

CALL FOR EXPRESSION OF INTEREST

for Local Counterpart/Contractor

in the 4 Project Countries: Antigua & Barbuda, Commonwealth of Dominica, Saint Lucia and Tobago

to support execution of in-country community activities under the project titled
**‘STRENGTHENING COASTAL AND MARINE CLIMATE RESILIENCE THROUGH UPLAND AND COASTAL ECOSYSTEM
BASED ADAPTATION AND COMMUNITY ENGAGEMENT’**

The Inter-American Institute for Cooperation on Agriculture (IICA) is Executing Agency for the project titled “Strengthening Coastal and Marine Climate Resilience through Upland and Coastal Ecosystem Based Adaptation and Community Engagement”. This project is funded by the Caribbean Biodiversity Fund (CBF) under the EbA Facility Grant Agreement No. EbA 1 #55, 17 March 2020. The CBF-EbA Facility is supported by the Government of Germany through the German Development Bank (KfW) with resources from the International Climate Initiative (IKI) of the German Ministry of the Environment, Nature Conservation and Nuclear Safety.

PROJECT BACKGROUND

The Project

The Project titled ‘Strengthening Coastal and Marine Climate Resilience through Upland and Coastal Ecosystem Based Adaptation and Community Engagement’ seeks to facilitate the restoration of marine-coastal ecosystem health and improvement of sustainable livelihood opportunities in communities which are increasingly threatened by development on upland watersheds and climate change through community engagement and implementation of nature-based solutions.

This project involves direct actions in targeted communities in Caribbean islands states which are extremely exposed to the adverse impacts of climate change, evident in increased temperatures, ocean acidification, drought severity and increased rainfall intensity and variability. In these countries, as high as 60% - 70% of the population, comprising heavily of farmers, fishermen, and fisherwomen, lives in coastal areas and depends on coastal/marine ecosystems to support their livelihoods, while upland populations depend on a mix of crop production and small livestock.

The project consists of three (3) key areas:

1. Capacity building in restoration of marine-coastal ecosystems and upland watersheds with a focus on Vetiver Systems (VS), the Vetiver Education & Empowerment Project (VEEP) and other nature-based and climate smart EbA approaches
2. Field Implementation of the VS-EbA/VEEP and other nature-based and climate smart approaches, and development to support establishment/strengthening of local vetiver-based green businesses for additional livelihood opportunities, including vetiver nurseries and vetiver-based art and craft.
3. Knowledge Management to generate and disseminate information and build awareness of nature-based and climate smart approaches through innovative community engagement and education.

The experiences and results of this IICA-CBF EbA project are geared towards contributing to mainstreaming nature-based approaches with the primary solution being use of vetiver grass for soil health, slope stabilisation, water control and as the base for reviving green business in handicrafts.

This underscores the absolute need to integrate environmental (ecosystem health) and economic (livelihoods) aspects into resilience capacity building.

Full community engagement and participation implementation of nature-based solutions to reduce the upland drivers of degradation and to strengthen marine-coastal climate resilience while improving sustainable livelihood opportunities of communities are critical for successful project implementation. Therefore, active involvement of community leaders, non-governmental and community-based organisations and civil society in the target communities will be critical. This requires that the project work in collaboration with local contractors/counterparts in the five (5) communities targeted for project interventions, namely:

- (1) Cook’s Landfill - St. John’s Antigua & Barbuda
- (2) Petit Soufrière - Commonwealth of Dominica
- (3) Canaries, Anse Le Rey and (4) Choc Bay - Saint Lucia
- (5) Charlotteville - Tobago

The Project is being coordinated through a full-time Project Coordinating Unit (PCU) at the IICA Office in Trinidad and Tobago, comprising a Project Coordinator, Project Technical Officer and Finance-Procurement Officer with a full implementation period of thirty-six (36) months.

Eligibility: This Call for Expression of Interest (Eoi) is directed at Civil Society Organisations, Non-governmental organisations (NGOs) and Community Based Organisations (CBOs) and groups operating in and around the target communities in the four countries named above. The Eoi will be used to assess and select appropriate local counterparts/collaborators in the four project countries to support the IICA-PMU and key technical partners in undertaking specific in-country activities.

METHOD OF APPLICATION

All applications should be submitted in English

ON OR BEFORE MONDAY 19 October 2020

Applicants should:

1. submit a Cover Letter indicating Expression of Interest
2. complete and submit Attachment I (Identification of Entity and Core Requirements) **download a WORD Version of Attachment I here:**
<https://drive.google.com/file/d/1vEl5621rN0hMmL9DZ8v4pW5flcqt5SO0/view?usp=sharing>
3. email the Eoi package (cover letter, completed Attachment I and all relevant supporting documentation) to eba-iica@iica.int copied to karen.leelum.eba@iica.int using as the subject: “**Eoi Local Collaborator/Contractor IICA-CBF EbA Project**”

<u>Announcement Date</u> 21 September 2020	<u>Closing Date:</u> 16 October 2020	<u>Start-Up Date (tentative)</u> 26 October
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SCOPE OF WORK/TERMS OF REFERENCE

IICA-CBF EbA Project Local Counterpart/Contractor

Purpose: To provide in-country facilitation and support for community outreach and undertaking of activities associated with implementation of the VS-EbA/VEEP solutions. This includes supporting the project team with community logistics for training and development of vetiver-based green businesses, undertaking field activities and providing ongoing feedback and information for project reporting and communication of project experiences and results.

Specific Tasks: The Local Counterpart/Contractor will work under the guidance of the PMU and project partners within the community targeted for project interventions and will be responsible for:

1. undertaking community outreach and engagement to enhance and facilitate in-community project presence and stakeholder participation in project activities, with a focus on VS-EbA/VEEP solutions.
2. supporting the training and in-field implementation of VS-EbA/VEEP solutions in the selected community-watershed and sub-sites to build skills and social capacity for use of vetiver grass as an appropriate nature-based solution for land management.
3. assisting in the process to identify appropriate stakeholders/entities as the basis for start-up and/or improving existing vetiver-based Green Businesses as additional livelihood options within the community and neighbouring areas.
4. reporting on activities and capturing experiences to assist in sharing information and building awareness and capacity for EbA and climate smart solutions.

Value: A fixed price contract to be negotiated based on the specific tasks and work requirements for the four main activities indicated above.

Duration: The duration of this specific Scope of Work/Terms of Reference for the Local Counterparts/Contractors is eighteen (18) months with the option of extending pending progress, performance evaluation and availability of project financing.

Critical Requirements & Competencies:

- Legally Registered entity in the country of operation
- Bank Account with identified signatories in the country of operation
- Administrative structure to manage logistics, technical implementation and reporting (financial and technical progress)
- At least three (3) years' experience managing funded (public, private and/or donor) initiatives
- Recognised public presence in the local community/ies identified

Attachment 1: Expression of Interest (Eoi) Form for Local Counterparts/Contractors

1. Identification of Entity

1. Project Country	
2. Project Target Community (ies)	
3. Name of Entity	
4. Operating Base of Entity	
5. Name and Title of Principal Individual Representing the Entity	
6. Proximity of Entity Base to the Project Target Community	
7. Profile of Entity Operations and Capacity (# years; scope of operation, etc.)	Submit on Separate Sheet Below (max. one page)
8. Convincing statement on why this entity should be considered	Submit on Separate Sheet Below (max. one page)

2. Core Requirements

Criteria	Yes	No	Other	Provide a clear explanation or comment if 'No' or 'Other' is selected
1. Legally Registered (Certificate # and Date)				
2. Principle contact person				
3. Membership 2015-2020 (Registry)				
4. Governance Structure (Executive Board, Advisory Board, Committees; Minutes)				
5. Management & Administration (dedicated office location, staff structure ¹ , email)				
6. Financial management system/Audited records				
7. Experience in managing donor/grant/project funding (Records)				
8. Local Currency Bank Account Chequing (2 or more signatories; Bank letter)				

¹ Staff/workers - full-time, part-time, intermittent/adhoc/activity based

Criteria	Yes	No	Other	Provide a clear explanation or comment if 'No' or 'Other' is selected
9. US Currency Bank Account Chequing (2 or more signatories; Bank letter)				
10. Experience/work activity with national, regional and/or international entities (Records/reports listing past/current partners)				
11. Involvement/Participation in similar environmental activities (2010-2020) (Records/reports listing past/current activities)				
12. Community Outreach (Record of working directly with the project target community/ies listing past/current activities)				
13. Reporting & Communication Platforms (computer-based systems, internet connectivity; website; social media, etc. addresses)				
14. Will sign a Contract/ Agreement with EbA-IIICA Project				
15. Endorsements, Testimonials and/or Recommendations (at least two)				

1.7: Submitted on Separate Sheet (max. one page)

Profile of Entity Operations and Capacity (# years; scope of operation, etc.)
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1.8: Submitted on Separate Sheet (max. one page)

Convincing statement on why your should be considered
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