



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 an Environmental Impact Assessment Review Training 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 training workshop in the review of Environmental Impact Assessments (EIA). The training is scheduled to take place over a three-day period from May 31st to June 2nd. Participants in the training will be from the GEF-IWCAM Project's 13 participating countries.²

B. Scope of Assignment

The consultant(s) will develop and conduct an EIA Review Training Workshop for approximately 30 participants. 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 objective of the workshop is to train participants in the EIA Review Process. This would include an overview of the purpose and objectives of EIA reviews; EIA terms of reference (importance of, review of, compliance with, examples of good and bad); internal and external review processes; key aspects of the review process (compliance, accuracy, public input, presentation); review of “Preliminary Environmental Impact Statements”, and other relevant matters. The training should be developed to the specific needs and characteristics of Caribbean Small Island Developing States, taking into account resource limitations (human and financial), socio- economic trends, and specific environmental concerns. The training should also include practical work in which participants develop EIA terms of reference, produce environmental impact statements, etc.

Please note that:

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

² 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 will be conducted and all materials produced in English.
- The consultant(s) will be briefed in detail and provided with all necessary background information for the course. The consultant(s) will provide the course content.
- 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 other GEF-IWCAM Products.
- Failure to deliver satisfactory products under this contract will result in the withholding of the final tranche of payment of 30%.
- The materials to be produced under this contract will become the property of the GEF-IWCAM Project.

C. Qualifications

Previous experience in conducting EIAs and their review, and training in environmental matters is required. Knowledge of environment / water resources management 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 preparation of the deliverables and participation in the workshop is 15 days.

E. Payment Schedule

Payment will be on the basis of outputs as follows:

- 30% upon submission of drafts of meeting agenda, handouts, and PowerPoint presentations.
- 40% upon delivery of meeting agenda, handouts, and PowerPoint presentations.
- 30% 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)

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) and Vincent Sweeney (Vincent.sweeney@unep.org) by 22 April 2011. The subject of the e-mail

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should be RFP – EIA Review 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 – – EIA Review Training – Smith* or *RFP – EIA Review Training – Smith and Jones Associates*).