Institute (CZMAI) to foster the sustainable use and development of resources within Belize's coastal zone. As more than ten years have passed since the CZMAI has been established, it has become necessary for an institutional assessment to be conducted to ensure that the efficiency, effectiveness, and sustainability of the institution are enhanced.

To this end, through support from the Marine Conservation and Climate Adaptation Project (MCCAP), a consultancy is being undertaken to conduct a comprehensive assessment of CZMAI's existing legal and institutional structure, financial resources and human capacity, with the aim of identifying factors that contribute to/inhibit CZMAI from fulfilling its mandate. The institutional assessment shall identify gaps and recommend the most effective institutional structure to improve functionality and efficiency, within the context of the planned legal review of the CZM Act and regulations. The assessment will also report on the following:

- i. Evaluation of the effectiveness of CZMAI on the delivery of purpose;
- ii. Gaps in current programmes;
- iii. Comparative analysis of other regional and international processes for integrated coastal zone management;
- iv. Assessment of roles, functions, operating procedures, effectiveness, etc., of the CZMAI Board, Advisory Council and Institution;
- v. Analysis of the existing financial gaps preventing the CZMAI from fully delivering its mandate, and identification of sustainable financial mechanisms to maintain and expand core national activities for improved ICZM in Belize;
- vi. Recommendations for adjustments to the organizational structure, human resources, and other requirements; and
- vii. Recommendations for amendments to other legislation

The firm is expected to submit the draft Institutional Assessment on January 6, 2017. Subsequently, CZMAI and its constituents (CZMAI Board and CZM Advisory Council) are expected to review and provide feedback no later than January 31, 2017.

2. OBJECTIVES

The overall objective of this Consultancy is to plan and facilitate one-day retreats for the CZMAI Board of Directors, Advisory Council and staff in order to review and provide feedback on the draft CZMAI Institutional Assessment Report.

3. TASKS, ACTIVITIES, AND OUTPUTS

A. *Tasks*

1. **Initial meeting**

Organize a meeting with CZMAI executive management team 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.

2. **Review Relevant Documentation**

Review the CZM Act and Regulations, draft Institutional Assessment Report, as well as any other related information.

3. **Workshop Planning**

Liaise with CZMAI to prepare and finalize agenda and other pertinent materials for the three workshops at least one week in advance of scheduled workshop.

4. **Workshop Facilitation**

Facilitate three (3) one-day workshops for CZMAI's staff (January 16, 2017), Board of Directors (January 19, 2017) and Advisory Council (January 25, 2017) to discuss the findings and recommendations of the draft CZMAI Institutional Assessment and to obtain feedback to prepare the final Report.

5. **Final Report**

Prepare and submit final report on the consultancy. This report must include an indication of achievement of the objectives of the workshops as well as document stakeholder feedback and concerns.

B. *Specific Activities*

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

1. Review draft Institutional Assessment Report and any other CZMAI materials relevant to the consultancy;
2. Present findings, observations and recommendations in draft Institutional Assessment and facilitate discussions at validation workshops with (1) CZMAI Board of Directors, (2) Coastal Zone Management Advisory Council and (3) CZMAI Staff respectively.

3. Document feedback provided from each of the three validation workshops for the inclusion in a comprehensive final report.

4. OUTPUTS

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

- i. Inception report (methodology, work plan, implementation schedule, outcome of initial consultation meetings);
- ii. Draft agenda for the three workshops; and
- iii. Draft and final Report on the outcome of the three validation workshops on the draft CZMAI Institutional Assessment during the consultancy period.

5. DELIVERABLES

The deliverables for the Consultancy shall be in the form of reports (draft and final). All timeframes/schedules for delivery 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/Outputs is listed in tabular form below:

Timing of Deliverables

Deliverables	Timeline (Calendar Weeks)
Inception Report	No later than 1 week after signing of contract
Draft Consultancy Report for Stakeholder Validation Meetings	No later than January 30, 2017
Final Consultancy Report for Stakeholder Validation Meetings	No later than February 6, 2017

6. QUALIFICATIONS AND EXPERIENCE

The Consultant must possess the following academic qualifications, professional experience and expertise at minimum:

- i. Bachelor's Degree in social sciences, environmental management, natural resource management or other related field;
- ii. At least five years of experience with participatory methodologies and proven capacity and facilitation skills to dialogue effectively with multidisciplinary groups, including public and agencies, and civil society groups;
- iii. Proven experience in developing materials that can be used for explaining the purpose and scope of this consultancy and the collection and analysis of relevant quantitative and qualitative data;

- iv. Proven experience in delivering technical products and professional services of highest quality and in a timely fashion;
- v. Knowledge of the CZMAI, coastal zone sector and related issues of resource use and conflict in the context Belize.

7. PROJECT MANAGEMENT

Belize, under the leadership of the Ministry of Agriculture, Fisheries, Forestry, the Environment and Sustainable Development, with fiduciary management assistance from the Protected Areas Conservation Trust (PACT) as the National Implementing Entity (NIE) and the World Bank as Multilateral Implementing Entity (MIE), is responsible for the implementation of the Marine Conservation and Climate Change Adaptation Project (MCCAP) in the coastal areas of Belize.

MCCAP is a five year project designed to implement a priority ecosystem-based marine conservation and climate adaptation measures to strengthen the climate resilience of the Belize Barrier Reef System and its productive marine resources. Specifically, the project will support:

- i. improvement of the reef's protection regime including an expansion and enforcement of the Marine Protected Areas (MPAs) and Replenishment (no-take) Zones in strategically selected locations to strengthen climate resilience,
- ii. promotion of sustainable alternative livelihoods for affected users of the reef, and
- iii. building local capacity and raising awareness regarding the overall health of the reef ecosystem and the climate resilience of coral reefs.

Component 1 of the project is aimed at supporting the conservation of marine and coastal ecosystems in Belize by strengthening the legal framework for management of marine protected areas and coastal zones through support for, *inter alia*: (i) the review and reform of the Belize's legal and institutional framework for protected areas; (ii) the review of mangrove regulations; (iii) the review and reform of the CZM Act; and (iv) the implementation of an ICZM plan.

This consultancy is focused on **activity 1.4.3. Review and reform of the Coastal Zone Management (CZM) Act and corresponding regulations, and will be supported under MCCAP.**

Management structure

- The Consultant will report to the CZMAI, located at the Coastal Zone Multi-complex Building, Princess Margaret Drive, Belize City.
- CZMAI will provide technical assistance to the Consultant and support as required.

8. DURATION OF THE CONSULTANCY

The expected start date of the Consultancy is January 4, 2017. The total duration of the Consultancy should not exceed six calendar weeks.

9. 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 Consultancy Report for Validation Workshops on draft Institutional Assessment	50
Final Consultancy Report for Validation Workshops on draft Institutional Assessment	30

10. REPORTING

A. Reporting Structure

The Consultancy Report format should include, but not be limited, to:

Cover Page

Table of Contents

Abbreviations/Acronyms

Executive Summary

Chapter I-Introduction

1. Overview of the Project
2. Rationale for the Assessment
3. Objectives of the Assessment

Chapter II-Methodology

Chapter III-Results

Chapter IV-Conclusions and Recommendations

Bibliography/References

Appendices (TOR, List of Validation Workshop Participants; Workshop Documents; Outputs of Validation Sessions, etc.)

B. Submission and Approval of Reports

All draft and final reports and deliverables shall be written in English. The reports shall be submitted to CZMAI in the following manner: three (3) bound copies and one (1) digital copy (Microsoft Word and printable version). CZMAI will be responsible for approving the final versions of the reports and deliverables.

11. MONITORING AND EVALUATION

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

- i) Timeliness of the submission of deliverables and other services provided;
- ii) Technical outputs prepared, finalized and approved by CZMAI
- iii) Consultation and Validation Sessions completed with all relevant stakeholders;
- iv) Meeting objectives and activities outlined in the ToR.

12. SUBMISSION OF EXPRESSION OF INTEREST

Interested Consultants are invited to submit an Expression of Interest (EoI), inclusive of technical and financial proposals, for providing the services required for this Consultancy. In submitting the EoI, the Consultant should provide information demonstrating that he/she has the required and relevant qualification and experience to perform the Services. The Consultant may submit his/her EoI in the English Language by the close of business on Wednesday, December 14th 2016 to:

Chief Executive Officer
Coastal Zone Management Authority
Princess Margaret Drive, Belize City, Belize
E-mail: info@coastalzonebelize.org

Subject Line: **“Consultancy to plan and facilitate workshops to review the draft CZMAI Institutional Assessment”**

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