



## Community Based Conch Management in the Family Islands (BH-T1056)

### TERMS OF REFERENCE for EVALUATION CONSULTANT

The Bahamas National Trust (BNT) received financing from the Japan Special Fund for Poverty Reduction (JPO) through the Inter-American Development Bank (IDB) and intends to apply part of the proceeds to payments under the *Community Based Conch Management in the Family Islands* for the services of a consultant (here after referred to as the Evaluation consultant, (EC) or the consultant) who will work with the project manager, project stakeholders, and other consultants to evaluate the progress of the project.

#### 1. Background and Justification

Conch is an important source of income for Bahamian communities, a staple in their diet, and is important to cultural identity. This resource contributes to food security for economically challenged fishing communities in New Providence and the Family Islands. Overfishing, particularly of juveniles, undermines the sustainability of the conch fishery throughout the country. Low population levels have made conch fishing economically unviable for many fishers, and natural disasters (e.g. tropical storms) pose serious risks for the resilience of fishers. In general, consumers are uninformed about the severity of the resource depletion, limiting the ability for fishers to capture benefits from fishing sustainably. The decline in conch stocks threatens the livelihoods of over 9,000 fishers who are considered vulnerable with limited alternative employment opportunities. If stocks are to be restored and community livelihoods maintained, there is a need to provide multiple incentives to fishers and their families to change behavior towards more sustainable fishing practices.

The Bahamas National Trust (BNT) is the Executing Agency for this program. The BNT will carry out activities in the following four (4) components with a view of increasing the socioeconomic benefits derived from the conch fishery in two pilot Family Island communities in Grand Bahama:

**Component 1: Improving conch fisher livelihoods.** The beneficiaries of this component will be conch fishers and communities provided with increased skills/capacity to market value-added conch products and alternative livelihoods (aquaculture and tourism). Fisher communities will also have increased resilience from diversified sources of income.

**Component 2: Establishing community-based management of a marine protected area.** With this component, conch fishers and communities will have increased capacity to manage their conch fishery and marine area responsibly.

**Component 3: Creating a domestic market for responsibly fished conch through Sea-to-Sale traceability and local branding.** The aim of this component is to have conch fishers committed and engaged in a robust traceability program and create sustainable markets for conch products.

**Component 4. Audit, evaluation and coordination.** This component will monitor, evaluate, and disseminate the results of the project.

**Primary Objective(s) of the Consultancy are to:**

The objectives of this consultancy are to:

- i. Conduct a evaluation to review and evaluate the implementation of planned project activities and outputs against actual results to date.
- ii. Establish the initial project impact (with references to the objectives and outcomes as described in the results matrix in the Technical Cooperation document), sustainability and execution performance.
- iii. Identify major bottlenecks within the project, make recommendations on how to address them, and update the risk analysis where necessary.

**2. Duration**

The evaluation will commence on December 1st, 2021 to be completed by January 14<sup>th</sup>, 2021 The final report will be written and submitted by January 14<sup>th</sup>, 2021 to be evaluated by a selected review team. The consultancy will end no later than 7 weeks after it begins.

**3. Scope of Services, Tasks (Components) and Expected Deliverables**

The consultant will collect, collate, and review all relevant technical and operational documentation related to the project, including, but not limited to:

- i. Consultant Reports.
  - ii. Procurement Plans.
  - iii. Monthly progress reports
  - iv. Reports of previous missions
  - v. The Bank's internal Project Monitoring Report
- a. The consultant will meet with and interview representatives from the BNT, the other project consultants and IDB to review the project activities, results and challenges from their perspective.

- b. With collaboration from BNT, the consultant will examine the overall progress made in the project execution with attention being paid to the results matrix outputs and indicators assessing the extent to which they have been fulfilled.
- c. Where required will complete a validation analysis of the technical aspects of each component and the completion of each activity planned within those components paying attention to:
  - i. The appropriateness and validity of the original design and scope of the project.
  - ii. The specific activities, outputs, results and impact(s) achieved since the beginning of the project particularly related to the operation targets and indicators included in the results matrix.
  - iii. For each component and each activity related to that particular component, identify and describe major issues, challenges to achieving the outputs and indicators in the project results matrix and recommend possible measures to avoid these issues /challenges for future operations.
- d. The consultant will analyze the institutional aspects of the project execution, highlighting positive aspects and significant challenges and issues faced.
- e. Assess the procurement procedure utilized by the BNT and determine its compliancy with IDB polices, including procurement processes that took longer than planned.
- f. Assess the communication mechanisms among the different parties involved.
- g. Identify lessons learnt and provide recommendation to strengthen the project management structure and improvement of project execution (when required, the consultant should include recommendations for specific areas of training).
- h. Update the risk analysis matrix.

#### 4. Expected Deliverables:

- A. A detailed workplan to execute the consultancy. The report should contain a **Draft Report Template**: Submission of a draft report format containing Table of Contents for the final report for approval by the BNT and IDB.
- B. Mid-Term Evaluation Draft: The report should be logically structured, contain evidence-based findings, conclusions, lessons and recommendations and should be free of information that is not relevant to the overall analysis. The report should respond in detail to the key focus areas described above. It should include a set of specific recommendations formulated for the project and identify the necessary actions required to be undertaken, who should undertake those and possible time-

lines (if any). Project stakeholders will provide comments on the Draft Report and the consultant will finalize the report in view of these comments.

C. Final Report will include:

- i. The state of compliance with the performance indicators for each year, as per the results matrix and the general progress made in programme execution;
- ii. A list of current issues that are delaying programme execution, including an analysis of the current communication system among different parties;
- iii. A list of proposed recommendations on how to address those issues, indicating any training needs, if required, and the budget needed to implement them.
- iv. Assess the technical supervision compliance of the field works and identify any contractual specification deviation.
- v. An update risk analysis of the programme.

The final deliverable will include, as a separate product, the updated operations manual and procurement plan.

## **5. Available Reports**

a. The following reports will be made available to the consultant:

- i. Semi-annual reports
- ii. Monthly progress reports
- iii. Contract documents
- iv. Procurement plans
- v. Consultant reports

## **6. Payment Schedule:**

- 20% First payment- Upon submission and acceptance of Deliverable A- detailed workplan to execute the consultancy.
- 40% Second payment- Upon submission and acceptance of Deliverable B- Evaluation Draft Report.
- 40% Third payment- Upon delivery and acceptance of Deliverable C- Final Evaluation Report.

## **7. Coordination**

Coordination and technical supervision of the consultancy will be carried out by the project manager: Mrs. Jewel Thompson-Beneby. All reports will be reviewed and will have to receive the no-objection of the Inter-American Development Bank.

## **8. Characteristics of the Consultancy**

**Type of Consultancy:** Individual Consultant

**Start date, length and duration:** this will be a 7-week consultancy starting December 1<sup>st</sup>, 2021 and ending January 14<sup>th</sup>, 2021. If not local, the consultant is expected to spend at least 10 working days in The Bahamas.

**Place of work:** Nassau, Bahamas and Consultant's country of residence, if applicable.

**Qualifications:** The consultant must have a professional degree in the field of economics, business administration, accounting, finance, engineering or equivalent and should have at least 5 years of post-graduate experience in the evaluation, preparation, and execution of loans with multilateral lending agencies is preferred. Fluency in the English language and excellent verbal and written communication skills are also required. Knowledge of the Bahamian fishery sector and project management is a must. Previous experience in The Bahamas and the Caribbean will be considered an asset.

### Payment Summary

Deliverable Name	Deliverable Description	Due Date & Total Payment
A. Full project workplan for the Consultancy	A detailed workplan to execute the consultancy. The report should contain a <b>Draft Report Template:</b> Submission of a draft report format containing Table of Contents for the final report for approval by the BNT and IDB.	Monday December 10 <sup>th</sup> , 2021
B. Evaluation Draft Report.	The report should respond in detail to the key focus areas described in section 4 <i>Scope of Services, Tasks (Components) and Expected Deliverables.</i>	Friday December 31 <sup>st</sup> , 2021
C. Final Evaluation Report	The final document will include: the outcomes as stipulated under section 5 <i>Expected Deliverables</i> subsection (C) <i>Final EC Report</i>	Monday January 14 <sup>th</sup> , 2021

### How to Apply:

Full proposals inclusive of CVs and budget breakdown according to payment schedule should be submitted electronically to [jthompson@bnt.bs](mailto:jthompson@bnt.bs) by November 19<sup>th</sup>, 2021 no later than 5:00 pm.

**For further information contact:**

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