



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

TERMS OF REFERENCE for PROJECT AUDITOR

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 Auditor consultant (here after referred to as the Project Auditor, Auditor or the consultant) who will work with the project manager, project stakeholders, and other consultants to audit 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 financial audit of the project spending and reporting
- ii. Evaluate the implementation of project activities and outputs against financial reporting

2. Duration

The evaluation will commence on December 1st, 2021 to be completed by January 14th, 2021 The final report will be written and submitted by January 14th, 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. Semi Annual reports and financial reports
 - ii. Disbursement & Justification requests reports
 - iii. No objection requests and responses
 - iv. The Bank's internal Project Monitoring Report
- a. The consultant will meet with the Project manager, Grants and Project Manager and finance staff of the BNT, the IDB team to acquire records for the project
 - b. With collaboration from BNT, the consultant will examine the spending made in the project execution with attention being paid to the results matrix outputs, job ledger and indicators assessing the extent to which they have been fulfilled.
 - c.

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. The report should examine financial documents, be evidence based and investigate the validity and accuracy of the project's financial records, including expenses, 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.
 - a. Audited Financial Report will include:
 - i. Qualified opinion to verify project spending and reporting;

5. Available Reports

- a. The following reports will be made available to the consultant:
 - i. Semi-annual reports
 - ii. Contract documents
 - iii. Consultant reports

6. Payment Schedule:

- 40% First payment- Upon submission and acceptance of Deliverable A- detailed workplan to execute the consultancy.
- 60% Second payment- Upon submission and acceptance of Deliverable B-Audited Final 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 or Firm

Start date, length and duration: this will be a 7-week consultancy starting December 1st, 2021 and ending January 14th, 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 accounting, finance, economics, business administration, 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. Previous experience in The Bahamas and the Caribbean is preferred. Knowledge of the Bahamian fishery sector and project management is a plus.

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 Draft Report Template: Submission of a draft report format containing Table of Contents for the final report for approval by the BNT and IDB.	Monday December 10 th , 2021
B. Final Audit Report	The final document will include: the outcomes as stipulated under section 5 <i>Expected Deliverables</i> subsection (C) <i>Final Auditor Report</i>	Monday January 7 th , 2021

How to Apply:

Full proposals inclusive of CVs and budget breakdown according to payment schedule should be submitted electronically to jthompson@bnt.bs by November 19th, 2021 no later than 5:00 pm.

For further information contact:

Jewel Thompson Beneby
Science Officer
Bahamas National Trust
jthompson@bnt.bs

Falon Cartwright
Director of Science and Policy
Bahamas National Trust
fcartwright@bnt.bs