

### **TERMS OF REFERENCE – SHORT-TERM CONSULTANT TO DEVELOP TERMS OF REFERENCE FOR:**

#### **Activity 3.1.3 Participatory processes to update and develop the Management Plan for the Godineau swamp**

Start Date: 11 November 2024

End Date: 11 December 2024

All Services shall be carried out personally by the Contractor. The Services shall include:

- 1) The scoping and development of a full Terms of Reference (ToR) for *Activity 3.1.3.: Participatory processes to update and develop the Management Plan for the Godineau swamp*, of the South Oropouche River Basin (SORB) Project.
- 2) An accompanying ToR Evaluation of Firms Document which will identify and detail how the scope of evaluation will be defined, developed and verified for the consulting firm (CF) that is to bid for the consultancy.
- 3) Lead a meeting with all project-identified key stakeholders of this activity to obtain technical and other input pertinent to ToR Regional Corporations, Drainage Division, and Ministry of Agriculture Trinidad and Tobago.
- 4) The Terms of Reference should include and detail the following:
  - a. Background and purpose
  - b. Contextualise the project.
  - c. Aim of the Contract
  - d. Breakdown of Scope and Activities of the Proposed Contracted Services
  - e. A Schedule
  - f. Details for bidding firms or how to submit and what should be included.
  - g. Qualification and Scoring Criteria for the CF (to also be included in the Evaluation of Firms)
  - h. Language Requirements
  - i. Submission Checklist
  - j. Timeline of Selection Process and Project
  - k. Deliverables and Schedule
- 5) When developing the ToR, be sure to include provisions that prioritize the engagement of local contractors and/or labourers. This ensures that our SORB communities benefit directly from the project and fosters economic growth.
- 6) The ToR is to be accompanied by a full budgetary breakdown of tasks and timelines (both Microsoft Excel and PDF formats).

### **SUPPORTING INFORMATION FOR ToR DEVELOPMENT**

1. The objective of this activity is to update and develop the Management Plan for the Godineau swamp, with a participatory process. This would include:
  - Incorporate climate change aspects and gender mainstreaming in the new management plan.

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- Incorporate the updated information of the socioeconomic and ecological aspects of the swamp, the results of the hydrological study and the valuation of the ecosystem services developed under Activity 3.1.1.
  - Undertake consultations and workshops with key stakeholders-surrounding communities, resource users, private sector (energy companies) and government entities (Ministry of Agriculture, Land and Fisheries, Drainage Division, among others).
  - Promote local stakeholders' behavioral change and engagement over time.
  - Develop a restoration plan as part of the broader management plan.
2. The Project would provide resources for hiring a senior consultant to lead the process, for organizing consultations, and for conducting a Knowledge, Attitude and Practices (KAP) survey at the beginning and the end of the process. This activity will be implemented closely with the activities in Component 5 – awareness-raising and capacity building.
3. Beneficiaries: inhabitants of the swamp and the community in general. The population of the basin will experience reduced seawater intrusion and flooding through the improved management of the ecosystem.
4. Institutions / stakeholders involved: Institute of Marine Affairs (IMA); Coastal Protection Unit of the Ministry of Work and Transport (CPU); Forestry Division of the Ministry of Agriculture, Land and Fisheries; Drainage Division of the Ministry of Works and Transport, Environmental Management Authority (EMA); Siparia, Penal-Debe and Princes Town Regional Corporations, community, and groups within the SORB, CSOs, private sector.