



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 a Consultant to Prepare Experience Notes, Case Studies and the Manuscript for an IWCAM Documentary

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 includes a regional component and nine demonstration projects in eight of the participating countries.² The capture and documentation of lessons learned and good practice at both regional and demonstration project level is of the utmost importance to the participating countries and the implementing and executing agencies. The GEF-IWCAM Project is developing a specific approach to the capture and documentation of lessons learned and good practice. This is based upon the GEF International Waters template for Experience Notes and is consistent with the indicators selected for the Project.

This consultancy is for the preparation of IWCAM experience notes, following the GEF International Waters template, See <http://www.iwlearn.net/publications/experience-note/>, short- and long-form case studies, feature articles and a documentary manuscript to promote the IWCAM approach, based upon the input of the Project Coordination Unit (PCU) and the Demonstration Projects.

B. Scope of Assignment

The GEF-IWCAM Project is commissioning IWCAM experience notes, case studies, feature articles and a documentary manuscript which capture and explain the lessons learned and good practices during the lifetime of the Project and which can be used to promote the IWCAM approach in the 13 Participating Countries and beyond.

The PCU, Executing Agencies and Demonstration Project Managers will collect, select and review lessons learned and good practices which are to be further researched, if necessary, and written-up by the Consultant. The Consultant may also identify best practices through discussions and research. These will form the basis of the experience notes, case studies, feature articles and manuscript for the documentary.

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

C. Tasks

The Consultant will:

1. Participate in and help facilitate the '*GEF-IWCAM Capture and Demonstration of Good Practice and Lessons Learned Workshop*' for Demonstration Project Managers and Executing Agencies to take place during the week of 6th **July 2009**. The objectives of this Workshop will be:
 - To introduce the Consultant
 - To review lessons learned and good practices submitted prior to the Workshop
 - To provide guidance on selection of lessons learned and good practices worthy of documentation
 - To provide guidance on information gathering, record keeping and photography to ensure adequate material is available
 - To 'gather' lessons learned and good practices
 - To select a minimum of two lessons learned and two good practices from each Demonstration Project for possible documentation as Experience Notes to enable the Consultant to begin preparation of case studies and experience notes.
 - To agree upon responsibilities (Project Coordination Unit, Demonstration Project Managers, Consultant) and the timeline for development and finalization of the case studies, experience notes and documentary manuscript.

Based upon this Workshop, the consultant will prepare a **brief guideline document on selection of lessons learned and good practices worthy of documentation**.

2. Prepare **Case Studies**: The Consultant will prepare a minimum of 18 draft outline case studies (9 short-form; 9 long-form) for review by the PCU and based upon feedback from the PCU, the Consultant will finalize the case studies (**July 2009 – April 2010**)
3. Prepare **Experience Notes**: The Consultant will prepare a minimum of 18 draft Experience Notes for review by the PCU and based upon feedback from the PCU, the consultant will finalize the Experience Notes (**July 2009 – April 2010**)
4. Prepare **Feature Articles**: The Consultant will draft twelve (12) feature articles and, based upon feedback from the PCU, will finalize the twelve (12) feature articles (**July 2009 – April 2010**)
5. Prepare an **IWCAM Documentary Manuscript**: The Consultant will prepare an outline for the IWCAM documentary manuscript, and based upon feedback and approval of the outline/concept from the PCU, will prepare the draft manuscript. Following approval of the draft manuscript by the PCU, the Consultant will finalize the manuscript (**November 2009 – June 2010**).
6. Assist in facilitating a stakeholders' workshop on '*Review of Learning and Practice for Integrated Watershed and Coastal Areas Management*' (**June 2010**) and prepare the final workshop report.

D. Duration

This consultancy will be for the period July 1st, 2009 – June 30th, 2010. The expected level of effort for this consultancy is between 120 and 150 days.

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E. Expected Outputs

The outputs of the assignment will be:

- Output No. 1: Brief Guidance document on selection of lessons learned and good practices worthy of documentation for the GEF-IWCAM Project
- Output No. 2: Short- and Long-form Case Studies (minimum of 9 of each)
- Output No. 3: Experience notes (minimum of 18)
- Output No. 4: Feature Articles (12)
- Output No. 5: IWCAM Documentary Manuscript
- Output No. 6: Final Workshop Report

Please note that:

- The GEF-IWCAM Project Coordination Unit will provide the Consultant with information which is to form the basis of case studies, experience notes, press articles and documentary manuscript.
- The GEF-IWCAM Project Coordination Unit will be responsible for review of all materials prepared and for giving feedback in a timely manner.
- The GEF-IWCAM Project will facilitate any interviews agreed upon for completion of all outputs.
- The consultant must design and format all materials in a manner that is visually appealing, clear, and consistent.
- Communications or incidental costs will be paid by the project, once included in the approved budget.
- Failure to deliver satisfactory products under this contract will result in the withholding of the final tranche of payment, 15%.
- The materials to be produced under this contract will become the property of the GEF-IWCAM Project in this instance.
- Travel costs related to this consultancy, once included in the approved budget, will be borne by the Project and should not be included in the cost proposal.

F. Qualifications

A good communicator with excellent writing skills. Experience in journalism and/or television and film script writing. Knowledge of the environment / water resources management, public education and stakeholder participation is desirable. Examples of previous work can be included as Annexes to the proposal.

G. Payment Schedule

Payment will be on the basis of outputs as follows:

- Upon satisfactory completion of Output No.1: 10%
- Upon satisfactory completion of 50% of Outputs Nos. 2, 3 & 4: 25%
- Upon satisfactory completion of remaining 50% of Outputs Nos. 2, 3 & 4: 25%
- Upon submission and acceptance of Output No. 5: 25%
- Upon satisfactory submission of Output No. 6 and any other outstanding deliverables: 15%

The expected level of effort for this consultancy is between 120 – 150 days.

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H. Evaluation Criteria

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

I. 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 Donna Spencer (dspencer@cehi.org.lc) **by 19th June 2009**. The subject of the e-mail should be *RFP – Consultancy for Experience Notes, Case Studies & Documentary Manuscript* 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 – Consultancy for Experience Notes, Case Studies & Documentary Manuscript – Smith* or *RFP – Experience Notes, Case Studies & Documentary Manuscript – Smith and Jones Associates*).