

**Tender Document  
for  
Mid Term Evaluation (MTE) of EbA Facility 1CfP Projects**



## **TERMS OF REFERENCE**

### **EbA 1CfP Mid Term Evaluation Consultant**

The Caribbean Biodiversity Fund (CBF) is inviting qualified individuals and companies to submit their technical and financial proposals for the “EbA 1CfP Mid Term Evaluation” consultancy bidding process. This consultancy’s main objective is to conduct a mid-term evaluation (MTE) of projects under the 1<sup>st</sup> Call for Proposals (CfP) of CBF Ecosystem-based Adaptation (EbA) Facility. Eleven projects on EbA to climate change are currently being implemented by EbA grantee organisations in ten Caribbean island states, eight of which are primary beneficiary countries and should be covered by the MTE.

#### **1. BACKGROUND**

The Caribbean Biodiversity Fund (CBF) is a regional environmental fund whose mission is “*to ensure continuous funding for conservation and sustainable development in the Caribbean.*” Established in 2012, and with a flexible structure, the CBF is designed to accommodate the receipt, investment, distribution and monitoring of conservation funding throughout the region. Currently, the CBF has two programs: (i) a Conservation Finance Program, anchored by a USD75 million endowment fund and (ii) a Climate Change Program, focused on Ecosystem-based Adaptation (EbA), with a USD50 million sinking fund. In addition to the current operations, the CBF continues to pursue new opportunities. CBF partner donors to date include the Government of Germany (Federal Ministry of Economic Cooperation and Development – BMZ, and the Federal Ministry of the Environment, Nature Conservation and Nuclear Safety -BMU) through the German Development Bank (KfW), The Nature Conservancy (TNC), and the Global Environment Facility (GEF) — through the World Bank and the United Nations Development Program (UNDP).

Under the *Climate Change Program*, and through the EbA Facility, the CBF is distributing grants directly to local, national and regional projects through competitive calls for proposals with the aim of supporting effective climate change adaptation measures in the marine and coastal zone of the insular Caribbean. These actions include restoration and rehabilitation of ecosystems, reduction of land-based stressors, other measures to reduce pressures on ecosystems, measures to reduce physical damage to ecosystems, installation of artificial reefs, and grey-green infrastructure (hybrid solutions) relevant to the EbA approach. Projects can be implemented by local, national, regional or international non-government organizations (NGOs), national conservation trust funds (NCTFs), community-based organizations (CBOs), government agencies, regional organizations, private sector companies, universities and other academic institutions, and consortia of organizations. The grants are focused on helping people adapt to adverse effects of climate change, reduce disaster risk, and build resilient ecosystems and economies.

To date, a total of 20 million USD was committed to the implementation of the 18 projects under the first two calls for proposals (see Annex B), with another 2 million USD in the pipeline for an approved project. This will increase with subsequent calls for proposals to potentially up to 45 projects. A 3<sup>rd</sup> Call for Proposals (CfPs) is currently under way with a total of four CfPs planned. Targeted countries under this program currently include Antigua & Barbuda, Cuba, Dominica, Dominican Republic, Grenada, Haiti, Jamaica, Montserrat, Saint Lucia, and Saint Vincent & the Grenadines. The Bahamas, Barbados, Saint Kitts and Nevis, and Trinidad and Tobago may also benefit through regional projects.

More information about the CBF can be found at <http://www.caribbeanbiodiversityfund.org>

## **2. OBJECTIVE OF THE CONSULTANCY**

This consultancy's main objective is the completion of a mid-term evaluation of eleven projects currently under implementation from the 1<sup>st</sup> Call for Proposals of the CBF EbA Facility. The evaluation will examine the implementation and operation of EbA projects on site, assess the performance of grantee projects and produce a mid-term evaluation report. Results of the mid-term evaluation will assist the CBF in understanding the achievements of projects in relation to planned outcomes of each of the eleven projects. The MTE is also to inform the CBF's assessment of grantee applications for no-cost extensions to their projects.

## **3. AVAILABLE DOCUMENTS**

CBF will share available documentation with the selected consultant, comprising, but not limited to:

- Approved project documents of 11 EbA 1<sup>st</sup> CfP grantee projects, including their proposed MEL plan and current annual work plans
- Half-yearly technical and financial progress reports of 11 grantees under the 1<sup>st</sup> Call for Proposals (CfP)
- CBF EbA Facility approved logical framework and MEL plan
- Any other relevant EbA Facility documentation as needed.

A CBF confidentiality agreement will be signed as part of the contract.

## **4. SCOPE OF WORK**

The mid-term evaluation consultancy will assess progress towards the achievement of project outcomes via a combination of a review of EbA Facility operational documents, meeting with grantee project teams, site visits to implementation locations and coordination with the EbA Facility Program team as required. All 11 projects in the eight primary beneficiary countries are to be covered: Antigua, Dominica, Dominican Republic, Grenada, Haiti, Jamaica, Saint Lucia, and Saint Vincent and the Grenadines (Annex B). The Consultant will report to the Program Manager of the EbA Facility. The Consultant will also work closely with other CBF staff and stakeholders as required, most notably the Technical and Program Officers of the EbA Facility, and the project managers of 11 EbA Facility 1<sup>st</sup> CfP grantee organizations.

The consultant is expected to perform the following duties and tasks:

### **Task 1: Familiarization, desk study and Inception Report**

- Become familiar with the 11 EbA projects under the 1<sup>st</sup> CfP, the EbA Facility log frame

and overarching MEL Plan

- Discuss work plan in an inception meeting with the EbA Facility program team.

### **Deliverables Task 1:**

- Inception Report outlining approach and work plan of the consultant
- Agreed format of Evaluation report based on EbA Program team feedback

### **Task 2: Evaluation of Grantee Project Progress towards Objectives**

- Review the approved proposals and budgets of eleven EbA Facility grantees under the 1<sup>st</sup> CfP to identify monitoring priorities
- Review existing project documentation including, but not limited to: semi-annual technical and financial progress reports, 1<sup>st</sup> CfP grantee project annual work plans, and the EbA Facility logical framework
- Verify grantee-reported progress against project indicator targets and outcomes by 11 1CfP EbA Projects and estimate the likelihood of achieving stated goals within the current timeframe (scenario 1) and, where applicable, with a six-month no-cost extension (scenario 2)
- Evaluate contribution towards the strategic objectives of the EbA Facility
- Conduct virtual interviews with relevant staff of 11 1<sup>st</sup> CfP grantee organizations, and where applicable their stakeholders or partners, on aspects including, but not limited to, activity implementation, data collection sources and methodologies, project and financial management arrangements, and general country conditions
- Site visits to ground-proof reported progress and follow up with key interviewees in person
- Collate knowledge and communication products, multimedia and produced during the implementation of the EbA project
- Assess the implementation of project activities in the relation to cross cutting areas of gender, youth, high level decision making, synergies with other projects, resource mobilisation and capacity development
- Produce succinct summary reports, not exceeding 20 pages per project (not including annexes), of findings and variance analysis related to technical and financial progress of the 11 EbA Facility projects
- Evaluate the likelihood of each 1<sup>st</sup> CfP EbA project achieving stated outcomes within the current term and budget of the grant agreement, potential for replication and sustainability of the intervention.

### **Deliverables Task 2:**

- 11 Mid-Term Evaluation reports on 1<sup>st</sup> CfP EbA Facility projects
- Presentation of 1<sup>st</sup> CfP evaluation results to the CBF
- Grantee (1CfP) webinar on common themes of the Mid-Term.

### **Task 3: Final EbA Facility 1<sup>st</sup> CfP Evaluation Report**

- If requested, revise individual mid-term reports of 11 1<sup>st</sup> CfP projects assessed during the consultancy
- Summarise the overall 1CfP mid-term evaluation process using best practice methods of assessing progress related to EbA Facility strategic objectives
- Collaborate with the EbA Facility program team to develop adaptive management actions or recommendations in response to the findings of the 11 1CfP evaluation reports, especially in determining the potential merit of granting a six-month no-cost extension to delayed projects
- Analyse to which extent the 1<sup>st</sup> CfP projects align with relevant standard EbA assessment criteria and frameworks. These may include, but are not be limited to, OECD DAC evaluation criteria, FEBA/GIZ EbA criteria, and IIED guidance for assessing EbA effectiveness
- Critical analysis of 1<sup>st</sup> CfP technical and financial progress toward stated objectives.

### **Deliverables Task 3:**

- Final report on the 1<sup>st</sup> CfP Mid-Term evaluation
- Presentation of 1<sup>st</sup> CfP Mid-Term evaluation final report to CBF Secretariat and EbA Committee.

## **5. SCHEDULE AND DURATION OF ASSIGNMENT**

The Assignment is expected to commence on Monday, May 16<sup>th</sup>, 2022 and be completed by Friday, August 26<sup>th</sup>, 2022. The estimated effort by task described below shows an indication of the number of days required for each task, which shall be distributed during the consultancy period. The Consultant shall provide an analysis of the time requirements in the technical proposal.

### **Estimated effort**

<b>Task</b>	<b>Time Input (days)</b>
Task 1: Familiarization, desk study and Inception Report	10
Task 2: Evaluation of Grantee Project Progress towards Objectives (concurrent in several countries)	50
Task 3: Final EbA Facility 1 <sup>st</sup> CfP Evaluation Report	20
<b>Total input</b>	<b>80</b>

## **6. REQUIRED EXPERTISE FOR THE ASSIGNMENT**

The lead consultant shall have the following expertise:

- A post-graduate degree in impact evaluation for international development, environmental and/or social impact assessment, sustainable development, environmental science, natural resources management, climate change, planning or related discipline
- A minimum of eight years of demonstrable experience related to project and program evaluation in a development context. Experience with Ecosystem-based Adaptation projects is an asset
- At least four years of experience in reviewing and evaluating climate change adaptation projects, including target setting and GHG emission calculations
- At least four years of experience working on Climate Change Adaptation in the insular Caribbean region
- Technical knowledge and understanding of EbA issues in Caribbean coastal/marine ecosystems and communities
- Exemplary oral and written skills in English. Advanced Spanish and French knowledge (conversational and reading) is required within the team
- Excellent interpersonal and communication skills (oral and written) and ability to interact successfully with diverse stakeholder groups and organizations
- Be a well-organized individual with an eye for detail
- Experience within a remote working team environment
- Experience with coastal communities in insular Caribbean.

## **7. TENDER EVALUATION**

### **General**

The selection of the consultant for the execution of the required services will be made in accordance with the CBF procurement guidelines and follow the Quality and Cost-Based selection method. The two-envelope submission applies, but will be achieved by electronic submission in separate e-mails, as described below.

### **Technical and Financial Proposals**

Applicants shall submit the Technical and Financial Proposals according to the instructions detailed in Section 8 below. The quality of each technical proposal will be evaluated on a scale of 0 to 100 points, according to the criteria given in Annex A, which will be examined in accordance with the requirements as indicated in the Terms of Reference. If there are omissions in relation to the TOR points will be deducted. Omissions that restrict comparison with other bids, and disrespect of the proposed structure and content of the proposal may lead to the exclusion of the applicant.

After evaluation of the Technical Proposal, the Financial Proposals of those Tenderers whose technical Proposal achieved a minimum of 75% will be assessed.

### **Final Evaluation**

For the purpose of a combined evaluation, the Technical Proposal of a Tenderer will be weighted 80% as follows:

$P_T = 80 * T/T_o$ , with

- $P_T$  = attributed score for Technical Proposal,
- $T$  = Tenderer's score in the technical evaluation,
- $T_o$  = highest 'technical' score of all Tenderers.

The Financial Proposal of a Tenderer will be weighted % as follows:

$P_F = 20 * C_o/C$ , with

$P_F$  = attributed score for the Financial Proposal (points),

$C$  = Tenderer's corrected price of the Financial Proposal,

$C_o$  = lowest corrected Financial Proposal.

The total score of the Tender is

$P = P_F + P_T$ .

The Tenderer who submitted the proposal with the highest total score will be invited for contract negotiations. The negotiations will clarify the work and methods to be used and any necessary staffing schedule adjustments.

### **Consulting Contract**

The Technical and Financial Proposals of the successful Tenderer will become part of the Contract to be concluded. The CBF, however, reserves the right to negotiate and adapt those parts of the Tenderer's proposal which are considered inadequate with the requirements of the work.

There may be opportunities for contract extensions for the MTE of projects under subsequent CfPs of the CBF EbA Facility.

## **8. HOW TO APPLY?**

This call is open to individuals as well as companies, including consortia. The team leader and the proposed contracting party should be clearly identified. Applicants shall submit the Technical and Financial Proposals addressing the overall concepts and methodologies to attain the work's objectives (see Section 2), the specific tasks (see Section 4), and addressing the evaluation areas contained in the evaluation criteria (see Annex A).

**The Technical Proposals** shall be submitted via e-mail to the following address: [secretariat@caribbeanbiodiversityfund.org](mailto:secretariat@caribbeanbiodiversityfund.org) with Subject Line: "Technical Proposal – EbA Mid-Term Evaluation Specialist".

The following documents shall be submitted as part of the technical proposal:

1. Proposed workplan, including, if applicable, an overview of assignment of work within the team;
2. Curriculum vitae of team leader and all key team members;
3. Covering letter describing;
  - a. Key work, including how experience relates to the consultancy objectives and expected tasks;
  - b. Statement of availability for tasks delivery (time %);
4. One sample of relevant work led by the applicant;
5. Names and contact details of three referees (team leader only).

**The Financial Proposals** shall be submitted via e-mail to the following address: [secretariat@caribbeanbiodiversityfund.org](mailto:secretariat@caribbeanbiodiversityfund.org) with Subject Line: "Financial Proposal – EbA Mid-Term Evaluation Specialist".

Applications shall be submitted by **Friday, April 29<sup>th</sup>, 2022, 11:59 PM USEST**. Late submissions will be automatically eliminated. The language of the Technical and Financial Proposals and of

all communication with CBF shall be English. The currency of the Financial Proposal shall be USD.

Questions may be submitted by **Friday, April 1<sup>st</sup>, 2022** via e-mail to the following address: [secretariat@caribbeanbiodiversityfund.org](mailto:secretariat@caribbeanbiodiversityfund.org) with Subject Line: “Questions Mid-Term Evaluation Specialist”.

If necessary, the CBF will be involved and answer at the latest **10 days (Friday, April 15<sup>th</sup>, 2022) before the submission deadline.**



## Annex A

### Technical Evaluation Criteria

Evaluation criteria and sub-criteria of the tender		Maximum points
<b>A</b>	<b>CONCEPT AND METHODOLOGY</b>	<b>48</b>
<b>1</b>	<b>Clarity and completeness of the tender</b>	<b>4</b>
1.1	Organization: clarity and form	2
1.2	Integrity (check-list) (compliance with requirements)	2
<b>2</b>	<b>Critical analysis of the project objectives and the TOR</b>	<b>14</b>
<b>3</b>	<b>Proposed concepts and methods</b>	<b>30</b>
3.1	Concept and approach on conducting 11 Mid Term Evaluations	15
3.2	Concept and approach on delivering final Mid Term Evaluation report	11
3.3	Proposed agenda/work plan for the consultancy	4
<b>B</b>	<b>QUALIFICATIONS AND EXPERIENCE OF THE PROPOSED STAFF</b>	<b>52</b>
<b>4</b>	<b>Experience</b>	<b>21</b>
4.1	Project evaluation experience	8
4.2	Climate Change Adaptation evaluation and target setting	3
4.3	Quantification of carbon sequestration / GHG emission reduction equivalent	3
4.4	Remote working	2
4.5	Experience with coastal communities in insular Caribbean	5
<b>5</b>	<b>Education</b>	<b>12</b>
5.1	Relevant post-graduate degree	4
5.2	Project Management certification	2
5.3	Complementary qualifications within team	6
<b>6</b>	<b>Other Skills</b>	<b>16</b>
6.1	Familiarity with EbA issues in coastal/marine ecosystems and communities	5
6.2	English knowledge of team leader	3
6.3	Spanish and French knowledge within team	3
6.4	Interpersonal and communication skills	5
<b>7</b>	<b>Work sample</b>	<b>3</b>
	<b>Total</b>	<b>100</b>

**Annex B**  
**11 ICfP EbA Grantees for Mid Term Evaluation**

<b>Grantee</b>	<b>Project Title</b>	<b>EbA Intervention Focus Area(s)</b>	<b>Countries – Those in bold are to be covered by the MTE</b>	<b>EbA Grant (USD)</b>	<b>Total Project Amount (USD)</b>
<b>Centro Agronómico Tropical de Investigación y Enseñanza (CATIE)</b>	Mangroves for development – securing livelihoods and climate resilience in the Caribbean	<ul style="list-style-type: none"> <li>• Degraded coastal-marine and terrestrial ecosystems rehabilitation</li> <li>• Financial options</li> <li>• Sustainable and inclusive value chains and businesses.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Dominican Republic</b></li> </ul>	1,235,300	1,617,340
<b>University of the West Indies - Centre for Resource Management and Environmental Studies (UWI CERMES)</b>	Adapting to a new reality: managing responses to influxes of sargassum seaweed in the Eastern Caribbean as ecosystem hazards and opportunities (SargAdapt)	<ul style="list-style-type: none"> <li>• Reducing the impacts of and improve adaptation to sargassum influxes in the Eastern Caribbean</li> <li>• Demonstration projects on mitigating sargassum threats.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Dominica</b></li> <li>• <b>St. Lucia</b></li> <li>• <b>St. Vincent &amp; Grenadines</b></li> <li>• Barbados</li> <li>• <b>Grenada</b></li> </ul>	981,393	1,296,093
<b>Fauna &amp; Flora International (FFI)</b>	Union Island Climate Change Adaptation: Enhancing resilience of communities and globally important biodiversity through pioneering climate-smart tourism and curbing land-based stressors to coastal areas.	<ul style="list-style-type: none"> <li>• Reduction of land-based threats to coral reefs, seagrasses, mangroves and coastal forests</li> <li>• Development of an island-wide sustainable tourism strategy.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>St Vincent &amp; Grenadines</b></li> </ul>	882,185	1,051,835
<b>Fundación Grupo Puntacana (FGPC)</b>	Dramatically scaling up Multi-species Coral Restoration in Targeted Sites in the Dominican Republic as a Climate Change Adaptation Strategy (“CoralRestore DR”).	<ul style="list-style-type: none"> <li>• Scale-up of tested coral reef restoration. Explants will be produced in land-based coral nurseries.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Dominican Republic</b></li> </ul>	799,919	1,258,224

<b>Fundación REDDOM Rural Economic Development Dominicana</b>	Ecosystem based risk reduction in coastal areas of Samaná and La Altagracia provinces of Dominican Republic.	<ul style="list-style-type: none"> <li>• Restoration of selected coral reef, mangrove and forest ecosystems through community-led EbA interventions</li> <li>• Scale up on-going mangrove and coral reef restoration.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Dominican Republic</b></li> </ul>	1,602,000	1,888,066
<b>Grenada Community Development Agency (GRENCODA)</b>	Building Community Resilience and Ecosystem Based Adaptation to Climate Change in Selected Communities along the West Coast in Grenada	<ul style="list-style-type: none"> <li>• Restoration of marine habitat through coral restoration, MPA expansion and management</li> <li>• Protection and restoration of the natural riparian buffers along the rivers in the watershed area.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Grenada</b></li> </ul>	791,274	1,021,274
<b>Dominican Institute for Integrated Development (IDDI)</b>	Biodiversity Conservation and Resilient Livelihoods in Coastal Areas Threatened by Climate Change, Intensive Tourism, Traditional Fishing and Infrastructure Development in National Parks and Protected Areas of Montecristi, Dominican Republic (NPPA-M) and Three Bays National Park, Republic of Haiti (3BNP-H)	<ul style="list-style-type: none"> <li>• EbA pilots focused on the restoration of mangroves and associated wetlands</li> <li>• Creation of an enabling policy environment to carrying out ecosystem conservation or restoration, complemented with awareness, capacity building.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Dominican Republic</b></li> <li>• <b>Haiti</b></li> </ul>	2,000,000	2,000,000
<b>Inter-American Institute for Cooperation on Agriculture (IICA)</b>	Strengthening Coastal and Marine Climate Resilience through Community Engagement and Ecosystem Based Adaptation Solutions in Upland Rural Watersheds	<ul style="list-style-type: none"> <li>• Upland rural watersheds rehabilitation using Vetiver System with monitoring of the effects on the coastal and marine environment.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>St. Lucia</b></li> <li>• <b>Dominica</b></li> <li>• <b>Antigua &amp; Barbuda</b></li> <li>• <b>Trinidad &amp; Tobago</b></li> </ul>	1,650,000	1,970,000

<b>J/P Haitian Relief Organization</b>	Payment for Ecosystem Services (PES) to Protect Mangroves in Bondeau, Nippes, Haiti	<ul style="list-style-type: none"> <li>• Mangrove protection and rehabilitation</li> <li>• Non-monetary payment for ecosystem services</li> <li>• Planting of moringa seedlings to create a greenbelt along the main ravine to reduce sedimentation while supplementing income for farmers.</li> </ul>	• <b>Haiti</b>	260,271	347,373
<b>Mona GeoInformatics Institute (UWI MGI)</b>	Implementation of Eco-System Adaptation Measures for the Kingston Harbour Communities	<ul style="list-style-type: none"> <li>• Mangrove rehabilitation and restoration coupled with reducing the impact of solid waste on the mangrove wetland.</li> </ul>	• <b>Jamaica</b>	990,000	1,214,600
<b>Saint Lucia National Trust (SLNT)</b>	Increasing the climate change resilience and public awareness of the Pointe Sable Environmental Protection Area and Pigeon Island National Landmark ecosystems.	<ul style="list-style-type: none"> <li>• Green-grey hybrid project</li> <li>• Mangrove and coral reef enhancement</li> <li>• Educate resource users to pursue alternative livelihoods</li> </ul>	• <b>St Lucia</b>	893,055	1,079,345