

CARIBBEAN DEVELOPMENT BANK



**TECHNICAL ASSISTANCE – EASTERN CARIBBEAN SUSTAINABLE TERRESTRIAL
AND MARINE ECOSYSTEMS PROJECT – REGIONAL**

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CARIBBEAN DEVELOPMENT BANK

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**TECHNICAL ASSISTANCE – EASTERN CARIBBEAN SUSTAINABLE TERRESTRIAL
AND MARINE ECOSYSTEMS PROJECT – REGIONAL**

1. REQUEST

1.01 By correspondence dated February 8, 2023, The Organisation of Eastern Caribbean States (OECS) Commission applied to the Caribbean Development Bank (CDB) for a technical assistance (TA) grant to finance consulting services and procure goods and services aimed at improving ecosystems services, quality of life, and livelihood resilience to climate change (CC) and natural hazards in vulnerable communities within several OECS Member States.

1.02 The Project's estimated cost is two million (mn), seven hundred and thirty thousand, two hundred and thirty-two United States dollars (USD) (USD2,730,232). From this total, one million, six hundred and seventy thousand, two hundred and thirty-two United States dollars (USD1,670,232) is provided from CDB's Special Funds Resources (SFR), allocated under the Caribbean Action for Resilience Enhancement (CARE) Programme. An amount of two hundred sixty-nine thousand, three hundred and seventy-four United States dollars (USD269,374) represents the counterpart in-kind contribution from the OECS Commission. Additionally, a co-financing contribution of five hundred seventy-seven thousand, seven hundred and ninety-one United States dollars (USD 577,791) is from the Government of Saint Vincent and the Grenadines (GOSVG). In-kind co-financing contributions also include one hundred and forty-eight thousand five hundred and seventy-five United States dollars (USD148,575) from local communities and sixty-four thousand, two hundred and sixty United States dollars (USD64,260) from the Caribbean Regional Architecture for Biodiversity (CRAB) project¹, funded by Agence Française de Développement (AFD) and the French Facility for the Global Environment (FEEM).

2. BACKGROUND

2.01 Terrestrial, coastal and marine ecosystems play a vital role in safeguarding the goods and services that the people of the OECS member states depend on. These goods support livelihoods and critical national economic sectors such as agriculture, fisheries and tourism. Meanwhile, ecosystem services provide essential benefits, include provisioning services (e.g. food, water), regulating services (e.g. water filtration, contaminant control, climate regulation) as well as cultural and recreational benefits. The Caribbean coastal zone contains unique marine species of global significance and many productive and biologically complex ecosystems, including beaches, coral reefs, seagrass beds, mangroves, coastal lagoons, and mud bottom communities. The reef, seagrass, and mangrove systems found in the Region are recognised as among the most productive in the world, providing significant benefits to coastal communities. In addition to exhibiting differing degrees of endemism, the islands provide habitat and nesting sites for non-endemic migratory marine animals, turtles, and avian species².

¹ The financing of CRAB from AFD and FEEM is channelled and managed by the Caribbean Biodiversity Fund (CBF).

² United Nations (UN) Environment Programme Regional Coordinating Unit, 2001.

2.02 In partnership with the OECS, the UN Trade and Development, and Convention on International Trade in Endangered Species, the European Union (EU)-funded Blue BioTrade project undertook a thorough assessment of the queen conch value chain in St. Lucia and St. Vincent and the Grenadines. “The queen conch, *Strombus gigas*, is one of the most important economic fisheries in the Eastern Caribbean, second only to spiny lobster in export value. Both are among the species that are threatened (by the declining health of these ecosystems) and have faced serious declines in the past 20 years”³. For example, based on 2022 dive records “...when conch abundance in 2022 was compared to 2013, survey records results indicated severe stock depletion and a need for immediate introduction of management measures. Over 80% of all conchs counted during surveys were juveniles, demonstrating a small adult (i.e., reproductive) population”⁴.

2.03 Conch fisheries are largely artisanal in the Eastern Caribbean and harvesting usually involves groups of two to four people in canoes or pirogues. Three geographically clustered countries, Grenada, Saint Lucia (SLU) and Saint Vincent and the Grenadines (SVG) account for 15 per cent (%) of total production of the Caribbean Regional Fisheries Mechanism (CRFM)⁵ member states in 2017⁶. For Saint Lucia the value of conch landed over the past decade averaged EC\$2.4mn (USD0.888mn) per year representing both subsistence use and commercial sales⁷. About 40 fishers are involved with crews of two to four persons who share the revenue from the sale of harvest, with other members of coastal communities participating along the value chain. The value chain is similar in SVG where conch harvesting is spread across its islands, with approximately 130 active fishers participating. Conch fishery is currently one of the most important fisheries in SVG accounting for 62.7% of total fisheries exports in 2020 bringing in over EC\$8,988,932 (USD3,325,904)⁸. Among the three countries, Grenada has the smallest active conch fishery in terms of value with an estimated 90 to 105 fishers participating (Grenada Fisheries Division).

2.04 Overall, the assessment of the Blue BioTrade project revealed that queen conch stocks are severely overfished, leading to declining populations and insufficient management. The reliance of local communities on this resource highlights the urgent need for improved regulations, better monitoring and enforcement, and the promotion of sustainable fishing practices. To address these challenges, the project recommends implementing stricter management measures, enhancing stakeholder training, and increasing community engagement to ensure long-term sustainability. Additionally, the project aligns with a broader collaborative effort under the Regional Queen Conch Fisheries Management and Conservation Plan⁹, which promotes sustainable management of queen conch fisheries in the Caribbean. Supported by the Western Central Atlantic Fishery Commission and other international organizations, with the Food and Agriculture Organization of the United Nations (FAO) playing a leading role, the plan emphasizes regional cooperation, stock assessments, and co-management strategies. The FAO will also oversee the project component focused on establishing and operating an aquaculture facility to produce queen conch.

2.05 Due to the small size of the OECS countries and their dependence on natural ecosystems for livelihoods, much of the population of these countries continually interacts with natural ecosystems as a part of everyday life. As a result, large percentages of landscapes are under some form of human altered

³ The Blue BioTrade Regional Plan of Action for the Eastern Caribbean, UN Conference on Trade and Development (UNCTAD), 2022.

⁴ Project proposal to the Blue Action Fund from the SVG Environmental Foundation.

⁵ The CRFM is an inter-governmental organisation with its mission being “to promote and facilitate the responsible utilization of the region’s fisheries and other aquatic resources for the economic and social benefits of the current and future population of the region”. [About CRFM](#).

⁶ Stakeholder Maps of Conch Value Chain: Grenada, SLU and SVG, UNCTAD, 2022.

⁷ UNCTAD (n 4).

⁸ Ibid.

⁹ [Regional Queen Conch Fisheries Management and Conservation Plan \(fao.org\)](#)

land use pattern while marine ecosystems are also being degraded by human activities. CC and natural hazard events also continue to be a major threat to the degradation and devastation of these ecosystems in the Caribbean.

2.06 Better management and protection of terrestrial, coastal, and marine ecosystems is important for building resilience in the Region. Mangroves, for example, play an important role in coastal protection from climate events, acting as a buffer against wave action. Sustainable land management (SLM) practices, such as agroforestry, provide a potential restoration solution to land degradation in the Eastern Caribbean and in the process offer multiple benefits such as sustainable food production, improved food security, maintaining soil health, reduced biodiversity loss, increasing the climate resilience of vulnerable communities, climate regulation and reduced poverty. This TA project will support effective management and sustainable use of the natural capital in selected OECS States.

OECS Commission Institutional Capacity

2.07 The OECS Commission is well-equipped to manage the project grant, leveraging its extensive experience in administering funds from OECS Member States, self-financed sources, and from major development partners such as the World Bank, European Union, Caribbean Catastrophe Risk Insurance Facility Segregated Portfolio Company (CCRIF SPC), and CDB. The Commission's strong institutional structure, comprising five specialized divisions, demonstrates its capability to deliver complex, multi-sectoral projects (See a summary of the OECS at [Appendix 1](#)). Notably, the Environmental Sustainability Division (ESD) leads efforts in key thematic areas like climate change, disaster risk management, biodiversity and ecosystem management, ocean governance and fisheries, land and water resources management, and chemicals, waste, and pollution management. The ESD's expertise and proven track record in managing similar initiatives underscore the Commission's capacity to implement this project successfully.

3. ISSUES AND CONSTRAINTS

3.01 Human activities and the impacts of CC and natural hazard events have severely degraded natural ecosystems in the OECS member states. It is common to observe poor land use, overexploitation of natural resources, and unsustainable conservation practices in the Caribbean. Natural hazard events (e.g., tropical storms and hurricanes, extreme rainfalls, drought, earthquakes, volcanic activity and tsunamis) result frequently in substantial negative impacts on natural ecosystems. In addition, adverse human activities often have a cumulative effect that accelerates the rate of degradation of these vital ecosystems. These result *inter-alia* in deforestation, soil erosion, landslips, loss of soil fertility, decrease of crop yields and fishery depletion, all of which contribute to food insecurity, low incomes and poverty.

3.02 Understanding and addressing the factors creating pressure on natural ecosystems is crucial, given the Region's heavy dependence on sectors that are highly vulnerable to CC, such as tourism, agriculture (including forestry and fishing), water, health, and energy. These sectors, in turn, rely on the continued health and resilience of the ecosystems they depend on. Healthy and thriving ecosystems are important to the overall development of the OECS countries, not only for the ecosystem services that they provide, but also for the economic opportunities that they offer. However, the health of many natural ecosystems, particularly within the OECS exclusive economic zones, has declined over the years, due mainly to habitat conversion, overexploitation, and pollution from suspended solids and chemicals, and from the effects of CC. Climate change also exacerbates the impacts of unsustainable human activities and increase vulnerability of natural and human systems to disasters. Climate risks to livelihoods are expected to increase particularly among low-income and marginalised communities where adaptive capacity is lower. "Moreover, OECS governments and people are faced with the challenge of repeatedly trying to manage

their ecosystems while recovering from frequent extreme weather events”¹⁰.

4. **PROPOSAL**

4.01 It is proposed that CDB approve a grant to the OECS in an amount not exceeding the equivalent of one million, six hundred and seventy thousand, two hundred and thirty-two United States dollars (USD1,670,232) from the Special Funds Resources (SFR) of the Bank allocated from the CARE Programme resources to assist the OECS in financing consulting services and the procurement of goods and services aimed at improving ecosystems services, quality of life, and livelihood resilience to CC and natural hazards in vulnerable communities within several OECS Member States (see examples of participating communities at [Appendix 2](#)). The grant will provide resources to:

- (a) Enhance SLM and climate resilience of terrestrial ecosystems. Support will be provided for agroforestry interventions aimed at SLM and ecosystems resilience, as well as improved community awareness of ecosystems services and benefits for climate resilience. Interventions will focus on:
 - (i) Tree cover rehabilitation and riverbanks stabilisation;
 - (ii) Biodiversity enhancement; and
 - (iii) Increasing knowledge and public awareness regarding sustainability of ecosystems.
- (b) Strengthen resilience and capacity of communities for deriving economic benefits from natural ecosystems. Support will be provided for the creation or expansion of livelihood opportunities and enhancement of business skills for micro, small and medium enterprises (MSMEs) for increasing community revenues and provide training on business knowledge¹¹, through:
 - (i) Conduct of gender analysis with an emphasis on gender division of labour, access to and control of resources and technologies, women’s and men’s needs and preferences, and opportunities for tackling constraints to women’s participation. Based on the gender analysis, develop a plan of action that identifies opportunities and entry points for mainstreaming gender into the project;
 - (ii) Expansion of forest-based beekeeping and honey production;
 - (iii) Development of community, ecosystem-based tourism attractions, and training in setting up, publicising and managing the attractions; and
 - (iv) Provision of training and appropriate guidance on business skills for MSEs and tour guiding including business continuity and marketing.
- (c) Restore healthy queen conch population to facilitate a healthy coastal environment. Support will be provided for:

¹⁰ OECS Biodiversity and Ecosystems Strategy 2020 – 2035.

¹¹ Opportunities of collaboration will be explored with the Basic Needs Trust Fund (BNTF) through its community-based development framework; and the Caribbean Technological Consultancy Services (CTCS) for the identification of consultants and use of training materials. For instance, training materials already developed by CTCS can be adjusted for the delivery of required training. Both CTCS and BNTF will be fully involved in the review of project consultancy work.

- (i) Establishing a conch hatchery and nursery facility in SVG¹². This will be done in collaboration with GOSVG and the FAO.
 - (ii) Reseeding of identified zones in the coastal waters of SLU, SVG and Grenada with juvenile conch¹³; and
 - (iii) Training of conch fishers¹⁴ on sustainable conch production and fishing and community awareness raising.
- (d) Project Management:
- (i) Hiring of a Project Coordinator (PC) for the day-to-day implementation of the project activities and the delivery of the outputs including, to manage project staff, consultants, and sub-contractors.
 - (j) Hiring a Procurement Consultant to support the PC and OECS in conducting the project procurement activities

5. OUTCOME

5.01 The expected outcomes of the Project are:

- (a) Improved SLM and climate resilience of terrestrial ecosystems.
- (b) Strengthened resilience and capacity of communities for deriving economic benefits from natural ecosystems.
- (c) Replenishment of queen conch populations in coastal waters of Grenada, SLU and SVG successfully conducted.

5.02 The Results Monitoring Framework is presented at [Appendix 3](#) and the Work Implementation Schedule at [Appendix 4](#).

6. JUSTIFICATION AND BENEFITS

6.01 Healthy ecosystems perform many functions, including air purification, carbon sequestration for climate regulation, flood control, nutrients cycling, water storage and filtration to provide access to clean drinking water reducing the need for costly infrastructure, and crop pollination. Healthy ecosystems are of upmost importance for the Caribbean whose key economic sectors depend largely on terrestrial, coastal, and marine ecosystems.

6.02 The project is designed to meaningfully engage community members and facilitate partnerships among community-based organisations, micro finance institutions, disaster management agencies, and private and public sector organisations. Its goals include developing relevant skills through enhanced training (e.g., training in appropriate technologies for business start-ups, business skills for MSMEs, and tour guiding), enhancing biodiversity by establishing and rehabilitating agroforestry and coastal ecosystems, promoting the development of eco-friendly tourism attractions, and supporting and maintaining healthy ecosystems. The project is also designed to improve public awareness on disaster risks and impacts, and measures for reducing them. It will therefore create new socio-economic opportunities for communities that are often challenged by the lack of jobs and resources to enhance their livelihoods. A

¹² Potential sites have been identified on Union Island and will be provided by the GOSVG as part of their contribution to the project.

¹³ Juvenile conch would be transported from Union Island to the waters off the coast of SLU and Grenada.

¹⁴ Majority would come from SVG and some from SLU and Grenada.

social and gender analysis will be carried out at the beginning of the project to not only provide a better understanding of the socio-economic context and gender relations and how to ensure social inclusion and gender equality in project participation, but also to set measurable targets for the participation and benefits to the most vulnerable, inclusive of women and youth.

6.03 Well-managed agroforestry systems can improve agricultural productivity, support healthy soil and healthy ecosystems, facilitate recharge of aquifers, increase carbon sequestration and mitigate environmental degradation and negative impacts of disasters. Across the OECS, there are examples of agroforestry measures that have been successfully implemented such as, river-bank vegetative corridors, mixed gardens on hillsides, inter-cropping of bananas with citrus and coconuts and silvopastoral system¹⁵. However, there is significant scope for expanding agroforestry practices in the Region. The project will support initiatives to establish and manage agroforestry systems in several communities and will encourage diversification of the rural economy. It is timely and most relevant in meeting obligations to land degradation neutrality, benefitting farmer organisations and their members through capacity development on sustainable food production systems and alternative livelihood options.

6.04 SLM and livelihoods activities envisioned by the project are expected to result in multiple environmental, social and economic benefits, including:

- (a) Reforestation and prevention of habitat destruction;
- (b) Reduction of the vulnerability of coastal communities to CC;
- (c) Agricultural and forestry product related enterprises increased with corresponding increase in income;
- (d) Cadre of trained persons in appropriate technologies to facilitate the start-up of businesses that could create employment opportunities;
- (e) Improved access of women and youth to the technologies to be promoted by the project;
- (f) Improved public awareness and sensitisation on community risk reduction measures;
- (g) Business skills for MSEs and tour guiding enhanced to promote higher revenues and more resilient businesses; and
- (h) Development of community, ecosystem-based tourism attractions to increase income for community members.

6.05 The queen conch is as important to the Eastern Caribbean's marine ecosystem as it is to the way of life in the Eastern Caribbean for many decades being a significant source of revenue to the fisheries subsector in the OECS. It is among the most commercially important fisheries and many coastal communities depend on it for food and livelihoods. One approach to address the issue of stock depletion is to establish a conch hatchery and nursery facility to preserve the genetic material of key threatened species such as queen conch, and artificially propagate these species for repopulation. This would fit into the broader context of initiatives to sustainably manage the rich coral reef ecosystems in the area.

6.06 A review of the conch industry value chain illustrates its importance and the broad benefits that would be achieved by ensuring its long-term viability. Establishing a hatchery and nursery facility that support the breeding grounds in SLU, SVG and Grenada would benefit a wide range of stakeholders, including fishers, fish vendors, wholesalers, exporters, and a small number of handicraft merchants. Conch is not only a seafood delicacy, but it is also used for therapeutic purposes and its shell is used to make handicrafts.

¹⁵Some of these techniques have been implemented through a number of projects such as: (a) BioSPACE Project; (b) Integrated Landscape Management; (c) Integrated Water, Land and Ecosystems Management in Caribbean Small Island Developing States; (d) Biodiversity and Ecosystems Management Framework; and (e) Projects and Strategies on the Preservation of ecosystems and Biodiversity in the Eastern Caribbean.

6.07 The hatchery and nursery will also serve as a demonstration site for the wider community to learn about queen conch biology, fisheries, aquaculture, and restoration. This outreach, by increasing the knowledge of the challenges facing conch fisheries should encourage greater concern and actions to protect the resource.

6.08 Sustainable conch fisheries also have environmental benefits. As a key herbivore species in Caribbean marine ecosystems, conch plays an important role in maintaining healthy coastal environments. For example, conch eggs and larvae, produced in the hundreds of thousands, are an important food source for a number of vulnerable and endangered marine creatures. Conchs also feed on the algae found on seagrass, preventing the sea grass from being smothered¹⁶.

6.09 Based on CDB's Performance Rating System, the project has been assessed as highly satisfactory with an overall score of 3.5. A summary of the project performance score is shown in Table 1 and [Appendix 5](#) shows the details of the Performance Rating System.

TABLE 1: PROJECT PERFORMANCE SCORE SUMMARY

Criteria	Relevance	Effectiveness	Efficiency	Sustainability	Overall Score Highly Satisfactory
Score	4	4	3	3	3.5

7. GENDER MARKER AND PERFORMANCE ASSESSMENT

7.01 The Project is assessed as gender mainstreamed based on CDB's Gender Marker, having scored a total of 3 points. The gender marker is summarised in Table 2 below. Please see [Appendix 6](#) for further details on the gender marker.

TABLE 2: GENDER MARKER SUMMARY

GM	Analysis	Design	Implementation	Monitoring and Evaluation	Score	Code
	1.0	0.5	1.0	0.5	3.0	GM

8. EXECUTION

8.01 The implementing entity is the OECS, through the OECS Commission, taking advantage of its vast experience since 1982 in managing environmental management projects and in particular, ecosystems programmes. As such, The OECS Commission would be the principal institution responsible for all aspects of project execution including technical and fiduciary. Support and oversight at the national level will be provided by National Focal Points (NFPs) (see below). The conch-related activities will be implemented by FAO acting as service provider (see the Letter of Agreement at [Appendix 7](#)¹⁷ while co-financing of those activities will be provided by the GOSVG as detailed in the Letter of Commitment shown at [Appendix 8](#)

¹⁶ Ibid

¹⁷ FAO is actively involved in supporting fisheries in the Eastern Caribbean including being the Secretariat for the Western Central Atlantic Fishery Commission (WECAFC). A conch fishery expert based at headquarters will also provide technical support to the project.

8.02 The Commission's ESD will have direct responsibility for implementing this project. A Project Implementing Unit (PIU) will be established within the ESD. The PIU will be responsible for the day-to-day administration of the Project, including its coordination, technical, procurement, financial management, reporting and safeguards in accordance with the grant agreement with CDB. Under an agreement with the Commission, FAO will manage the conch component of the Project.¹⁸ The grant would only be sufficient to support the start-up and first year of operation of the aquaculture facility. Beginning in Year 2, the operations of the facility will be co-financed with a grant provided by the GOSVG.

8.03 The PIU would comprise the staff listed below with the Project Coordinator (PC) and a Procurement Consultant to be hired through a competitive process and financed with project funds provided from CARE resources while the other staff will be provided by the OECS Commission as their counterpart contribution. In addition, members of the Commission's staff will have responsibilities to support the project, including technical specialists within ESD and staff assigned to the Portfolio Management Office (PMO) and the Programme Management Unit (PMU) (see below). The engagement of the PC would be a condition precedent to the first disbursement.

- (a) Project Coordinator - A qualified/certified professional with experience working on environment or natural resources management projects to be hired through a competitive process, liaising with the PMO. The TOR for the PC is shown [Appendix 9](#).
- (b) Procurement Consultant- An experienced professional in procurement or a related field with a strong grasp of regulations, best practices, and managing processes for development projects. The TOR of the Procurement Consultant is shown at [Appendix 10](#).
- (c) Project Assistant (Part-time) - Tertiary education with a background in project coordination and administration.
- (d) Procurement Officer (Part-time)– A qualified procurement specialist with experience working on donor projects (preferably with familiarity of CDB procurement rules); aligned to the Procurement Unit.
- (e) Administrative Assistant - A qualified administrative assistant with experience working on donor projects.
- (f) Accounting Assistant - A qualified Accounting Assistant, Association of Chartered Certified Accountants qualified, preferably with work experience on CDB and EU projects, aligned to the Finance and Accounting Unit.

8.04 The Programme Director of the Climate and Disaster Resilience Unit (within ESD) will have direct supervision of the PIU, working in close collaboration with the ESD Head, the PMO, and other ESD thematic programme coordinators. The main role of the Climate and Disaster Resilience Unit would be to execute technical coordination activities, ensuring alignment with the various OECS Commission's technical units. Internal oversight and monitoring of project activities would be provided by the Commission's PMU. Technical support for project activities would be drawn from relevant technical staff within the Commission as well as from external consultants. Consultants to be hired to work periodically on the project include the following specialists: SLM/Livelihoods, Social and Gender, Community Liaison, Communication, and Scientific Advisor. The TORs of these consultants are shown in [Appendix 11A-11K](#).

8.05 Part-time technical support for the conch activities will also be available from a EUR4 mn project being financed by Agence Francaise de Developpement and the French Facility for the Global

¹⁸ FAO has agreed to this proposal which will be formalised in due course. The agreement will be added as appendix to the TA paper.

Environment¹⁹. The Regional Biodiversity Support Contribution, which began in 2021 and will run for five years, will contribute to the Caribbean Biodiversity Fund²⁰ and support the OECS in the development of industries with Blue Bio Trade Certification, such as conch fisheries. Under this arrangement, on a part-time basis, a consultant will be hired to assist the Commission with its work in managing the marine environment and some of the consultant's time would be available to support the conch activities.

8.06 At the national level, implementation would be overseen by NFPs. These NFPs are the existing liaisons for ESD within the countries and have performed this role over several years and projects. NFPs would liaise with the relevant sector Ministry (if they are not from that Ministry), presumably Agriculture, for the agroforestry activities and the community organisations who would have responsibility for implementing project activities at that level. The role of the Ministry of Agriculture or Forestry would be to provide technical oversight and guidance to the community organisations implementing the project activities. For the aquaculture facility, the focal points would liaise with the SVG Fisheries Department²¹. The Focal Points and the PIU would work collaboratively in the project implementation.

8.07 The NFP will have the following responsibilities:

- (a) coordinating all project activities, including liaising with other relevant agencies, community organisations/NGOs and beneficiaries;
- (b) ensuring that the requirements, criteria, and procedures set forth by ESD are applied in carrying out the Project;
- (c) liaising with the community organisations and the St. Vincent and the Grenadines Environment Fund in the preparation of project reports; and
- (d) providing data for monitoring and evaluating the project to the Commission's PMU.

8.08 The PIU will manage the flow of funds between the Commission and the participating countries, making direct payments to contractors in line with the Commission's established project execution approach. For livelihood interventions proposed by community-based organisations (CBOs) in targeted communities, a work plan and budget will be first agreed upon between the CBO and the PIU. The PIU will conduct the procurement of goods and services for approved livelihood interventions. For the conch-related activities, the FAO would be responsible for procurement of goods and services and for financial management of the grant resources.

8.09 As mentioned above, the Commission's PMU would have overall responsibility for monitoring the project. The unit would liaise with the NFP to collect data on project progress using the indicators in the Results Framework. The PMU would prepare bi-monthly and annual reports on the project which would be presented to the Project Steering Committee (PSC) and to CDB.

8.10 The PSC will provide overall guidance and oversight of the project implementation. The composition and main responsibilities of the PSC are shown in [Appendix 12](#).

¹⁹ [An international partner working for the global environment and sustainable development | FFEM - Fonds Français pour l'Environnement Mondial](#). The French Facility for Global Environment (FFEM) has been working to reconcile the conservation of the environment and sustainable development in developing and emerging countries.

²⁰ The CBF is a regional umbrella environmental fund that implements innovative solutions and consolidates regional conservation impacts in the Caribbean through a range of financial instruments. [Home | Caribbean Biodiversity Fund](#).

²¹ The nursery and hatchery facility will be installed in Union Island, SVG. The SVG Fisheries Department is providing technical and financial support for its installation and operation.

9. RISK ASSESSMENT AND MITIGATION

9.01 The identified risks shown at [Appendix 13](#) have been classified according to their relevance to the implementation and operational phases of the Project. Table 4 summarises these risk and potential mitigation measures to address them. An environmental, social, and climate and disaster risk assessment is presented later in this section.

TABLE 4: SUMMARY OF RISKS AND MITIGATION MEASURES

Risk Category	Risk Type	Description of Risk	Mitigation Measures	Residual Risk
Operational (Project Delivery)	Implementation	Weak coordination among key agencies/entities in their interventions in the Region.	OECS, PSC, CDB, EU will continue to proactively engage key entities/partners to ensure complementarity and heighten their interventions in the Region.	
Operational (Project Delivery)	Force Majeure	Extreme hydro-met or geophysical hazard events disrupt and delay project implementation.	Plan climate-sensitive work outside of hurricane season; if that's not possible, allow for adequate buffer time.	

10. COST AND FINANCING

10.01 The total cost of the project is estimated to be USD2,730,232. The Financing Plan is summarised in Table 3 and the detailed budget is shown at [Appendix 14](#).

**TABLE 3: SUMMARY OF FINANCIAL PLAN
(USD)**

Contributors	USD	%
CDB	1,670,232	61
OECS (In-kind) counterpart contribution	269,374	10
Communities (In-kind) co-financing	148,575	6
CRAB (In-kind) co-financing	64,260	2
GOSVG ²² co-financing	577,791	21
Total	2,730,232	100

11. PROCUREMENT

11.01 Procurement shall be in accordance with the Procurement Policy for Projects Financed by CDB (November 2019) and the Procurement Procedures for Projects Finance by CDB (January 2021), except that, in accordance with the financing agreement for the CARE Programme and thus, in accordance with the CARE Agreement, eligibility shall be extended to countries which are eligible for procurement under the EU-funded Programme, which are not CDB member countries, in accordance with the [EU Eligibility Rules](#). As discussed in Section 8.03, a Procurement Consultant will be engaged to support project implementation. The Procurement Plan is shown at [Appendix 15](#).

²² GOSVG committed EUR539,488. Exchange rate 1 EUR to 1.071 USD, based on the daily rate at which the CARE drawdown was received by CDB.

12. RECOMMENDATION

12.01 It is recommended that CDB's Board of Directors approve a grant to the OECS Commission of an amount not exceeding the equivalent of one million, six hundred and seventy thousand, two hundred and thirty-two United States dollars (USD1,670,232), from CDB's SFR allocated from the CARE Programme resources to assist the OECS in financing consulting services and the procurement of goods and services for implementing the "Eastern Caribbean Sustainable Terrestrial and Marine Ecosystem Project" (the Project) on CDB's standard terms and conditions, and on the following terms and conditions:

No	Subject	Terms and Conditions
1.	Parties	<u>Bank</u>: Caribbean Development Bank (CDB) <u>Beneficiary</u>: The Organisation of Eastern Caribbean States (OECS)
2.	Amount of Grant	The Bank agrees to make available to the Beneficiary by way of grant an amount not exceeding the equivalent of one million six hundred and seventy thousand, two hundred and thirty-two United States dollars (USD1,670,232) from the Special Funds Resources (SFR) of the Bank allocated from the Caribbean Action for Resilience Enhancement (CARE) Programme (the Grant).
3.	Purpose	The purpose for which the Grant is being made is to assist the Beneficiary in financing consulting services and the procurement of goods and services aiming to improve ecosystems services and quality of life and enhance livelihood resilience to climate change effects and natural hazards in vulnerable communities within the OECS Member States, more particularly described in paragraph 4.01 of the Paper (the Project).
4.	Disbursement of Grant	Except as the Bank may otherwise agree, disbursement of the Grant shall be made by the Bank to the Beneficiary as follows: (a) an amount not exceeding the equivalent of two hundred and fifty thousand five hundred and thirty-five United States dollars (USD250,535) shall be paid to the Beneficiary as an advance (the Advance) on account of expenditures in respect of the Project following receipt by the Bank of: (i) a request in writing from the Beneficiary for such funds; and (ii) evidence, acceptable to the Bank that the conditions precedent to first disbursement for the Grant have been satisfied; and (b) the balance of the Grant (the Balance) shall be paid to the Beneficiary periodically after receipt by the Bank of an account and documentation satisfactory to the Bank in support of expenditures incurred by the Beneficiary in respect of, and in connection with, the Project. The Bank shall not under any obligation to make:

No	Subject	Terms and Conditions
		(a) the first payment of an amount of the Balance until the Bank shall have received an account and documentation satisfactory to the Bank, in support of expenditures incurred by the Beneficiary with respect to the Advance; (b) any subsequent payment of an amount of the Balance until the Bank shall have received: (i) an account and documentation, satisfactory to the Bank, in support of expenditures incurred by the Beneficiary in respect of or in connection with the Project: and (ii) the requisite number of copies of the reports or other deliverables, in form and substance acceptable to the Bank, required to be furnished by the Beneficiary to the Bank in accordance with the Reporting Requirements (as defined below); and (c) payments exceeding the equivalent of one million five hundred and three thousand two hundred and nine (USD1,503,209) representing percent (90%) of the amount of the Grant until the Bank shall have received: (i) the requisite number of copies of the reports or other deliverables, in form and substance acceptable to the Bank, required to be furnished by the Beneficiary to the Bank in accordance with: (aa) the relevant TORs; and (bb) the Reporting Requirements; and (ii) a certified statement of the expenditures incurred by the Beneficiary in respect of, and in connection with the Project. The Beneficiary shall comply with the Bank's "<i>Disbursement Guidelines for CDB-Financed Projects</i>" published in January 2019, which may be amended from time to time by the Bank.
5.	Period of Disbursement	The Bank shall have received an application for first disbursement of the Grant by February 28, 2025, or such later date as may be specified in writing by the Bank. The Grant shall be disbursed up to September 30, 2026 or such later date as may be specified in writing by the Bank.
6.	Procurement	Except as provided below, procurement of goods, works and/or services to be financed from the Grant resources shall be in accordance with the following policy and procedures or such other policy and procedures as the Bank may from time to time specify in writing: <i>Procurement Policy for Projects Financed by CDB (November 2019)</i> <i>Procurement Procedures for Projects Financed by CDB (January 2021).</i>

No	Subject	Terms and Conditions
		Eligibility for procurement shall be extended to countries eligible for procurement under EU-funded projects which are not Member Countries of the Bank. The Beneficiary shall comply with the procurement requirements set out in the Procurement Plan. Any revisions to the Procurement Plan shall require the Bank's prior approval in writing.
7.	Additional Condition(s) Precedent to First Disbursement	The Bank shall not be obliged to make the first disbursement of the Grant until the Beneficiary has furnished or caused to be furnished to the Bank, evidence acceptable to the Bank, that the following conditions have been satisfied: (i) the Project Coordinator (PC) has been engaged; and (ii) the Project Steering Committee (PSC) has been established.
8.	Project Implementation	Except as the Bank may otherwise agree, the Beneficiary shall implement the Project.
9.	Project Management	The Beneficiary shall establish and, for the duration of the Project, maintain a PSC with the composition and functions described in the Responsibilities of the Project Steering Committee. The Beneficiary shall, in accordance with the procurement policy and procedure applicable to the Grant, engage as PC, a person, to carry out the duties and responsibilities set out in the Terms of Reference - Project Coordinator.
10.	Engagement of Consultants	The Beneficiary shall, in accordance with the procurement policy and procedures applicable to the Grant, select and engage consultants to provide the following consulting services (the Consulting Services) identified for financing by the Bank set out in Section III of the Procurement Plan in accordance with the applicable TORs for the Consulting Services. The Beneficiary shall, within a timeframe acceptable to the Bank, implement such recommendations arising from the Consulting Services, as may be acceptable to the Bank.

No	Subject	Terms and Conditions
11.	Beneficiary's Contribution to the Project	Except as the Bank may otherwise agree, the Beneficiary shall: (a) meet or cause to be met: (i) the cost of the items designated for financing by the Beneficiary in the Financing Plan/Budget; (ii) any amount by which the cost of the Project exceeds the cost set out in the Financing Plan/Budget; and (iii) the cost of any other items needed for the purpose of, or in connection with, the Project; and (b) provide, or cause to be provided, all other inputs required for the punctual and efficient implementation of the Project, which are not being financed by the Bank. The Beneficiary shall ensure that the Government of Saint Vincent and the Grenadines, the Caribbean Regional Architecture for Biodiversity and local communities (the Donors) contribute to the Project, on a timely basis, the amounts specified in the Budget to meet the cost of the items designated for financing by the Donors in the Budget.
12.	Reports and Information	Except as the Bank may otherwise agree, the Beneficiary shall furnish or cause to be furnished to the Bank the reports and/or information required to be furnished to the Beneficiary and the Bank in accordance with the relevant TORs, in the form specified therein, or in such form or forms as the Bank may require, not later than the times specified therein for so doing (Reporting Requirements).
13.	Additional Event(s) of Suspension, Cancellation and Refund	The Bank shall be entitled to suspend, cancel or require a refund of the Grant, or any part thereof, if: (i) the whole or any part of the CARE Programme resources is suspended, cancelled or required to be refunded; or (ii) the Donor fails to provide the whole or any part of its contribution to the Project.
14.	European Union – Caribbean Action for Resilience Enhancement (CARE) Programme	<u>Information and Visibility:</u> Unless the European Commission requests or agrees otherwise, the Beneficiary shall take all appropriate measures to publicise the fact that the Project has received funding from the European Union (EU). Information given to the press, as well as all related publicity material, official notices, reports and publications shall acknowledge that the Project was carried out "with funding by the European Union" and shall display the EU logo (twelve yellow stars on a blue background) in an appropriate way. Publications by the

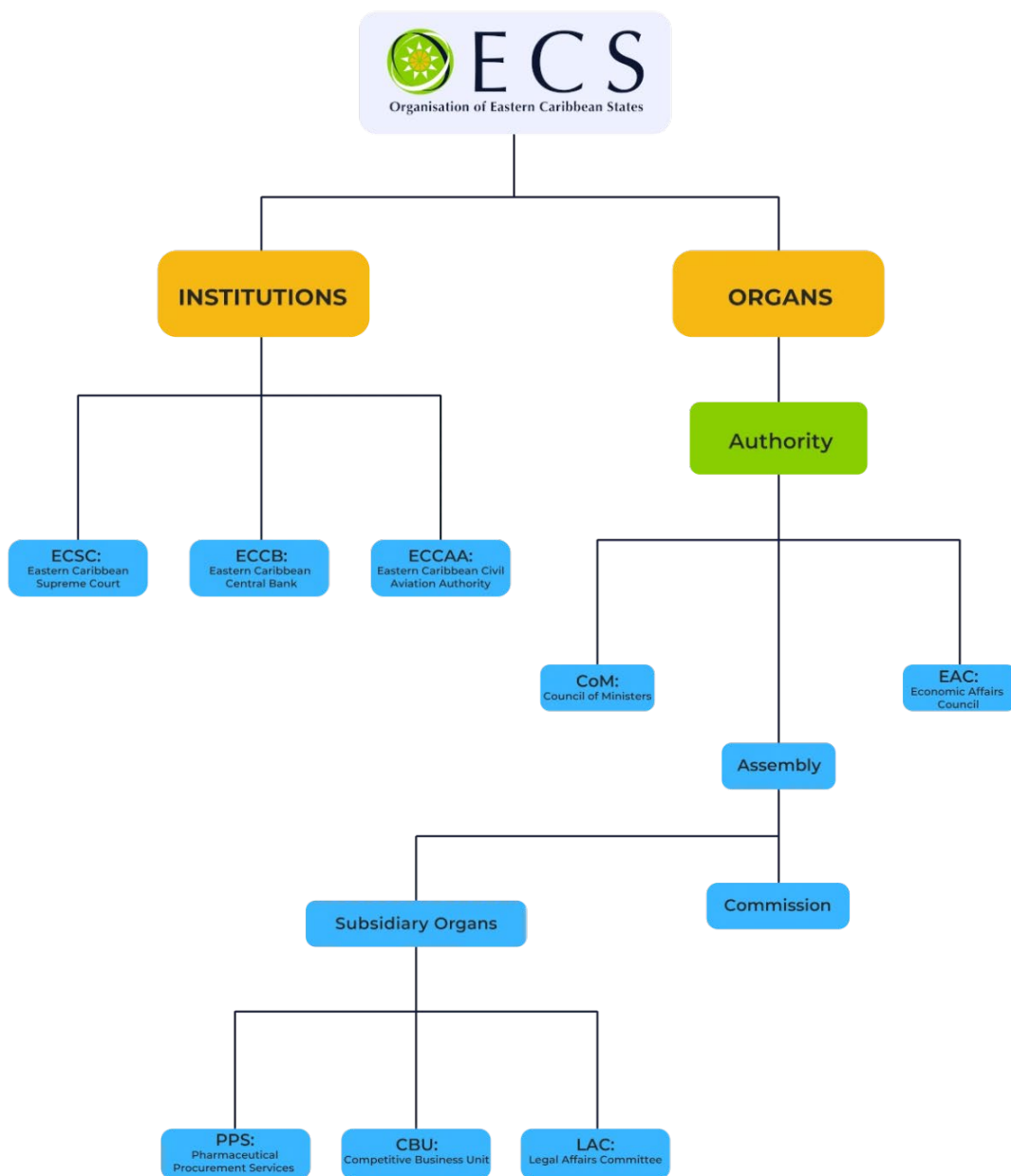
No	Subject	Terms and Conditions
		Beneficiary pertaining to the Project, in whatever form and whatever medium, including the internet, shall carry the following disclaimer: "This document was produced with the financial assistance of the European Union. The views expressed herein can in no way be taken to reflect the official opinion of the European Union." Such measures shall be carried out in accordance with the Communication and Visibility Requirements for EU External Action published by the European Commission, or with any other guidelines agreed between the European Commission and the Bank. <u>Access and financial checks:</u> (a) The Beneficiary shall allow the European Commission, or any authorised representatives, to conduct desk reviews and on-the-spot checks on the use made of the CARE Programme resources on the basis of supporting accounting documents and any other document related to the financing of the Project (b) The Beneficiary agrees that OLAF may carry out investigations, including on-the-spot checks and inspections, in accordance with the provisions laid down by EU law for the protection of the financial interests of the EU against fraud, corruption and any other illegal activity. (c) The Beneficiary undertakes to provide officials of the European Commission, OLAF and the European Court of Auditors and their authorised agents, upon request, information and access to any documents and computerised data concerning the technical and financial management of operations financed under the Agreement, as well as grant them access to sites and premises at which such operations are carried out. The Beneficiary shall take all necessary measures to facilitate these checks in accordance with its Regulations and Rules

SUPPORTING DOCUMENTATION:

Appendix 1	The Organisation of Eastern Caribbean States (OECS) Organisational Structure and Summary of OECS Commission
Appendix 2:	The OECS Participating Communities
Appendix 3:	Results Monitoring Framework
Appendix 4:	Work Implementation Schedule
Appendix 5:	Performance Rating System
Appendix 6:	Gender Marker Analysis
Appendix 7:	Letter of Agreement – Food and Agriculture Organisation and OECS
Appendix 8	Letter of Commitment – Government of St. Vincent and The Grenadines
Appendix 9	Terms of Reference (TOR): Project Coordinator
Appendix 10	TOR: Procurement Consultant
Appendix 11A	TOR: Sustainable Land Management and Livelihoods Specialist
Appendix 11B	TOR: Social and Gender Specialist
Appendix 11C	TOR: Community Liaison Officer
Appendix 11D	TOR: Communications Specialist
Appendix 11E	TOR: Scientific Advisor
Appendix 11F	TOR: Technical Coordinator
Appendix 11G	TOR: Aquaculture Manager
Appendix 11H	TOR: Aquaculture Technician
Appendix 11I	TOR: Training for the Expansion of Forest-Based Beekeeping and Honey Production in the Caribbean
Appendix 11J	TOR: Development of Community Ecosystem-Based Tourism Attractions in The Eastern Caribbean
Appendix 11K	TOR: Micro, Small and Medium Enterprises and Tour Guiding Trainers
Appendix 12	Responsibilities of the Project Steering Committee
Appendix 13	Potential Environmental Risk and Mitigation Measures
Appendix 14	Detailed Budget
Appendix 15	Procurement Plan

SUMMARY OF THE ORGANISATION OF EASTERN CARIBBEAN STATES

ORGANISATIONAL STRUCTURE



* Organs and Institutions as per the Revised Treaty of Basseterre

THE ORGANISATION OF EASTERN CARIBBEAN STATES
PARTICIPATING COMMUNITIES

Country	Community	Selection Method	Threat	Intervention	Benefits
Antigua and Barbuda	Body Ponds (Bendals Community Group).	Selected by the Forestry Department based on severity of threats.	Erosion, deforestation, habitat conversion, drought, wildfires, extreme rainfall.	Agroforestry (various tree and cash crops); capacity building of beekeepers.	Targeting women and youth; soil conservation; more stable agriculture production; developing small family enterprises.
Dominica	Dos D'ane/ Paix Bouche/ Thibaud/ Belmanier.	Tool for Agro-ecology Performance Evaluation (TAPE).	Land degradation.	Sustainable intensification of agriculture through agroforestry.	Improved climate resilience through propagation and replanting depleted/ non- invasive forest and other species.
	Tapis Vert/ Salisbury/ Au Piton/ Haut Jean/ Morne Rachette.	TAPE.	Watershed degradation.	Sustainable intensification of agriculture through agroforestry.	Increased uptake of agroforestry practices leading to increased agriculture production and SLM includes targeting women and youth.
Grenada	Woburn and Woodlands CBO: Woburn and Woodlands Development Organisation.	Selected by the Ministry of Agriculture because of historical flood damage and community request for assistance over several years.	Excessive runoff from watershed with heavy rainfall causes backup of water during heavy rainfall, resulting in severe flooding in the coastal community. Poorly maintained mangroves block drainage and worsens the problem.	Improved management of mangrove forests, including regular maintenance, and cleaning of drains.	Benefits to the whole community from stopping the flooding from occurring; enhanced resilience to CC.
Saint Kitts and Nevis	St. Pauls & Dieppe Bay	Ministry of Agriculture Needs Assessment and long of	Closure of sugar industry resulting lack of livelihood	Solar water powered fruit tree orchard lead/ demonstration farm.	Demonstration site for other farmers, students, community members;

Country	Community	Selection Method	Threat	Intervention	Benefits
	CBO: Chipeent Volunteer Centre.	term to support alternatives to sugar.	opportunities in agriculture.		increased food security and biodiversity conservation.
	Cayon	Not yet known.	Information pending.	Information pending.	Information pending.
Saint Lucia	Anse La Raye CBO: Canaries, Ansa La Raye, Roseau, Millet Foundation (C.A.R.M)/ Anse La Raye Disaster Committee.	TAPE (as above).	Flooding and sea swells due to overgrown mangrove forests.	Improved management of mangrove forests.	Reduced flooding in the village benefits all community members.
	Malgretoute CBO: People Empowering People (P.E.P).	TAPE (as above).	Vulnerability to floods from river siltation and riverbank destabilisation (causing overflowing) due to deforestation and slash and burn upstream.	Reforestation and riverbank stabilisation; capacity building in sustainable agriculture and forest management practices.	Reduced flooding; reduced soil erosion; increased agriculture production; increased forest cover.

RESULTS MONITORING FRAMEWORK

	Results Chain	Indicator	Baseline	Target (2026)	Source and Means of Verification	Assumptions
Impact	Improved ecosystems services and quality of life, and enhanced livelihood resilience to climate change effects and natural hazards in vulnerable communities within the OECS Member States					
Outcomes (Specific Objectives)	(a) Improved SLM and climate resilience of ecosystems.	No. of agroforestry initiatives supported and contributing towards strengthening existing agricultural systems.	Zero*	Four initiatives implemented across member states (MS).	Project Completion Report.	Four Communities endorse proposals to participate in the project.
		No. of technologies and practices (e.g. mangrove rehabilitation/ replanting) supported to increase community infrastructure climate resilience * (Ref. CARE RF 3.1.1).	Zero	Two initiatives implemented across MS.	Project Completion Report.	Two Communities endorse proposals to participate in the project.
		No. of persons sensitised on ecosystem-based management differentiated by gender.	Zero	500 (sex disaggregated % women, % men).	KAP Survey Report Project Completion Report.	Community members attend awareness raising events. Community members are willing to participate in the survey.
	(b) Strengthened resilience and capacity of communities for deriving economic benefits from natural ecosystems.	No. of diversified and/or sustained community livelihood initiatives to improve socio economic conditions and human and ecosystem well-being* (Ref CARE RF SO1, 1.2 and SO3, 3.2).	Zero	Three initiatives implemented across MS (at least one targeted to women or youth).	Project Completion Report.	Target Communities endorse proposals to participate in the project.
		No. of sub projects with community-based adaptation measures supported in key climate-sensitive sectors (e.g.	Zero	Three sub projects implemented (at least 1 targeted to women).	Project Bi-monthly and Annual Reports.	Two Communities endorse proposals to participate in the project.

	Results Chain	Indicator	Baseline	Target (2026)	Source and Means of Verification	Assumptions
		agriculture, forestry, tourism, etc.) that improve livelihoods of the most vulnerable populations particularly women (Re. CARE RF 3.2.1).				
	(c) Replenishment of queen conch populations in coastal waters of Grenada, SLU and SVG successfully conducted.	No. of healthy juveniles released into the wild.	Zero	2000 per annum	Project Annual and Completion Report.	Facility operates efficiently.
Outputs	1.1 (a) Tree cover rehabilitated.	Area planted (acres).	Zero	10 acres	Project Bi-monthly and Annual Reports.	
	1.1 (b) River banks stabilised.	Length – kilometer (km).	Zero	0.5 km	Project Bi-monthly and Annual Reports.	Equipment available for rent.
	1.2 Biodiversity enhanced.	Area of mangroves rehabilitated (acres).	Zero	4 acres	Project Bi-monthly and Annual Reports.	Community willing to contribute labour.
	1.3 Public awareness regarding sustainability of ecosystems undertaken.	No of communities or groups reached out during public awareness campaigns.	Zero	7 communities or groups	Project Bi-monthly and Annual Reports.	Several communities actively engaged in the project.
	2.1 Livelihood opportunities created for increased community revenue	No of persons participating in livelihood venture (by sex).	Zero	35 beekeeping 30 ecotourism	Project Bi-monthly and Annual Reports.	Community interest in these activities.
	2.2 Increased business skills for MSEs.	No of persons trained in business skills (by sex).	Zero	100	Project Bi-monthly and Annual Reports.	Participants interested in learning new skills.
	3.1 Aquaculture facility operational	Hatchery and nursery units.	Zero	2 mobile units	Project Bi-monthly and Annual Reports.	Adequate supply of egg masses.

	Results Chain	Indicator	Baseline	Target (2026)	Source and Means of Verification	Assumptions
	and producing juvenile conch.					
	3.2 Conch fishers trained and community awareness raised.	No of persons trained (Disaggregated by sex).	Zero	15 conch fishers	Project Bi-monthly and Annual Reports.	Community members interested in participating in the project.
Output [cross-cutting]	Gender analysis and plan developed.	Yes/No	No	Target (2025) Yes`	Consultant report	Timely engagement of the consultant.
	*NB: Baseline indicator as zero: It is at 0 with the assumptions that any targets mentioned in the results monitoring framework would refer exclusively to the additional contribution of the intervention.					

WORK IMPLEMENTATION SCHEDULE

[illegible]

[illegible]

[illegible]

PERFORMANCE RATING SYSTEM

Criteria	Score	Justification
Relevance	4	The project is consistent with (a) the OECS Climate Change Adaptation Strategy and Action Plan (CCASAP) 2021-2026, endorsed by the 8th OECS Council of Ministers: Environmental Sustainability (COME:ES-9) in 2021, (b) the revised Treaty of Basseterre and in particular Article 20.2 that speaks to the commitment to transformation of the Agricultural sector amongst other strategies; and the modernisation of the sector through the adoption of best practices and standard, and (c) the OECS Biodiversity Strategy that priorities protecting, maintaining and restoring ecosystems, and building climate and disaster resilience of the Region's biodiversity. The project is also well positioned to contribute to the CC policies and measures as outlined in the countries Intended Nationally Determined Contributions, in particular, the emphasis on agriculture and tourism, and it is consistent with the National Adaptation Plans (NAPs) of Saint Lucia, Saint Vincent and the Grenadines and Grenada (the three OECS countries with NAPs). Furthermore, the project will contribute to the CARE Programme Outcome 1 "Governance on disaster risk management (DRM) and climate change adaptation (CCA) in the BMCs improved" and Outcome 3 "Community infrastructure and livelihood resilience to CC effects and natural hazards enhanced." Under CARE Outcome 1, the project is aligned with activities under Output 1.2 "DRM and CCA Initiatives for Building Community Resilience Improved" and Output 1.3 "Awareness on Intervention Actions amongst the Stakeholders Increased". Under Outcome 3, it is aligned with Output 3.2 "Community Livelihoods Initiatives Promoted", and its main activities "Relevant small works/initiatives to reduce disaster risk and protect people and their livelihoods." The Project is aligned with CDB's strategic objective of building environmental resilience and CDB's Agriculture Sector Policy Strategy objective for sustainable and resilient agri-food system through more efficient resource use and increased resilience to shocks, climate change and natural hazard events.
Effectiveness	4	The OECS Commission through its Biodiversity and Ecosystem Management Unit has in the recent past executed several projects from various funding agencies that have addressed issues of environmental degradation, sustainable use and management of natural resources, climate change mitigation and adaptation. Many of these projects involved strengthening capacities at the community level to effectively manage coastal, marine, and terrestrial ecosystems, optimise agricultural production,

Criteria	Score	Justification
		improve food security, and adopt appropriate CCA and mitigation measures and enhance community livelihoods and resilience. The proposed TA project is informed by experience and lessons learned from other projects successfully implemented using similar approaches and techniques across the OECS over several years. The project will replicate successful SLM practices, support institutional strengthening, and promote knowledge product development, dissemination, and management. The project will also involve a broad collaborative effort under the Regional Queen Conch Fisheries Management and Conservation Plan to manage the resource more sustainably. This plan is supported by the Western Central Atlantic Fishery Commission (WECAFC), amongst other international organisations, with the FAO playing a leading role, and who will manage the project component to establish and operate an aquaculture facility for producing queen conch. Therefore, there is great confidence that the proposed project activities can be effectively implemented to deliver the outputs and achieve the expected outcomes.
Efficiency	3	The project employs a sound approach and institutional arrangement to ensure that the outputs are efficiently delivered as planned. A competitive process will be used for the procurement of good and services for most project components and activities to ensure reasonable project implementation costs. The project component on the establishment and operation of an aquaculture facility for producing queen conch will be implemented by FAO. The technology and art of growing queen conch is now well known in the region. FAO has collaborated with a team from the Florida Atlantic University to produce a manual on conch aquaculture. The manual drew on experience in design, implementation and operation of experimental size aquaculture facilities, as well as production-scale facilities, in Florida and throughout the Caribbean, with on-going operations in The Bahamas and Puerto Rico. This technology would be applied to the design, construction and operation of the aquaculture facility to be located on Union Island in SVG.
Sustainability	3	Ownership by the targeted groups is an important element in the sustainability of project interventions. The communities selected for participation were chosen through a needs assessment where the specific problems to be addressed (e.g., deforestation, depletion of mangroves, limited access to livelihood activities) were identified through consultations with the communities. Thus, the project is focusing on the priority issues of importance to the communities, whether it is protection of natural ecosystems on which they depend for food and services, or access to livelihood activities that would provide additional income. The

Criteria	Score	Justification
		communities also participated in the selection of the menu of possible interventions. Moreover, at community level, the project will be implemented by long standing community-based organisation with wide membership across the community and a history of undertaking community projects. This approach creates incentives for the communities to continue with the activities once the project closes as long as the interventions were successfully implemented. To a large extent, sustainable solutions will be driven by the generation of additional revenue to beneficiaries through the development and promotion of economic opportunities. The GOSVG through the Ministry of Agriculture, Fisheries and Rural Development has expressed interest to have established in Union Island the nursery and hatchery with the support of the OECS. Further, it is committed to proving technical support and EUR539,488 (USD577,791) in co-financing for the project, which will cover three years of financing for operation of the nursery and hatchery for the production of queen conch. Involvement of coastal communities from the early stages of development should also contribute to ownership. The conch fishers will play an important role in the project. They will be trained to harvest the eggs and to release the juveniles into the wild. The conch fishers, along with other community members, will also take part in awareness raising events at the aquaculture facility to better understand how it operates, and to have a broader knowledge of the wider marine environment and the importance of its sustainable use and management. With this knowledge they should have an interest in continuing these activities post-project.
Overall Score	3.5	Highly satisfactory

GENDER MARKER ANALYSIS

Project Cycle Stage		Criteria	Score
Analysis: Introduction/ Background/ Preparation		Consultations with relevant categories of males and females and relevant gender-related public/private sector organisations and Non-Governmental/Community-Based Organisations will take/have taken place.	0.5
		Socioeconomic, Sector and/or Institutional analysis considers gender risks and/or gender disparities that impact the achievement of project outcomes.	0.5
Design: Project Proposal/ Definition/ Objective/ Description		Project interventions/policies address existing gender disparities.	0.5
		Project objective/outcome includes the enhancement of gender equality or the design of gender-responsive policies or guidelines.	0
Implementation: Execution		Implementation arrangements include either: - Capacity building initiatives to enhance gender mainstreaming of the executing and/or implementing agency, Or - Active participation of representatives of gender-relevant stakeholders in project execution.	0.5
		Terms of Reference of consultancy/project coordinating unit/project management unit includes responsibilities and resources, including budgets for gender mainstreaming.	0.5
Monitoring and Evaluation: Results-Monitoring-Framework (RMF)		Sex-disaggregated data included in the baselines, indicators and targets of the RMF.	0.5
		Or	
		Collection of sex-disaggregated data is part of the project. At least one gender-specific indicator at the outcome and/or output level in the RMF or included in tranche releases of PBLs.	0
Maximum Score:			3
Gender Specific (GS) and Gender Mainstreamed (GM): if 3 to 4 points			
Marginally Mainstreamed (MM): if 1.5 to 2.5 points			
NO: If projects score zero or 1 ; if NO please give a justification why			

DRAFT LETTER OF AGREEMENT

**Agreement for
the provision of technical assistance**

Project Name: Eastern Caribbean Sustainable Terrestrial and Marine Ecosystems Project

Loan/Grant No: []

Financing Agreement¹ No: []

between

the ORGANISATION OF EASTERN CARIBBEAN STATES

and

the FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

THIS AGREEMENT (together with the Annexes hereto, this “Agreement”) is entered into between, the **ORGANISATION OF EASTERN CARIBBEAN STATES** an international organisation established by the Treaty of Basseterre, 1981 and continued under the Revised Treaty of Basseterre establishing the Organisation of Eastern Caribbean States Economic Union with headquarters situated at Morne Fortuné in the Quarter of Castries, in the State of Saint Lucia (“OECS”) and the **FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS**, an autonomous specialized agency of the United Nations system established by the FAO Constitution, a treaty under public international law, and having its headquarters at Viale Terme di Caracalla, 00153, Rome, ITALY (“FAO” or the “UN Agency”, together with “OECS”, the “Parties” and each a “Party”).

WHEREAS,

- A. The mission of FAO is to raise levels of nutrition and standards of living for all people in FAO member countries; to secure improvements in the efficiency of production and distribution of food and agricultural products; and to contribute towards expanding world economy and ensure humanity’s freedom from hunger.
- B. Seven countries of the Eastern Caribbean, including Saint Vincent and the Grenadines, established the OECS on 18 June 1981 to cooperate and promote unity and solidarity among members countries.
- C. OECS and the UN Agency exchanged letters dated 24 October 1983 and 10 November 1983, in which the parties envisage consultation on the planning and execution of technical programmes to avoid duplication of work and the carrying out of joint studies where desirable and mutually agreeable.
- D. The UN Agency and the Government of Saint Vincent and the Grenadines agreed on establishing a FAO Representation covering the Host Country in an exchange of letters dated 01 April 1982 and 20 May 1982 (the “Host-Country Agreement”).
- E. The UN Agency and the Government of Saint Vincent and the Grenadines have endorsed the United Nations Multi-Country Sustainable Development Cooperation Framework 2022-2026 (the “UNSDCF 2022-2026”)
- F. OECS, working with its development partners, including UN Agency, the Caribbean Development Bank (the “Bank”) and the Government of Saint Vincent and the Grenadines as the Host Country (“the Host Country”), has designed and is implementing a programme intended to impart knowledge, practical skills and information necessary to the Host Country to improve the sustainability of Queen conch fisheries at national level while at the same time setting an example for other Small Island Developing States in the Caribbean (the “Project”), a description of which is set out in Annex 1.

- G. As part of the Project's implementation, OECS has asked the UN Agency to provide the technical assistance set out in Annex I to this Agreement (the "Technical Assistance") within the areas of cooperation envisaged in the exchange of letters mentioned under Recital C between OECS and the UN Agency. The UN Agency has agreed to provide the Technical Assistance including, as applicable, the procurement of supplies required for carrying out the Technical Assistance in accordance with this Agreement.
- H. OECS has received or will receive funding from the Bank (the "Financing") through the resources allocated under the Caribbean Action for Resilience Enhancement (CARE) Programme² towards the cost of the Project, pursuant to a legal agreement between OECS and the Bank (the "Financing Agreement"), and OECS intends to apply a portion of the proceeds of the Financing to eligible payments under this Agreement.

NOW, THEREFORE, the Parties agree as follows:

1. OECS intends to apply a portion of the proceeds of the Financing in the amount of Three hundred and three thousand seven hundred and thirty-eight United States dollars (US\$303,738.00) (the "Total Funding Ceiling"), to eligible payments under this Agreement. The Total Funding Ceiling is the Parties' best estimate (as of the date of the signing of this Agreement) of the cost of the Technical Assistance and associated supplies, calculated on the basis of the inputs expected to be needed in order to achieve the projected results within the timeline agreed by the Parties, as set out in Annex I. A detailed calculation of the Total Funding Ceiling is provided in Annex II.
2. This Agreement is signed and executed in the English language, and all communications, notices, modifications and amendments related to this Agreement shall be made in writing and in the same language.
3. This Agreement will become effective on the date it is signed by both Parties and will remain effective until June 30th, 2026, (the "Completion Date"), unless otherwise agreed by the Parties in writing. The Technical Assistance services will be operationally completed by the Completion Date and the financial closure completed not later than December 31st, 2027, thereafter.

4. OECS designates Lench Fevrier, Senior Technical Specialist, Agriculture, and the UN Agency designates its Field Programme Support and Monitoring Officer in the Subregional Office for the Caribbean as their authorized representatives for the purpose of coordination of activities under this Agreement. The contact information for the authorized representatives is as follows:
 - a. OECS: Lench Fevrier, OECS Senior Technical Specialist, Agriculture; lench.fevrier@oecs.int, 17584556345
 - b. The UN Agency: FAO Field Programme Support and Monitoring Officer; SLC-Programme-Team-list@fao.org
5. OECS shall take all necessary measures to facilitate the execution of the Project as described in Annex I and to assist the UN Agency in obtaining from the Host Country such services and facilities as they may require to fulfil its tasks, including the prompt issuance, free of charge, of any visas, permits necessary for the importation and, where appropriate, the subsequent exportation, of equipment, materials and supplies required for use in connection with the Project, and exemption from the payment of all customs duties or other levies or charges relating to such importation or exportation, and exemption from the payment of any sales or other tax on local purchases of equipment, materials and supplies for use in connection with the Project. Any support or input needed at the level of the Host country to contribute to the execution of the project as described in Annex I shall be secured by OECS.
6. Nothing contained in or relating to this Agreement shall be deemed 1) a waiver, express or implied, of any of the privileges and immunities of the UN Agency under the Convention on Privileges and Immunities of the Specialized Agencies, the FAO Constitution, the Host-Country Agreement, or the UNSDCF 2022-2026, or 2) the acceptance by FAO of the jurisdiction of the courts of any country over disputes arising from this Agreement.
7. This Agreement shall be interpreted in a manner that ensures it is consistent with the provisions of the Convention on the Privileges and Immunities of the Specialized Agencies of 1947 (the "Convention"). OECS shall duly inform the Government of Saint Vincent and the Grenadines as the Host Country that, consistent with the legal arrangements that are in place between the UN Agency and the Host Country, it is expected that the Host Country will: (i) apply to the UN Agency, its personnel and assets, and other persons performing services on its behalf in connection with the implementation of this Project, the provisions of the Convention; (ii) provide all support required in connection with the implementation of the activities of this

Agreement, including granting, obtaining or assisting in obtaining all visas, permits, licenses, import and exports authorizations and other official authorizations relating to any supplies, issue authorizations to the UN Agency and cooperate with the UN Agency in a prompt and timely manner; and (iii) deal with any claim arising from the implementation of this Agreement which may be brought by third parties against the UN Agency, its personnel, other persons performing services on its behalf, and to hold them harmless from any liability in respect of such claim or liability, unless the OECS and the UN Agency agree that such claim or liability arises from the gross negligence or willful misconduct of the above-mentioned individuals.

8. The following documents form an integral part of this Agreement:

a. The General Conditions of Agreement

b. Annexes:

Annex I: Description of the Technical Assistance and Work Plan

Annex II: Total Funding Ceiling and Payment Schedule

Annex III: Reporting Requirements

Annex IV: Counterpart Staff, Service, Facilities and Property to be provided by OECS

Annex V: Indirect Programme Support Costs

Annex VI: Payment Request Template

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement

For and on behalf of OECS

Dr Didacus Jules.

Director General, Organisation of Eastern Caribbean States (OECS)

Date: _____

For and on behalf of the Food and Agriculture Organization of the United Nations

Dr. Renata Clarke

Sub-Regional Coordinator for the Caribbean and Representative for St. Vincent and the Grenadines.

Date _____

General Conditions of Agreement

Definitions

1. Unless expressly indicated otherwise, the following terms whenever used in this Agreement have the following meanings:
 - a. “Staff” means, an individual who holds a letter of appointment with the UN Agency or is on loan to the UN Agency by another UN organization or specialised agency under the terms of the *Inter-organization Agreement concerning Transfer, Secondment or Loan of Staff among the Organizations applying the United Nations Common System of Salaries and Allowances*, it being understood that Staff have the status of “officials” under the Convention on the Privileges and Immunities of the Specialized Agencies.;
 - b. “Consultant” means an individual who has signed an individual service or consultant agreement with the UN Agency, it being understood that consultants have the status of “officials” under the Convention on the Privileges and Immunities of the Specialized Agencies;
 - c. “Contractor” means a legal entity which or an individual who has concluded a commercial or corporate contract with the UN Agency. When applicable, the term includes “implementing partners” or “partner organizations” as defined and used in the UN Agency’s regulations, rules, policies and procedures;
 - d. “Day” means business day, unless otherwise stated;
 - e. “Direct Cost” means the actual cost of the UN Agency that can be directly traced to the deliverables set forth in Annex I;
 - f. “Indirect Programme Support Costs” means the indirect costs of the UN Agency as a function of and in support of the Technical Assistance, which are not separately identifiable and cannot be traced unequivocally to the Technical Assistance, calculated at a rate as mandated by the Governing Bodies of the UN Agency and as set forth in Annex V;
 - g. “Technical Assistance” means the advisory services and related activities to be carried out by the UN Agency pursuant to this Agreement and as described in Annex I.

Scope of Technical Assistance and General Obligations of the Parties

2. A detailed description of the Technical Assistance is set forth in Annex I.
3. The UN Agency will provide the Technical Assistance in accordance with the timetable and such level of input by the team of Staff, Consultants, and Contractors that is required to carry out the Technical Assistance (the "Work Plan") as set forth in Annex I.
4. OECS will be responsible for timely and complete payment to the UN Agency of all amounts due under this Agreement and within the Total Funding Ceiling and in accordance with the payment schedule set forth in Annex II.
5. The Parties acknowledge OECS's commitment to the successful implementation of this Agreement and to that end OECS will provide qualified staff and other required inputs as agreed by the Parties and set forth in Annex IV.
6. The Parties acknowledge that the Technical Assistance and/or the Work Plan may need to be adjusted, with the agreement of both Parties, during the course of the implementation of this Agreement.

Standards of Performance; Responsibility; Staff, Consultants, and Contractors

7. In accordance with its standard practices, the UN Agency will carry out its obligations under this Agreement with the same level of due diligence, efficiency and economy as applies in all other technical assistance provided by the UN Agency, and in accordance with generally accepted professional techniques and practices and shall observe sound management practices.

8. Except as otherwise provided in this Agreement, the UN Agency will be fully responsible for the performance of the Technical Assistance.
9. The UN Agency will deploy such qualified Staff, Consultants and Contractors as are, in the UN Agency's judgment, required to provide the Technical Assistance.
10. The hiring and contracting of any Staff, Consultant or Contractor by the UN Agency in connection with this Agreement will be done according to the UN Agency's established regulations, rules, policies and procedures. The UN Agency will make efforts to ensure that its contracts with Staff, Consultants and Contractors include the following principles:
 - a. Prohibition of Conflicting Activities. The Staff, Consultant or Contractor will not engage, either directly or indirectly, in any business or professional activities which could conflict with the activities performed under their respective contract with the UN Agency.
 - (b) Confidentiality. Staff, Consultant or Contractor will treat with the utmost discretion any information acquired in the performance of its contract with UN Agency.

Intellectual Property and Proprietary Rights

11. The following shall apply with regard to the ownership and use of all copyright, patent rights and other proprietary rights arising out of the Technical Assistance:
 - a. Each Party will retain full and sole ownership of its pre-existing copyright, patent rights and other proprietary rights.
 - b. All copyright, patent rights and other proprietary rights in plans, drawings, specifications, designs, reports, other documents and discoveries developed or prepared by the UN Agency under this Agreement ("the Material") shall belong to the UN Agency.

- c. The UN Agency herewith grants to OECS a perpetual, non-revocable, royalty-free, fully paid-up, non-exclusive license to copy, distribute and use the Material for non-commercial purposes. All publications generated pursuant to this Agreement will be disseminated under a Creative Commons BY-NC-SA 3.0 IGO license and successor versions of said license as applicable.

Supplies and Equipment

12. The purchase by the UN Agency of any supplies and equipment that are necessary for the UN Agency to provide the Technical Assistance, and using the funds provided by OECS under this Agreement, will be done according to the UN Agency's established regulations, rules, policies and procedures for the procurement of supplies and equipment.

Insurance

13. Throughout the term of this Agreement, the UN Agency will, unless self-insured, ensure that insurance is maintained against the following risks: third-party liability and third-party motor vehicle liability; workmen's compensation or equivalent; and all-risk insurance against loss of or damage to equipment and materials purchased in whole or in part with funds provided under this Agreement until transferred to the Government of St. Vincent and the Grenadines.
14. Throughout the term of this Agreement, the UN Agency will, unless relevant arrangements are already in place,
 - a. with regard to Staff, maintain appropriate health insurance; provide for compensation in respect of injury, sickness or death while performing official duties of the organization; and maintain malicious acts insurance;
 - b. with regard to consultants, provide for compensation in respect of injury, sickness or death while performing official duties of the organization; and maintain malicious acts insurance.

15. The cost of insurance is deemed included in the Total Funding Ceiling.

Total Funding Ceiling and Payments

Disbursement of the Financing

16. The Financing will be disbursed in accordance with the payment schedule set forth in Annex II (the "Payment Schedule").

17. OECS will make disbursement of amounts requested by the UN Agency within ten (10) days of receiving the Payment Request.

18. All payments will be made by wire transfer in United States dollars to the following UN Agency bank account:

Account Name: Food Agr Org – TF USD

Bank Name: Citibank

388 Greenwich Street

New York, NY, USA, 10013

Swift/BIC: CITIUS33

ABA/Bank Code: 021000089

Account No. 36352577

19. OECS will ensure that when making each disbursement of the Financing, it notifies the UN Agency, Division of Finance, for the Attention of the Director of Finance, by e-mail, CSF-Director@fao.org, of the following: (a) the amount transferred; (b) the value date of the transfer; and (c) that the transfer is from the OECS in accordance with this Agreement.

Total Funding Ceiling

20. Cumulative disbursements of the Financing will not exceed the Total Funding Ceiling unless it is revised through a written amendment approved by the Bank, which approval will be sought and obtained by OECS. UN Agency takes note that OECS's disbursements under this Agreement are subject, in all respect, to the terms and conditions of the Financing Agreement and no party other than OECS will derive any rights from the Financing Agreement or have any claim to the Financing proceeds.

Financial Administration by the UN Agency

21. The UN Agency will maintain a separate identifiable fund code (ledger account or the "UN Agency Account") to which all the UN Agency's receipts and disbursements with regard to the Financing will be recorded.
22. The UN Agency will receive and administer funds transferred hereunder in accordance with the UN Agency's financial regulations, rules, policies and procedures. Any interest derived by the UN Agency from funds disbursed to the UN Agency in accordance with this Agreement will be dealt with in accordance with the UN Agency's regulations, rules, policies and procedures.
23. Payments to the UN Agency will be made in advance of implementation not in arrears. The UN Agency will not be required to commence or continue the provision of the Technical Assistance until it has received the payments due in accordance with the Payment Schedule and it will not be required to assume any liability in excess of such payments.
24. Without prejudice to paragraph 23 above, payments to the UN Agency will not prejudice OECS's right to dispute any amount claimed by the UN Agency and to adjust any future payment by the amount in dispute and inform the UN Agency accordingly. In such case, OECS will promptly notify the UN Agency and the Bank to arrive at a mutually acceptable solution.

Eligible Expenditures

25. The Parties agree that the cost of implementing the Technical Assistance includes: (a) all direct costs as specified in Annex I, and (b) Indirect Programme Support Costs at the rate set forth in Annex V.
26. FAO will make every effort to ensure that the contribution is not used to meet the cost of import or customs duties (or any similar levies) imposed by the countries involved, on the goods imported or services provided. In the event that exemption from such duties is not granted, the costs of duties can be met from the Financing.

Accounting and Auditing

27. The UN Agency will keep accurate accounts and records in respect of the funds made available under this Agreement, in accordance with the UN Agency's financial regulations and rules and in such form and detail as will clearly identify all relevant charges and costs for corresponding deliverables. The UN Agency will retain all records (contracts, reports, invoices, bills, receipts and other documentation) relating to this Agreement in accordance with the UN Agency's documents retention policy.
28. The UN Agency's use of the funds made available under this Agreement will be subject exclusively to the internal and external auditing procedures provided in the financial regulations, rules, policy and procedures of the UN Agency and the relevant decisions of the UN Agency's governing body in conformity with the single audit principle observed by the United Nations system as a whole.

Reporting

29. The UN Agency will provide written progress and financial reports to assist OECS in monitoring implementation progress towards provision of the Technical Assistance and achievement of the

Project's projected results. The frequency of the reporting and the reporting template are set out in Annex III.

30. In the event that the final financial report to be provided under Annex III indicates a balance of funds in favour of OECS, OECS will provide relevant payment instructions to the UN Agency to process the refund. The UN Agency shall transfer the refund within thirty (30) calendar days of its receipt of the payment instructions.

Force Majeure

31. Either Party prevented by force majeure from fulfilling its obligations will not be deemed in breach of such obligations. The said Party will use all reasonable efforts to mitigate the consequences of force majeure. At the same time, the Parties will consult with each other on modalities of further execution of the Agreement. "Force majeure" as used in this Agreement is defined as natural catastrophes such as but not limited to earthquakes, floods, cyclonic or volcanic activity; war (whether declared or not), invasion, act of foreign enemies, rebellion, terrorism, revolution, insurrection, military or usurped power, civil war, riot, commotion, disorder; ionizing radiation or contaminations by radio-activity; and other acts of similar nature or force.

Fraud and Corruption Prevention

32. In the event that OECS, the UN Agency, or the Bank becomes aware of information that indicates the need for further scrutiny of the implementation of the Technical Assistance or use of the funds provided by OECS pursuant to this Agreement (including non-frivolous allegations that indicate the possibility that corrupt, fraudulent, coercive, or collusive practices may have occurred), the entity that has become aware of such information will promptly notify the other two.
33. This information will be brought promptly to the attention of the appropriate official or officials at OECS, the UN Agency and the Bank.

34. Following consultation with OECS and the Bank, the UN Agency will, to the extent the information relates to actions within the authority or accountability of the UN Agency, take timely and appropriate action in accordance with its applicable regulations, rules, and administrative instructions, to investigate this information. The Parties agree and acknowledge that the UN Agency will have no authority to investigate information relating to possible corrupt, fraudulent, coercive or collusive practices by OECS officials or by officials or consultants of the Bank.
35. To the extent that such an investigation confirms corrupt, fraudulent, collusive or coercive practices have occurred and to the extent that remedial action is within the authority of the UN Agency, the UN Agency will take timely and appropriate action in response to the findings of such an investigation, in accordance with its accountability and oversight framework and established procedures, including its financial regulations and rules, where applicable.
36. To the extent consistent with the UN Agency's accountability and oversight framework and established procedures, the UN Agency will keep OECS and the Bank regularly informed by agreed means of actions taken, and the results of the implementation of such actions.
37. For the purposes of this Agreement, the following definitions shall apply:
- (i) "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - (ii) "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
 - (iii) "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - (iv) "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.

Settlement of Disputes

38. This Agreement shall be governed by general principles of international law, which shall be deemed to include the International Institute for the Unification of Private Law (UNIDROIT) Principles of International Commercial Contracts (2016). Any dispute between the Parties concerning the interpretation and execution of this Agreement, or any document or arrangement relating thereto, shall be settled by negotiation between the Parties. Any differences that may not be so settled shall be brought to the attention of the Executive Heads of the two institutions for final resolution.
39. . OECS shall deal with any claim which may be brought by third parties against FAO or its Staff, Consultants, or against any person performing services on behalf of FAO, and shall hold them harmless in respect of any claim or liability arising in connection with the project, unless the OECS and FAO should agree that the claim or liability arises from gross negligence or wilful misconduct on the part of the persons mentioned above.

Term and Termination

40. This Agreement may be terminated prior to the Completion Date by either Party upon ninety (90) calendar days' written notice to the other.
41. Upon receipt by one Party of the other Party's written notice of termination of this Agreement, the Parties shall agree on the exit strategy to minimize any negative impact that can arise from an early termination of this Agreement and take all reasonable and necessary measures to complete as much of the activities as possible.
42. . The provisions of this Agreement will survive early termination or completion to the extent necessary to permit an orderly conclusion of all activities, the withdrawal of personnel, funds and property, settlement of accounts between the Parties and the settlement of contractual liabilities that are required in respect of any personnel, subcontractors, consultants or suppliers.

Miscellaneous

Relationship between the Parties

43. Nothing contained in this Agreement will be construed as establishing a relation of principal and agent between OECS and the UN Agency. No agent or representative of either Party has authority to make, and the Parties will not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

Headings

44. The headings contained in this Agreement are for reference purposes only, and will not limit, alter or affect the meaning or interpretation of this Agreement.

Notices

45. Notices will be deemed "received" as follows:
- a. in the case of personal delivery, on delivery as per date of the written acknowledgement;
 - b. in the case of registered mail, fourteen (14) days after being sent;
 - c. in the case of facsimiles, forty-eight (48) hours following confirmed transmission.
 - d. in the case of email, (24) hours following confirmation of receipt

46. Any such notice, request or consent will be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the Form of Agreement.

Public communication

47. The Parties acknowledge that the Eastern Caribbean Sustainable Terrestrial and Marine Ecosystems Project" is an OECS-led project executed on behalf of one of its member states. The UN Agency will ensure that any press release, statement or other public communication issued by on behalf of the UN Agency relating to the Project will state that the Project is an "OECS project with the technical collaboration of FAO". The OECS logo may be displayed in accordance with FAO policies and guidelines.
48. The UN Agency shall take all appropriate measures to publicise the fact that the project has received funding from the EU. Information given to the press, as well as all related publicity material, official notices, reports and publications shall acknowledge that the project was carried out "with funding by the European Union" and shall display the EU logo (twelve yellow stars on a blue background) in an appropriate way, in accordance with the UN Agency's policies and guidelines. Publications by the UN Agency pertaining to the project, in whatever form and whatever medium, including the internet, shall carry the following disclaimer: "This document was produced with the financial assistance of the European Union. The views expressed herein can in no way be taken to reflect the official opinion of the European Union." Such measures shall be carried out in accordance with the Communication and Visibility Requirements for EU External Action published by the European Commission, or with any other guidelines agreed between the European Commission and the Caribbean Development Bank.

ENDS

ANNEX I

DESCRIPTION OF THE TECHNICAL ASSISTANCE AND WORK PLAN

BACKGROUND

The overall project goal is to grow up to 2 000 Queen conch (*Aliger gigas*) annually on Union Island (Saint Vincent and the Grenadines) to assist with the restoration of this regionally important gastropod species. The activity aims at enhancing the commercial sustainability of a key socio-economically marine species for the Host Country despite the resource has been heavily exploited. It will also contribute to sustaining the health of coastal and marine ecosystems while curbing the pressure on wild stocks of the Queen conch, which constitute an enabling environment for ecosystem services provision, supported by governments in the Caribbean Community.

The project will impart knowledge, practical skills and information necessary to the Host Country to improve the sustainability of Queen conch fisheries at national level while at the same time setting an example for other Caribbean SIDS. The capacity of multi-stakeholders including officers in charge of fisheries management and development, and small-holders (fishers, fish workers and coastal fishing communities), private/aquafarmers will be developed to implement and monitor the management of the facilities and production protocols developed and demonstrated in the course of the project.

The project will have three key outputs connected with Queen conch hatchery seed production:

1. The design of a fully equipped and functional modular Queen conch hatchery and nursey units contained in two separated 20-foot containers completed.
2. Hatchery and nursery units completely installed in a suitably identified site and operational.
3. Local technicians trained and fully capacitated to operate and manage the hatchery and nursery units and Queen conch fishers in the collection of conch egg mass and nursing Queen conch juveniles.

Within the beneficiary multi-stakeholders, the project will endeavour to prioritize the needs of the most vulnerable individuals, providing opportunities equally to both male and female fishers that express their interest in collaborating with the initiative, thereby enhancing their resilience in key livelihood activities.

SPECIFIC TASKS OF FAO

FAO will be responsible for Output 3.1 of the overall project, i.e., “*Reseeding of identified zones in the coastal waters of Saint Lucia, Saint Vincent and the Grenadines and Grenada with juvenile Queen conch*”. The specific tasks will consist in:

- Conducting an environmental risk assessment. This will involve the services of a qualified consultant under the technical oversight and guidance of FAO/Aquaculture Technology and Production (NFIAT) Team.
- Overseeing the establishment of the fully equipped and functional hatchery and nursey units by a not-for-profit organization which will act as Service Provider (Florida Atlantic University [FAU]), including technical capacitation, to execute the field activities to the full operationalization of the facilities, ensuring adequate technical specifications, and technical soundness of the establishment and proven pilots.
- Undertaking periodic backstopping missions to Union Island.

Beyond the direct management by FAO of the environmental risk assessment, the following main activities to be technically supported by FAO will be undertaken by the Service Provider:

1. Development of a detailed design, materials list and associated costs to construct the Queen conch hatchery and nursery facilities. Two mobile units each 20' × 8' (160 ft²) will be designed and assembled in Florida (United States of America) then shipped to Union Island (Saint Vincent and the Grenadines) for installation.
2. Installation of the hatchery and nursery facility on Union Island including site preparation.
3. Operation of the two facilities. The facility will be designed to produce and grow a minimum of 2 000 juvenile Queen conch annually to 3.2" (8 cm) in shell length to restock seagrass meadows or to stock coastal culture pens. The project will finance eighteen months operation which will follow the guidelines and protocols described in detail in the technical manual entitled “*Queen Conch Aquaculture: Hatchery and Nursery Stages*.” For the first year the facility will be staffed by one full-time and one part-time locally hired staff. For the second year, both would be full-time. Technical training and support will be provided by FAU technicians throughout the period through regular on-site visits and video communications.

The workplan:

Activity – YEAR 1	Months											
	1	2	3	4	5	6	7	8	9	10	11	12

[illegible]

Activity – YEAR 2	Months											
	1	2	3	4	5	6	7	8	9	10	11	12
Installation of the mobile lab units												
On-site and virtual guidance on operations of the labs (*)												
On-site and virtual training of technical staff and fishers (*)												
Progress reports/Final report												
FAO technical support missions												

(*): Jointly funded under FAO & SVG budgets.

TOTAL FUNDING CEILING AND PAYMENT SCHEDULE

I: Total Funding Ceiling

Three hundred and three thousand seven hundred and thirty-eight United States dollars (US\$303,738.00), including the FAO indirect support cost for a total of eighteen thousand and eighty-two United States Dollars (US\$ 18082.00).

II. Payment Schedule

Payment Number	Payment Details	Payment Amount (USD)	Payment Date
1	Via Telegraphic Transfer as per Clause 18	151,869.00	10 days after receipt of payment request
2	Via Telegraphic Transfer as per Clause 18	151,869.00	6 months after commencement of construction, and 10 days after receipt of payment request

REPORTING REQUIREMENTS AND TEMPLATE**Financial Reporting**

The UN Agency will prepare, on a semestrial basis, interim unaudited financial reports adequate to reflect the UN Agency's interim expenditures related to the Financing. The first interim unaudited financial report will be provided to OECS no later than ninety (90) days after the end of the first six (6) month period from the date of receipt of the first disbursement of the Financing, through the end of such first six (6) month period; thereafter, each interim unaudited financial report will be provided to OECS, no later than ninety (90) days after the end of each subsequent six (6) month period, and will cover such six (6) month period.

Annual and Final Financial Reports: (a) The UN Agency will provide OECS with an annual financial statement as of 31 December each year, certified by the financial officer authorized by the UN Agency to make such certifications, on the use of the Financing transferred by OECS or by the Bank, on behalf of OECS, to the UN Agency during that year, not later than 30 June of the following year.

- b. After completion and financial closing of the Project, the UN Agency will provide OECS, not later than eighteen (18) months following the expiration of this Agreement as stated herein, a final financial statement, certified by the financial officer authorized by the UN Agency to make such certifications, on the use of the Financing transferred by OECS or by the Bank, on behalf of OECS, to the UN Agency during the term of this Agreement.
- c. Other information, as per the UN Agency's relevant regulations and rules, policies and procedures (including its policy on information disclosure), may be provided on an ad hoc basis upon request from OECS.
- d. All reports under Sections (a) and (b) will be provided in United States dollars in the standard format of the UN Agency and in accordance with accounting standards pursuant to the UN Agency's financial regulations and rules.

Non-Financial Reporting

Unless otherwise specified in this paragraph, the standard periodicity of Non-Financial Reporting is semestral, following FAO standard reporting format. In the present agreement, FAO commits to providing bi-monthly non-financial progress reports to OECS, following FAO standard reporting format.



Name of Recipient: **FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS**
Grant No :
Name of Project :

STATEMENT OF EXPENDITURE

(Reporting period)
in US Dollars

TF Project Status Report Split by Prior/Current/Future Years (Aggregate Values)

TF Activity: (ORACLE activity code, entity number and Project Symbol)

		Prior Years			Current Year xxxx Up To xxxx			Cumulative xxxx Up To xxxx			Future Years			Project Total		
		Budget	Expenses	Balance	Budget	Expenses	Balance	Budget	Expenses	Balance	Budget	Expenses	Balance	Budget	Expenses	Balance
Funds Received	305111 Contributions Received (Sub-Account)															
	305211 Interest Earned (Sub-Account)															
	Total Funds Received															
Expenditure	3070 Salaries Professional (Summary Account)															
	3072 Salaries General Services (Summary Account)															
	3073 Consultants (Summary Account)															
	3074 Contracts (Summary Account)															
	3080 Locally Contracted Labour (Summary Account)															
	3021 Travel (Summary Account)															
	3021 Training (Summary Account)															
	3024 Expendable Procurement (Summary Account)															
	3025 Non Expendable Procurement (Summary Account)															
	3026 Hospitality (Summary Account)															
	3028 General Operating Expenses (Summary Account)															
	3040 General Operating Expenses - external common services (Summary Account)															
	3050 General Operating Expenses - internal common services (Summary Account)															
	Total Expenditure															
Balance																

Expense Account Level : 'Summary Account ONLY', Liability Account Level : 'Sub-Account', Expenses Include : 'B. Actuals + hard Commitments '.

We hereby certify that the above amounts have been paid for the proper execution of the Project in accordance with the terms and conditions of the Grant Agreement in respect of the project in reference. All documentation authenticating these expenditures has been retained by FAO and will be available for examination in the course of the biennial audit of FAO's Financial Statements.

Certified by Budget Holder: _____
Name and Title: _____
Date: _____

Approved by CSFE: _____
Name and Title: _____
Date: _____



Name of Un Agency:

Donor Reference:

Name of Project and FAO Project Symbol:

Financial Report (in USD) as at:

BL	Description		Prior Period Contribution Received (as at xx/xxxx)	Current Period Contribution Received (as at xx/xxxx)	Cumulative Contribution Received (as at xx/xxxx)	
3051	Contribution Received					
3052	Interest Earned					
Total Funds Received						
BL	Description	Total Budget (A)	Prior Period Expenditures (as at xx/xxxx) (B)	Current Period Expenditures (as at xx/xxxx) (C)	Cumulative Expenditure (as at xx/xxxx) (E = B+C+D)	Balance (A - E)
Deliverable/Output/Component/Activity 1:						
5011	Salaries Professional	-				
5012	Salaries General Services	-				
5013	Consultants	-				
5014	Contracts	-				
5020	Locally Contracted Labour	-				
5021	Travel	-				
5023	Training	-				
5024	Exp. Procurement	-				
5025	Non Exp. Procurement	-				
5026	Hospitality	-				
Sub-Total Deliverable/Output/Component/Activity 1:		-				
Deliverable/Output/Component/Activity 2:						
5011	Salaries Professional	-				
5012	Salaries General Services	-				
5013	Consultants	-				
5014	Contracts	-				
5020	Locally Contracted Labour	-				
5021	Travel	-				
5023	Training	-				
5024	Exp. Procurement	-				
5025	Non Exp. Procurement	-				
5026	Hospitality	-				
Sub-Total Deliverable/Output/Component/Activity 2:		-				
Deliverable/Output/Component/Activity 3:						
5011	Salaries Professional	-				
5012	Salaries General Services	-				
5013	Consultants	-				
5014	Contracts	-				
5020	Locally Contracted Labour	-				
5021	Travel	-				
5023	Training	-				
5024	Exp. Procurement	-				
5025	Non Exp. Procurement	-				
5026	Hospitality	-				
Sub-Total Deliverable/Output/Component/Activity 3:		-				
5027 Technical Support Services and General Operating Expenditures						
6111	Reporting Costs	-	-	-	-	-
6116	Project Evaluation Costs	-	-	-	-	-
6120	Technical Assistance to Field Projects					
5028	General Operating Expenses					
5040	General Operating Expenses - External Services					
5050	General Operating Expenses - Internal Services Chargeback	-	-	-	-	-
Sub-Total Technical Support Services and General Operating Expenditures		-	-	-	-	-
Total		-	-	-	-	-
5029 Indirect - Support Costs (13%)		-	-	-	-	-
Grand Total Expenditures		-	-	-	-	-
Balance						

"We hereby confirm to the best of our knowledge and based on the available records that the above amounts have been paid for the proper execution of the Agreement and in accordance with the terms and conditions thereof. We confirm that the share of supplies and equipment has not exceeded the share (percentage) approved for this Agreement. All documentation authenticating these expenditures has been retained by FAO in accordance with its document retention policy and will be available to FAO's External Auditors for examination in the course of the audit of FAO's Financial Statements.

Certified by Budget Holder: _____ Approved by CSFE: _____
Name and Title: _____ Name and Title: _____
Date: _____ Date: _____

COUNTERPART STAFF, SERVICE, FACILITIES AND PROPERTY TO BE PROVIDED BY OECS

The Parties agree that OECS commits to provide, at its own expense and at no cost to UN Agency, the following inputs to facilitate successful implementation of this Agreement:

- a. Allotted time of relevant OECS Staff

UN AGENCY INDIRECT SUPPORT COST

I. The revised cost policy is designed to ensure that FAO's costs are correctly measured and distributed among all funding sources, consistent with UN-system policy and UN General Assembly-encouraged practices. The updated methodology for categorizing and measuring costs ensures that charges closely reflect actual project costs. It enables the Organization to:

- efficiently deliver its Programme of Work under all sources of funds;
- delegate decision-making and implementation to the country and regional levels;
- improve transparency, equitability and accountability to Members and partners when presenting project costs.

FAO project costs fall into three simplified categories, two related to direct costs and one for indirect costs. They are Direct Operational Costs (DOC), Direct Support Costs (DSC) and Indirect Support Costs (ISC).

Indirect Support Cost for this Agreement is set at 7%³, as per the FAO [Cost Recovery Policy](#)

LETTERS OF COMMITMENT
GOVERNMENT OF ST. VINCENT AND THE GRENADINES



GOVERNMENT OF ST. VINCENT AND THE GRENADINES
MINISTRY OF AGRICULTURE, FORESTRY, FISHERIES
RURAL TRANSFORMATION, INDUSTRY & LABOUR .

RICHMOND HILL
KINGSTOWN
St. Vincent and the Grenadines
784 456 1410

Ref: ARTFF/

02 August 2023

Dr Didacus Jules
Director General
The Organisation of Eastern Caribbean States Commission
Morne Fortune
P. O. Box 179
Castries

RE: CONCH NURSERY PROJECT, UNION ISLAND

The Organisation of Eastern Caribbean States (OECS) Commission in October 2020 to December 2022 in collaboration with UNCTAD and the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), and with the financial support of the European Union through the Regional Integration through Growth, Harmonisation and Technology (RIGHT) Programme, implemented the first phase of the regional project, "Seizing the Trade and Business Potential of Blue BioTrade.

The objective of the Blue BioTrade project is to empower small-scale coastal producers from OECS Member States to produce and trade queen conch (*Strombus gigas*) products in domestic, regional, and international markets under Blue BioTrade environmental, social and economic sustainability criteria, including CITES considerations.

The OECS Commission Blue BioTrade Regional Plan of Action for the Eastern Caribbean Queen Conch Value Chain was a critical output of the project and proposed strategic actions that can serve as inspiration and be used as a model for the sustainable management and trade of other marine biodiversity-based value chains in the Caribbean and other countries or regions. One important recommendation was the development of conch nurseries at selected sites in the sub-region.

In this regard St. Vincent and the Grenadines is expressing an interest to have established in Union Island a conch nursery project with the support of the OECS Commission, the Food and Agriculture Organisation (FAO) and Caribbean Development Bank (CDB).

St. Vincent and the Grenadines is advised that the OECS Commission has submitted a proposal to the Caribbean Development Bank (CDB) for the establishment and operation of a Conch Pilot Nursery on Union Island for a period of four (4) years and that the counterpart financing of EUR 539,488.00 is required from St. Vincent and the Grenadines.

Therefore, please be further advised that St. Vincent and the Grenadines through the Fisheries Department, propose to provide technical and other support in its 2024 budget to cover the sum of EUR 539,488.000 for the full duration of the pilot project.

..

Please accept the assurances of our highest consideration.



Hon. Seboto Caesar
Ministry of Agriculture, Forestry, Fisheries,
Rural Transformation Industry and Labour



GOVERNMENT OF ST. VINCENT AND THE GRENADINES
 MINISTRY OF AGRICULTURE, FORESTRY, FISHERIES
 RURAL TRANSFORMATION, INDUSTRY AND LABOUR

RICHMOND HILL
 KINGSTOWN
 VC0120

St. Vincent and the Grenadines
 784 456 1410

28th May 2024

Ref: ARTFF/

Dr Didicus Jules
 Director General
 OECS Commission
 Morne Fortune
 CASTRIES
 Saint Lucia

Dear Dr Jules,

Approval of Counterpart funding by the Government of St. Vincent and the Grenadines for the construction of a conch hatchery and nursery at Union Island

In August 2023, I wrote to the OECS Commission expressing St. Vincent and the Grenadines' interest in the OECS proposal to establish a conch hatchery and nursery at Union Island with the support of the Caribbean Development Bank (CDB) and the Food and Agriculture Organisation (FAO), under the project entitled the 'Eastern Caribbean Sustainable Terrestrial and Marine Ecosystems Project' (hereafter the "Project"). In that letter I proposed that St. Vincent and the Grenadines through the Fisheries Department, would meet the required counterpart funding by providing technical and other support to cover the sum of EUR 539,488.000 for the full duration of the Project. I am therefore writing to inform you that out of this sum, the St. Vincent and Grenadines government has approved EUR102,000 in funding for site preparation and construction in the first year (please see the approved Cabinet memo attached) of the Project. The remainder of the support will be made available during the course of the Project as it relates to the technical expert assistance and in country support for implementation.

I note that the OECS is in the process of finalising an agreement with the Food Agriculture Organization (FAO), an agency of the United Nations, in relation to the Project, for which the FAO has agreed to provide expert technical assistance. As part of the terms in that agreement, I note that the Government of St. Vincent and the Grenadines, as the host country of the Project, will extend to the FAO, privileges and immunities normally due to international organisations and more specifically, to agencies of the United Nations, as may also have been agreed between the FAO and the Government of Saint Vincent and the Grenadines in an exchange of letters dated 01 April 1982 and 20 May 1982.

This letter serves as confirmation, on behalf of St. Vincent and the Grenadines, to the provisions above in relation to the FAO and its work on the Project.

Please accept, Dr Jules, the assurances of my highest consideration.

Hon. Sabote Caesar
 Minister of
 Rural Trans
 St. Vincent

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DRAFT TERMS OF REFERENCE

PROJECT COORDINATOR

1. BACKGROUND

1.01 In the countries of the Organisation of Eastern Caribbean States (OECS), large percentages of landscapes are under some form of human altered land use pattern while marine ecosystems are also being degraded by human activity. Deforestation from natural and human causes is a major threat to terrestrial ecosystems causing exposure of soils to erosion, landslips, loss of fertility, and crop yields which contribute to low incomes and poverty. While natural hazards (e.g., earthquakes, volcanic activity, tsunamis, and hurricanes) have impacted the region's forests, degradation from human activities such as poor land use and overexploitation combined with limited conservation practices exacerbate these threats.

1.02 The health of Caribbean marine ecosystems, particularly in the OECS Exclusive Economic Zones, has declined over the years, due mainly to habitat conversion, overexploitation, and pollution from suspended solids and chemicals, and more recently from the effects of climate change. The sources of these threats include increases in exotic invasive species, poorly planned and regulated coastal development, dumping of solid and liquid waste from cruise ships/hotels/resorts, and unsustainable extraction of natural resources (mainly from overfishing in marine ecosystems and sand harvesting for construction). In particular, the sustainability of conch fisheries is under threat.

1.03 Against this background, the Caribbean Development Bank (CDB) is providing a grant to the OECS Commission, to carry out a project to promote and support effective management and sustainable use of the natural capital of the Eastern Caribbean, through sustainable management of these ecosystems. The specific outcomes of the project are expected to be:

- (a) Outcome 1: Sustainable land management and climate resilience of terrestrial ecosystems enhanced;
- (b) Outcome 2: Strengthened resilience and capacity of communities for deriving economic benefits from natural ecosystems; and
- (c) Outcome 3: Healthy Queen Conch populations restored to facilitate a healthy coastal environment.

1.04 The OECS Commission now wishes to recruit a project manager to oversee project implementation.

2. SCOPE OF WORK

2.01 The Project Coordinator (PC) shall, under the supervision of the Programme Director (PD) of the Climate and Disaster Resilience (CDR) Unit (within the Environmental Sustainability Division (ESD)) be responsible for the day-to-day implementation of the project activities and the delivery of the outputs, including to manage project staff, consultants and sub-contractors. His/her work will ensure that the project produces the specified results, to the required standard of quality, within the specified timeframe and budget as indicated in the project document. He/she shall consult and coordinate with, as necessary, the senior representatives of partner institutions and relevant projects. More specifically:

- (a) Under the coordination of the PD, manage the project in accordance with the project document, contained therein Results Monitoring Framework, Implementation Plan and its Annexes.
- (b) Assure quality of the project services and outputs.

- (c) Prepare annual work plans and budgets, manage activities, and monitor spending using guidance from the PD and the Project Steering Committee (PSC). Ensure adherence to the project's work plans, and budget assist in the preparation of revisions of the work plans and budget to be submitted to PSC for approval, as required.
- (d) Monitor progress towards achievement of project objectives and budget implementation and results in line with the Monitoring Plan, propose adaptive actions to the PD, and apply the resulting insights to the project's ongoing work in coordination with the PD.
- (e) Prepare project progress reports (bi-monthly) and annual reports, budgets, as well as any other reports requested by the PC and the PSC.
- (f) Ensure coordination with project partners and provide managerial guidance for the preparation of the outputs for which the partners are responsible. Oversee compliance of their work with the project annual work plans, budget, Results Framework and Monitoring Plan.
- (g) Review and supervise the work of staff, consultants, and subcontractors.
- (h) Prepare terms of reference for subcontractors to be hired by the project.
- (i) Arrange for the timely recruitment and procurement of quality consultancy services, goods and works
- (j) Ensure adequate information flow, discussions and feedback among the various stakeholders of the project.
- (k) Liaise with key project stakeholders and ensure strategic partnerships with the responsible institutions of the beneficiaries at the national and sub-national levels and coordinate with them for the implementation of the project and the achievement of the expected results.
- (l) Provide technical input to project implementation based upon professional background and experience.
- (m) Provide technical guidance to project partners for the preparation of the outputs for which they are responsible for.
- (n) Provide specific technical input on the implementation and documentation of project activities.

3. QUALIFICATIONS AND EXPERIENCE

3.01 The PC must have university and postgraduate degree (Masters or equivalent) in agriculture, environmental management, natural resources management, water resources management, agricultural engineer or a related field.

3.02 The PC should also have at least 10 years of professional experience, including experience managing development projects and at least 7 years of work experience in fields related to the assignment, including agriculture, natural resources management, sustainable land management, marine conservation stakeholders' consultation, and institutional capacity building.

Corporate Competencies

- (a) Able to coordinate well with diverse individuals and teams and to negotiate effectively with colleagues and stakeholders to achieve results.
- (b) Applies principles of ethics, transparency and non-discrimination.
- (c) Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- (d) Treats all people fairly without favouritism.

Functional Competencies

- (a) Strong interpersonal skills, communication skills, ability to lead a team.

- (b) Openness to change and ability to receive/integrate feedback.
- (c) Ability to work under pressure and stressful situations.
- (d) Strong analytical, writing, reporting and presenting abilities.
- (e) Demonstrated diplomatic and negotiating skills.
- (f) Must be able to demonstrate ability to make significant technical and management contributions to project implementation.

4. REPORTING REQUIREMENTS AND DELIVERABLES

4.01 The PC will be required to provide monthly progress report to the Programme Director of the CDR Unit (within the ESD). The PC will also be required to prepare consolidated bi-monthly reports, which the OECS will review and validate prior to submission to CDB for review and approval.

5. DURATION

5.01 The duration of this assignment is 30 months.

DRAFT TERMS OF REFERENCE

PROCUREMENT CONSULTANT

1. BACKGROUND

1.01 The project execution will involve the engagement of a Project Coordinator (PC) and several consultancy services, including:

- (a) Aquaculture Manager;
- (b) Aquaculture Technician;
- (c) Beekeeping and Honey Specialist/Training for the Expansion of Forest-Based Beekeeping and Honey Production;
- (d) Community Liaison Officer;
- (e) Communication Specialist;
- (f) Development of Community Ecosystem-Based Tourism Attractions;
- (g) Micro, Small, and Medium Enterprises and Tour Guiding Trainers;
- (h) Scientific Advisor/Queen Conch Hatchery and Nursery;
- (i) Social and Gender Specialist;
- (j) Sustainable Land Management and Livelihoods Specialist; and
- (k) Technical Coordinator/Queen Conch Hatchery and Nursery.

1.02 Timely engagement of the PC and consultants to provide the above-mentioned services is crucial to ensuring a smooth and successful project implementation and, consequently, achieving project expected outcomes. Against this background, a Procurement Consultant will be hired to support the PC and the Organisation of Eastern Caribbean States (OECS) with procurement activities involved in the project.

2. KEY RESPONSIBILITIES

2.01 The Procurement Consultant will assist with:

- (a) defining procurement strategy and as necessary revising the procurement plan;
- (b) preparing procurement documents: requests for expressions of interest (EOIs) and requests for proposals (RFPs) and other tender documents and assisting the Client to respond to request for Clarifications from Consultants and Bidders;
- (c) identifying potential consultants or providers, as necessary;
- (d) evaluating EOIs, RFPs or other relevant procurement documents; and
- (e) negotiating the contract terms and conditions and drafting the contracts.

3. REPORTING AND DELIVERABLES

3.01 The deliverables under the assignment shall be written and verbal advice/feedback on:

- (a) bidding document;
- (b) pre-bid meeting (which the Consultant will attend as observer) and drafting requests for clarification and/or amendments to bidding document;
- (c) bid opening minutes and drafting of evaluation report; and
- (d) negotiations and contract drafting

3.02 The written deliverables would be submitted electronically by email to OECS.

4. QUALIFICATIONS AND EXPERIENCE

4.01 The ideal candidate for the position of Procurement Consultant should possess the following qualifications and skills:

- (a) A Bachelor's or Master's degree (preferred) in a relevant field (e.g., procurement, supply chain management, business administration, project management or a related discipline).
- (b) Deep understanding of procurement regulations, guidelines, and best practices, particularly in the context of international development projects. This includes familiarity with the Caribbean Development Bank or other multilateral development banks or international financial institutions' procurement rules and procedures.
- (c) Proven experience in supporting procurement processes for similar technical assistance or infrastructure projects. This includes experience with procurement planning, vendor/provider selection, bid evaluation, and contract management.
- (d) Excellent communication and interpersonal skills, with the ability to prepare clear, concise, and accurate reports, procurement documentation, and other project-related materials.
- (e) Proficiency in English is essential.
- (f) Familiarity with sustainable land use management and ecosystem-based management is an advantage.
- (g) Knowledge of the cultural and socio-economic context of the Caribbean and experience working in the Caribbean and of similar small island context.

5. DURATION

5.01 The level of effort for this assignment is expected to be 70 days over a period of 24 months.

DRAFT TERMS OF REFERENCE

SUSTAINABLE LAND MANAGEMENT AND LIVELIHOODS SPECIALIST

1. BACKGROUND

1.01 In the countries of the Organisation of Eastern Caribbean States (OECS), large percentages of landscapes are under some form of human altered land use pattern while marine ecosystems are also being degraded by human activity. Deforestation from natural and human causes is a major threat to terrestrial ecosystems causing exposure of soils to erosion, landslips, loss of fertility, and crop yields which contribute to low incomes and poverty. While natural hazards (e.g., earthquakes, volcanic activity, tsunamis, and hurricanes) have impacted the region's forests, degradation from human activities such as poor land use and overexploitation combined with limited conservation practices exacerbate these threats.

1.02 Better management and protection of ecosystems is also important for building climate resilience, especially as the islands struggle to cope with the impact of climate change from stronger storms, extreme rainfall events, drought, sea level rise and coastal erosion, which may accelerate the rate of ecosystem degradation. Mangroves, for example, play an important role in coastal protection from climate events. But climate change also exacerbates the impacts of unsustainable human activity and increases vulnerability of natural and human systems to the impacts of disaster such as floods, landslides and storm surges. "Moreover, OECS governments and people are faced with the challenge of repeatedly trying to manage their ecosystems while recovering from frequent extreme weather events."²³

1.03 Addressing the factors that are creating pressure on terrestrial ecosystems is of extreme importance given the region's heavy dependence on sectors that are vulnerable to changing climate patterns, such as tourism, agriculture (including forestry and fishing), water, health, and energy which, for the most part, are themselves dependent on healthy ecosystems. Moreover, climate risks to livelihoods are expected to increase particularly among low-income communities where adaptive capacity is lower. Healthy and thriving ecosystems are important to the overall development of OECS countries, not only for the ecosystem services that they provide, but also for the economic opportunities that they offer.

1.04 Against this background, the Caribbean Development Bank is providing a grant to the Organisation of Eastern Caribbean States Commission, to carry out a project to promote and support effective management and sustainable use of the natural capital of the Eastern Caribbean, through sustainable management of these ecosystems. The specific outcomes of the project are expected to be:

- (a) Outcome 1: Sustainable land management (SLM) and climate resilience of terrestrial ecosystems enhanced;
- (b) Outcome 2: Strengthened resilience and capacity of communities for deriving economic benefits from natural ecosystems; and
- (c) Outcome 3: Healthy Queen Conch populations restored to facilitate a healthy coastal environment.

1.05 The OECS Commission now wishes to recruit a sustainable land Management and Livelihood Specialist to finalise the design of the project activities aimed at sustainable and climate resilience management of terrestrial ecosystems.

²³ OECS Biodiversity and Ecosystems Strategy 2020 – 2035.

2. SCOPE OF WORK

2.01 Reporting to the Project Manager, the consultant will assist the OECS Commission to finalise the design and costs of sustainable land management, ecosystem-based adaptation and sustainable livelihood approaches to address issues including deforestation, climate change and other threats to terrestrial ecosystem degradation. Potential interventions have already been identified by participating communities. The task of the consultant is to review these approaches in terms of relevance to the threats identified, the technological design and finalise the cost estimates.

2.02 The consultant will employ a participatory approach at all phases of the assignment, to ensure that all the stakeholders and beneficiaries are actively involved in the design and implementation of the proposed interventions.

2.03 More specifically, the consultant will undertake the following tasks:

- (a) Assess the status of land use and natural resource management issues in the areas proposed for intervention, including drivers of change and future scenarios.
- (b) Assess the threats from climate change and disaster risk in the sub-project areas.
- (c) Review the technical feasibility and cost effectiveness of the interventions each community identified to address the issues such as agroforestry, SLM and other options for ecosystem protection and restoration, and recommend improvements where necessary.
- (d) Review the technical feasibility and cost effectiveness of the livelihood options identified for support under the project.
- (e) Assess the capacity of farmers and/or community associations in target areas to undertake the proposed activities, and propose capacity building measures for these stakeholders in areas such as SLM, soil conservation, fertility management, pest management and agroforestry.
- (f) Undertake stakeholder consultations.

3. QUALIFICATIONS AND EXPERIENCE

3.01 The Consultant shall have a degree in agriculture, natural resources management, ecology, water resources, or related field, preferably at postgraduate level.

3.02 He/she shall have a minimum of seven years of experience in the design of agroforestry or SLM or nature-based approaches for climate change adaptation, and at least five years of experience in projects of a similar nature and magnitude.

4. REPORTING REQUIREMENTS AND DELIVERABLES

4.01 The Consultant will be required to provide:

- (a) A report summarising: (i) the status of land use and natural resource management issues in the areas proposed for intervention, including drivers of change and future scenarios, and (ii) the threats from climate change and disaster risk in the sub-project areas.

- (b) A report of identified and selected community-led subprojects on agroforestry, sustainable land management, soil conservation and management, and pest management including an analysis of their technical feasibility and cost effectiveness.
- (c) A report on the capacity of farmers and/or community associations in target areas to undertake the proposed activities, including recommendations for capacity development of these stakeholders.

5. DURATION

5.01 The duration of this assignment is 160 days.

DRAFT TERMS OF REFERENCE
SOCIAL AND GENDER SPECIALIST

1. BACKGROUND

1.01 In the countries of the Organisation of Eastern Caribbean States (OECS), large percentages of landscapes are under some form of human altered land use pattern while marine ecosystems are also being degraded by human activity. Deforestation from natural and human causes is a major threat to terrestrial ecosystems causing exposure of soils to erosion, landslips, loss of fertility, and crop yields which contribute to low incomes and poverty. While natural hazards (e.g., earthquakes, volcanic activity, tsunamis, and hurricanes) have impacted the region's forests, degradation from human activities such as poor land use and overexploitation combined with limited conservation practices exacerbate these threats.

1.02 The health of Caribbean marine ecosystems, particularly in the OECS Exclusive Economic Zones, has declined over the years, due mainly to habitat conversion, overexploitation, and pollution from suspended solids and chemicals, and more recently from the effects of climate change. The sources of these threats include increases in exotic invasive species, poorly planned and regulated coastal development, dumping of solid and liquid waste from cruise ships/hotels/resorts, and unsustainable extraction of natural resources (mainly from overfishing in marine ecosystems and sand harvesting for construction). In particular, the sustainability of conch fisheries is under threat.

1.03 Against this background, the Caribbean Development Bank is providing a grant to the OECS Commission, to carry out a project to promote and support effective management and sustainable use of the natural capital of the Eastern Caribbean, through sustainable management of these ecosystems. The specific outcomes of the project are expected to be:

- (a) Outcome 1: Sustainable land management and climate resilience of terrestrial ecosystems enhanced;
- (b) Outcome 2: Strengthened resilience and capacity of communities for deriving economic benefits from natural ecosystems; and
- (c) Outcome 3: Healthy queen conch populations restored to facilitate a healthy coastal environment.

1.04 The OECS Commission now wishes to recruit a Social and Gender Specialist for the project.

2. SCOPE OF WORK

2.01 The Consultant shall conduct a detailed social and gender analysis as guided by the OECS' Gender Policy, emphasising gender issues such as: gender division of labour, access to and control of resources and technologies, women's and men's needs and preferences, and opportunities for and constraints on women's participation. A critical look will be taken at the context within which men and women operate identifying key characteristics which contribute to or predispose them to increased levels of vulnerability and hardship and which exacerbate inequalities.

2.02 Specifically, the Consultant will undertake the following tasks:

- (a) Liaise with the relevant government agencies, non-governmental organisations, civil society organisations, private sector, development partners working in the six participating countries to obtain critical input, including information from relevant documents and expert advice that can feed into the preparation of a combined social and gender assessment and action plan.

- (b) Conduct desk research to obtain other secondary information from existing documents of relevance given the scope of the project to understand the national and local context and issues around social and gender considerations.
- (c) Undertake a social and gender analysis of each participating community and deduce how the differential needs and priorities of women, youth and men can be addressed and how they can benefit equally from project activities.
- (d) The analysis should be based on a series of consultations through field visits in the communities selected for participation in the project through socially inclusive and gender-responsive stakeholder consultation analysis, interviews, and focus group discussions with women, men and youth to be affected by the project.
- (e) Based on the social and gender analysis, develop a plan of action that identifies opportunities and entry points for mainstreaming gender and improving social inclusion into the project and adjust project activities to the outcomes of the social and gender analysis including socially inclusive and gender responsive targets and indicators.

3. QUALIFICATIONS AND EXPERIENCE

3.01 The Consultant must have an advanced University degree or equivalent qualification in the social sciences with 7 years minimum relevant work experience; preferably with 5 years' work experience as: Gender Specialist/Social Safeguard Specialist in Government/donor funded project.

3.02 The Consultant shall also possess:

- (a) High level of proficiency in written and spoken English and report writing.
- (b) Computer literacy skills (Microsoft Word, Excel, and Power Point etc.) is desirable.
- (c) Experience working in the Caribbean.
- (d) Experience in agriculture, terrestrial and/or marine environmental management is an asset.
- (e) Good knowledge of gender issues in the Caribbean.
- (f) Able to coordinate well with diverse individuals and teams and to negotiate effectively with colleagues and stakeholders to achieve results.
- (g) Applies principles of ethics, transparency and non-discrimination.
- (h) Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- (i) Treats all people fairly without favouritism.
- (j) Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- (k) Strong interpersonal skills, communication skills, ability to lead a team.
- (l) Ability to work under pressure and stressful situations.
- (m) Demonstrated diplomatic skills.

4. REPORTING REQUIREMENTS AND DELIVERABLES

4.01 The Consultant will be required to prepare:

- (a) A social and gender analysis report on participating communities. The report will analyse differential needs and priorities of women, youth and men and how these can be used to inform project activities.
- (b) A plan of action that identifies opportunities and entry points for mainstreaming gender and improving social inclusion into the project and relevant gender responsive targets and indicators for monitoring results.

5. DURATION

5.01 The duration of this assignment is 60 days.

DRAFT TERMS OF REFERENCE
COMMUNITY LIAISON OFFICER

1. BACKGROUND

1.01 In the countries of the Organisation of Eastern Caribbean States (OECS), large percentages of landscapes are under some form of human altered land use pattern while marine ecosystems are also being degraded by human activity. Deforestation from natural and human causes is a major threat to terrestrial ecosystems causing exposure of soils to erosion, landslips, loss of fertility, and crop yields which contribute to low incomes and poverty. While natural hazards (e.g., earthquakes, volcanic activity, tsunamis, and hurricanes) have impacted the region's forests, degradation from human activities such as poor land use and overexploitation combined with limited conservation practices exacerbate these threats.

1.01 The health of Caribbean marine ecosystems, particularly in the OECS Exclusive Economic Zones, has declined over the years, due mainly to habitat conversion, overexploitation, and pollution from suspended solids and chemicals, and more recently from the effects of climate change. The sources of these threats include increases in exotic invasive species, poorly planned and regulated coastal development, dumping of solid and liquid waste from cruise ships/hotels/resorts, and unsustainable extraction of natural resources (mainly from overfishing in marine ecosystems and sand harvesting for construction). In particular, the sustainability of conch fisheries is under threat.

1.02 Against this background, the Caribbean Development Bank is providing a grant to the OECS Commission, to carry out a project to promote and support effective management and sustainable use of the natural capital of the Eastern Caribbean, through sustainable management of these ecosystems. The specific outcomes of the project are expected to be:

- (a) Outcome 1: Sustainable land management (SLM) and climate resilience of terrestrial ecosystems enhanced.
- (b) Outcome 2: Strengthened resilience and capacity of communities for deriving economic benefits from natural ecosystems.
- (c) Outcome 3: Healthy queen conch populations restored to facilitate a healthy coastal environment.

1.03 The OECS Commission now wishes to recruit a Community Liaison Officer (CLO) to support project implementation.

2. SCOPE OF WORK

2.01 The CLO will report to the Project Manager (PM) and will be responsible for facilitating the active involvement of communities in the identification, formulation and implementation of all sub-projects funded by the Project.

2.02 The CLO will have the following responsibilities:

- (a) Marketing the OECS "Eastern Caribbean Sustainable Terrestrial and Marine Ecosystems Project" and generating additional sub-projects to those already selected, involving public relations, community consultation, and publicizing information on the project's training programmes;
- (b) Accompany the SLM Specialist and the Gender Specialist to the communities and be available to provide assistance;
- (c) Contribute to the development and production of communications products/services;
- (d) Ensure that the project objectives and plans are communicated to all sectors of the community (Women, Youth, Religious groups, etc.);

- (e) Assisting in selecting sub-projects based on the project's objectives and guidelines and procedures and presenting same to the Project Steering Committee for approval;
- (f) organizing and conducting any Community Needs and Assets Assessment that may be necessary in collaboration with the Gender Specialist; and
- (g) Supporting the PM in exploring areas of mutual interest and forging partnerships with private corporations, civil society organisations and public sector bodies.

3. QUALIFICATIONS AND EXPERIENCE

3.01 The CLO must have an advanced University degree or equivalent qualification in the social sciences, Journalism, Public Relations or other related field with five years minimum progressive responsible professional experience, including in community communication and relations in the Caribbean.

3.02 The CLO should also possess:

Corporate competencies

- (a) Good knowledge of community issues in the Caribbean.
- (b) Able to coordinate well with diverse individuals and teams and to negotiate effectively with colleagues and stakeholders to achieve results.
- (c) Applies principles of ethics, transparency and non-discrimination.
- (d) Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- (e) Treats all people fairly without favouritism.

Functional competencies

- (a) Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- (b) Strong interpersonal skills, communication skills, ability to lead a team.
- (c) Ability to work under pressure and stressful situations.
- (d) Demonstrated diplomatic skills.

4. REPORTING REQUIREMENTS AND DELIVERABLES

4.01 The CLO will be required to prepare a report detailing:

- (a) Marketing efforts and activities carried out to generate additional subprojects for OECS CARE Project;
- (b) community consultation conducted and public relations activities undertaken;
- (c) Contributions made to the dissemination of project information to the community;
- (d) Contributions to the work of specialists engaged to support project implementation;
- (e) Records of meeting, workshops, or focus groups discussions conducted with community members, women's groups, youth groups, etc.; and
- (f) Issues, concerns and suggestions raised by community members and proposed actions/solutions to address them.

5. DURATION

5.01 The duration of this assignment is 40 days.

DRAFT TERMS OF REFERENCE
COMMUNICATIONS SPECIALIST

1. BACKGROUND

1.01 In the countries of the Organisation of Eastern Caribbean States (OECS), large percentages of landscapes are under some form of human altered land use pattern while marine ecosystems are also being degraded by human activity. Deforestation from natural and human causes is a major threat to terrestrial ecosystems causing exposure of soils to erosion, landslips, loss of fertility, and crop yields which contribute to low incomes and poverty. While natural hazards (e.g., earthquakes, volcanic activity, tsunamis, and hurricanes) have impacted the region's forests, degradation from human activities such as poor land use and overexploitation combined with limited conservation practices exacerbate these threats.

1.02 The health of Caribbean marine ecosystems, particularly in the OECS Exclusive Economic Zones, has declined over the years, due mainly to habitat conversion, overexploitation, and pollution from suspended solids and chemicals, and more recently from the effects of climate change. The sources of these threats include increases in exotic invasive species, poorly planned and regulated coastal development, dumping of solid and liquid waste from cruise ships/hotels/resorts, and unsustainable extraction of natural resources (mainly from overfishing in marine ecosystems and sand harvesting for construction). In particular, the sustainability of conch fisheries is under threat.

1.03 Against this background, the Caribbean Development Bank is providing a grant to the OECS Commission, to carry out a project to promote and support effective management and sustainable use of the natural capital of the Eastern Caribbean, through sustainable management of these ecosystems. The specific outcomes of the project are expected to be:

- (a) Outcome 1: Sustainable land management (SLM) and climate resilience of terrestrial ecosystems enhanced;
- (b) Outcome 2: Strengthened resilience and capacity of communities for deriving economic benefits from natural ecosystems; and
- (c) Outcome 3: Healthy queen conch populations restored to facilitate a healthy coastal environment.

1.04 The OECS Commission now wishes to recruit a Communications Specialist to support the project implementation.

2. SCOPE OF WORK

2.01 The Communications Specialist shall report to the Project Manager (PM) and liaise with the Communications Team in the OECS Commission. The following are the specific duties and responsibilities:

- (a) Design and conduct a Knowledge, Aptitude and Practices (KAP) survey regarding sustainability of ecosystems at the beginning and after implementation of key project activities;
- (b) Drafting and production of media releases, brochures, media kits and other product and resource materials, including supervision of their distribution;
- (c) Ensure or enhance the quality, consistency and appropriateness of regional communication materials, activities, processes and messages;
- (d) Providing summary reports on progress of technical activities at the national level;
- (e) Presenting work activities and results to stakeholders and other interested parties;

- (f) Preparation of material for the project web site and coordination of outreach activities through social media;
- (g) Development, facilitation and monitoring of a Community of Practice from early stages of the project implementation;
- (h) Identify opportunities to strengthen the capacity of partners through appropriate advocacy and communication training, access to information, supplies and equipment and through knowledge sharing;
- (i) Assessing the effectiveness of communications programmes and activities through appropriate surveys and feedback mechanisms;
- (j) In consultation with the Project Implementation Unit (PIU), planning, design and implementation of the learning and knowledge sharing aspects of the project;
- (k) Prepare documentation of experiences and lessons learned under the project for the regional level activities; and
- (l) Work proactively with the PIU to identify opportunities for capturing and sharing knowledge, and disseminating information about major progress, results and lessons learned.

3. QUALIFICATIONS AND EXPERIENCE

3.01 The Consultant must have an advanced university degree or equivalent qualification in communications, journalism, public relations, social sciences, international relations, or a related field. A first-level university degree in combination with at least three additional years of qualifying experience may be accepted in lieu of the advanced university degree.

3.02 The Consultant shall also possess:

- (a) A minimum of seven years of progressively responsible experience in knowledge management and communications or related area.
- (b) Demonstrated regional or international experience in working on environmental projects.
- (c) Experience working in the Caribbean.
- (d) Training in agriculture, terrestrial and/or marine environmental management is an asset.

Corporate competencies

- (a) Good knowledge of environmental issues in the Caribbean.
- (b) Able to coordinate well with diverse individuals and teams and to negotiate effectively with colleagues and stakeholders to achieve results.
- (c) Applies principles of ethics, transparency and non-discrimination.
- (d) Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- (e) Treats all people fairly without favouritism.

Functional competencies

- (a) Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- (b) Strong interpersonal skills, communication skills, ability to lead a team.
- (c) Ability to work under pressure and stressful situations.
- (d) Demonstrated diplomatic skills.

4. REPORTING REQUIREMENTS AND DELIVERABLES

4.01 The Consultant will be required to:

- (a) Prepare and submit the KAP survey questionnaire for review and validation.
- (b) Prepare initial and final KAP survey reports.
- (c) Draft and produce media releases, brochures, media kits and other product and resource materials.
- (d) Prepare periodic reports on the effectiveness of and lessons learned from the communication programmes.

5. DURATION

5.01 The duration of this assignment is 70 days.

DRAFT TERMS OF REFERENCE
SCIENTIFIC ADVISOR

1. BACKGROUND

1.01 The health of Caribbean marine ecosystems, particularly in the Organisation of Eastern Caribbean States (OECS) Exclusive Economic Zones, has declined over the years, due mainly to habitat conversion, overexploitation, and pollution from suspended solids and chemicals, and more recently from the effects of climate change. The sources of these threats include increases in exotic invasive species, poorly planned and regulated coastal development, dumping of solid and liquid waste from cruise ships/hotels/resorts, and unsustainable extraction of natural resources (mainly from overfishing in marine ecosystems and sand harvesting for construction). In particular, the sustainability of conch fisheries is under threat with stocks diminishing in some breeding grounds.

1.02 One approach to address the issue of stock depletion is to establish an aquaculture facility to preserve the genetic material of key threatened species such as queen conch, and artificially propagate these species for repopulation. This would fit into the broader context of initiatives to sustainably manage the rich coral reef ecosystems in the area.

1.03 Against this background, the Caribbean Development Bank is providing a grant to the OECS Commission, to carry out a project to promote and support effective management and sustainable use of the natural capital of the Eastern Caribbean, through sustainable management of these ecosystems. The specific outcomes of the project are expected to be:

- (a) Outcome 1: Sustainable land management and climate resilience of terrestrial ecosystems enhanced;
- (b) Outcome 2: Strengthened resilience and capacity of communities for deriving economic benefits from natural ecosystems; and
- (c) Outcome 3: Healthy queen conch populations restored to facilitate a healthy coastal environment.

1.04 A Scientific Advisor is to be recruited to provide support to activities under Outcome 3.

2. SCOPE OF WORK

2.01 The Scientific Advisor would provide advice and guidance on the science and technique of rearing queen conch in a production size nursery and hatchery. The following are specific responsibilities:

- (a) Provide specific technical advice on getting the hatchery and nursery operational:
 - (i) Train selected conch fishers on the four-step process of collecting queen conch egg masses from the wild and in the use of required field kits;
 - (ii) Preparing tanks and piping for use in the facility; and
 - (iii) Training in understanding the layout of the modules, vessels and accessories to be used.
- (b) Training the facility operators in the five-step approach for preparing and operating the incubation system and in particular maintenance of the required temperature for incubation and accurately recording the stage of embryo development;

- (c) Guidance on the successful rearing of the larvae from the hatched eggs which is an intensive part of the queen conch culturing process, including the steps for operating the larval tanks, feeding veligers, etc.;
- (d) Provide the inventory of the supplies required for larval rearing;
- (e) Guidance on microscope observations and the use of micrometer, including recording specific characteristics and measuring shell length;
- (f) Training on the morphology of larval development to aid the aquaculture manager in monitoring the larval cycle from hatch to metamorphosis including conducting relevant tests;
- (g) Guidance on preparing for metamorphosis including inducement;
- (h) Guidance on daily care of the metamorphosed conch to ensure good survival and growth and development;
- (i) Provide guidance on vessel cleanliness and sterilisation, transferring inoculants between test tubes and flasks and the use of hemocytometers;
- (j) Guidance on removal of the conch to the nursery, stocking density, preparation of the gel diet and monitoring juvenile stages and growth rate; and
- (k) Provide training to community members on understanding conch aquaculture and on protecting marine ecosystems.

3. QUALIFICATIONS AND EXPERIENCE

3.01 The Consultant must have a PhD in Marine Biology, Marine Science, Oceanography, Environmental Science or other related disciplines, and a minimum of ten years experience in designing, implementing and operating experimental and production scale aquaculture facilities in the Caribbean.

3.02 The Consultant must also possess:

- (a) The ability to speak and write persuasively in English, adapting style and content to different audiences;
- (b) A proficiency in speaking with wide range of stakeholders, from government counterparts to private sector companies;
- (c) The ability to communicate insights, expertise and trends in a way that non-specialists can comprehend;
- (d) Good presentation skills in a workshop setting;
- (e) Teaching and advisory skills building capacity; and
- (f) Professional and intellectual interest in development.

4. REPORTING REQUIREMENTS AND DELIVERABLES

4.01 The Scientific Advisor will be required to:

- (a) Prepare a report on training delivered, outlining the details of the training sessions, participants, topic covered and training materials provided.
- (b) Prepare a report on the establishment and operation of the hatchery and nursery of queen conch, including information on setting up the hatchery and nursery, maintaining temperature, recording embryo development, larva rearing, vessel cleanliness; specific technical advice and guidance provided to facility operators; and specific requirements and recommendations for facility operations.

5. DURATION

5.01 The duration of this assignment is 40 days.

DRAFT TERMS OF REFERENCE
TECHNICAL COORDINATOR

1. BACKGROUND

1.01 The health of Caribbean marine ecosystems, particularly in the Organisation of Eastern Caribbean States (OECS) Exclusive Economic Zones, has declined over the years, due mainly to habitat conversion, overexploitation, and pollution from suspended solids and chemicals, and more recently from the effects of climate change. The sources of these threats include increases in exotic invasive species, poorly planned and regulated coastal development, dumping of solid and liquid waste from cruise ships/hotels/resorts, and unsustainable extraction of natural resources (mainly from overfishing in marine ecosystems and sand harvesting for construction). In particular, the sustainability of conch fisheries is under threat with stocks diminishing in some breeding grounds.

1.02 One approach to address the issue of stock depletion is to establish an aquaculture facility to preserve the genetic material of key threatened species such as queen conch, and artificially propagate these species for repopulation. This would fit into the broader context of initiatives to sustainably manage the rich coral reef ecosystems in the area.

1.03 Against this background, the Caribbean Development Bank is providing a grant to the OECS Commission, to carry out a project to promote and support effective management and sustainable use of the natural capital of the Eastern Caribbean, through sustainable management of these ecosystems. The specific outcomes of the project are expected to be:

- (a) Outcome 1: Sustainable land management and climate resilience of terrestrial ecosystems enhanced.
- (b) Outcome 2: Strengthened resilience and capacity of communities for deriving economic benefits from natural ecosystems.
- (c) Outcome 3: Healthy queen conch populations restored to facilitate a healthy coastal environment.

1.04 A Technical Coordinator is to be recruited to support the Scientific Advisor with the activities under Outcome 3.

2. SCOPE OF WORK

2.01 The Technical Coordinator would assist the Scientific Advisor in providing advice and guidance on the science and technique of rearing queen conch in a production size nursery and hatchery. Essentially the Technical Coordinator would assist the Scientific Advisor with each of the following tasks and where necessary undertake the task herself:

- (a) Provide specific technical advice on getting the hatchery and nursery operational:
 - (i) Train selected conch fishers on the four-step process of collecting queen conch egg masses from the wild and in the use of required field kits;
 - (ii) Preparing tanks and piping for use in the facility; and
 - (iii) Training in understanding the layout of the modules, vessels and accessories to be used.
- (b) Training the facility operators in the five-step approach for preparing and operating the incubation system and in particular maintenance of the required temperature for incubation and accurately recording the stage of embryo development;

- (c) Guidance on the successful rearing of the larvae from the hatched eggs which is an intensive part of the queen conch culturing process, including the steps for operating the larval tanks, feeding veligers, etc.;
- (d) Provide the inventory of the supplies required for larval rearing;
- (e) Guidance on microscope observations and the use of micrometer, including recording specific characteristics and measuring shell length;
- (f) Training on the morphology of larval development to aid the aquaculture manager in monitoring the larval cycle from hatch to metamorphosis including conducting relevant tests;
- (g) Guidance on preparing for metamorphosis including inducement;
- (h) Guidance on daily care of the metamorphosed conch to ensure good survival and growth and development;
- (i) Provide guidance on vessel cleanliness and sterilisation, transferring inoculants between test tubes and flasks and the use of hemocytometers;
- (j) Guidance on removal of the conch to the nursery, stocking density, preparation of the gel diet and monitoring juvenile stages and growth rate; and
- (k) Provide training to community members on understanding conch aquaculture and on protecting marine ecosystems.

3. QUALIFICATIONS AND EXPERIENCE

3.01 The Consultant must have a masters' degree in Marine Biology, Marine Science, Oceanography, Environmental Science or other related disciplines and 5 years minimum experience working on designing, implementing and operating experimental and production scale aquaculture facilities in the Caribbean.

3.02 The Consultant shall also possess:

- (a) ability to speak and write persuasively in English, adapting style and content to different audiences;
- (b) proficient in speaking with wide range of stakeholders, from government counterparts to private sector companies;
- (c) ability to communicate insights, expertise and trends in a way that non-specialists can comprehend;
- (d) good presentation skills in a workshop setting;
- (e) teaching and advisory skills building capacity; and
- (f) professional and intellectual interest in development.

4. REPORTING REQUIREMENTS AND DELIVERABLE

4.01 The Technical Coordinator will be required to prepare a report on the operation of the hatchery and nursery facility, included but not limited to:

- (a) the detailed inventory of supplies;
- (b) record conch stocking density, diet, temperature, vessel cleanliness, and
- (c) data on specific characteristics such as embryo development, larva rearing, shell length measurement, larva stages, growth rates.

5. DURATION

5.01 The duration of the assignment is 34 days.

DRAFT TERMS OF REFERENCE
AQUACULTURE MANAGER

1. BACKGROUND

1.01 The health of Caribbean marine ecosystems, particularly in the Organisation of Eastern Caribbean States (OECS) Exclusive Economic Zones, has declined over the years, due mainly to habitat conversion, overexploitation, and pollution from suspended solids and chemicals, and more recently from the effects of climate change. The sources of these threats include increases in exotic invasive species, poorly planned and regulated coastal development, dumping of solid and liquid waste from cruise ships/hotels/resorts, and unsustainable extraction of natural resources (mainly from overfishing in marine ecosystems and sand harvesting for construction). In particular, the sustainability of conch fisheries is under threat with stocks diminishing in some breeding grounds.

1.02 One approach to address the issue of stock depletion is to establish an aquaculture facility to preserve the genetic material of key threatened species such as queen conch, and artificially propagate these species for repopulation. This would fit into the broader context of initiatives to sustainably manage the rich coral reef ecosystems in the area.

1.03 Against this background, the Caribbean Development Bank is providing a grant to the OECS Commission, to carry out a project to promote and support effective management and sustainable use of the natural capital of the Eastern Caribbean, through sustainable management of these ecosystems. The specific outcomes of the project are expected to be:

- (a) Outcome 1: Sustainable land management and climate resilience of terrestrial ecosystems enhanced;
- (b) Outcome 2:
- (c) Strengthened resilience and capacity of communities for deriving economic benefits from natural ecosystems; and
- (d) Outcome 3: Healthy queen conch populations restored to facilitate a healthy coastal environment.

1.04 An Aquaculture Manager is to be recruited to manage the aquaculture facility to be developed under Outcome 3.

2. SCOPE OF WORK

2.01 The Aquaculture Manager would work under the guidance of the Scientific Advisor and the Technical Coordinator to oversee the day-to-day operation of the facility and to carry out the specific tasks involved in rearing juvenile queen conch in a production size nursery and hatchery.

2.02 More specifically the Aquaculture Manager would have the following responsibilities:

- (a) Effectively and efficiently manage the aquaculture facility to achieve prescribed targets and ultimately for the production of juvenile conch;
- (b) Diagnose any operational and maintenance issue seeking advice from the Scientific Advisor or Technical Coordinator where necessary;
- (c) Carry out the five-step approach for preparing and operating the incubation system and maintaining the required temperature for incubation and accurately recording the stage of embryo development;

- (d) Once trained, manage the queen conch culturing process, including the steps for operating the larval tanks, feeding veligers, etc.;
- (e) Undertake microscope observations and use of micrometer, including recording specific characteristics as required;
- (f) Monitor the larval cycle from hatch to metamorphosis including conducting relevant tests;
- (g) Undertake daily care of the metamorphosed conch to ensure good survival and growth and development;
- (h) Ensure that vessels are clean and sterilised;
- (i) Undertake removal of the conch to the nursery and monitor juvenile stages and growth rate;
- (j) Any additional tasks specified by the Scientific Advisor to support the effective operation of the hatchery and nursery; and
- (k) Liaise with stakeholders including government agencies and project management.

3. QUALIFICATIONS AND EXPERIENCE

3.01 The Consultant must have a first degree in Marine Biology, Marine Science, Oceanography, Environmental Science Ecology, Geography or other related disciplines, and a minimum of three years' experience working in a marine or fisheries environment.

3.02 The Consultant shall also possess:

- (a) Proficient in speaking with a wide range of stakeholders, from government counterparts to private sector companies;
- (b) Ability to work under pressure and stressful situations; and
- (c) Professional interest in marine fisheries

4. REPORTING REQUIREMENTS AND DELIVERABLES

4.01 The Aquaculture Manager will be required to prepare monthly progress reports on the operations and performance of the facility, including:

- (a) information on achieving expected targets, operational issues and interventions taken to address them, maintenance tasks and overall facility management;
- (b) Record of data of embryo development, larva development stages, growth rates, relevant tests conducted and challenges or recommendations.
- (c) Record of microscope observations and measurements.
- (d) Record of water quality monitoring and any other relevant data or observations.

5. DURATION

5.01 The duration of this assignment is two years.

DRAFT TERMS OF REFERENCE
AQUACULTURE TECHNICIAN

1. BACKGROUND

1.01 The health of Caribbean marine ecosystems, particularly in the Organisation of Eastern Caribbean States (OECS) Exclusive Economic Zones, has declined over the years, due mainly to habitat conversion, overexploitation, and pollution from suspended solids and chemicals, and more recently from the effects of climate change. The sources of these threats include increases in exotic invasive species, poorly planned and regulated coastal development, dumping of solid and liquid waste from cruise ships/hotels/resorts, and unsustainable extraction of natural resources (mainly from overfishing in marine ecosystems and sand harvesting for construction). In particular, the sustainability of conch fisheries is under threat with stocks diminishing in some breeding grounds.

1.02 One approach to address the issue of stock depletion is to establish an aquaculture facility to preserve the genetic material of key threatened species such as queen conch, and artificially propagate these species for repopulation. This would fit into the broader context of initiatives to sustainably manage the rich coral reef ecosystems in the area.

1.03 Against this background, the Caribbean Development Bank is providing a grant to the OECS Commission, to carry out a project to promote and support effective management and sustainable use of the natural capital of the Eastern Caribbean, through sustainable management of these ecosystems. The specific outcomes of the project are expected to be:

- (a) Outcome 1: Sustainable land management and climate resilience of terrestrial ecosystems enhanced;
- (b) Outcome 2: Strengthened resilience and capacity of communities for deriving economic benefits from natural ecosystems; and
- (c) Outcome 3: Healthy queen conch populations restored to facilitate a healthy coastal environment.

1.04 An Aquaculture Technician is to be recruited to assist in the operation of the aquaculture facility to be developed under Outcome 3.

2. SCOPE OF WORK

2.01 The Aquaculture Technician shall work under the guidance of the Aquaculture Manager to carry out specific tasks involved in rearing juvenile queen conch in a production size nursery and hatchery.

2.02 More specifically the Aquaculture Technician would have the following responsibilities:

- (a) Assist the Aquaculture Manager in executing required processes according to stated procedures, make observations and record information as required;
- (b) Organize and store all chemicals substances, fluids, vessels, peripherals, etc., according to safety instructions;
- (c) Record all data and results in specified forms (paper and/or electronic) with accuracy and responsibility
- (d) Ensure that vessels are clean and sterilised;
- (e) Maintain equipment and assist in ordering additional supplies; and
- (f) Ensure that all safety guidelines are followed strictly at all times and maintain a clean and orderly environment.

3. REQUIREMENTS AND EXPERIENCE

3.01 The Consultant must have an Associate degree or certificate in Environmental Science, Ecology, Geography or other related disciplines, and 1 - 2 years of experience preferably working in a marine or fisheries environment.

4. REPORTING REQUIREMENTS AND DELIVERABLES

4.01 The Aquaculture Technician would be required to:

- (a) Submit weekly progress reports detailing the tasks accomplished, records of data from measurements of relevant water quality parameters, feeding regimes and feed consumption records, maintenance and repair records for equipment, safety checklists or regular inspections and any identified hazards or risks, waste disposal practices, and any observations made and issues and challenges encountered; and
- (b) Submit monthly reports that consolidate the weekly reports and summary the progress made and potential corrective actions to be undertaken.

5. DURATION

5.01 The duration of this assignment is two years.

DRAFT TERMS OF REFERENCE
TRAINING FOR THE EXPANSION OF FOREST-BASED BEEKEEPING
AND HONEY PRODUCTION IN THE CARIBBEAN

1. BACKGROUND

1.01 In the countries of the Organisation of Eastern Caribbean States (OECS), large percentages of landscapes are under some form of human altered land use pattern while marine ecosystems are also being degraded by human activity. Deforestation from natural and human causes is a major threat to terrestrial ecosystems causing exposure of soils to erosion, landslips, loss of fertility, and crop yields which contribute to low incomes and poverty. While natural hazards (e.g., earthquakes, volcanic activity, tsunamis, and hurricanes) have impacted the region's forests, degradation from human activities such as poor land use and overexploitation combined with limited conservation practices exacerbate these threats.

1.02 The health of Caribbean marine ecosystems, particularly in the OECS Exclusive Economic Zones, has declined over the years, due mainly to habitat conversion, overexploitation, and pollution from suspended solids and chemicals, and more recently from the effects of climate change. The sources of these threats include increases in exotic invasive species, poorly planned and regulated coastal development, dumping of solid and liquid waste from cruise ships/hotels/resorts, and unsustainable extraction of natural resources (mainly from overfishing in marine ecosystems and sand harvesting for construction).

1.03 Against this background, the Caribbean Development Bank is providing a grant to the OECS Commission, to carry out a project to promote and support effective management and sustainable use of the natural capital of the Eastern Caribbean, through sustainable management of these ecosystems. The specific outcomes of the project are expected to be:

- (a) Outcome 1: Sustainable land management (SLM) and climate resilience of terrestrial ecosystems enhanced.
- (b) Outcome 2: Strengthened resilience and capacity of communities for deriving economic benefits from natural ecosystems.
- (c) Outcome 3: Healthy queen conch populations restored to facilitate a healthy coastal environment.

1.04 Diverse forest ecosystems in the Caribbean offer significant potential for beekeeping and honey production. However, the sector currently faces several challenges, such as limited knowledge and skills, inadequate investment, and insufficient market information. One component of the project aims to address some of these challenges and promote the expansion of forest-based beekeeping and honey production.

1.05 The OECS Commission now wishes to recruit a beekeeping and honey production specialist to provide training and capacity building for potential beekeepers and honey producers in forest-based beekeeping practices, honey extraction, processing, and quality control.

2. SCOPE OF WORK

2.01 The beekeeping and honey production specialist would report to the project manager and will carry out the following tasks:

- (a) Identify training needs and develop training modules on forest-based beekeeping, honey extraction, processing, and quality control.
- (b) Organise training sessions and workshops for beekeepers and honey producers, incorporating both theoretical and practical components.

- (c) Provide mentoring and technical support to participants for implementing the newly acquired knowledge and skills.

3. QUALIFICATIONS AND EXPERIENCE

3.01 The Consultant must have a degree in a relevant field such as agriculture, apiculture, rural development, or a related discipline is desirable. Advanced degrees or certifications in relevant fields are advantageous. A minimum of 5 years of professional experience in beekeeping, honey production, agricultural development, or a related field is required.

3.02 The Consultant should also possess a combination of qualifications and experiences in the following areas:

(a) Beekeeping and Honey Production Expertise:

- (i) In-depth knowledge of beekeeping practices, hive management, honey extraction, processing, and quality control.
- (ii) Familiarity with different bee species and their behaviour, particularly those found in the Caribbean.
- (iii) Understanding of organic and sustainable beekeeping practices, including the conservation of forest ecosystems.

(b) Training and Capacity Building:

- (i) Proven experience in designing and conducting training programs and workshops on beekeeping and honey production.
- (ii) Ability to develop comprehensive training modules, materials, and practical demonstrations for beekeepers and honey producers.
- (iii) Familiarity with adult learning principles and effective training evaluation methodologies.

(c) Cultural and Regional Understanding:

- (i) Knowledge of the cultural and socio-economic context of the Caribbean, including its diverse beekeeping traditions, practices, and challenges.
- (ii) Sensitivity to working with local communities, indigenous groups, and other relevant stakeholders, respecting their customs, traditions, and knowledge systems.

(d) Language Skills:

- (i) Proficiency in English is essential, as it is widely spoken and used for communication in the Caribbean. Proficiency in other regional languages may be advantageous.

4. REPORTING REQUIREMENT AND DELIVERABLES

4.01 The Consultant will be required to:

- (i) Prepare training needs assessment report.
- (ii) Prepare training modules and materials.
- (iii) Deliver training sessions.
- (iv) Prepare training session reports and evaluation feedback.

5. DURATION

The duration is expected to be 50 days and implemented over a period of 2 years.

DRAFT TERMS OF REFERENCE
DEVELOPMENT OF COMMUNITY ECOSYSTEM-BASED
TOURISM ATTRACTIONS IN THE EASTERN CARIBBEAN

1. BACKGROUND

1.01 In the countries of the Organisation of Eastern Caribbean States (OECS), large percentages of landscapes are under some form of human altered land use pattern while marine ecosystems are also being degraded by human activity. Deforestation from natural and human causes is a major threat to terrestrial ecosystems causing exposure of soils to erosion, landslips, loss of fertility, and crop yields which contribute to low incomes and poverty. While natural hazards (e.g., earthquakes, volcanic activity, tsunamis, and hurricanes) have impacted the region's forests, degradation from human activities such as poor land use and overexploitation combined with limited conservation practices exacerbate these threats.

1.02 The health of Caribbean marine ecosystems, particularly in the OECS Exclusive Economic Zones, has declined over the years, due mainly to habitat conversion, overexploitation, and pollution from suspended solids and chemicals, and more recently from the effects of climate change. The sources of these threats include increases in exotic invasive species, poorly planned and regulated coastal development, dumping of solid and liquid waste from cruise ships/hotels/resorts, and unsustainable extraction of natural resources (mainly from overfishing in marine ecosystems and sand harvesting for construction).

1.03 Against this background, the Caribbean Development Bank is providing a grant to the OECS Commission, to carry out a project to promote and support effective management and sustainable use of the natural capital of the Eastern Caribbean, through sustainable management of these ecosystems. The specific outcomes of the project are expected to be:

- (a) Outcome 1: Sustainable land management (SLM) and climate resilience of terrestrial ecosystems enhanced.
- (b) Outcome 2: Strengthened resilience and capacity of communities for deriving economic benefits from natural ecosystems.
- (c) Outcome 3: Healthy queen conch populations restored to facilitate a healthy coastal environment.

1.06 The Caribbean has very diverse and valuable natural ecosystems that are attractive and can offer unique experiences to tourists. However, lack of knowledge and management skills of many communities and key local stakeholders coupled with inadequate infrastructure often hamper the potential of local eco-tourism development. One component of the project aims to address some of these challenges by promoting the development of community-based attractions that both economically viable and environmentally sustainable.

1.07 The OECS Commission now wishes to recruit a Consultant to provide training and capacity building to community members on sustainable tourism practices, environmental management and hospitality management.

2. SCOPE OF WORK

2.01 Reporting to the Project Manager, the Consultant's scope of work will include, but not be limited to, the following tasks:

- (a) Training and Capacity Building:
 - (i) Conduct a needs assessment to identify the specific training requirements of community members involved in tourism development.
 - (ii) Develop training modules and materials on sustainable tourism practices, environmental conservation, interpretation skills, and hospitality management.
 - (iii) Organize and deliver training sessions and workshops, ensuring active participation and engagement of community members, including vulnerable groups.
- (b) Setting Up Ecosystem-Based Attractions:
 - (i) Assess the natural and cultural assets of each community and identify potential attractions that align with the community's identity and environmental conservation goals.
 - (ii) Provide guidance and support in the design, development, and infrastructure planning of the attractions.
 - (iii) Collaborate with community stakeholders, local artisans, and service providers to enhance the authenticity and quality of the attractions.
- (c) Publicising and Marketing:
 - (i) Conduct market research and identify target markets for the community ecosystem-based attractions.
 - (ii) In close collaboration with the Communication Specialist, support the development of marketing strategies, branding initiatives, and promotional materials to raise awareness and attract tourists.
 - (iii) Assist communities in establishing online presence, including website development, social media management, and online booking systems.
- (d) Management and Sustainability:
 - (i) Support communities in establishing governance structures and management systems for the long-term sustainability of the attractions.
 - (ii) Provide guidance on visitor management, interpretation, customer service, and revenue generation.
 - (iii) Support the development of monitoring and evaluation mechanisms to assess the social, economic, and environmental impacts of the attractions.

3. QUALIFICATIONS AND EXPERIENCE

3.01 The Consultant must have a bachelor's degree in a relevant field such as tourism management, sustainable development, cultural anthropology, or a related discipline is desirable. Advanced degrees or certifications in relevant fields are advantageous. A minimum of 6 years of professional experience in the tourism industry, community-based tourism, or sustainable development projects or a related field is required.

3.02 The Consultant should also possess a combination of qualifications and experiences in the following areas:

- (a) Sustainable Tourism:

- (i) In-depth knowledge of sustainable tourism principles and practices, including community-based tourism models.
 - (ii) Familiarity with environmental conservation, cultural heritage preservation, and responsible tourism guidelines.
 - (iii) Understanding of the social, economic, and environmental impacts of tourism on local communities.
- (b) Training and Capacity Building:
 - (i) Proven experience in designing and delivering training programs for community members in the tourism sector.
 - (ii) Ability to develop training modules and materials on sustainable tourism practices, interpretation skills, and hospitality management.
 - (iii) Familiarity with adult learning principles and participatory training methodologies.
- (c) Ecosystem-Based Attractions:
 - (i) Expertise in identifying and assessing natural and cultural assets for the development of tourism attractions.
 - (ii) Experience in supporting the implementation of sustainable tourism practices.
 - (iii) Knowledge of visitor experience design and creating immersive, educational, and authentic tourism experiences.
- (d) Marketing and Promotion:
 - (i) Proven track record in developing marketing strategies and campaigns for tourism destinations or attractions.
 - (ii) Experience in conducting market research and identifying target markets for community-based tourism products.
 - (iii) Knowledge of digital marketing techniques, branding, and online promotion of tourism attractions.
- (e) Tourism Management and Governance:
 - (i) Strong understanding of tourism management principles, including visitor management, interpretation, and revenue generation.
 - (ii) Experience in establishing governance structures and management systems for sustainable tourism initiatives.
 - (iii) Familiarity with monitoring and evaluation frameworks to assess the social, economic, and environmental impacts of tourism attractions.
- (f) Cultural and Regional Understanding:
 - (i) Knowledge of the cultural diversity and heritage of the Eastern Caribbean, including indigenous practices and traditions.
 - (ii) Sensitivity to working with local communities and indigenous groups, respecting their customs, traditions, and knowledge systems.
 - (iii) Familiarity with the socio-economic context and challenges faced by communities in the Eastern Caribbean.
- (g) Language Skills:
 - (i) Proficiency in English is essential.
 - (ii) Proficiency in other regional languages may be advantageous.

4. REPORTING REQUIREMENT AND DELIVERABLES

4.01 The Consultant will be required to perform the following:

(a) Training and Capacity Building

- (i) Training needs assessment report and training plan.
- (ii) Prepare Training modules and materials.
- (iii) Deliver training sessions.
- (iv) Prepare training session reports and evaluation feedback.

(b) Setting up Ecosystem-Based Attractions

- (i) Assessment report and attraction development plans.
- (ii) Collaboration reports with local artisans and service providers.

(c) Publicising and Marketing

- (i) Market research report and target market analysis.
- (ii) Marketing strategies, branding materials, and promotional campaigns, online presence (website and social media platform) in close collaboration with the Communication Specialist.

(d) Management and Sustainability

- (i) Governance and management structure guidelines.
- (ii) Visitor management and revenue generation recommendations.
- (iii) Monitoring and evaluation framework for sustainable management.

5. DURATION

The duration is expected to be 120 days and implemented over a period of two years.

DRAFT TERMS OF REFERENCE

**CONSULTANCY SERVICES: MICRO, SMALL AND MEDIUM ENTERPRISES
AND TOUR GUIDING TRAINERS**

1. BACKGROUND

1.01 The livelihoods of coastal and inland communities across the six independent Organisation of Eastern Caribbean State (OECS) member states²⁴, are being threatened by ecosystems degradation (resulting from deforestation, pollution, poor land use and overexploitation of natural resources, unsustainable conservation practices, increases in exotic invasive species, poorly planned and regulated coastal development, unsustainable extraction of natural resources, and inadequate enforcement of existing regulations and inadequate legislation). This along with increasing vulnerability to climate variability and climate change and low adaptive capacity, is preventing households from breaking out of the cycle of low incomes and poverty.

1.02 Healthy ecosystems perform many functions, including air purification, carbon sequestration for climate regulation, flood control, nutrients cycling, water storage and filtration to provide access to clean drinking water reducing the need for costly infrastructure, and crop pollination. Healthy ecosystems are of upmost importance for the Caribbean whose key economic sectors depend largely on terrestrial, coastal, and marine ecosystems.

1.03 Well-managed agroforestry systems can improve agricultural productivity, support healthy soil and healthy ecosystems, facilitate recharge of aquifers, increase carbon sequestration and mitigate environmental degradation and negative impacts of disasters. Across the OECS there are examples of agroforestry measures that have been successfully implemented such as, river-bank vegetative corridors, mixed gardens on hillsides, inter-cropping of bananas with citrus and coconuts and silvopastoral systems.²⁵ However, there is significant scope for expanding agroforestry practices in the Region. The project will support initiatives to establish and manage agroforestry systems in several communities and will encourage diversification of the rural economy. It is timely and most relevant also in meeting obligations to Land Degradation Neutrality (LDN), benefitting farmer organisations and their members through capacity development on sustainable food production systems and alternative livelihood options.

1.04 The project is designed to facilitate partnerships among community-based organisations, micro finance institutions, disaster management agencies, and private and public sector organisations to develop suitable training enhancement development skills (e.g. training in appropriate technologies to facilitate the start-up of businesses, business skills for micro and small enterprises and tour guiding), establish and rehabilitate agroforestry and coastal ecosystems, promote the development of eco-friendly tourism attraction, and improve public awareness on disaster risks and impacts and reduction measures. It will therefore create new socio-economic opportunities for communities that are often challenged by the lack of jobs and resources to enhance their livelihoods.

2. OBJECTIVE

²⁴ These are: Antigua and Barbuda, Commonwealth of Dominica, Grenada, St. Kitts and Nevis, Saint Lucia, and Saint Vincent and the Grenadines.

²⁵ Some of these techniques have been implemented through a number of projects such as: (a) BioSPACE Project; (b) Integrated Landscape Management (ILM); (c) Integrated Water, Land and Ecosystems Management in Caribbean Small Island Developing States; (d) Biodiversity and Ecosystems Management Framework; (e) Projects and Strategies on the Preservation of ecosystems and Biodiversity in the Eastern Caribbean.

2.01 The overall objective to which the action contributes is to enhanced livelihood resilience to climate change effects and natural hazards in vulnerable communities within the OECS Member States through:

- (a) Improved Member States' capacity in business skills for micro, small and medium enterprises (MSMEs) and tour guiding and sustainable livelihoods.
- (b) Strengthened resilience and capacity of communities for deriving economic benefits from natural ecosystems.

3. SCOPE OF WORK

3.01 The specific duties and responsibilities of the consulting firm will involve adapting, developing, managing, executing and reporting on a training programme aimed at enhancing business development and management skills for MSMEs, as well as improving tour guiding and interpretations skills of individuals.

3.02 The contracting firm is expected to identify and manage the appropriate sub-contractors for the provision of training in the following areas:

(a) Business Development and Management Skills

- (i) Identify/design and implement a curriculum for training and certification in business development and management for MSMEs.
- (ii) Submit proposed curriculum and training plan to OECS Commission for approval.
- (iii) Upon approval of the curriculum and training plan, facilitate delivery of training, accommodation, provide training materials, and appropriate certification to at least fifty (50) persons in at least four (4) Participating Member States as per the curriculum

(b) Tour guiding and interpretation

- (i) Identify/design/adapt a curriculum for training and certification in tour guiding and interpretation.
- (ii) Submit proposed curriculum/modules and training plan to ESD for approval
- (iii) Upon approval of the curriculum and training plan, facilitate delivery of training in order to equip tour guides with the management tools and experience to arrange and conduct tours, to accommodate and appropriately certify to at least twelve persons in at least three Participating Member States as per the curriculum.

4. QUALIFICATIONS AND EXPERIENCE

4.01 The consultant is expected to hold a master's degree in the relevant areas and at least five years' experience in the facilitation of training at national and regional levels: trainer/facilitator, tourism expert, and small business expert.

4.02 A working knowledge of protected area/natural resource management planning will be an asset.

5. REPORTING AND DELIVERABLES

5.01 The OECS Commission, through its Environment and Sustainable Development Unit, will undertake to coordinate and facilitate the work of the consultant.

5.02 The Programme Officer-ESD or the officer(s) so designated will collaborate with the Consultant on the preparation of a brief plan of action that identifies activities necessary to achieve the deliverables

identified in these terms of reference in order to ensure the deliverables identified in this Terms of Reference are achieved in an effective and efficient manner.

5.03 The ESD staff will assist in initial communication with Governments and other national and regional partners, after which communication and consultation will primarily be the responsibility of the consultant.

5.04 All communications will be between the Consultant and the Head of the Division copied to ESD Programme Officer or any such person(s) that might be designated. When necessary, the Consultant shall report in writing to the Head of the OECS Environmental Sustainability Division and where applicable to the ESD Programme Officer.

5.05 The final report, at the end of the consultancy, will contain recommendations for facilitating any further training in the areas outlined above, and a summary of all accomplishments, activities and services performed; noting the level of success in and constraints to the delivery of the training and any other lessons learnt

5.06 The Consultant will be required to prepare:

- (a) A training programme for at least fifty OECS nationals of MSMEs on basic business development and management skills.
- (b) A training programme for at least twelve individuals in tour guiding and interpretation.
- (c) One electronic and ten hard copies of the curriculum to be utilised for each of the three areas of training identified in section 2 above.
- (d) Final report of the training activities as outlined in 5.05 above.

6. DURATION

6.01 The duration is expected to be 200 days and implemented over a period of two years.

DUTIES, COMPOSITION AND RESPONSIBILITIES OF
THE PROJECT STEERING COMMITTEE

1. Duties of the Project Steering Committee

- (a) The Project Steering Committee (PSC) shall meet quarterly and will guide the Project on a strategic level, providing high-level supervision to the Project Implementation Unit on specific operational aspects relating to project performance.
- (b) The PSC shall have the right to make requests to the Project Monitoring Unit.
- (c) The PSC shall have the right to call for progress evaluations at any time as deemed necessary and fit for the success of the Project.
- (d) All decisions are taken by consent. Any decision related to a change in the strategic orientation of the Project will require the consent of CDB.

2. Composition of the Project Steering Committee

2.01 The PSC shall comprise the following principal members:

Member	Organisation
Director ESD (Chair) Programme Director CDR Representatives of: Project Management Office Legal Finance Procurement ESD Technical Specialist	OECS Commission
Project Manager	OECS-CARE Project
Regional Fisheries Officer	FAO
Representatives of relevant line ministries in targeted countries	e.g. Ministry of Agriculture, Division of Forestry

3. Responsibilities of the Project Steering Committee

3.01 The following are the specific responsibilities of the PSC:

- (a) Setting a strategic direction, reinforcing OECS leadership of the project and coordinating interventions;
- (b) Provide advice and guidance on business issues facing the project;
- (c) Providing guidance and agreeing on possible countermeasures/management actions to address specific project related risks;
- (d) Approving the annual work plans prepared by the PM;
- (e) Conducting regular meetings (quarterly) to review the progress of project resources and providing direction and recommendations to ensure that the agreed deliverables are produced to a satisfactory standard;
- (f) Reviewing and approving all activities that are supported by the project based on the project objectives, work plan and availability of funding;
- (g) Provide strategic and technical advice to create synergy and uniformity between supported activities, policies and aligned projects;
- (h) Assess project progress and report on project to senior management and CDB (as funding agency);
- (i) Receiving reports on all activities supported by the programme to serve as an additional basis for monitoring and assessing project resources' performance and delivery;
- (j) Ensures project makes good use of assets;
- (k) Approve or reject changes to the project with a high impact on timelines and budget;
- (l) Use influence and authority to assist the project in achieving its outcomes; and
- (m) Review and approve final project deliverables.

POTENTIAL ENVIRONMENTAL RISKS AND MITIGATION MEASURES

Project Component/Activity	Brief Description of Scope	Potential Environmental Risks/ Impacts	Potential Mitigation Measures
Establishment of nursery facilities (seedstock, sheds, storage, water supply, and toolboxes).	(a) Small area to establish seedlings to supply communities undertaking agroforestry activities. (b) Average production of up to 3,000 seedlings per annum.	(a) Overuse of water. (b) Overuse and runoff of chemicals from inefficient use of fertilisers and pesticides. (c) Generation of organic and inorganic wastes.	(a) Site nurseries away from sensitive water resources. (b) Improved delivery of water to pots (e.g., drip irrigation instead of sprinklers). (c) Improved retention of water and fertilizer in the growing media. (d) Efficient pesticide use and good chemical management. (e) Use of natural alternatives for pest control.
Expansion of forest-based beekeeping and honey production.	Project supplies hives, a nuclear colony for backyard beekeeping and honey production hive tool, honey extraction equipment and protective clothing.	(a) Positive environmental effects by helping to keep the food chain in balance (predators have ample supply of food). (b) Possible negative impact in reducing population of wild species.	Limit extent of honey production in any locale.
Development, Installation, and operation of hatchery and nursery facility.	Two mobile units each 20' × 8' (160 ft ²) will be designed and assembled in Florida then shipped to Union Island for installation. The facility will be designed to grow 2,000 juvenile conch per year to 3.2" (8 cm) in shell length to restock seagrass meadows or to stock coastal pens.	(a) Minor negative environmental impact mainly from wastewater produced by the facility. (b) Accumulation of conch shells in the past has been a negative visual impact. (c) Positive impacts: As a key herbivore species in Caribbean marine ecosystems, conch plays an important role in maintaining healthy coastal environments.	(a) Consider a septic tank for basic wastewater treatment. (b) Continue practice of using conch shells for coastal engineering and reef restoration.

DETAILED BUDGET

Budget Item	Total
1.1 Tree cover rehabilitation and riverbank stabilisation	
Equipment and Planting Material	185,210
Establishment of nursery facilities (sheds, storage, toolboxes and personal protective equipment)	53,450
Labour in-kind	57,000
1.2 Biodiversity Enhancement	
Planting Material, Equipment and Rentals	65,565
Labour in-kind	18,000
1.3 Increasing Knowledge and Public Awareness – Sustainability of Ecosystems	
Professional Fees – Communications Specialist	38,500
Public Awareness Material and Video	99,476
Subtotal Output 1	517,201
2.1 Conduct gender analysis and develop a plan of action that identifies opportunities and entry points for mainstreaming gender [cross cutting]***	
Professional Fees – Sustainable Land Management and Livelihood Specialist Social and Gender Specialist and Community Liaison Officer	156,400
2.2 Livelihood opportunities created for increased community revenue	
Professional Fees – Bee Keeping	19,775
Expansion of forest-based beekeeping and honey production, and other identified agroforestry or SLM interventions	80,250
Participants per diem	15,750
Venue Rental and Training Material	19,250
2.3 Development of community, ecosystem-based tourism attractions	
Professional Fees – Service Trainer	76,800
Venue Rental	21,400
Participants per diem	9,800
Construction of visitor centre	43,200
2.4 Increased business skills for micro, small and medium enterprises	
Consultancy Services – Trainer Business Skills	59,000
Venue Rental and Training Material	29,950
Participants per diem	15,750
2.5 Agroforestry Management Costs	
Travel	62,000
Equipment and Supply	4,100
Local Office	8,050
Indirect costs	31,884
Subtotal Output 2	653,359
3.1 Restore healthy Queen Conch population	
Professional Fees - Scientific Advisor/Technical Coordinator	97,420

Budget Item	Total
Design and assembly of mobile hatchery and nursery unit	124,400
Installation of the hatchery and nursery facility on Union Island including site preparation.	69,100
Technical Support travel	23,400
Overheads	47,315
3.2 Training conch fishers and raising community awareness	
Training of 15 conch fishers in efficient harvesting of conch eggs ²⁶ and release of juveniles into the wild.	5,400
Community familiarity tours of the aquaculture facility and raising awareness on conch aquaculture and protecting marine ecosystems	27,000
3.3 Aquaculture Management Costs - Operation of the facility for 18 months post construction.²⁷	
Strategic Partner Oversight	58,800
Aquaculture Manager and Technician	291,000
Multiple Fishers (collection of egg masses)	24,000
Part time TA from CRAB project	64,260
Supplies and Electricity back-up	76,221
Local Travel	25,800
Other Administration	72,485
FAO Management Fee	25,518
Subtotal Output 3	1,032,119
4. PIU Management Costs	
Staffing Costs	408,940
Subtotal Output 4	408,940
Total Direct Eligible Cost	2,602,243
Bank Transfer Fees	10,000
Contingency	108,614
Grand Total	2,720,857

²⁶ There would be rotation to share the responsibility among the fishers.

²⁷ The facility would become operational after 6 months (to set up), after funding the cost of establishing the facility, the remaining funds from the CDB grant would only be sufficient to cover the 6 remaining months of the first years’ operation while funds from GOSVG would cover 12 months of operating costs. Included in the CDB budget for set up is the full annual cost of technical support.

PROCUREMENT PLAN**I. General****1. Project Information:**

Country: Regional

Grantee: The Organisation of Eastern Caribbean States Commission

Project Name: Eastern Caribbean Sustainable Terrestrial and Marine Ecosystems Project - Regional

Project Implementing Agency (PIA): The Organisation of Eastern Caribbean States Commission

2. Bank's Approval Date of the Procurement Plan: November 2024

3. Period Covered by This Procurement Plan: November 2024 – October 2026

II. Goods and Works and Non-Consulting Services

1. Prior Review Threshold: Procurement decision subject to Prior Review by the Bank as stated in the Procurement Procedures:

	Selection Method	Prior Review Threshold	Comments
1.	Limited Bidding (LB) National/Regional		
2	Direct Selection (DS)		

2. Reference to (if any) Project Operational/Procurement Manual: Procurement Procedures for Projects Financed by CDB (January 2021) and Procurement Policy for Projects Financed by CDB (November 2019).

3. Any Other Special Procurement Arrangements: Financing shall be provided under CARE Finance Agreement and thus eligibility shall be extended to countries that are not members of the CDB, in accordance with the [EU Eligibility Rules](#).

4. Procurement Packages with Methods and Time Schedule

1	2	3	4	5	6	7	8	9
Ref No.	Contract (Description)	Estimated Cost (USD)	Selection Method	Pre-qualification (Yes/No)	Regional Preference (Yes/No)	Review by Bank (Prior/Post)	Expected Bid-Opening Date	Comments
1.	Tree Cover Rehabilitated, Riverbanks Stabilised and Public Awareness							
(a)	Planting Material and Seedstock fertiliser/chemicals		LB-N	No	No	Prior	May 2025	A procurement process will be initiated for each country. This will result in several separate contracts.
(b)	Equipment/Materials (Lumber, pots, shovels, diggers, heavy equipment rental)		LB-N	No	No	Prior	May 2025	A procurement process will be initiated for each country. This will result in several separate contracts.
(c)	Publicity Material		LB-R	No	No	Prior	Jan 2026	
(d)	Public Awareness Video		LB-R	No	No	Prior	Jan 2026	
2.	Livelihood Opportunities Created for Increased Community Revenue							
(a)	Beekeeping kits		LB-R	No	No	Prior	Mar 2025	
(b)	Training Materials		LB-R	No	No	Post	Mar 2025	
(c)	Construction of Visitor Centre		LB-N	No	No	Prior	Mar 2025	
(e)	Travel		DS	No	No	Post	Mar 2025	A service provider selected through a competitive process.

1	2	3	4	5	6	7	8	9
Ref No.	Contract (Description)	Estimated Cost (USD)	Selection Method	Pre-qualification (Yes/No)	Regional Preference (Yes/No)	Review by Bank (Prior/Post)	Expected Bid-Opening Date	Comments
(f)	Equipment and Supply (2 laptop, 2 mobile phones)		LB-N	No	No	Post	Mar 2025	
3.	Aquaculture facility operational and producing juvenile conch.							
(a)	FAO to provide technical assistance (FAO management fees/other fees)		DS	No	No	Prior	Dec 2025	Plus costs for consultancy contracts that will be procured by FAO (using CDB financing) between OECS and FAO.
(b)	Stipend for fishers (collection of egg masses) and cost of supplies		DS	No	No	Prior	Dec 2025	

III. Consulting Services

1. **Prior Review Threshold:** Procurement decision subject to Prior Review by the Bank as stated in the Procurement Procedures:

	Selection Method	Prior Review Threshold	Comments
1.	Individual Consultant Selection (ICS)		Several individual consultants will be engaged to support project implementation.
2.	Direct Selection (DS)		

2. **Reference to (if any) Project Operational/Procurement Manual:** Procurement Policy for Projects Financed by CDB (2019) and Procurement Procedures for Projects Financed by CDB (January, 2021)

3. **Any Other Special Procurement Arrangements:** Financing shall be provided under CARE Finance Agreement and thus eligibility shall be extended to countries that are not members of the CDB, in accordance with the [EU Eligibility Rules](#).

4. Procurement Packages with Selection Methods and Time Schedule

1	2	3	4	5	6	7
Ref No.	Assignment (Description)	Estimated Cost USD	Selection Method	Review by Bank (Prior/Post)	Expected Proposal Submission Date	Comments
1.	Project Coordinator		ICS	Prior	N/A	
2.	Procurement Consultant		ICS	Prior	N/A	
3.	Communication Specialist		ICS	Prior	N/A	
4.	Social and Gender Specialist		ICS	Prior	N/A	
5.	Community Liaison Specialist		ICS	Prior	N/A	
6.	Sustainable Land Management and Livelihood Specialist		ICS	Prior	N/A	
7.	Trainers (Beekeeping and Honey production)		ICS	Prior	N/A	
8.	Trainers (Ecosystem-based Tourism)		ICS	Prior	N/A	
9.	Trainers (Micro Small Enterprises and Tour Guiding)		ICS	Prior	N/A	
10.	Scientific Advisor		ICS	Prior	N/A	
11.	Technical Coordinator		ICS	Prior	N/A	
12.	Aquaculture Technician		ICS	Prior	N/A	

IV. Implementing Agency Procurement Capacity Building Activities with Time Schedule

In this section the agreed Procurement Capacity Building Activities are listed with time schedule.

No.	Expected Outcome/ Activity Description	Estimated Cost	Estimated Duration (days)	Start Date	Comments
1.	Project launch workshop (virtual or in-person) with CDB and Implementing Agency to increase the capacity of Implementing Agency to follow CDB's procurement procedures	0	2	Q1 2025	
2.	Increased capacity of Implementing Agency to undertake procurement in accordance with CDB's Procurement Procedures through CDB's Online Procurement Training.	0	5	Q1 2025	

V Summary of Proposed Procurement Arrangement

Project Component		CDB (USD'000)			(USD'000)		
		Primary	Secondary				
		ICS	LB	DS	CDB	Counterpart	Total Cost
1.	Tree cover rehabilitation and riverbanks stabilisation						
2.	Conduct gender analysis and develop a plan of action that identifies opportunities and entry points for mainstreaming gender						
3.	Restore healthy Queen Conch population to facilitate a healthy coastal environment						
4.	Project Implementation Unit Management Cost						
Sub-total							
Per Diem							
Bank Transfer Fees							
Contingency							
Total Project Costs							
ICB	International Competitive Bidding		QBS				
NCB	National Competitive Bidding		QCBS				
DS	Direct Selection		FBS				
LB	Limited Bidding		LCS				
RB	Regional Bidding		CQS				
FA	Force Account		ICS				
NBF	Non-Bank Financing						

This information is withheld in accordance with one or more of the exceptions to disclosure under the Bank's Information Disclosure Policy.