



GEF-IWCAM Project Coordination Unit

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

Terms of Reference for Preparation and Facilitation of a Community-Based Resource Assessment (CBRA) Instructional Train-the-Trainers Workshop

A. Background

The Caribbean Environmental Health Institute (CEHI) and the Secretariat to the Cartagena Convention (UNEP-CAR/RCU) are co-executing a regional project (referred to as GEF-IWCAM) which seeks to improve the integrated management of watersheds and coastal areas in Caribbean small islands.¹ The GEF-IWCAM Project is seeking a consultant(s) to develop and conduct a “train-the-trainers” workshop for the GEF-IWCAM-developed Community-Based Resource Assessment (CBRA) tools.² The training is scheduled to take place over a three-day period during the week of 11 April 2011. Participants in the training will be from the GEF-IWCAM Project’s 13 participating countries.³

B. Scope of Assignment

The consultant(s) will develop and conduct a train-the-trainers workshop for approximately 30 participants in the use of the CBRA tools developed by the GEF-IWCAM Project. The consultant will be expected to produce the following documents or materials:

- Output 1: Meeting agenda
- Output 2: Hand-outs (as training material)
- Output 3: PowerPoint Presentations (as training material)
- Output 4: Meeting Report (inclusive of Workshop Evaluation)
- Output 5: Workshop Evaluation Form

The objectives of the workshop are:

- To train participants in the use of the CBRA toolkit
- To provide capacity to participants to enable them to train others in the use of the CBRA toolkit
- To develop training materials for the CBRA toolkit

Please note that:

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

² The draft CBRA Manual is available at <http://www.iwcam.org/documents/rfps-and-tors/rfp-community-based-resource-assessment-train-the-trainers-workshop/MANUAL%20-%20CBRA%20PDF%20-FINAL-%2025%20JUNE%202010.pdf/view> or <http://tinyurl.com/4c7j626>. An interactive DVD with video will also be available in advance of the workshop. All materials will eventually also be produced in French and Spanish.

³ Participating countries are: Antigua and Barbuda, Bahamas, Barbados, Cuba, Dominica, Dominican Republic, Grenada, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, and Trinidad and Tobago.

- The training and all materials will be conducted and/or produced in English.
- The consultant(s) will be briefed in detail and provided with all necessary background information and content for the course.
- The GEF-IWCAM Project Coordination Unit will be responsible for review of training materials.
- Communications and incidental costs will be the responsibility of the Project, once included in the approved budget.
- Cost of travel to the workshop will be paid by the project, once approved beforehand. This should not be included in the cost proposal.
- The consultant(s) must design and format all materials in a manner that is consistent with the CBRA toolkit.
- Failure to deliver satisfactory products under this contract will result in the withholding of the final tranche of payment of 20%.
- The materials to be produced under this contract will become the property of the GEF-IWCAM Project.

C. Qualifications

Previous experience in teaching training is required. Knowledge of environment / water resources management, water quality testing and community-based environmental monitoring is desirable. Experience working in the Caribbean region would be an asset. Examples of previous work can be included as Annexes to the proposal.

D. Workplan and Timeframes for Deliverables

The workplan and timeframes for all deliverables will be decided following consultation between the GEF-IWCAM Project Coordination Unit and the consultant. However, the overall time frame allocated for review of the documents and preparation of the deliverables and participation in the workshop is 10-15 days.

These working days will be spread over a period of six weeks between March 2011 and mid-April 2011.

E. Payment Schedule

Payment will be on the basis of outputs as follows:

- 20% upon submission of drafts of meeting agenda, handouts, and PowerPoint presentations.
- 30% upon delivery of meeting agenda, handouts, and PowerPoint presentations.
- 50% upon completion of training workshop and delivery of all final deliverables

F. Evaluation Criteria

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

G. Submission Requirements

Proposal submissions are to include:

1. A technical proposal
2. A schedule for delivery of outputs
3. A cost proposal (budget)

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Technical proposals must not exceed 5 pages in length. Other material, including CVs, deemed to be relevant to the proposal may be attached as annexes.

Proposals must be submitted via e-mail to Sasha Beth Gottlieb (sgottlieb@cehi.org.lc) by 04 March 2011. The subject of the e-mail should be RFP – CBRA Training and then the name of the company or consulting group submitting the proposal, or, if submitted by an individual, your last name (e.g. *RFP – CBRA Training – Smith* or *RFP – CBRA Training – Smith and Jones Associates*).