



GEF-IWCAM Project Coordination Unit

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Project on “Integrating Watershed & Coastal Areas Management in Caribbean Small Island Developing States (GEF-IWCAM)”

Terms of Reference for Saint Vincent and the Grenadines Community IWRM Pilot Projects

Background

The Caribbean Environmental Health Institute (CEHI) and the Secretariat to the Cartagena Convention (UNEP-CAR/RCU) are co-executing a regional project (referred to as GEF-IWCAM) which seeks to improve the management of watersheds and coastal areas in Caribbean small islands in an integrated manner.¹

Based on recommendations of the GEF-IWCAM Regional Technical Advisory Group and approval by the Project Steering Committee, the project has undertaken an initiative to promote public education and awareness regarding integrated water resources management (IWRM) in four selected communities in mainland Saint Vincent. The four communities are Vermont, Spring Valley, Greggs, and Chateaubelair.

The GEF-IWCAM has followed a multi-staged process with its Community IWRM Pilot Projects interventions in Saint Vincent and the Grenadines. The **first** stage was initial IWRM Consultation in the four selected communities. The focus of these consultations was on identification of the main challenges and threats to integrated watershed and coastal areas management. The project also held a national consultation with key stakeholders in Government to both involve them in the process and get their perspective on these issues.

The **second** stage was a more in-depth series of community consultations, in which key stakeholders in each village worked together to develop pilot project proposals to address the priority issues and challenges that they previously identified.

These terms of reference are drafted for the **third** stage of the process. In this stage, each community will execute its pilot project, with funding from the GEF-IWCAM Project.

Relevant Documents

The following documents are included below as an integral part of these terms of reference. They are available on the IWCAM web-site at <http://www.iwcam.org/gef-iwcam-requests-for-proposals/mainland-saint-vincent-community-iwrp-pilot-projects> and <http://tiny.cc/ozwzn>, or via the hyperlinks below. These proposals, workplans, and budgets were developed through a consultative process with stakeholders. They should be included in the overall workplan and budget proposed for this consultancy.

- [IWRM Pilot Project Proposals for Vermont / Buccament, Spring Valley, Greggs, and Chateaubelair \(2010\)](#)

¹ GEF-IWCAM is funded by the Global Environment Facility and co-implemented by the United Nations Environment Programme and the United Nations Development Programme.

- [IWRM Pilot Project Workplans and Budgets for Vermont / Buccament, Spring Valley, Greggs, and Chateaubelair \(2010\)](#)

Additionally, the documents listed below provide essential background information to these terms of reference. They are also available on the IWCAM web-site listed above and via the hyperlinks, as supporting documents.

- [Supporting Documents - Final Report of IWRM Community Consultations \(Aug 2009\)](#) — This document is the final report of the series of community consultations conducted under the GEF-IWCAM project in August 2009. It also includes press coverage.
- [Supporting Documents - Report of IWRM Community Pilot Project Proposals Stakeholders Meeting \(May 2010\)](#) — This is a report of a May 2010 meeting in which the 4 IWRM Community Pilot Project Proposals were reviewed, together with key stakeholders from the four communities, government, and the GEF-IWCAM Project. The changes and revisions suggested in this meeting were incorporated into the current version of the project proposals, budgets, and workplans.
- [Supporting Documents - Report of IWRM Community Pilot Project Consultations \(Jan-Apr 2010\)](#) — This is a report of the series of community consultations that took place between Jan - Apr 2010 to identify community priorities and develop project proposals, workplans, and budgets.
- [Supporting Documents - Media Advisory for IWRM Community Pilot Project Proposals Stakeholders Meeting \(May 2010\)](#)

Objectives & Scope

The objective of this consultancy is to effectively and efficiently manage the execution of IWRM pilot projects in the four communities of Vermont / Buccament, Spring Valley, Greggs, and Chateaubelair, together with the local communities and key stakeholders.²

Upon completion of this consultancy, four community IWRM pilot projects would have been fully executed and all necessary financial and technical reporting completed.

Expected Outputs

- Inception report
- Four fully-executed community IWRM pilot projects, based on the work plans and budgets developed by the communities
- Quarterly Financial and Technical Updates
- Summary report, which includes lessons learned / good practices
- Press briefings

Qualifications

- At least ten (10) years experience in project management and community organizing.
- Experience working with rural communities in Saint Vincent and the Grenadines.
- Experience coordinating multi-sectoral groups (e.g. government, non-governmental organizations, private sector, local communities).

² Ultimate management of the projects will fall to the consultant(s) and all funds will be transferred to them, as part of their contract, for execution.

- Experience working on environmental issues, especially land and water management.

Timeframes for Deliverables

This project will be spread over a period of six (6) months between August 2010 and January 2011.

Please note that:

- a. Any international travel to be undertaken by the Consultant under the project may be supported by GEF-IWCAM, **BUT** must be agreed upon/verified by GEF-IWCAM prior to travel.
- b. Normal travel cost to be reimbursed refers only to the costs associated with departure taxes and transport costs to and from airports.
- c. Failure to deliver satisfactory products to GEF-IWCAM under this TOR will result in the withholding of the final tranche of payment.
- d. The documents to be produced within this TOR will become the property of GEF-IWCAM in this instance.

Evaluation Criteria

Proposals will be evaluated based on price/cost effectiveness, suggested approach, and experience.

Submission Requirements

Proposal submissions are to include:

1. A technical proposal detailing the approach to working with the four communities and other key stakeholder groups and highlighting background and experience.
2. A proposed payment schedule. The payment schedule must be well coordinated with the work plans, ensuring that funds are available for an uninterrupted execution of the pilot projects.
3. A cost proposal (budget). Note: As the cost proposal is linked to the payment schedule, it should include the full budget for all four pilot projects and related coordination costs.

Technical proposals must not exceed 10 pages in length, including CVs. Other material deemed to be relevant to the proposal may be attached as annexes.

Proposals must be submitted via e-mail to Vincent Sweeney (Vincent.sweeney@unep.org) and Sasha Beth Gottlieb (sgottlieb@cehi.org.lc) **by 11 July 2010**. The subject of the e-mail should be RFP – SVG IWRM Pilot Projects and then the name of the company or consulting group submitting the proposal, or, if submitted by an individual, your last name (e.g. *RFP – SVG IWRM Pilot Projects – Smith* or *RFP – SVG IWRM Pilot Projects – Smith and Jones Associates*)