

TERMS OF REFERENCE

CAPACITY DEVELOPMENT FOR IMPROVED MANAGEMENT OF MULTILATERAL ENVIRONMENTAL AGREEMENTS FOR GLOBAL ENVIRONMENTAL BENEFITS

LOCAL CONSULTANT: MAPPING & CAPACITY ASSESSMENT OF CIVIL SOCIETY ORGANIZATIONS (CSOs)

Duty Station:	Port of Spain, Trinidad and Tobago
Type of contract:	Individual Contract
Timeframe of Assignment:	80 days within the period November 2018 – March 2019
Language(s) Required:	English

1. Background

Cross-Cutting Capacity Development (CCCD) in the GEF context refers to the targeted support provided to countries to strengthen their capacities to meet their commitments under the Rio Conventions and other Multilateral Environment Agreements (MEAs). Capacity development comprises that set of capabilities needed to sustain and strengthen functional environmental management systems at the global level, recognizing that these systems must build upon national governance and management systems. In 2004, Trinidad and Tobago conducted a National Capacity Self-Assessment (NCSA) exercise in order to assess capacity issues, needs and priorities with respect to the country's implementation of the Convention on Biological Diversity (CBD), the United Nations Convention to Combat Desertification (UNCCD), and the United Nations Framework Convention on Climate Change (UNFCCC) (collectively known as the Rio Conventions) along with other aspects of environmental management. The NCSA results indicated that the country's implementation of the Rio Conventions was poor, particularly with regards to the current legislation and policy framework, institutional capacity and primary obligations. Appropriate communication between focal points and stakeholders was also ranked as poor, along with stakeholder awareness and involvement.

The Capacity Development for Improved Management of Multilateral Environmental Agreements for Global Environmental Benefits project that is being implemented by the Ministry of Planning and Development (MPD) aims to strengthen the ability of the Government of the Republic Trinidad and Tobago (GoRTT) to create, leverage and maintain synergies for the national implementation of MEAs and strengthen integrated approaches to environmental management, including meeting MEAs' guidance and national reporting requirements to increase national and global environmental benefits. The first outcome, of this project will focus on assessing and structuring an improved consultative and decision-making process that effectively integrates global environmental objectives into the existing environmental management framework in Trinidad and Tobago. Under the second outcome, project resources will be used to support activities to better align projects funded by the Green Fund of Trinidad and Tobago (GFTT) with the implementation of MEAs obligations in Trinidad and Tobago; hence contributing to national environmental benefits and by extension to global environmental benefits.

2. Scope of Work

Civil Society Organisations (CSOs) have made a strong contribution to natural resource management in Trinidad and Tobago. This is likely to increase in the future, when considering the environmental issues in the country, including the need to adapt and mitigate climate change. However, the lack of coordination has led to some duplications and sub-optimal impact. This outputs of this consultancy will help develop the capacity of CSOs staff and volunteers to increase their knowledge on MEAs but also their capacity in implementing MEAs obligations in Trinidad and Tobago.

The consultancy will contribute to the fulfilment of the following project aims:

- To result in improved contributions from the CSO sector, faith-based organizations, academia, and private sector to implement MEAs;
- To result in increased quality and quantity of applications for environmental projects submitted by CSOs to the GFTT that contribute to the implementation of MEAs obligations in Trinidad and Tobago.

The scope of this consultancy is to:

- Conduct a mapping exercise of CSOs to increase the understanding of the impacts of the CSOs' existence in the country on the implementation of MEAs, through aggregating the CSOs' activities, analyzing the distribution of activities by the CSOs through mapping their activities; and support coordinated future implementation of MEAs among the CSOs.

- Conduct a capacity assessment of CSOs and statutory bodies that are involved in the implementation of relevant MEA obligations to support the development of their capacity to access project funding from the GFTT. This support will include activities seeking to increase the quality of project proposals submitted to the fund by CSOs in order to increase the implementation of MEAs in Trinidad and Tobago.

The assessment should be participatory, consultative and should recognize the multiple dimensions of capacity and include individual capacity (relevant skills and abilities) and organizational capacity (governance, structures, processes, etc.). It is expected that the assessment will involve broad consultation with CSOs and statutory bodies to help collect and validate information.

MEAs included in this project are:

- Convention on Biological Diversity (CBD);
- United Nations Framework Convention on Climate Change (UNFCCC);
- United Nations Convention to Combat Desertification (UNCCD);
- Cartagena Protocol on Biological Safety;
- Kyoto Protocol;
- Paris Agreement;
- Basel Convention;
- Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES);
- Ramsar Convention;
- Protocol Concerning Specially Protected Areas and Wildlife (SPA Protocol);
- Montreal Protocol and accompanying amendments;
- Rotterdam Convention;
- Stockholm Convention;
- Vienna Convention;

The Project Consultant has the following principal responsibilities, as well as other related tasks that the Project Team may identify as necessary for the success of the Project in attaining its objectives:

- Conduct an inventory and map out profiles of non-government actors related to the implementation of MEAs, including non-governmental organizations (NGOs), academia,

community-based organizations (CBOs), faith-based organizations, media and private sector. The inventory should include:

- Organizations' mandates, policies, governance, strategic objectives, organizational structures, management culture, existing and future projects/programmes, geographic areas of operation, and information sharing mechanisms
 - Relationship between CSOs and the various levels of government including local level and their ability to interface and work in partnership with other CSOs
 - Topology of the numbers of the various types of CSOs engaged in different sectors related to implementation of MEAs and an overview of the presence of CSOs throughout the country and their main sector(s) of intervention;
- Review the structure of the CSOs, trends of CSOs engagement in MEAs implementation, their key constraints faced in terms of service delivery, participation and their primary needs for improved engagement as they relate to implementation of MEAs, including where relevant those related to data and information sharing;
- Identify areas and opportunities for improvement and strategies for a more structured CSO sector to enable increased and effective participation of CSOs in the implementation of MEAs;
- Conduct a capacity assessment of CSOs and statutory bodies involved in environmental conservation, remediation, reforestation, conservation, and environmental education and public awareness with specific reference to implementation of relevant MEA obligations. This includes an assessment of the organization's capacity in terms of project/programme planning, implementation, monitoring and evaluation, and financial management, as well as an overview and analysis of the capacity strengths and weaknesses across all CSOs and statutory bodies. The assessment should be well defined to analyze the dynamics that explain present capacity and identify driving forces for change to ensure effectiveness of future capacity development efforts towards the implementation of MEAs;
- Identify key capacity constraints/gaps, demands and bottlenecks for CSOs and statutory bodies, with respect to alignment of applications with MEA obligations, to access funding from the GFTT;
- Based on the output of the capacity assessment and gap analysis, identify specific, prioritized institutional capacity development needs of CSOs and statutory bodies to be addressed in order to increase access to funding from the GFTT, and develop a CSO capacity development strategy and action plan to address these needs including

opportunities, programmes, and products that will enhance the ability of CSOs to develop projects aligned with MEAs implementation;

- Conduct a participatory workshop to present strategies for improved CSOs engagement in implementation of MEAs, the CSOs capacity development strategy and action plan outlining opportunities for improved and effective engagement of CSOs and statutory bodies in the implementation of MEAs.

3. Expected Outputs and Deliverables

The Project Consultant is responsible for the following specific deliverables:

1. The Project Consultant will develop a project implementation brief, outlining his/her proposed approach for undertaking the assignment, including a timeline for meeting deliverables. This brief should be submitted to the Project Manager not later than one week after recruitment
2. A consolidated consultancy report comprising of the mapping study, the capacity needs assessment and capacity development strategy and action plan including the following:
 - a. CSO Mapping Study: overview and background; process and methodology; findings and main results; limitations and constraints of the assignment; conclusion and recommendations;
 - b. Capacity challenges at the organizational levels in relation to accessing project funding from the GFTT;
 - c. Specific capacity needs and priorities at the organizational level in relation to implementing MEAs and accessing funding from the GFTT;
 - d. Recommendations for the most suitable, effective, and efficient improvements and strategies of capacity development to meet the identified needs;
 - e. Means for measuring changes of capacity in the CSOs and statutory bodies to access project funding from the GFTT
3. Workshop to present opportunities for improved and effective engagement of CSOs in the implementation of MEAs; the findings of the capacity assessment; and the capacity development strategy and action plan

4. Workshop report

5. Revised consultancy report based on discussion and agreements from the workshop.

4. Qualifications and Experience

The successful Project Consultant will need to meet the following criteria:

- Post Grad. university degree related to environmental or social sciences, or related fields;
- At least 7 years work experience relating to stakeholder engagement and analysis, organizational analysis, or other related fields;
- Good knowledge of environmental conventions and multilateral environmental agreements;
- Fluency in English (oral and written);
- Excellent communication, analysis and writing skills, and an ability to work as a member of a team;
- Previous experience working with CSOs in Trinidad and Tobago is strongly desirable;
- Experience facilitating workshops

5. Reporting Requirements

This Project is being executed by a Project Team based at the MPD with the oversight of a Project Board comprised of representatives of key organizations across both public and private sectors. The Project Consultant will report directly to the Project Team. In addition, he/she is expected to meet as necessary with the Project Team and Project Board. At the end of the contracted time period, the Project Consultant shall submit all project outputs to the Project Team, which will be assessed for validity and completeness of required information, and should be in the desired format identified by the client. Once approved by the Project Board, all outputs become the property of the client to utilise and disseminate as deemed necessary.

6. Terms of Payment

20% on submission and acceptance of the project implementation brief.

40% on submission and final acceptance of the workshop report by the Project Team and Project Board.

40% on submission and final acceptance of the consultancy report by the Project Team and Project Board.