

Toledo Institute for Development and Environment [TIDE]

Grant agreement No. BZ – KfW FIII - 006 - 2024

Invitation to submit a proposal for the services to review the environmental and social impact of the construction of a docking facility on Hunting Caye and demarcation and mooring buoys in Sapodilla Cayes Marine Reserve.

JULY 2ND 2025

TERMS OF REFERENCE

1. Background

The Mesoamerican Reef Fund, Inc. (MAR Fund) and Toledo Institute for Development and Environment (TIDE) have entered into a Grant Agreement under the project: *Enhancing Protection and Conservation of Commercial Species, Coral Reefs, and Fish Spawning Aggregation Sites in Sapodilla Cayes Marine Reserve, Belize* with the objective of increased protection and biodiversity conservation of commercial species, coral reefs, and legally established FSAs within Sapodilla Caye Marine Reserve (SCMR) including the Elbow and Cayman Crown reef.

The Sapodilla Cayes Marine Reserve (SCMR) is the most southern of the marine protected areas in Belize and encapsulates the southernmost tip of the Belize Barrier Reef. It lies in the general area of N16 6 32.9, W88 16 10.4 and is an integral part of the Belize Barrier Reef Reserve System (BBRRS), inscribed as a UNESCO World Heritage Site in 1996.10. (SCMR management plan 2023)

The expanded marine reserve covers an area of 321,623.5 acres (approximately 130,156 ha) and contains fourteen palm-fringed sand or mangrove cayes, fringe reefs, natural lagoons, and key spawning aggregation sites (SPAGs). It is one of the 17 barrier reef regions that compose the Mesoamerican Reef System that is home to more than 65 species of stony coral, 350 species of mollusks and more than 500 species of fish. (SCMR management plan 2023).

With the significant expansion of the Sapodilla Cayes Marine reserve from 38,595 acres to 321,623.5 acres which includes a main portion of the Cayman Crown, a resilient coral reef ecosystem, there is an urgent need for the Toledo Institute for Development and Environment [TIDE], a new co-manager of SCMR to seek funding for investment in infrastructure, urgent resource protection, sustainable management and socio-economic opportunities for primary users.

This project will assess the environmental and social impact of the construction of the docking facility on Hunting Caye and installation of demarcation and mooring buoys. The assessments will rely on qualitative methods, stakeholder consultations, community engagement and other social research techniques to gather information on social impacts, community perspectives and other non-technical aspects of the environmental assessment. These assessments will help identify potential adverse effects on resource users, habitats, and general ecosystem health. Understanding these impacts is vital for implementing mitigation strategies to minimize potential impacts. Overall, the assessment will provide critical insights to inform project planning and design, ensuring that the proposed docking facility and mooring installations are developed in a manner that balances development needs with environmental sustainability

2. Objective of the Consultancy

Within three months, conduct an environmental and social assessment with at least 40% of stakeholders of the Sapodilla Cayes Marine Reserve for a proposed docking facility on Hunting Caye Ranger Station and installation of proposed mooring and demarcation buoys within the Sapodilla Cayes Marine Reserve to determine and address potential effects on the marine ecosystem and impacts on stakeholders.

3. Consulting activities

The following activities will be carried out as part of the consultancy:

- 3.1 Identify key SCMR stakeholders, including local community members, BTIA, fishers, tour guides, tour operators, and local government agencies.
- 3.2 Develop a stakeholder engagement plan to ensure effective communication and participation regarding social and environmental impacts of the two proposed projects.
- 3.3 Survey and Data Collection Design:
 - Create surveys and/or interview questions to gather information on stakeholder perceptions, concerns, and suggestions regarding the proposed docking facility, mooring and demarcation buoy installations.
 - Ensure that the survey includes questions related to non-technical environmental impacts, social implications, and economic considerations.

- 3.4 Conduct Surveys and Interviews:
 - Administer surveys to at least 40% of identified stakeholders through in-person interviews, questionnaires, and/or community meetings
 - Organize focus group discussions to facilitate deeper conversations about community concerns and expectations.
- 3.5 Environmental Assessment:
 - Conduct interviews or in person meetings to discuss the current state of the marine ecosystem in the proposed docking and mooring areas.
 - Assess benefits and drawbacks for different stakeholder groups.
- 3.6 Social Impact Assessment:
 - Analyse the potential social impacts of the docking facility and buoy installations on local livelihoods and cultural practices.
 - Assess the potential benefits and drawbacks for different stakeholder groups.
- 3.7 Data Analysis and Interpretation:
 - Compile and analyse data collected from surveys and interviews,
 - Highlight key findings related to stakeholder concerns.
- 3.8 Report Preparation:
 - Prepare a comprehensive report summarizing the findings of the non-technical environmental and social assessment.
 - Include recommendations for mitigating negative impacts and enhancing positive outcomes for stakeholders.
- 3.9 Stakeholder Feedback Session:
 - Organize a feedback session to present the findings to TIDE and stakeholders to gather their input on the proposed recommendations.
 - Facilitate discussions to ensure that stakeholder voices are considered in the final report.
- 3.10 Final Report Submission:
 - Finalize the report incorporating stakeholder feedback and submit to the project coordinator.

4. Presentation of the Bid

- 4.1 The Bidder shall submit a comprehensive breakdown of the proposed budget including cost related to the consultancy
- 4.2 The bidder submits a technical proposal outlining the work plan.
- 4.3 The bidder submits the methodology to be used for stakeholder engagement, data collection and analysis
- 4.4 If the Estimated Completion Date cannot be met by the Bidder, the Bidder shall indicate in its Financial Bid the earliest Estimated Completion Date for the consultancy
- 4.5 The Bid must be signed by the Contractor's natural person or the legal representative or attorney-in-fact of the Contractor for such a purpose.
- 4.6 The Bidder shall attach to its Bid the documentation requested: for **INDIVIDUALS** – copy of ID card or passport (in case of foreigners), copy of legal invoice to be used for payment, Resume/CV (3 pages max), 2 professional references; **LEGAL ENTITIES**: copy of company registration, copy of legal status/power of attorney of legal representative, copy of identification document of legal representative or passport, copy of legal invoice to be used for payment, entity presentation/resume/CV (3 pages Max), 2 professional references.
- 4.7 The e-mail address for submission of the Bid is: info@tidebelize.org
- 4.8 The bidder request and submit to the contracting party a signed declaration of understanding with compliance with the project requirements and ethical standards
- 4.9 The proposal will be submitted in **electronic form** in unmodifiable PDF format
- 4.10 The **deadline** for submission of the Bid is **5:00 p.m. on 18/07/2025**

5. Bid Pricing

- 5.1 The Prices offered by the Bidder shall be fixed and shall not be subject to any variation for any reason whatsoever.

5.3 The Contractor shall be responsible for paying taxes according to the country's regulations.

5.4 Freight costs for materials and equipment shall be borne by the Contractor, as well as the costs of transportation of its personnel for stakeholder engagement.

5.5 Additional items not requested by the Contracting Party should not be included in the Financial Bid.

The Bidder shall quote prices in **US Dollars**

The Bid shall remain valid for a period of **90 days** from the deadline established by the Contracting Party for submission of the Bid.

The Contracting Party reserves the right to cancel the Procurement Process and to accept or reject the Bid at any time prior to notification of award, without thereby acquiring any liability to the Bidder.

Prior to the expiration of the period of validity of the Bid, the Contracting Party shall notify the Bidder in writing whether its Bid has been accepted in writing in the form of **Acceptance letter**. The contract will then be sent for review, and a date will be arranged for its signing at the office of the contracting party.

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10.9 Final Report Submission: - Finalize the report incorporating stakeholder feedback and submit to the project coordinator													
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11. Expected products

The consultant will deliver the following product(s):

No	Deliverables	Time Frame
1st deliverable	Stakeholder list, engagement plan, survey and data collection design, sample surveys and interview questions.	2 weeks after signing the contract
2nd deliverable	Draft Report based on data analysis and interpretation including key findings related to stakeholder concerns, social and non-technical environmental impacts.	8 weeks after signing contract
3rd deliverable	Final report based on data analysis, incorporating stakeholder feedback for mitigating negative impacts and enhancing positive outcomes.	12 weeks after signing contract

12. Consultant's Profile

The consultant or consulting team must possess the following qualities:

1. A background in marine biology, environmental science, Social Science, Sociology or a related field, with specific experience in marine ecosystems, particularly in tropical marine environments.
2. Proven experience in engaging with and facilitating discussions with diverse stakeholder groups, including fisher-folks, tour guides, tour operators, local community members, government agencies, and non-governmental organizations.
3. Proven experience with environmental and social impact assessment (ESIA) methodologies, including quantitative approaches to evaluate potential impacts on the marine ecosystem and stakeholder interests.
4. Understanding of local, national, and World Heritage Site regulations related to marine conservation and development, particularly those applicable to the Sapodilla Cayes Marine Reserve.
5. Strong project management skills to ensure the assessment is completed within the three-month timeframe, including planning, execution, and reporting.
6. Excellent written and verbal communication skills to effectively convey findings and recommendations to stakeholders and decision-makers.
7. Ability to integrate ecological, social, and economic factors into the assessment to provide a comprehensive understanding of potential impacts.

13. Payment plan

Payments for the consultancy shall be made upon approval of the deliverables by the Contracting Party and submission of corresponding legal invoices in 3 payments in accordance with the payment schedule below.

Payment No.	Product	Payment %
1	Stakeholder list, engagement plan, survey and data collection design, sample surveys and interview questions.	40%
2	Draft Report based on data analysis and interpretation including key findings related to stakeholder concerns and environmental impacts on dock and moorings.	40%
3	Final report based on data analysis, incorporating stakeholder feedback for mitigating negative impacts and enhancing positive outcomes.	20%
Total		100%

14. Consultancy supervision

The consultant will be supervised by the TIDE project coordinator, Florencio and TIDE executive director.

The consultant shall attend virtual and/or face-to-face meetings to which he/she is summoned for the execution of this consultancy.

The consultancy deliverables will be submitted to the consultancy supervisor for review and approval. If improvements are required, the consultant will proceed to make the requested adjustments.

Payment for each product will be made based on payment plan in contract.

In all discussions and comments made *on site*, the consultant shall expressly state that these reflect his/her opinion and not necessarily the position or opinion of the Contracting or Executing Party.