



**The Regional Office for Mexico, Central America and the Caribbean of the  
International Union for the Conservation of Nature**

**(IUCN-ORMACC)**

**REQUIRES**

**PROFESSIONAL CONSULTANCY SERVICES  
FOR**

“Team Leader for the facilitation of a biodiversity baseline assessment for 2 Key Biodiversity Areas in St Kitts and Nevis: Ponds of Southeast Peninsula and Cayon to Key”

<b>Type of Contract:</b>	Professional Consultancy Services
<b>Period:</b>	6 months
<b>Availability:</b>	Immediate
<b>Person Responsible for Supervision:</b>	Jose Courrau, Thematic Expert

## **1. BACKGROUND AND JUSTIFICATION**

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### **About the IUCN**

The International Union for the Conservation of Nature (IUCN) helps the world find pragmatic solutions to our most pressing environment and development challenges.

IUCN work focuses on valuing and conserving nature, ensuring effective and equitable governance of its use, and deploying nature-based solutions to global challenges in climate, food and development. IUCN supports scientific research, manages field projects all over the world, and brings governments, NGOs, the United Nations and companies together to develop policy, laws and best practice.

IUCN is the oldest and largest environmental organisation in the world, with more than 1,300 government and NGO members and around 15,000 volunteer experts in some 160 countries. Its work is supported by a team of over 950 people in 50 offices and hundreds of partners in public, NGO and private sectors around the world.

## About the Project

The economy in St. Kitts and Nevis (SKN) has undergone a radical transformation during the last sixteen years, which has changed the islands' land use patterns and pressures on its ecosystems. Sugarcane long dominated the landscape, particularly on the island of St. Kitts, but as a result of unfavourable trading terms the industry was closed in July 2005. In an effort to diversify the economy, land use zoning has been modified to allow for non-agricultural uses of former sugarcane lands, such as construction of homes, tourism facilities, schools, commercial & industrial sites, etc. More broadly, SKN has transitioned rapidly towards a more service-oriented economy. This rapid growth comes with sustainable development challenges, as it relates to land use planning and sustainable use of natural resources.

The Global Environment Facility-funded Project, **Improving Environmental Management through Sustainable Land Management in St. Kitts and Nevis** aims to support SKN to address the drivers of development which have adverse impacts on land and other natural resources as a result of competing demands and reorient all sectors of the economy towards sustainable resource use policies and practices, which together can provide economic opportunities for the country's population while also sustaining ecosystem services and globally significant biodiversity. The Project Objective is to transform degraded forest landscapes areas into biodiversity and climate-friendly areas of sustainable agricultural/agroforestry production.

To achieve these primary goals, the project has three main Components:

- Component 1: Integrated and strengthened environmental planning and management on the islands of SKN to support island sustainability;
- Component 2: Mainstreaming Biodiversity (BD) conservation, Sustainable Land Management (SLM) and Common Carbon Metric (CCM) into key development and resource management sectors; and
- Component 3: Increased awareness and understanding of issues related to SLM, BD Conservation and Climate Smart Agriculture (CSA).

The Global Environment Facility (GEF) with the approval of the Government of SKN (GOSKN) has selected the United Nations Environment Programme (UNEP) as the Implementing Agency of the project; as well, the GOSKN has selected the **International Union for Conservation of Nature Regional Office for Mexico, Central America and the Caribbean (IUCN-ORMACC)** as the Executing Agency.

This TOR is issued under Component 1 of the project which seeks to address critical planning and management needs in order for SKN to better embrace its sustainable development challenges. In this regard, the project will strengthen the institutional and regulatory framework for land use planning to facilitate enhanced inter-agency coordination,

as well as build the necessary technical capacity required for successful implementation at the levels of national institutions and stakeholders alike, with due consideration for competing land uses and the need to reduce stress on ecosystems and indicator species in Key Biodiversity Areas (KBAs).

## 2. OBJECTIVES OF THE CONSULTANCY

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### 2.1. General:

To organize, coordinate and lead a team of experts for the implementation of a biodiversity baseline assessment for 2 Key Biodiversity Areas (KBAs) located in St. Kitts and Nevis (Ponds of Southeast Peninsula and Cayon to Key).

### 2.2. Specific:

- Develop an engagement plan and undertake activities for the involvement of key stakeholders. The consultant will identify, assess and facilitate the engagement of stakeholders in collaboration with the national authorities and IUCN ORMACC.
- Identify and assess focal conservation targets, their threats and target viability<sup>i</sup>.
- Analyse the conservation situation of the focal conservation targets, identify opportunities and enabling conditions for the conservation target to exist and survive the threats acting upon it.

The assessment will be used to confirm the selection of indicator species for the project, i.e. Leatherback turtle (*Dermochelys coriacea*), Brown Pelican (*Pelicanus occidentalis*) and Least Tern (*Sternula antillarum*), and/or to identify other priority species for monitoring. Target species will be selected as per the IUCN-recommended Conservation Action Planning (CAP) methodology, for the selection of Conservation Objects, which also is the basis for management planning of the protected area. The application of this methodology is also recommended to assess the effectiveness and conservation impact of protected area planning (and may be modified to assess reduced pressure based on a simple abundance index measured annually), determining strategies and guiding actions. The selection of conservation objects is a positive step to achieve this standard in the conservation areas included in this proposal. Recommendations for ensuring the conservation of these species will be made, with a focus on ensuring viable populations are maintained.

## 3. EXPECTED DELIVERABLES

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No.	Deliverable	Description
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1	Engagement plan <sup>1</sup>	<p>The engagement plan must include but is not limited to:</p> <ul style="list-style-type: none"> <li>• A stakeholder list that identifies key informants, institutions and stakeholders that will contribute to the consultancy (names, place of work, email, mobile phone number, how the person can contribute to the assessment).</li> <li>• A description of how the consultant will undertake the engagement with relevant stakeholders.</li> <li>• A roster of experts<sup>2</sup> from different institutions in St Kitts and Nevis that will actively engage in the development of the assessment. Experts must be pre-selected and endorsed by the authorities.</li> <li>• An initial annotated bibliography that will be used throughout the consultancy.</li> </ul>
2	Assessment report 1	<p>This report, based on the literature review as well as expert and stakeholder consultation in a workshop, incorporates the identification of focal conservation targets, their threats and viability assessments. The team will take into consideration the species already identified: Leatherback turtle (<i>Dermochelys coriacea</i>), Brown Pelican (<i>Pelicanus occidentalis</i>) and Least Tern (<i>Sternula antillarum</i>).</p>
3	Assessment report 2	<p>This report, based on the literature review as well as expert and stakeholder consultation, incorporates the analyses of the conservation situation of the targets; identification of opportunities an enabling conditions; identification and assessment of stakeholders. The report also contains a situation model.</p>
4	Final assessment report	<p>This report incorporates all the sections described in the previous products and a section on conservation goals and strategies to be implemented according to a suggested timeline for the focal conservation targets. The strategies will be aimed to reduce/abate threats, improve the conservation of the focal targets. The report must be socialized and endorsed by the Ministry of Environment and Cooperatives.</p>

#### 4. INTELLECTUAL PROPERTY

<sup>1</sup> The engagement plan will be structured based on the training provided by IUCN.

<sup>2</sup> The expert members of the team must be familiar with the two KBAs: Ponds of Southeast Peninsula and Cayon to Key.

All Intellectual Property rights conceived or made by the Consultant / Consulting Firm in the course of providing the Services will belong to IUCN.

## 5. SCHEDULING AND TIMETABLE FOR DELIVERING PRODUCTS

### 5.1. Activities and programming

Specific objectives	Activities	Months					
		1	2	3	4	5	6
Develop an engagement plan and undertake engagement. The consultant will identify, assess and engage stakeholders in collaboration with the national authorities and IUCN ORMACC.	Define strategies, actions, and recommendations for stakeholder engagement.						
	Identify key informants, institutions, stakeholders that will contribute to the consultancy.						
	Appoint the consultancy experts team with the support of the Ministry of Environment and Cooperatives to build a roster of experts.						
	Assign responsibilities to the team members.						
	Prepare an initial annotated bibliography that will be used throughout the consultancy.						
	<b>Delivery of product 1.</b>						
Identify and assess focal conservation targets, their threats and viability.	Complete a literature review of biodiversity in the two KBAs (Ponds of Southeast Peninsula and Cayon to Key).						
	Facilitate the organization of a consultation workshop with key informants and stakeholders to identify and assess focal conservation targets, their threats and viability.						
	Write a report with the main findings of the literature review and workshop results (narrative, models and tables).						

	<b>Delivery of product 2.</b>						
Analyse the conservation situation of the focal conservation targets, identify opportunities and enabling conditions.	Facilitate the organization of a consultation workshop with key informants and stakeholders to analyse the conservation situation of the focal conservation targets, identify opportunities and enabling conditions.						
	Write a report with the workshop results (narrative, models and tables). The report also contains a situation model.						
	<b>Delivery of product 3</b>						
	With the participation of the team, write the final consultancy report.						
	Organise and facilitate a validation process with the Ministry of Environment and Cooperatives for endorsement of the final report.						
	<b>Delivery of product 4.</b>						

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## 5.2. Timetable for delivery of products:

Products	Expected date of delivery	Percentage of pay
<b>1. Engagement plan</b>	Four (4) weeks after the signature of the contract by both parties.	20%
<b>2. Assessment report 1</b>	Eleven (11) weeks after the signature of the contract by both parties.	25%
<b>3. Assessment report 2</b>	Eighteen (18) weeks after the signature of the contract by both parties.	25%
<b>4. Final consultancy report</b>	Twenty four (24) weeks after the signature of the contract by both parties.	30%

- All products will be paid once delivered to IUCN's complete satisfaction.

- Disbursements will depend on the availability of funds from the donor.
- The consultant / consulting firm must consider in the technical proposal the modification of some deliverables during the execution of the contract, if it is necessary, to adapt some results, without affecting the amount of the original contract.

## 6. TECHNICAL PROFILE

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For the development of this consultancy, the following profile is required:

- *Master's Degree in natural resource management, forestry, conservation biology, biodiversity conservation, ecology or any other related field.*
- *At least 10 years of experience in conservation biology, biodiversity conservation, and KBAs conservation in St. Kitts and Nevis and/or Eastern Caribbean countries.*
- *Ability and excellence in English oral expression and writing skills.*

## 7. CONTENT OF THE TECHNICAL AND FINANCIAL PROPOSAL

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The consultant must submit the following documents, in the order listed:

### **ADMINISTRATIVE REQUIREMENTS**

- a. Copy of identification document or passport (in case of being a foreigner)
- b. Copy of blank legal invoice for fees collection.
- c. Copy of resume.
- d. Letter of interest signed, indicating that the Consultant has read, understood and accept the content of these Terms of Reference. (Appendix 1)

### **FINANCIAL PROPOSAL**

- a. Signed by the proponent, indicating the value of professional services (in *insert currency*) in numbers and letters.

### **TECHNICAL PROPOSAL:**

*Note that the technical proposal is not an identical copy of the ToR. The document should reflect the methodology and work proposal that the Consultant intends to develop to achieve the objectives of the consultancy in question*

- a. **Methodology:** The proponent will describe the methodology to be implemented in the consultancy in a clear, consistent and precise way, indicating the actors with whom it will coordinate and the procedures, instruments and parameters to be used to carry out all the activities necessary to obtain the deliverables.
- b. **Schedule of activities:** The proponent must set out in the schedule of activities the logical dimension of time according to the scope of the required deliverables.

## 8. PERIOD AND COORDINATION

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The period of the consultancy will be six (6) months.

**Form of work (with Unit/Project):** to achieve the products from this consultancy, the consultant is required to work closely with Dr Jose Courrau, IUCN Thematic Expert, and relevant focal points of the Ministry of Sustainable Development and Ministry of Environment and Cooperatives. All work completed must be submitted to Dr Jose Courrau for review, approval and subsequent payment.

## 9. Other Expenses

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The consultant must:

- a) duly pay the taxes and/or contributions in the country of execution of the contract;
- b) have up-to-date medical and life insurance; and
- c) will cover bank fees for transfers.

No international travel is expected for this consultancy. Mobilisation expenses associated with this consultancy will be covered separately by IUCN-ORMACC, according to the rates established for non-IUCN staff and IUCN procedures for reimbursement.

## 10. EVALUATION CRITERIA

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Proposals will be evaluated according to the following criteria:

- Technical Proposal that includes activities, methodology and timetable: 50%
- Experience, technical profile and references regarding previous consultancies in similar areas: 30%
- Price Proposal, which includes all expenses involved in carrying out this work: 20%

## 11. SUBMISSION OF THE PROPOSAL

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The proposal must be sent to: [sofia.madrigal@iucn.org](mailto:sofia.madrigal@iucn.org), under the reference ***“Team Leader for the facilitation of a biodiversity baseline assessment for 2 Key Biodiversity Areas in St Kitts and Nevis: Ponds of Southeast Peninsula and Canyon to Key”*** by ***May 28<sup>th</sup>, 2021*** at the latest.



## ANNEX 1: LETTER OF INTEREST

Fill in the information in blue

[Place and date]

TO: [IUCN]

The undersigned, [name of the professional], after having examined the Terms of Reference for the Contracting of the Professional Consulting Services for (name of the consultancy) and offers to perform these services in accordance with the call for date \_\_\_\_\_.

The attached Financial Proposal is for the total sum of [amount in letters and figures], which includes all taxes required by law.

The period of time in which the signatory of this document agrees to provide the services is from the date of signing the contract, until the date of termination thereof, without price variation, unless modifications are made resulting from contract negotiations.

The undersigned declares that all the information and statements made in the submitted proposals are true and that any misinterpretation contained in them may lead to disqualification.

Cordially,

Signature\_\_\_\_\_

Full name of the proposer or legal representative \_\_\_\_\_

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