



Terms of Reference

Consultancy: Development of an Ecosystem-based Adaptation (EbA) Focus Book

Program:	Ecosystem-based Adaptation (EbA)
Eligible Applicants:	This position is open to individuals, consortium of consultants or a consulting firm (no sub-contracting is allowed).
Contract Cost:	Maximum budget USD12,000
Consultancy Period:	Six (6) months

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 three programs: (i) a Conservation Finance Program, anchored by a USD 88 million endowment fund, (ii) a Climate Change Program, focused on Ecosystem-based Adaptation (EbA), with a USD 60 million sinking fund and (iii) the Nature-based Solution Program anchored by a USD 30 million Advancing Circular Economy (ACE) Facility.

In partnership with the German Government under the International Climate Initiative (IKI), and through KfW, the CBF has established a USD 60 million fund for its **Ecosystem-based Adaptation Facility (EbA Facility)**. The EbA Facility is a sinking fund that finances climate change adaptation measures that incorporate biodiversity conservation and ecosystem management as part of adaptation strategies. The Facility’s activities contribute to helping people and economies adapt to the adverse impacts of climate change, while also ensuring the resilience of ecosystems. The current EbA Facility funding is to be spent down by 2030.

Through the EbA Facility, the CBF distributes grants directly to local, national, and regional projects through competitive calls for proposals to support effective climate change adaptation measures in the marine and coastal zones of the insular Caribbean. These actions could include protected areas’ management, restoration and rehabilitation of ecosystems, reduction of land-based stressors, measures to reduce physical damage to ecosystems, measures to reduce pressures on ecosystems, and installation of green-grey infrastructure (hybrid solutions) relevant to the EbA approach. Projects can be implemented by local, national, regional or international Non-Governmental 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.

To date, the EbA Facility has issued five Calls for Proposals and awarded 40 grants in 12 countries across the region, with a total of USD 49 million committed under awards. Targeted countries of the EbA Facility currently include Cuba, Dominica, Dominican Republic, Grenada, Haiti, Jamaica, Montserrat, Saint Lucia, and Saint Vincent & the Grenadines.

CBF partner donors to date include the Government of Germany (Federal Ministry of Economic Cooperation and Development – BMZ, and the Federal Ministry for the Environment, Climate Action, Nature Conservation and Nuclear Safety - BMUKN) through the German Development Bank (KfW), The Nature Conservancy (TNC), the Global Environment Facility (GEF) — through the World Bank and the United Nations Development Program (UNDP), the Agence Française de Développement (AFD) and the Fonds Français pour l'Environnement Mondial (FFEM) and Global Affairs Canada.

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

2. Objective of the Consultancy:

The Caribbean Biodiversity Fund (CBF), through its Ecosystem-based Adaptation (EbA) Facility, supports climate resilience projects across the Caribbean. These projects harness biodiversity and ecosystem services to help communities adapt to climate change. To amplify these efforts, CBF seeks to produce a visually engaging, non-academic e-book showcasing real-life EbA success stories. The book will:

1. Highlight interventions that restore ecosystems, create livelihoods, and share lessons learned, while celebrating local champions and inspiring broader adoption of EbA strategies.
2. Be available in English, Spanish and Haitian Creole to reflect the linguistic diversity of partner countries, ensuring these success stories resonate across the entire Caribbean region.

The book aims to:

- Inspire action by demonstrating tangible EbA impacts (livelihoods, adaptation, ecosystem approaches).
- Elevate local voices through stories of community leaders, grantees, and implementers.
- Educate diverse audiences on EbA's practical benefits in an accessible, engaging format.
- Bridge knowledge gaps by translating technical EbA concepts into relatable narratives.
- Demonstrate impact and alignment for sustained partnerships



The CBF therefore seeks a qualified individual, consortium of consultants or a consulting firm with a proven track record of producing high-quality publications on environmental topics, climate change, or sustainable development for non-specialist audiences. The maximum budget for this consultancy is USD 12,000.

3. Scope of work

The consultant will provide the following services:

Content Development

- Research and compile 10–15 compelling EbA case studies from CBF-funded projects, focusing on:
 - Ecosystem restoration (e.g., mangrove rehabilitation, coral reef protection).
 - Livelihood creation (e.g., eco-tourism, sustainable agriculture).
 - Lessons learned (e.g., community engagement, scalability).
- Conduct interviews with grantees, beneficiaries, and experts to capture human-centered narratives.
- Draft concise, jargon-free chapters (500–800 words per story) with strong visual storytelling.

Design and Production

- Design and create:
 - Animation-style illustrations and high-quality photographs.
 - Interactive features (e.g., QR codes for video testimonials, hyperlinks in e-versions).
 - Turn-page interface for the digital version.
- Ensure translations into Spanish and Haitian Creole.

Dissemination Support

- Develop a promotion plan (e.g. traditional and digital (social) media, public relations, advertising campaign and launch event plan).
- Include distribution strategies (e.g., print copies for policymakers, free e-book download).

4. Deliverables:

1. **Inception Report:** Outline of stories, design concepts, methodological approach and scope, and timeline.
2. **First Draft:** Written content with placeholder visuals.



3. **Digital Interactive PDF:** Edited text, integrated visuals, and embedded multimedia links.
4. **Translation:** Content translated from English to Spanish and Haitian Creole
5. **Final E-book:** Animated images and written EbA stories with embedded QR codes.
6. **Promotional Plan & Toolkit:** Promotion plan including traditional and digital (social) media, public relations, advertising campaign and launch event plan.

5. Target Audience

- Policymakers, NGOs, local communities, academics, the private sector (tourism, agriculture, insurers), and the general public.

6. Required Expertise for the Assignment

The consultant should possess the following criteria:

- **Expertise:**
 - o A minimum of a bachelor's degree in media studies, journalism or equivalent.
 - o Experience in environmental storytelling, journalism, or communication; familiarity with EbA/climate resilience preferred.
 - o Experience working with Caribbean organizations and writing Caribbean stories.
- **Skills:**
 - o Strong writing/editing for non-specialist audiences.
 - o Ability to synthesize technical information into engaging narratives.
 - o Experience coordinating with designers and translators.
- **Language Proficiency:** English, Spanish and Haitian Creole.



7. Timeline

Deliverables	Timeline
Inception report/Research/Writing/Meeting with grantees	3 months
Design/Translation	2 months
Final Production (E-book, social media promotional plan)	1 months

Phase & Duration	Key Activities	Key Deliverables
Months 1-3: Research & Content Development	Initial meetings, project research, interviews with grantees and beneficiaries, drafting of stories.	Deliverable 1: Inception Report (end of Month 1). Deliverable 2: First Draft of written content (end of Month 3).
Months 4-5: Design & Translation	Design, translation and integration of visual elements and text in E-book.	Review of design mock-ups and draft translations.
Month 6: Final Production & Promotion	Final editing, file preparation for print and digital, development of promotional materials.	Deliverable 3: Final Manuscript. Deliverable 4: Print-Ready and Digital Versions. Deliverable 5: Promotional Plan & Toolkit.

8. Budget

The maximum budget for this consultancy is USD 12,000. This should cover all costs related to content development, design and production, project management, translation and dissemination support.



9. Communication and Coordination

The work is expected to be done in full collaboration with the CBF Technical Officer - EbA Facility - Mr. Hayden Billingy and CBF Communications Officer - Renée Smith. The consultant will keep this team in copy on all communications.

All deliverables, reports and related documents will be prepared in Word and PDF formats and submitted by email to Mr. Hayden Billingy at hbillingy@caribbeanbiodiversityfund.org and copied to Ms. Renée Smith at rsmith@caribbeanbiodiversityfund.org.

10. How to Apply:

Interested consultants shall submit the following:

- Technical Proposal (maximum 10 pages excluding CV) including:
 - o Workplan and methodology
 - o 2 examples of similar work
 - o Team composition
- Financial proposal covering fees per main deliverables (maximum 3 pages)
- Consultant CV and portfolio

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.

11. Submission Deadline:

To apply for the **Ecosystem-Based Adaptation Focus Book Consultancy**, please submit the documents listed above to procurement@caribbeanbiodiversityfund.org, with the Subject Line: "Proposal for EbA Focus Book Consultancy". All applications must be received by **5:00pm AST on 13 September 2026**. Late applications will be automatically disqualified.

Questions may be submitted via email to procurement@caribbeanbiodiversityfund.org with the Subject line: "Questions: EbA Focus Book" by **28 August 2026**. The CBF will provide responses no later than **6 September 2026** (7 days before the submission deadline).



Annex A: Selection Criteria and Evaluation Matrix

Selection Evaluation Matrix		
EbA e-book Consultant, CBF Ecosystem-based Adaptation Facility		
		Maximum Score 100
	Minimum Requirements	30
	Bachelor's Degree	5
	Experience working in Caribbean region	10
	English	5
	Spanish	5
	Haitian Creole	5
	Management and Technical Skills	50
	Experience in designing, writing and producing E-Books	20
	Experience in Publication of eBook or other-publications	20
	Experience in Climate Change and Environmental publications	8
	Experience in Social media campaign	2
	Proposal Submission	20
	Technical proposal including draft work plan	10
	Budget proposal (reasonability, accuracy)	5
	Other required documents (CV, proof of executed work)	5
	TOTAL SCORE	100



Annex B. Ecosystem-based Adaptation (EbA) Focus Book

Title: WAVES OF RESILIENCE: How nature protects people.

The objective of the Book:

The proposed book on Ecosystem-based Adaptation (EbA) aims to highlight real-life examples of EbA interventions that have significantly impacted resilience in vulnerable communities across the Caribbean. By focusing on three key themes—restoring ecosystems, creating livelihoods, and resilience insights—the book will showcase the potential of EbA as a powerful tool for climate adaptation and sustainable development. Through real stories of success and community-driven initiatives from the CBF and partners, supported by funds channeled through the CBF, the book will demonstrate how ecosystem restoration and protection can go hand-in-hand with improving local livelihoods, fostering resilience, and empowering communities.

The primary objective is to create an engaging, visually appealing resource that:

- Inspires action by showcasing concrete examples of how EbA interventions have worked (Livelihoods, Adaptation interventions and Ecosystem approaches).
- Demonstrates shared challenges faced in small-scale islands that sometimes necessitate multi-country projects to achieve a greater impact.
- Elevates and celebrates local champions—community leaders, grantees, and project implementers who are driving these efforts on the ground.
- Educates and informs a broad audience on the practical applications of EbA and its benefits.

Accessibility:

This book is intended to be accessible, non-academic, and engaging, reaching a diverse range of stakeholders and encouraging further adoption of EbA strategies in climate adaptation efforts.

Target Audience:

The book will be designed for a wide, non-specialized audience, with an emphasis on reaching individuals and groups who play a role in or are impacted by climate change adaptation, particularly through the lens of ecosystem management and livelihood enhancement.

Key target audiences include:

1. Policymakers and Government Officials:

- Regional, national, and local governments involved in climate adaptation policy, ecosystem conservation, and sustainable development planning.



- Policymakers will benefit from learning about real Caribbean success stories and lessons learned to guide their own policymaking and adaptation strategies.

2. Development/ Environmental Practitioners and NGOs:

- Organizations working in the field of climate resilience, sustainable development, conservation, and poverty alleviation.
- This audience will find inspiration in the practical examples of how EbA can be integrated into programs, providing both strategic insights and implementation ideas.

3. Local Communities and Leaders:

- Community members, especially in rural and vulnerable regions, who are actively involved in or would benefit from EbA interventions.
- By showcasing local champions and grassroots efforts, the book will empower communities to take ownership of their own adaptation processes.

4. Academics and Researchers:

- While the book is not academic, it can serve as an accessible starting point for researchers and students interested in exploring EbA as a key strategy for sustainable climate adaptation.

5. General Public:

- Anyone with an interest in climate change, sustainability, or environmental conservation who is looking for an easy-to-read, visually engaging resource on how natural solutions can foster resilience.
- This broad audience might include young people, environmental enthusiasts, and those interested in learning about climate change adaptation outside of academic jargon.

6. Private sector:

- Tourism, from hotels to tour operators, dive operators and yachties
- Enterprises that add value to farm produce or market them, incl honey, cosmetics, seafood, etc.
- Developers
- Insurers
- Banks

7. Philanthropists

8. Donors



Why This Book?:

This book seeks to fill a critical gap by connecting theory with practice. While there is extensive academic research on Ecosystem-based Adaptation, the knowledge and strategies are often not accessible or relatable to those who need it most—communities, local leaders, and even policymakers. Examples of resilience building in the Caribbean need to be amplified. The work of funding and implementing agencies, and grassroots organizations need to be given proper recognition for their critical contributions. The book’s storytelling approach will demystify EbA and highlight how simple, nature-based solutions can lead to transformative outcomes. Through real stories, engaging visuals, and accessible language, the book will encourage readers to see the value of EbA in both their contexts and in broader regional efforts.

Key Elements:

Real-Life Stories: Highlight successful EbA interventions that restored ecosystems, created new livelihoods, and built resilience.

- **Focus on the Human Impact:** Stories have the power to inspire change, and change leads to transformation and innovation. Each story should be framed to highlight the human impact of Ecosystem-based Adaptation (EbA) interventions, emphasizing how these efforts directly improve people's lives. Rather than focusing solely on the technical or ecological aspects, the narratives should center on “real people”—their challenges, resilience, and the tangible benefits they’ve experienced. This approach helps readers connect emotionally with the stories, understanding how EbA interventions can create better livelihoods, empower communities, and foster long-term well-being. By showcasing the personal journeys of those involved, we can show how restoring ecosystems and implementing sustainable solutions can transform communities, improve health, boost local economies, and ultimately build a more resilient future for individuals and families.
- **Local Champions:** Focus on the leaders and grantees driving change at the community level.
- **Practical Lessons Learned:** Offer actionable insights drawing from CBF application across the Caribbean islands, that readers can apply in their own contexts, making the book a valuable resource for both inspiration and implementation.
- **Visual Appeal:** Incorporate animation-style illustrations and photographs to make the book engaging, educational, and easy to read. Make the online book interface very realistic by applying turn-page features.
- **Embedded Videos:** QR codes (for printed videos) and hyperlinks (e-versions) to access grantees short videos on testimonials.

Budget and Internal Support:



Funding for this book will come from the EbA Communication budget, with costs to be determined based on project scope and needs. Hayden Billings, the EbA Technical Officer, will provide primary internal support, while Renée Smith, the CBF Communication Officer, will offer complementary assistance to ensure alignment with broader communication goals.

Additional Information:

Provide links to additional information (embedded media) about EBA projects, along with details about the CBF, to be included on the back cover of the book.

Language:

The book would be written in English and translated to Spanish and Haitian Creole.



Cleared by:

Ulrike Krauss

Ulrike Krauss

CBF Program Manager – Climate Change Program, EbA Facility