

TERMS OF REFERENCE

REVIEW OF THE SYSTEM PLANS FOR PROTECTED AREAS FOR (COUNTRY NAME): OECS PROTECTED AREAS AND ASSOCIATED LIVELIHOODS (OPAAL) PROJECT

1. Background

The OECS Secretariat through its Environment and Sustainable Development Unit (ESDU), in partnership with the International Bank for Reconstruction and Development (the World Bank) acting as an Implementing Agency of the GEF; the Fonds Français pour l'Environnement Mondial (FFEM) of the Government of France; and the Organisation of American States (OAS), has begun implementation of the OECS Protected Areas and Associated Sustainable Livelihoods (OPAAL) Project.

Recognizing the importance of the sustainable management of its natural resources and rich biodiversity, the Governments of the OECS Participating Member States (PMS) have made significant commitments to protecting their countries' resources as signatories to international conventions and through policy statements, legal and institutional instruments, recent environmental programs, and financial support of conservation activities through budget allocations. At the sub-regional level, the OECS Member States in 2000 issued and subsequently endorsed the St. George's Declaration of Principles for Environmental Sustainability in the OECS, which includes a commitment to the conservation of biological diversity and the protection of areas of outstanding scientific, cultural, spiritual, ecological, scenic and aesthetic significance. States have also begun translating their international and regional commitments into real efforts at the national level. They have also recognized the importance of establishing protected areas as the primary method of preserving biodiversity and conserving valuable natural resources assets.

Nonetheless, significant impediments continue to exist in terms of an effective framework for establishing and managing protected areas (PAs) that can ensure that the region's biodiversity does not suffer further degradation. Existing institutional arrangements within PMSs are weakened by gaps in the present policy framework, including limited incorporation of environmental and social costing into economic decision making and inadequate systems in support of integrated planning, information sharing and collaboration among agencies and other stakeholders. As a result, tourism and coastal development, upstream construction and rural development continue to cause detrimental levels of coastal sedimentation and erosion, and examples of unsustainable exploitation of both living and non-living resources with inadequate planning and coordination continue to pose significant threats to biodiversity conservation.

The projected outputs for Component 1 of the OPAAL project include: (i) reviews of national PA frameworks; (ii) drafts of models of PA-relevant legislation, policies, and institutional arrangements; (iii) national actions leading to new or modifications of existing institutional frameworks that collectively will demonstrate a more common approach to the conservation of biodiversity in the OECS region through the use of protected areas; (iv) a comparative analysis of existing PA system plans to include recommendations leading to a common approach to the development of new PA system plans; (v) updated or new national PA system plans; (vi) national actions leading to the adoption of the PA system plans; (vii) recommendations and specific follow-up actions based on substantive analyses of critical constraints affecting the conservation of biodiversity in the OECS region; and (viii) identification of one or more financing mechanisms for the sustainable management and further development of PAs in the region.

In terms of planning for Protected Areas, only some of the PMSs have systems plans in place, most of which are outdated and do not encompass existing and proposed terrestrial and marine areas in a cohesive

manner. A review of existing national protected area system plans will be undertaken and, if needed, support for new plans will be provided.

2. Objective

The goal is to strengthen the national capacity for conservation planning and management through strengthening the legal and institutional framework for protected areas in (country name). The assignment is undertaken within the overarching context of the St. George's Declaration for Environmental Sustainability in the OECS.

Specifically, the objectives of the assignment detailed in this Terms of Reference are to: (i) conduct a review of (country name)'s existing plan(s) for protected areas (to include terrestrial and marine components); (ii) conduct, in collaboration with relevant national expertise, a field assessment and review of all sites identified within the Systems Plan of Protected Areas as appropriate; (iii) detail the relevance of these sites in relation to a new Systems Plan document using the criteria provided; (iv) make recommendations for possible inclusion of new sites and/or adjustments to existing sites in the new Systems Plan document; (v) present the findings and recommendations to national stakeholders; (vi) prepare a final document (i.e., a revised national Systems Plan) and an associated draft memorandum for submission to the Cabinet of Ministers.

3. Scope of Services Required

The Contractor will be required to undertake the following:

Task 1: Inception meeting and preparation of a work plan

A working inception meeting between the OECS OPAAL project team and the Contractor(s) will be held to (i) review the process for the conduct of the research, (ii) determine roles and responsibilities (iii) discuss the basis on which this component will be implemented, and (iv) finalise the draft work plan and timetable. A final work plan and report on the outcome of the inception meeting will be prepared.

Task 2: Document Review

Conduct a review of relevant documentation, to include:

1. Any existing PA Systems Plans (include plans related to individual and collective marine/terrestrial PAs set up for ecological, biodiversity, cultural/historical conservation/management purposes) for the country or regions within the country, including existing management plans for individual protected areas and also the approaches/methodologies undertaken in the creation and implementation of the plan(s);
2. Relevant literature and on-going initiatives related to national policy, legal and institutional arrangements for PAs;
3. The National Environmental Policy and National Environmental Management Strategy and other relevant regional and national environmental management arrangements.
4. Any other relevant information regarding systems planning for protected areas in SIDS;
5. Environmental, socio-economic and historical/cultural issues relevant to the management of natural and cultural resources and sustainable use of the same;
6. Existing and potential financing arrangements and mechanisms for PA systems planning and management.

Task 3: Field Assessments and Consultation with Stakeholders

Conduct a field assessment and technical review to verify the nature and status of existing, proposed and potential sites, their uses, management systems (including their cost and means of covering such costs), direct and indirect threats, existing and potential conflicts, and any other factors relevant to systems planning. These activities are to be done in collaboration with the National Implementation Coordinating

Entity (NICE) for OPAAL and in consultation with relevant management agencies (government and non-government, community organisations, resource users and other stakeholders.

(ii) Determine the final list of sites for inclusion into the systems plan.

Task 4: Drafting of Systems Plan

Based on the results of Tasks 2 and 3, draft a revised systems plan, in collaboration with the NICE and the respective PA planning and management agencies. The plan is to be practical, time-frame specific (and is to cover a minimum period of 10 years) and can specify, if necessary, a phased approach to implementation. It can detail the full range of resources and also recommend the means of financing its operationalisation. It must include maps of the specific areas being recommended for inclusion in the Plan, identifying their proposed boundaries, topography, distribution of resources and habitats, existing infrastructure, settlements, existing management zones, and whatever else is deemed necessary to complete the various site profiles.

Task 5: Finalisation and Endorsement of Systems Plan

Facilitate a consultative process for securing finalisation of the plan based on the draft and its endorsement by stakeholders. The contractor is to present the draft plan to the National Technical Advisory Committee of the OPAAL project for feedback and recommendations prior to its finalisation.

Task 6: Submission of Finalised Systems Plan and Final Report to ESDU

The contractor is to submit a finalised Systems Plan, having incorporated elements of feedback from the NTAC, along with a report highlighting the nature of the work undertaken, noting the level of success and constraints in terms of the methodologies used, the nature and quality of stakeholder participation, limitations of the Systems Plan in terms of its present scope, any potential constraints which are anticipated in its effective application and any other lessons learnt during the process.

The Contractor will present the draft Systems Plan and the draft Final Report to ESDU for consideration and discussion, prior to finalisation of these documents.

5. Outputs

Outputs of this work will be:

1. A draft System Plan to be submitted to ESDU at the end of *Task 4*.
2. A final Systems Plan for Protected Areas in (Country Name) suitable for immediate use at the National level, along with a final report on the process undertaken and lessons learnt, and including a draft memorandum for submission to the Cabinet of Ministers.
3. An administrative report on the process and outcomes of the exercise to include, *inter alia*, an indication of the problems/constraints faced and the possible impact they may have on formal adoption/implementation of the Plan.

6. Project Execution and Administration

The Project Coordinator-OPAAL, or any other officer designated by him, will administer all aspects of this contract.

This is a fixed price contract. US\$16,000 has been allocated for the prescribed work. Travel within the Participating Member State will be a necessary part of this contract and the cost of transportation, accommodation, consultation and administration costs and per diem, etc., are considered part of this Contract.

All communications between the Contractor and the Project Coordinator-OPAAL for the assigned work should be copied to the Head of Unit - ESDU.

The OECS OPAAL project team will collaborate with the Contractor on the preparation of a brief plan of action that identifies activities necessary to achieve the timely and efficient deliverables identified in this Terms of Reference.

The Contractor will manage his/her time and responsibilities to ensure timely delivery of outputs required under this Terms of Reference.

7. Qualifications and Experience of Contractor

The Contractor is expected to possess skills and at least ten (10) years experience in the following areas:

- a. Protected Areas Planning and Management (preferably with experience in systems planning).
- b. Institutional Analysis (including aspects of national/international environmental policy);

8. Timing

It is anticipated that the Contractor will be selected by the OECS-ESDU and that the contract will commence as of December 1st 2005 and be completed no later than March 31st, 2006. As the first activity, the Contractor will submit for approval of the ESDU a proposed plan of work containing timing for completion of foreseen tasks. The OPAAL staff will facilitate consultation with the NICE and other national partners, as and when necessary. The draft systems plan is to be completed no later than February 20th 2006.

9. Reporting

All reports will be issued in Word format and will each take the form of one hard copy and one electronic copy, submitted to the Project Coordinator- OPAAL.

November 2nd 2005
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