



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 of a Community-Based Resource Assessment Instructional Tool

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

Sandwatch is a regional programme of beach monitoring, supported by UNESCO and others, which seeks to modify the lifestyle and habits of children, youth and adults on a community-wide basis and to develop awareness of the fragile nature of the marine and coastal environment and the need to use it wisely.

The GEF-IWCAM Project and Sandwatch Programme are collaborating on the development of instructional tools for Community-Based Resource Assessments. As part of this collaboration, the GEF-IWCAM Project is issuing these terms of reference and subsequent contract, and Sandwatch will be contributing technical input and guidance, based on their experiences, in the review of materials and later in the design of a training plan using these materials. These tools will be based on previous materials developed by and trainings conducted by both GEF-IWCAM and Sandwatch.

The GEF-IWCAM Project is commissioning a set of instructional materials and tools for use by trainers working with community members, resource users and students which will teach simple, standard methodologies for assessment of the state of water and related land resources in its 13 participating countries.²

B. Scope of Assignment

The content for the instructional tools is to be based upon a draft CBRA training manual and the draft River Care Training Manual (refer to: <http://www.iwcam.org/information/gef-iwcam-community-based-resource-assessment-cbra>), and, the Sandwatch Manual (refer to <http://www.sandwatch.ca/members.htm>). The consultant(s) would be responsible for:

- Review of the draft manual content to determine if any of the topics need to be supplemented by additional information to enhance training;
- Separation of the contents into logical components or training modules and design of a series of instructional materials including:

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

² Antigua and Barbuda, Bahamas, Barbados, Cuba, Dominican Republic, Grenada, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago

- An interactive CD-ROM (including videos and/or graphics portraying each monitoring protocol and method as a specific training module; guidelines for project design and implementation; examples of specific mini-environmental projects; illustrations, worksheets, etc.)
- A web-site or web-pages to be housed on the GEF-IWCAM Information Management System (www.iwcam.org). The site would have the same content as the CD-ROM, but be navigable via the internet.
- Field data sheets, including basic instructions
- A streamlined manual
- A Trainers Guide
- Other materials
- Producing prototypes for each of the above for review and, in the case of the interactive CD ROM, the field instructional sheets and the manual or workbook., field testing by the Project Coordination Unit;
- Finalization of all materials following approval;
- Obtaining pro forma invoices (following UN procedures) for the mass production of these materials and their delivery to Saint Lucia;
- Supervision of the process of production to ensure timely delivery of the final products.

C. Expected Outputs

The outputs of the assignment will be:

- Output No. 1: An Instructional / Interactive CD-ROM
- Output No. 2: A series of web-page modules
- Output No. 3: Field Data Sheets
- Output No. 4: A streamlined manual
- Output No. 5: Other materials suggested in the proposal
- Output No. 6: A Trainers Guide

Please note that:

- The Consultant will be briefed in detail and provided with all necessary and available information. This briefing will be conducted either virtually or in person.
- The GEF-IWCAM Project Coordination Unit will be responsible for review of the materials and prototypes prepared and for giving feedback in a timely manner.
- The GEF-IWCAM Project will arrange for field testing of prototypes and will provide feedback in as timely a manner as possible.
- Communications or incidental costs will be paid by the project, once included in the approved budget.
- The consultant must design and format all materials in a manner that is visually appealing, clear, and consistent. This may necessitate the use of a graphic design professional in support of the consultant (at the consultant's expense).
- Failure to deliver satisfactory products under this contract will result in the withholding of the final tranche of payment of 15%.
- The materials to be produced under this contract will become the property of the GEF-IWCAM Project in this instance.

D. Qualifications

Previous experience in curriculum development, environmental education and community training is required. Knowledge of environment / water resources management and graphic design is desirable. Examples of previous work can be included as Annexes to the proposal.

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E. Payment Schedule

Payment will be on the basis of outputs as follows:

- 20% on the submission of a Draft Outline for Output No. 1
- 20% on the submission of a draft for Output No. 1
- 20% upon delivery of Final Output No. 1, Draft Outputs No. 2, No. 3, No. 4, No. 5, and No. 6
- 40% upon delivery of all Final Outputs

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 10 pages in length, including CVs. Other material deemed to be relevant to the proposal may be attached as annexes.

Proposals must be submitted via e-mail to Vincent Sweeney (Vincent.sweeney@unep.org) and Sasha Beth Gottlieb (sgottlieb@cehi.org.lc) **by 21 November 2008**. The subject of the e-mail should be RFP – Community Based Resource Assessment 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 – Community Based Resource Assessment – Smith* or *RFP – Community Based Resource Assessment – Smith and Jones Associates*)