**Establishment of the Caribbean Coastal Capital Center of Excellence (RG-T2489)**

**Consultancy: Preparation of Proposal for Caribbean Coastal Capital Center of Excellence**

**TERMS OF REFERENCE**

**I BACKGROUND**

1.1 The Caribbean’s coastal natural capital, which includes living and non-living environmental components (e.g. beaches), biodiversity and ecosystem services, is the foundation for a large part of the Region’s economy. The Region’s coastal and marine natural capital provide goods and services that directly support economic activities such as tourism, fisheries and agriculture as well as social well-being and quality of life. There is a growing awareness of the benefits provided by terrestrial-coastal environments, coastal and marine biodiversity and ecosystems in the Region. This is particularly important in the Caribbean given the urgent need to be able to respond to the threats posed by changes in living and non-living environments, biodiversity loss, emerging vulnerabilities to the anticipated effects of natural disasters, and the intensification of extreme events associated with climate change and climate variability throughout the Region.

* 1. However, significant gaps in understanding remain in terms of: (i) the available analytical tools and the ability to use them; (ii) the available and required level of scientific knowledge to fully understand spatial and temporal variations in the quality and quantity of healthy ecosystem components; (iii) empirical evidence and knowledge of the benefits of coastal natural capital, and the costs associated with its loss and restoration; (iv) how to best use evidence to inform coastal policy and related investment decisions; and (v) the ability to determine the total economic value of ecosystems and biodiversity. As a result, there is need for greater and more formalized cross-disciplinary cooperation to address these gaps. Although there has been a growing number of initiatives that have included the consideration of ecosystem services and valuations in the Caribbean, much of that work has been conducted by organizations and individuals from outside of the Region. The result has been little tangible benefit to the Region in terms of capacity development, expertise, growth of knowledge and policy impact[[1]](#footnote-1). This too has been hampered by a lack of mechanisms to build, encourage and retain capacity and knowledge within the Region, particularly given what has been until recently a latent demand for these services.

1.3 Building regional capacity in the physical and environmental sciences, and allied social sciences including environmental economics is a necessary condition for the continuing evolution towards an integrated model for climate-resilient coastal zone management. If this short-coming is to be addressed and a greater emphasis placed on advancing regionally-based expertise, then it is imperative that serious consideration be given to putting in place organizational arrangements that would underpin such initiatives. Centers of Excellence dedicated to assessing and promoting the benefits of biodiversity and ecosystem services are emerging in other parts of Latin America (such as Central America). Thus, the establishment of a comparable capacity focused on the Caribbean’s unique coastal natural capital seems timely.

1.4 The IDB is seeking the services of an individual consultant to prepare a comprehensive proposal for the establishment of the Caribbean Coastal Capital Center of Excellence (CCCCE).

ii Objectives and description

* 1. The objective of the consultancy is to develop a comprehensive proposal for the establishment of the CCCCE that will address the growing demand for local expertise and regional understanding for monitoring, valuation, assessment and restoration of coastal natural capital. Once established, the CCCCE is expected *inter alia* to conduct technical research, promote institutional strengthening and capacity building; and facilitate best practice knowledge dissemination in order to inform regional and national policy and practice with respect to the use and management of coastal watersheds and marine ecosystems.
  2. The consultancy will be carried out in four steps: (1) preparation of a situational analysis, (2) a functional and organizational analysis, (3) a draft proposal; and (4) a final proposal for the CCCCE. For each step the consultant will generate a draft report to be reviewed by the Project Steering Committee (PSC) that has been established to guide and oversee project progress, provide technical input and ensure the quality of the work undertaken; as well as by the Bank. The consultant will incorporate the comments of the PSC and the Bank into each final report.
  3. The CCCCE proposal development process will include direct consultation with key stakeholders including CARICOM institutions, private sector representatives, academic institutions, NGOs and other agencies involved in relevant fields such as coastal zone management, resource economics, watershed management issues and urban planning, Stakeholders will be actively engaged at the national and regional levels, through participation in a Regional Workshop at which the draft proposal for the CCCCE will be presented as well as through the mechanism of the PSC.

iii. Tasks

* 1. The consultant will carry out the following tasks:

1. Prepare a work plan, including a proposed list of countries to visit (with justification) and list of stakeholders to interview (with justification);
2. Participate in an inception meeting (by videoconference) with the Bank and the PSC in order to discuss the work plan;
3. Situational Analysis: Complete a desk study to review the current state of knowledge and expertise related to the monitoring, valuation, assessment and restoration of biodiversity and ecosystem services in the Caribbean; identify best practices, the scope and extent of recent work undertaken in the region, capabilities and gaps and lessons learned;
4. Functional and Organizational Analysis: Generate an inventory and gap analysis of existing institutional and individual capabilities with respect to scientific, economic and policy aspects of biodiversity and ecosystem services; and building on this inventory, complete a gap analysis that identifies areas of opportunity and regional needs;
5. As part of tasks (c) and (d) above, travel to a maximum of four (4) countries in the Caribbean in order to have discussions with stakeholders and key informants to inform the completion of the situational analysis and functional and organizational analysis. The specific countries to be agreed in consultation with the PSC and the Bank during the preparation of the work plan. Research methods should include content analysis of existing data sources, as well as interviews with and questionnaires of key informants;
6. Draft Proposal: Based on the findings above, formulate and assess various options for the CCCCE including explanation of scope, mode of operation, institutional and organization arrangements and resource implications; and prepare a Draft Proposal for the CCCCE;
7. Revised Draft Proposal: Prepare a Revised Draft Proposal incorporating the initial comments of the Bank and the PSC;
8. Regional Stakeholder Workshop: Facilitate a two-day Regional Workshop designed to (i) obtain stakeholder feedback on the Revised Draft Proposal and (ii) to generate a draft action plan for the CCCCE. The Workshop will be held in Barbados. Tasks will include: (i) present the Revised Draft Proposal for discussion and feedback, (ii) facilitate the activities related to the development of the CCCCE action plan; and (iii) document stakeholder feedback in a brief report. Prior to the workshop the consultant will prepare an annotated outline of a draft action plan for consideration by the PSC;
9. Full Proposal: Prepare a Full Proposal for the CCCCE that builds on the findings above and incorporates the comments of the Regional Stakeholder Workshop and any additional comments of the Bank. The Full Proposal shall inter alia, outline the governance structure, strategy and action plan, and indicative business plan, including financial requirements and sustainability.
10. The consultant is expected to conduct the necessary research including sourcing the relevant materials to complete the consultancy. This includes available literature.

IV Characteristics of the consultancy

4.1 Qualifications: An individual consultant with a minimum of eight (8) years in-depth expertise in organizational analysis. Demonstrated experience in ICZM as it relates to coastal ecosystem services assessment, environmental economics, natural resource management and/or coastal planning. Previous experience working in projects financed by multi-lateral and bilateral organizations in the Caribbean is desirable. Previous experience with Centers of Excellence is desirable.

4.2 Type of consultancy: International Individual consultant.

4.3 Level of effort and duration: 100 discontinuous days over a period of 8 months. Includes travel to four (4) countries in the Caribbean.

4.3 Place of work: The consultant’s place of work, Barbados and various locations in the Caribbean.

4.4 Coordination: The consultant will report to the IDB Project Team Leader and will work in close coordination with the PSC. The work will also be monitored by the IDB Country Office in Barbados and the IDB Project Team.

V Deliverables

5.1 The consultancy will submit the following interim and final deliverables:

1. Draft work plan, within 5 days of the start of the consultancy;
2. Final work plan, within two weeks of the start of the consultancy;
3. Draft Situational Analysis Report, within four weeks of the start of the consultancy;
4. Final Situational Analysis incorporating the comments of the PSC and the Bank; within six weeks of the start of the consultancy;
5. Draft Functional and Organizational Analysis Report, within 11weeks of the start of the consultancy;
6. Final Functional and Organizational Analysis Report incorporating comments from PSC and the Bank; within 14 weeks of the start of the consultancy;
7. Draft and Revised Draft Proposal for CCCCE; and draft annotated outline of action plan for the CCCCE implementation as described in paragraph 3.1f, g and h above, within 22 weeks of the start of the consultancy;
8. Brief Regional Workshop Report including stakeholder feedback, within 24 weeks months of the start of the consultancy;
9. Final Proposal for CCCCE incorporating comments from PSC, Regional Stakeholder Workshop and the Bank, within 32 weeks of the start of the consultancy.

5.2 The Bank will provide the consultant with a single set of review comments per report submitted; this includes revised submissions.

1. Ruckelshaus, Mary et al. “Notes from the Field: Lessons Learned from Using Ecosystem Service Approaches to Inform Real-World Decisions.” *Ecological Economics* (2013); Laurans, Yann et al. “Use of Ecosystem Services Economic Valuation for Decision Making: Questioning a Literature Blindspot*.” Journal of Environmental Management* 119 (2013): 208–219; Kushner, B et al. Influence of Coastal Economic Valuations in the Caribbean: Enabling Conditions and Lessons Learned. Working Paper. Washington, D.C.: WRI and MESP, 2012. [↑](#footnote-ref-1)