Terms of reference (ToRs) for the procurement of services above the EU threshold

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

CONFIDENTIAL

Project title:	**Processing number:**
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Guyana, Saint Lucia, Saint Vincent and the Grenadines	**Tender number:**
Subject of the tender procedure:	**10043822**
Implementation Support National Ecosystem Assessments in Saint Lucia and Saint Vincent and the Grenadines	

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0. List of abbreviations

BMZ	German Federal Ministry for Economic Cooperation and Development
CARIBIO	Promotion of regionally harmonized approaches to the protection and sustainable use of biodiversity in CARICOM member states
CARICOM	Caribbean Community
CANARI	Caribbean Natural Resources Institute
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
GTC	General Terms and Conditions of Contract for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
GWB	Gesetz gegen Wettbewerbsbeschränkungen
IPBES	Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services
ILK	Indigenous and Local Knowledge
KOMP	Cost per output monitoring and forecast
LoI	Letter of intent
MoU	Memorandum of Understanding
NEA	National Ecosystem Assessment
RMO	Risk Management Office
SGAN	Sub-Global Assessment Network
SIDS	Small Island Developing States
SPM	Summary for Policymakers
ToR	Terms of Reference
TSCC	Technical and Scientific Cooperation Centre
TSU	Technical Support Unit
UNEP	United Nations Environment Programme
ValuES	Methods for integrating ecosystem services into policy, planning, and practice
VgV	Vergabeverordnung
WCMC	World Conservation Monitoring Centre

1. Context

Small Island Developing States (SIDS) account for a significant percentage of the world's unique biodiversity and ecosystems. The Caribbean, comprising more than 7,000 islands and 30 nations and territories, is one of 36 global biodiversity hotspots. Geographical isolation and unique environmental conditions have resulted in rich biodiversity, both on land (12,500 species, including 11,000 plants) and in the sea (12,000 species), with high rates of endemism. Marine ecosystems such as coral reefs and seagrass beds, together with terrestrial ecosystems, play a particularly important role in climate change adaptation and are key factors for the economy and social development. Yet recent decades have seen a dramatic decline in the biodiversity of marine and terrestrial ecosystems in the Caribbean, with less than ten per cent of the hotspot's original flora still untouched. The primary drivers are the overexploitation of marine and terrestrial resources; habitat destruction and fragmentation due to population growth, tourism and industrial infrastructure; climate change; unsustainable agricultural practices; and pollution.

There is a vital need to properly assess and document these resources to understand their current condition, the stressors that affect them (natural and anthropogenic) and the landscapes they occupy. One of the main hurdles in protecting Caribbean ecosystems is the lack of consideration of the value of ecosystems in decision-making and policy formulation. This is partly due to the absence of national assessments. There is a need for more gender data on the differential priorities of men and women and biodiversity use and benefits at the micro-level.

A **national ecosystem assessment (NEA)** is a nationally driven process to develop an up-to-date, comprehensive and critical synthesis of knowledge on biodiversity and ecosystem services and their interlinkages to people. These assessments are contextualized to suit national needs and respond to specific policy questions. NEAs lay out the status and trends on biodiversity and ecosystem services in a given country, their drivers of change, the present and future impacts of those drivers, the implications for those relying on nature, and the effectiveness of interventions and responses to counteract the loss of biodiversity. They aspire to be credible, legitimate and relevant by bringing together a range of knowledge types and engaging a wide set of stakeholders. They aim to address specific policy questions to foster full consideration of the value of nature in decision-making.

The Caribbean is characterized by high cultural diversity, which is also reflected in a rich body of traditional knowledge. The integration of this diversity of knowledge is of particular relevance in the implementation of NEAs, especially the involvement of local communities and the incorporation of the traditional knowledge of women, young men, as well as indigenous and marginalized groups.

The tri-island state of **Grenada**, Carriacou and Petite Martinique was the first Caribbean island state and the first SIDS globally to conduct a NEA (between 2019-2023)[1], followed by the Dominican Republic (launched in 2021). The executing entity appointed by the Government of Grenada was the Caribbean Natural Resources Institute (CANARI). The overall NEA process

[1] canari-nea-report-2023_final.pdf // CANARI-NEA-Report-2023_Summary_Final-Digital.pdf

was overseen by the global NEA Initiative – hosted by the UN Environment Programme's World Conservation Monitoring Centre (UNEP WCMC). As of today, the NEA Iniative has supported 14 NEAs globally. Grenada conducted the pioneering NEA for the region; one that can support local decision making and provide valuable lessons-learned and a blueprint for future NEAs to be executed in the wider Caribbean Region, including Saint Lucia and Saint Vincent and the Grenadines.

Quantifiable knowledge combined with qualitative data about the value of nature can help in the development of policies designed to conserve biodiversity and ecosystem services for the benefit of people. It can also assist in scaling nature-based climate adaptation and mitigation measures, and to foster cooperation and harmonized approaches among SIDS as well as international partners.

The CARIBIO Project

In response to adopting more regionally harmonised approaches on biodiversity in the Caribbean, the regional project *"Promotion of regionally harmonised approaches to the protection and sustainable use of biodiversity in CARICOM member states*" – short CARIBIO Project – financed by the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH has the following **project outcome**: "*The implementation of regionally harmonized approaches to the conservation and sustainable use of biodiversity in the Caribbean has improved in selected member states of the Caribbean Community*." The CARIBIO project has a term of 3 years (07/2025 – 06/2028). The **Lead Executing Agency** for the CARIBIO project is the Caribbean Community (CARICOM). CARICOM comprises 15 member states. CARICOM's four main tasks are the economic integration of its member states, coordination of foreign policy, human and social development, and security; it has a political mandate to shape regional development policy. Environment and sustainable development is one of 17 priority areas.

The project has three outputs in total:

- Output 1: The CARICOM Secretariat is strengthened in its coordinating role to support member states in the harmonized implementation of biodiversity strategies;
- **Output 2:** Enhanced use of National Ecosystem Assessments (NEAs) by government decision-makers as a tool for national development planning;
- Output 3: Mechanisms relating to Access and Benefit-Sharing under the Caribbean Biodiversity Strategy have been implemented by selected CARICOM member states.

Output 2 is the subject of this tender. The main **implementing partners for output 2** are:

- Saint Lucia: **Department for Sustainable Development** in the Ministry of Agriculture, Fisheries, Food Security and Sustainable Development.
- Saint Vincent and the Grenadines: **Sustainable Development Unit** in the Ministry of Tourism, Civil Aviation and Sustainable Development.

Methodological approach

The CARIBIO Project's Output 2 aims to foster the use of NEAs as a tool in government planning processes and to mainstream biodiversity into policies, strategies and regulations. To this end, with involvement of the global NEA Initiative by UNEP WCMC, key stakeholders from governmental and non-governmental environmental institutions and organizations will be trained in the implementation of NEAs through strategic capacity building. In the *scoping*

phase, the methodological approach, key policy questions and prioritized ecosystems are defined in a gender-sensitive, participatory, multi-level process following the Leave-no one behind principle and documented in a scoping report. The subsequent *evaluation phase* covers the socio-economic assessment of ecosystems which is documented in an assessment report. The assessment report is supplemented by a Summary for Policy Makers containing policy recommendations to incorporate the NEA results into public planning processes. Lessons learnt are to be fed into the newly established sub-regional Technical and Scientific Cooperation Centre (TSCC) hosted by the CARICOM Secretariat. Good practices (solutions) will be presented on the digital knowledge platform PANORAMA and within the Sub-Global Assessment Network (SGAN) of the NEA initiative for use by other stakeholders.

Within the scope of the CARIBIO project, fewer resources are available for carrying out NEAs on the two islands - Saint Lucia and Saint Vincent and the Grenadines - than were available for the first NEA in Grenada, Carriacou and Petite Martinique. At the same time, a large number of NEAs of varying scope and with different priorities have been carried out in the meantime, and there is now a wealth of knowledge about the process that enables greater efficiency, both in terms of time and costs. Hence, the cost-effectiveness and efficiency of the two NEAs supported by the CARIBIO project will be enhanced by building on the results and lessons learnt from the NEA process in Grenada and other countries. The Grenada, Carriacou and Petite Martinique experience is particularly relevant for this tender since Saint Lucia and Saint Vincent and the Grenadines share similar ecosystems, challenges and a similar socio-political context. It provided valuable lessons learnt on the opportunities and limitations of **NEA processes in SIDS**[2]. For example, the available guidance material[3] needs to be adapted to SIDS-contexts and allow for the necessary flexibility and creativity of the nationally-driven and owned NEA process. In addition, the methodology aligned with the processes of the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES) traditionally relies on published literature, which is generally not available for many Caribbean SIDS[4]. The Grenada NEA therefore used regional studies and data from other islands as proxy. While NEAs are usually not based on primary data, Grenada departed from this model by engaging in extensive community outreach, conducting surveys and interviews to collect primary data. Hence, the Grenada NEA successfully combined scientific research, government data, and local and traditional knowledge through workshops, interviews, and participatory mapping exercises. This has significantly enriched the understanding of ecosystem services and pressures, increased stakeholder confidence and the relevance of findings. Given the limited number of national experts to lead all chapters of the NEA, national authors teamed up with regional and international experts to ensure both local participation and scientific rigor.

The two **envisaged NEAs for Saint Lucia and Saint Vincent and the Grenadines**, that will be supported by the CARIBIO project, will draw from and cross reference the Grenada NEA as much as possible so that they can focus on specific issues or specific ecosystems. The participatory approach should be utilized as it will greatly enhance social legitimacy and improve uptake of recommendations by communities and local authorities. Required strengthening of national skills is to be integrated into the NEA process, for example in areas

[2] Lessons Learnt Analysis Report on the Grenada NEA (2025) (internal report for GIZ)

[3] Specifically, SGAN: Guidance on National ecosystem assessments to support implementation of the Convention on Biological Diversity (2021)

[4] The use of regional/global datasets would improve the evidence base in the absence of country-specific data.

such as national environmental data infrastructure and interoperability, spatial analysis and valuation of ecosystem services, scenario modelling and decision-support tools. To the extent possible, the assessments should be linked to permanent national monitoring and reporting frameworks (national statistics and environmental information platforms) and consider GIZ's experiences on integrating ecosystem services in policy, planning and practice (see ValuES - Assessing Ecosystem Services). UNEP-WCMC will provide key experts from the Global NEA initiative to accompany the NEAs and deliver tailored training to experts and stakeholders involved from both countries. Both assessments will take into account relevant results of previous and ongoing projects in both states[5].

Overall, both NEAs will be very focused and have clear priorities so that financial resources can be invested in stakeholder participation to achieve depth analysis rather than attempting to cover many topics.

NEA Process

In previous assessments, the NEA was operationalised by assessment co-chairs, the respective government focal agency and a Technical Support Unit (TSU). Grenada had an additional civil society co-chair. A management/ steering committee provides oversight and governance of the assessment and ensures it remains relevant to policy making. The committee stays up to date with the assessment process, ensuring work is carried out in alignment with the work plan and budget, at the same time ensuring diversity in the assessment team and stakeholder group. National biodiversity working groups or similar national platforms can also be involved to provide expert advice and input into the assessment design, implementation and communication.

Preparatory work by the CARIBIO project

GIZ will agree on appropriate **governance and operational structures** for each NEA with the responsible government partners: the Ministry of Agriculture, Fisheries, Food Security and Sustainable Development in Saint Lucia, and the Ministry of Tourism, Civil Aviation and Sustainable Development in Saint Vincent and the Grenadines. In each case the CARIBIO project - i.e. staff of GIZ and the resposible ministerial counterparts - will take over the role of the TSU. This involves the coordination of the network of experts involved, provision of technical support for the assessment, the organization of stakeholder meetings and workshops, as well as other administrative tasks. The CARIBIO project currently has three GIZ staff members based in Saint Lucia and plans to have one additional staff member (50%) in Saint Vincent and the Grenadines based in the Sustainable Development Unit of the Ministry of Tourism, Civil Aviation and Sustainable Development.

In preparation for the NEAs, the CARIBIO project will start collecting relevant online resources but also gather resources that are not available online, such as soft copies and hard copies of reports generated by various Government Ministries. The goal is to populate a suitable online repository with the gathered data and reports arranged by subject. The data may include: links

[5] See comprehensive project list in Annex 1 (includes potential entry-points for NEA)

to databases, reports, maps, surveys, environmental impact assessments, project reports, theses and peer reviewed or grey literature.

Furthermore, the CARIBIO project will kick-start the NEA process with a "soft launch" scheduled to take place in September/October 2026 in both countries to lay the groundwork for the scoping phase and the work of the assessment team. The centerpiece of the launch is a training course involving key stakeholders, designed to introduce basic concepts and practical steps for integrating ecosystem services into development planning (see training course "*Integrating Ecosystem Services into Development Planning*" by ValuES Project[6]). The training focuses on the linkages between ecosystem services and development objectives, tools and methods for assessing and valuing ecosystem services, and main policy options and instruments to capture ecosystem services related risks and opportunities as well as entry points for decision-making. This will be used to further define the thematic focus of the NEA for each country, to identify realistic entry-points for the integration of NEA findings into national policies and plans, agree on the NEA process and validate identified data sources.

2. Tasks to be performed by the contractor

2.1 Term

The expected term of the contract for services **shall** be specified in the 'Special terms and conditions of contract'. The definitive term and service delivery period are set out in the contract award notification.

2.2 Objectives, indicators, work packages, milestones

The overall objective of the tendered services are two completed NEAs – one for Saint Lucia and one for Saint Vincent and the Grenadines - including delivery of summaries for policymakers. Within the context laid out in chapter 1, the contractor will be responsible for achieving Output 2 by specifying the country-specific scope of each NEA through appropriate national consultation processes, implementing the two NEAs with the involvement of all key stakeholders, preparation of the assessment reports as well as summaries for policymakers for endorsement. Through these activities, the contractor will contribute to the consideration of the value of nature in political decision-making in both island states.

The contractor contributes to achieving the objectives and indicators described in this document by providing specialized technical expertise, advisory services and facilitation. The tasks require close cooperation with the GIZ team of the CARIBIO project, as well as with other relevant actors, including the respective TSU and the global NEA Initiative by UNEP WCMC.

The contractor must build on the results achieved to date and, with the services provided, **contribute to** achieving the following **module objective (outcome) and indicators**:

[6] giz2018-en-biodiv-integrating-ess-into-development-planning_training.pdf

Module objective (outcome): The implementation of regionally harmonised approaches to the conservation and sustainable use of biodiversity in the Caribbean has improved in selected CARICOM member states.

Relevant module objective (outcome) indicator:

Outcome indicator 2:
4 findings of 2 additional National Ecosystem Assessments (NEAs) in Saint Lucia and in Saint Vincent and the Grenadines have been incorporated into the framing of national policies in a gender-sensitive multi-stakeholder process.

Baseline value: 0 findings

Target value: 4 findings of 2 additional NEAs (06/2028)

The contractor is **responsible for** achieving the following **output objective and indicators**:

Output 2: Policymakers make increasing use of National Ecosystem Assessments (NEAs) as a tool for government development planning.

Output Indicators:

2.1 National and sub-national NEA priorities have been documented as the outcome of gender-sensitive multi-stakeholder processes in the scoping reports of four countries conducting NEAs.

Baseline value: 2 countries (Grenada, Dominican Republic)

Target value: 4 countries

2.2 Policymakers in two CARICOM member states have agreed to use the document 'Summary for Policymakers' as a basis for policymaking by the state.

Baseline value: 0 country

Target value: 2 countries

Specifc tasks of the contractor

The contractor is **responsible for** providing the following **work packages** and for achieving the corresponding **milestones**. The contractor works in close collaboration with the responsible GIZ staff and the respective TSU for each NEA. Working language is primarily English, documents are to be elaborated in English unless otherwise specified.

Work package 1: Implementation of the scoping phase to identify the framework and direction of the NEAs in both island states

Work package 1 serves to identify the framework and direction of each NEA in collaboration with stakeholders and knowledge holders in Saint Lucia and in Saint Vincent and the Grenadines. It builds on the results and agreements reached during the 'soft launch' of the NEA process supported by the CARIBIO project in each island state. During the scoping phase

the respective environmental, social and economic context are outlined, and the challenges faced by decision-makers to account for the full value of nature. The contractor is expected to examine, specify and document the need for an assessment, key policy questions that the assessment will address and design considerations. Involvement of key stakeholders and knowledge holders in this process is important to increase ownership, align the NEA with policy priorities, and foster support for its outcomes. The scoping stage will be carried out in both island states, either in parallel or back-to-back, to capitalize on synergies. It results in a scoping report for each island state which summarizes the agreed framework of each NEA clarifying what will **and what will not** be covered and how.

The contractor will be responsible for the following tasks:

- Desk research: Brief examination of the status and trends of key ecosystem types, drivers of change and country biodiversity and ecosystem information needs.
    - Identification of policies and policy issues relevant to biodiversity and ecosystems in St Lucia and Saint Vincent and the Grenadines, respectively.
    - Conduct Google and Google Scholar Search using keywords.
    - Collate other existing literature: research reports, consultancy reports, policy notes, unpublished articles.
    - Study Grenada NEA (and other relevant NEAs, for example, NEA in Dominican Republic) to identify relevant regional literature and experts in the region and to identify and adapt lessons-learned especially regarding participatory methods and strong stakeholder engagement in a SIDS-context.
- Identify further information sources, key databases and relevant strategic partnerships, initiatives and knowledge holders, ensuring the inclusion of indigenous and local knowledge among other types of knowledge in the assessment process
- National assessment kick-off workshops (2) to discuss and identify key policy questions, key sectors and stakeholders, engagement methods as well as key ecosystems and services, and available information and data.
- Undertake other targeted community and national stakeholder consultations, if necessary.
- Develop a proposal for appropriate stakeholder engagement in the two SIDS including ethical considerations (Which stakeholder groups are currently most interested in the results of the NEA in the country? Which experts and stakeholders might hold knowledge relevant to the key policy questions addressed by the assessment? How to overcome the asymmetries between experts from academia and knowledge holders from Indigenous Peoples and local communities?).
- Based on identified priorities, propose technical report chapter outline, including a proposal whether indigenous and local knowledge (ILK) will be included as a cross-cutting topic (throughout the assessment) and/or a specific section of the assessment
- Define methodological approach for NEAs taking into consideration available guidance (NEA initiative, IPBES, GIZ Values Project[7])
- Identify capacity-building needs for the assessment (i.e. on certain topics, methodological approaches), when capacity-building activities could take place and how they could be delivered.

[7] ValuES - Assessing Ecosystem Services

- Drafting two (2) scoping reports and presentation of draft scoping report to relevant stakeholders for review and finalization. (suggested outline: key policy questions; key design considerations and constraints; rationale & usefulness of the assessment; methodological approaches & key datasets; technical report chapter outline; strategic partnerships & initiatives; process, timetable & operational structure, including detailed Gannt charts)

Milestones for work package 1	**Delivery period**
National assessment kick-off workshops (2) conducted	1 months after contract award
Stakeholder analysis and engagement plan	3 months after contract award
Capacity needs assessment and capacity-building plan for the NEA	4 months after contract award
Scoping Reports (2) finalized, incl. Gannt charts	4 months after contract award

Work package 2: Synthesis of existing knowledge addressing the key policy questions (expert evaluation and assessment stage, development of technical report)

Work package 2 aims to compile and analyze data, knowledge and information on biodiversity and priority ecosystem services, to address the key policy questions identified in the *scoping* stage (work package 1). The contractor is expected to develop two concise technical reports (one for each country, estimated length: approximately 150-max. 200 pages) with information on the status and trends of relevant components of biodiversity, ecosystem services, drivers of change, scenarios and plausible pathways, different values, and policy or response options. Different lead authors from the contractor's pool of experts and, if applicable, voluntary co-authors from the respective countries will be nominated to write the specific chapters of the technical report. Elements of the assessment typically include (i) an assessment of priority ecosystems and their services, as well as the associated drivers of change (*status & trends*); (ii) an illustration of the consequences of plausible changes in drivers, ecosystems and their services, policies, as well as their impact human well-being (*scenarios*); (iii) a valuation of ecosystem services in monetary and non-monetary terms (*valuation*); (iv) an analysis of pathways to secure/enhance contribution of biodiversity to human well-being (*response options*). The technical report is developed through an iterative process which entails the preparation and review of successive report drafts. It also highlights gaps in data, information and knowledge to inform future research. Engaging policymakers, diverse knowledge holders and practitioners, helps to maintain interest and ensure the policy relevance of the NEA.

The contractor will be responsible for the following tasks:

- Design the assessment and nominate authors to write specific chapters of the technical report.
- Execute expert meetings and execute stakeholder workshops, training and engagement activities in line with the approaches defined in the scoping phase.
- If requested in scoping phase:
  - collect primary data for a selected ecosystem and/ or priority policy question
  - use of fellows to collate background data
- Identify knowledge gaps and highlight gaps in data, information and knowledge, which can be useful in informing future research and monitoring.

- Develop the draft chapters of the technical report contextualized around the key policy questions identified in work package 1 addressing the following broader topics (considering the Grenada NEA[8]):
  - *Status & trends* – assessment of priority ecosystems and their services, as well as the associated drivers of change
  - *Scenario* – development of descriptive story lines to illustrate the consequences of plausible changes in drivers, ecosystems and their services, policies, as well as their impact human well-being
  - *Valuation* – of ecosystem services in monetary and non-monetary terms and examining present and future delivery of services
  - *Response options* – examining past and current actions that have been taken to secure/enhance contribution of biodiversity to human well-being
- Prepare 1st order draft of assessment
- Conduct peer review/stakeholder engagement on 1st order draft
- Prepare final draft, conduct peer review/stakeholder engagement on final draft
- Produce two (2) final technical reports (NEA): one for Saint Lucia and one for Saint Vincent and the Grenadines

Milestones for work package 2	**Delivery period**
Agreed technical report chapter outlines with nominated authors (2)	7 months after contract award
Training / workshops conducted for implementation of the expert assessment stage	8 months after contract award
Peer review/stakeholder engagement on 1st order draft (2) conducted in each country	11 months after contract award
Final technical reports (NEA) available (2)	13 months after contract award

Work package 3: Development of summary for policymakers

Work package 3 aims to translate the assessment's findings into policy-relevant information. The contractor is expected to pull together the key findings of the technical reports into policy-relevant key messages addressing the key policy questions identified in the scoping report. The two summaries for policymakers (one for each country, estimated length: approximately 30 to max. 40 pages) are short and concise documents. Together with the respective TSU a process will be established for stakeholders, particularly the governments of each country, to accept the technical report and approve the summary for policymakers. This is significant to secure buy-in to the final outputs and increases the likelihood of the key messages being used to inform decision-making processes.

The contractor will be responsible for the following tasks:

[8] canari-nea-report-2023_final.pdf

- Prepare a short and concise draft document which pulls together the key findings of the technical report into policy-relevant key messages in an easy-to understand language.
- Present document with key messages to stakeholders and policy makers highlighting entry-points and strategic opportunities for the incorporation of assessment findings into national policy.[9]
- Review and finalise summary for policy makers

Milestones for work package 3	**Delivery period**
Presentation of the draft summaries (2) for approval by government	13 months after contract award
Final summaries for policymakers (2) available	15 months after contract award

Work package 4: Additional specialist advisory services on mainstreaming, communication and capacity development

Work package 4 comprises activities that support the mainstreaming of NEA findings, communication and capacity development within and beyond Saint Lucia and Saint Vincent and the Grenadines. This includes the sharing of lessons learnt through the newly established Sub-regional TSCC[10] hosted by the CARICOM Secretariat (link to Output 1 of the CARIBIO project). The contractor shall provide support as required to identify effective ways to communicate, to prepare training and outreach material and to disseminate the NEA's findings and lessons learnt.

The contractor may be involved in terms of provision of advice and short-term expertise in the following tasks (specific contributions to be agreed upon with GIZ project management based on operational planning):

- Provide advice to partners on how to use the summary for policymakers and incorporating the recommendations into national policies.
- Participate in (inter)national working groups to provide advice on NEA processes, dissemination of findings or lessons learnt.
- Organize webinars on the NEA process, dissemination of findings or lessons learnt.
- Prepare communications and outreach materials for different audiences
- Facilitate workshops and networking in support of NEAs and to raise awareness.
- Provide advice to strengthen regional knowledge-sharing on NEA and dissemination of the results to all CARICOM member states through the TSCC and the SGAN.

Milestones for work package 4	**Delivery period**
Up to 10 consultancy services (each up to 2 expert days) provided	15 months after contract award

[9] example: CANARI-NEA-Report-2023_Summary_Final-Digital.pdf
[10] under the Convention for Biological Diversity (CBD): Core Functions

3 communication or training products available for dissemination of findings or lessons	15 months after contract award

2.3 Project and knowledge management requirements

Requirements on the assignment of experts:

- The contractor is responsible for selecting, preparing, training and steering the experts assigned to carry out the two national ecosystem assessments

Requirements on materials and equipment and operating costs:

- The contractor makes the required materials, equipment and consumables available and covers their operating and administrative costs.

Requirements on expenditure management and cost control:

- The contractor manages costs and expenditures, accounting processes and invoicing in line with GIZ requirements.

Monitoring and reporting requirements:

- The contractor plays an active role in the results-based monitoring of the CARIBIO project. Regular monitoring activities must cover at least the following areas:
  - Degree to which activities are implemented
  - Degree to which the objectives, indicators and milestones listed in section 2.2 of these ToR have been achieved
  - Results that have occurred in the contractor's sphere of responsibility
  - Results that have occurred outside the contractor's direct sphere of responsibility
  - Risks

The contractor reports to GIZ as follows:

The contractor ensures that the requirements resulting from the monitoring system of the CARIBIO project are met.

- In derogation from the GIZ AVB, the contractor makes contributions to the progress and final reports of the CARIBIO project instead of submitting its own written reports.

- In addition to these contributions, the contractor frequently shares updated information on the implementation status:
  During participation in team meetings or coordination meetings with the responsible GIZ staff;
  In monthly meetings with the project coordinator.

Requirements for company-wide learning, knowledge and innovation:

- Contribution(s) to the NEA Initiative's SGAN, if relevant during the contract period.
- The contractor provides support in implementing a project evaluation with special emphasis on ensuring the effectiveness of the knowledge management process.

Backstopping requirements:

The contractor ensures appropriate backstopping. The following services form part of the standard backstopping package. In accordance with GIZ's General Terms and Conditions for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, these services – as well as the ancillary personnel costs – must be priced into the fee schedules of the staff listed in the tender:

- The contractor's responsibility for its own staff;
- Ensuring the flow of information between GIZ and the contractor's field staff;
- Process-oriented technical and conceptual steering of the consulting services;
- Steering adaptations to changing framework conditions;
- Performance monitoring;
- Ensuring the administrative management of the project;
- Ensuring compliance with reporting requirements;
- Technical support by the contractor's staff for its personnel on the ground;
- Making local use of and sharing the lessons learned by the contractor with the GIZ team.

The following additional backstopping services should be offered:

- Overall responsibility for the advisory packages of the contractor;
- Ensuring the coherence and complementarity of the contractor's services with other services delivered by the CARIBIO project at regional level;
- Ensure the implementation of the NEA processes in both island states capitalize on synergies;
- Staff management, in particular identifying the need for short-term assignments within the available budget, planning and managing the assignments and supporting/ mentoring of local and international experts;
- Ensuring that monitoring procedures are carried out and are aligned with the monitoring system of the module;
- Responsibility for checking the use of funds and financial planning in consultation with the officer responsible for the commission at GIZ;

2.4 Data protection and information security

The provisions on data protection and information security of the current version of GIZ's General Terms and Conditions of Contract (section 1.11 Data protection) apply.

The performance of the Contract may involve the processing of personal data by the Contractor, such as (but not limited to) the processing of names and contact information. In such cases, the Contractor acts as an independent DATA CONTROLLER and must comply with ALL applicable data protection obligations, including those arising from regional and local laws. The Contractor may only process personal data if the objective to be achieved cannot

be achieved without this data. The data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality and accountability as well as the numerous rights of the data subject must be observed. GIZ is in no way responsible for such processing.

In cases where the contractor follows the instructions of a GIZ partner, the partner is the data controller. The laws and standards applicable to it and the contractor must be complied with and implemented.

If the contractor is not subject to the GDPR and the applicable laws do not contain any explanation on the data protection principles and rights mentioned here, the definitions and meanings provided by the GDPR (Regulation (EU) 2016/679) should be considered.

The data collection for GIZ monitoring, evaluation and reporting activities must be conducted strictly anonymously, meaning that any information relating to an identified or identifiable natural person ('data subject') must be excluded.

2.5 Other requirements

Digitization and innovation:

The contractor should always have digitization and innovation in mind for implementation of activities set out in section 2.2. Digital solutions and Artificial Intelligence (AI) technology offer powerful capabilities to support implementation and increase the efficiency of activities. At the same time AI must be used in a manner that strengthens the credibility, legitimacy, integrity and inclusivity of the assessment products in line with the IPBES Code of Practice on the Use of AI (2026).

Safeguards and gender measures with specific reference to services:

To promote gender equality and avoid or mitigate possible unintended negative impacts in its area of responsibility, the contractor should implement the following measures:

Gender equality:

- Ensure gender balance of men and women especially local, indigenous, rural and maroon women in the decision-making processes through their representative organizations and groups.
- Work with women experts, scientists and leaders of non-governmental organisations to target women, especially young women
- Identify all relevant stakeholders and knowledge holders, including indigenous and local women, women's groups and women's associations. The ILK has been marginalized and underestimated, so it is important to give it equal relevance from the start of the assessment process. The importance and need for its specific knowledge, systems, values and priorities in the assessment should be highlighted.
- Consider the time and location of meetings, as women often have limited availability due to childcare responsibilities. Also, consider the location of the meeting and if participants have access to transportation and/or require funding to be able to participate (e.g. to cover costs of childcare and public transport).

- Acknowledge that indigenous and local knowledge is sometimes held differently across gender.
- Use relevant methods to ensure all voices are heard. Power balance, gender norms and cultural context can affect participation. As such, it is important to consider different methods that will enable all gender voices to be heard.

3. Technical-methodological concept

In this section, the tenderer is required to reflect on the objectives and terms of reference of the tender at hand, describe the partner system and its processes in the area of responsibility and present the technical-methodological concept for completing the tasks listed in section 2 and achieving the set objectives. In addition, the tenderer must describe the design of the project management process.

3.1 Interpretation of objectives (section 1.1 of the assessment grid)

The tenderer is required to interpret the objectives for which it is responsible. Simple repetition of the objectives formulated in section 2 of the ToR is not desired. Rather, the contractor is to describe and interpret the changes in the partner system that are to be directly achieved by the object of the tender procedure. The resulting positive impact on the partner system (section 1.1.1 of the assessment grid) should also be presented.

The contractor must undertake a critical examination of the ToR (section 1.1.2 of the assessment grid), by:

- undertaking an assessment of the appropriateness of the personnel concept for implementing the scheduled tasks;
- providing an assessment of the results hypotheses for achieving the objectives and possible risks in implementation;

3.2 Processes and actors in the partner system (section 1.2 of the assessment grid)

Processes describe actions or sets of tasks that are necessary to render specific services in a sector or in the cooperation/partner system. Specific actors are given responsibility for determining and implementing these actions and sets of tasks in line with the regulations. Actors are usually institutions such as ministries, local governments, associations and chambers, non-governmental organisations, companies in a sector or individual businesses, universities or banks, but may also be individuals (e.g. a person with higher decision-making authority).

The tenderer is required to describe, using existing documents where possible (see annexes), the processes in the sector or partner system that are relevant to the services put out to tender (section 1.2.1 of the assessment grid).

The tenderer is required to present the actors (partners and others) who are relevant for the tender in the form of a map of actors. As far as possible, it should list the actors by name. Their mandates as well as strengths, weaknesses and interests with respect to the services put out to tender are also to be briefly presented (section 1.2.2 of the assessment grid).

In addition, the tenderer is required to describe the interaction between the actors mentioned above. This can consist of a description of the specific collaboration between individual actors in the processes listed above, of the dependencies or conflicts between the actors and their consequences or of existing dialogue and communication formats (section 1.2.3 of the assessment grid).

3.3 Strategy (section 1.3 of the assessment grid)

The strategy for delivering the services in the tender is the core element of the technical-methodological concept. It is composed of the following elements:

- Procedure for achieving the objectives stated in section 2.2 of these ToR
- Development of partnerships with the relevant actors
- Approaches for leverage effects and measures for scaling-up
- Consideration of environmental and social compatibility requirements (including gender equality)
- Appropriate consideration of further requirements

3.3.1 Strategic approach to achieving the objectives mentioned in the ToR
(section 1.3.1 of the assessment grid)

The tenderer is required to describe and justify the approach it plans to adopt in order to achieve the milestones, objectives and results (see section 2) for which it is responsible.

3.3.2 Building partnerships with the relevant actors
(section 1.3.2 of the assessment grid)

The tenderer is required to develop and describe a strategy for developing the cooperation with the actors in the partner system who are relevant for the implementation of the services in the tender. The project partnerships already mentioned in section 1 must also be considered. The tenderer is required to explain and, as far as possible, provide specific evidence of how it will make use of national and Caribbean resources (for example national/ regional research institutions or colleges, network partners etc.) in the context of service delivery.

3.3.3 Approaches for leverage effects and measures for scaling-up
(section 1.3.3 of the assessment grid)

The tenderer is required to state whether there are promising approaches for leverage effects beyond the measures mentioned in section 2 (for example through targeted measures in the field of ‘knowledge management’) and to describe them. The tenderer is required to explain how synergies between the two assessment processes will be maximized to ensure economic efficiency and support mutual learning.

3.3.4 Consideration of environmental and social compatibility requirements
(section 1.3.4 of the assessment grid)

Gender equality

The tenderer is required to outline in the tender how it can prevent negative impacts on gender equality in its area of responsibility and how it can contribute to improving gender equality through corresponding measures (see also relevant requirements in section 2.5).

3.4 Project management
(section 1.4 of the assessment grid)

In this section, the tenderer presents the operational plan for implementing the services in the tender, describes the procedure for coordination with GIZ or the project and the project partners, and explains its monitoring procedure.

3.4.1 Operational plan
(section 1.4.1 of the assessment grid)

The tenderer is required to draw up and explain an operational plan for implementing the strategy described in section 3.3, including a plan for the assignment of all the experts included in the tender. The operational plan must include the assignment times (periods and expert days) and assignment locations of the individual experts, the milestones as presented in section 2 and describe all the necessary work stages in detail and in chronological order. The tenderer can define further milestones beyond those prescribed in section 2 and map them out in the plan of operations.

3.4.2 Coordination with GIZ or the commissioning project
(section 1.4.2 of the assessment grid)

In the tender, the tenderer is required to describe the procedure for coordinating with GIZ throughout the National Ecosystem Assessment process in both countries

3.4.3 Steering or coordination of measures with the relevant implementing partner
(section 1.4.3 of the assessment grid)

In the tender, the tenderer is required to name the implementing partners relevant for implementing the services and to describe and explain the procedure for steering or coordinating the measures with them. The GIZ team (especially GIZ staff represented in the TSU) will usually coordinate the activities and measures with their counterparts. In special occasions, if it is clearly delegated (e.g. at the technical level), this coordination will take place through the contractor.

3.4.4 Monitoring
(section 1.4.4 of the assessment grid)

In the tender, the tenderer is required to describe how it will regularly capture and document the status of completion of the tasks, the achievement of objectives, the results achieved and the risks in the area for which it is responsible in accordance with the specifications set out in section 2.

3.5 Further requirements

(section 1.5 of the assessment grid)

- In the tender, the tenderer is required to describe how it will use innovation and digitization, including use if AI, to improve efficiency in the activities or increase impact.

- The tenderer is required to describe its backstopping strategy. A CV must be provided for the positions for technical and administrative backstopping. These CV are used to verify the backstopping strategy.

Requirement: Use of innovation and digitization: 3 points out 10 (max.)

Requirement: Backstopping strategy: 7 points out 10 (max.)

4. Personnel

The tenderer is required to provide 'experts' for the positions referred to and described (scope of tasks and qualifications) in this section on the basis of corresponding CVs. **The requirements on the format and content of the CVs are described in section 6.**

When selecting personnel, the contractor must ensure that the team is well-balanced with respect to gender and age.

The qualifications mentioned below correspond to the requirements for achieving the highest number of points in the technical assessment.

'One year of professional experience' is therefore defined as a cumulative 12 expert months with at least 18 expert days per month, provided no diverging definition is specified for individual qualifications.

4.1 Expert 1: Lead Expert ecologist/natural scientist with regional experience, Lead of the Assessment Team(s)

(section 2.1 of the assessment grid)

This position is a **key expert**.

Tasks of expert 1: Lead expert ecologist/natural scientist & Lead of the Assessment Team(s)

- Coordinating and ensuring communication with GIZ, partners and others involved in the project.
- Planning and supporting assignments of short-term experts / lead authors and identify contributing authors who can provide additional technical information or graphics on specific subjects.
- Coordinate the organization of stakeholder meetings and workshops, as well as other administrative tasks with the respective TSU
- Regular reporting to the respective TSU in accordance with deadlines
- Participate in relevant meetings of the NEA process, including authors workshops, validation workshops, training session.

- Responsibility of producing designated sections or parts of chapters of the scoping report, the NEA technical report, and key messages for the Summary for Policymakers (SPM), in coordination with other experts
- Ensuring that the NEA is completed to a high standard with qualitative and viable data, collated in a coherent manner and conforming to the Scoping Report
- Representing the assessment team to partners
- Provide ad-hoc advisory services, if and when required

Qualifications of expert 1:

Education/training (section 2.1.1 of the assessment grid):	University degree: Master's degree (MSc or equivalent diploma) in Biology, Ecology, Natural Resource Management, Environmental science or related field (6 / 10 points), PhD (or equivalent academic degree) in Natural Sciences (4 / 10 points)
Language (section 2.1.2 of the assessment grid):	Knowledge of English C2-level in the Common European Framework of Reference for Languages
General professional experience (section 2.1.3 of the assessment grid):	15 years of professional experience in the sector biodiversity conservation, natural resource management, ecosystem services, and/ or climate resilience
Specific professional experience (section 2.1.4 of the assessment grid*):*	3 years of professional experience in planning and implementation of applied interdisciplinary research projects and facilitating multi-stakeholder processes (3/10 points). 5 years of experience and knowledge of the national implementation of global biodiversity targets under the CBD and other international fora (2/10 points). 3 years of experience in assessing the status and trends of ecosystems and their services, the associated drivers of change and identification of policy response options (3/10 points). 2 years of knowledge and familiarity with the IPBES methodological approach and NEA processes at international level (2/10 points).
Leadership/management experience (section 2.1.5 of the assessment grid):	5 years of management/leadership experience as project team leader in applied research projects or in the field of development cooperation.
International professional experience outside the country/region of assignment (section 2.1.6 of the assessment grid):	*-Not applicable -*
Professional experience in the country/ region of assignment (2.1.7 of the assessment grid):	5 years of professional experience in the region Latin America and the Caribbean except the countries of assignment (8/10 points), 6 months of working experience with projects and/ or institutions in Saint Lucia or Saint Vincent and the Grenadines (2 / 10 points)
Experience in the field of development cooperation (section 2.1.8 of the assessment grid):	3 years of experience in development cooperation projects

Other (section 2.1.9 of the assessment grid):	2 scientific articles on a topic relevant to NEA published as a (co-)author (6/10 points) 2 years of professional experience with participatory approaches and stakeholder engagement particularly at the local level in the biodiversity field (4/10 points)

4.2 Expert 2: Lead Expert social scientist/policy expert with regional experience, Co-Lead of the Assessment Team(s)

(section 2.2 of the assessment grid)

This position is a **key expert.**

Tasks of expert 2: Lead expert social scientist/policy expert & Co-Lead of the Assessment Team(s)

- Work in close coordination with Expert 1; provide support to and deputise Expert 1 as lead of the Assessment Team(s), if appropriate
- Participate in relevant meetings of the NEA process, including authors workshops, validation workshops, training session.
- Ensure the social and economic context and the challenges faced by decision-makers to account for the full value of nature are well outlined in the scoping report, and key policy questions that the assessment will address clearly formulated.
- Responsibility of producing designated sections or parts of chapters of the scoping report, the NEA technical report, and key messages for the SPM, in coordination with other experts
- Ensure the NEA is well aligned with national policy priorities and completed to a high standard with qualitative and viable data, collated in a coherent manner and conforming to the Scoping Report.
- Develop a proposal for appropriate stakeholder engagement in the two countries and the consideration of ILK in coordination with other experts, including the methodological approach for primary data collection, consultations and participatory appraisals, if appropriate.
- Formulate policy-relevant key messages addressing the key policy questions in collaboration with other experts
- Provide ad-hoc advisory services on how to incorporate the recommendations into national policies, if and when required.

Qualifications of expert 2.

Education/training (section 2.2.1 of the assessment grid):	University degree ‘Master’s or equivalent diploma (e.g. German ‘Diplom’) in social sciences, public policy, environmental/resource economics, political science, development studies or related fields (7/ 10 points); PhD or equivalent in any of the above-mentioned fields (3/10 points).
Language (section 2.2.2 of the assessment grid):	Knowledge of English C2-level in the Common European Framework of Reference for Languages

General professional experience (section 2.2.3 of the assessment grid):	10 years of professional experience in the environment/ biodiversity/ conservation sector and policy-relevant assessments
Specific professional experience (section 2.2.4 of the assessment grid*):*	5 years of professional experience in social science research, policy analysis at the nature–policy interface (5/10 points). 3 years of professional experience in planning and implementation of stakeholder engagement, participatory approaches, and in integrating Indigenous and Local Knowledge (5/10 points).
Leadership/management experience (section 2.2.5 of the assessment grid):	3 years of experience in editorial coordination for producing technical reports and policy briefs.
International professional experience outside the country/region of assignment (section 2.2.6 of the assessment grid):	*-Not applicable -*
Professional experience in the country/ region of assignment (2.2.7 of the assessment grid):	10 years of professional experience in the region Latin America and the Caribbean
Experience in the field of development cooperation (section 2.2.8 of the assessment grid):	3 years of experience in development cooperation projects
Other (section 2.2.9 of the assessment grid):	Proven experience in communication of complex scientific content for decision-maker audiences (at least three policy briefs or equivalent decision-oriented products for science-policy processes completed within the last 10 years, e.g. (co-)authorship of policy brief on NEA/IPBES-like process).

4.3 Expert 3: Pool 1 'Technical Experts for Scenario Analysis, Ecological Economy, Socio-economic Valuation of Ecosystem Services' with regional experience with 3 experts

(section 2.3 of the assessment grid)'

A CV for each expert must be added to the tender.

The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. For experts not named in the tender, GIZ must confirm before the assignment that their qualifications are equivalent to those of the short-term experts proposed in the tender.

Tasks of the expert pool 1

- Provide input to the design of the NEA and support identification of assessment scope and priorities
- Collate, classify and evaluate existing literature, data and knowledge available in the countries related to the respective research topics
- Develop and apply 3-4 scenario archetypes related to the future drivers and impacts, status and trends, and policy options for Saint Lucia's and Saint Vincent and the Grenadines' ecosystems using participatory processes engaging diverse stakeholders

and knowledge holders and by applying the lessons-learned from Grenada's scenario development process
- Carry out consultations and interviews in Saint Lucia and Saint Vincent and the Grenadines, and if relevant, coordinate primary data collection (surveys/data gathering exercises) for a specific policy question/priority ecosystem
- Develop maps, infographics or other visualizations to capture key findings related to the scenarios
- Support the integration of scenario analysis into the NEA and the SPM
- By applying the lessons-learned from Grenada's valuation of genetic and ecosystem resources as part of the NEA process, valuate the ecosystem services in monetary and non-monetary terms, examine present and future delivery of services in Saint Lucia and Saint Vincent and the Grenadines and develop policy options
- Conduct capacity development measures with national partners, where relevant
- Contribute to the chapters of the NEAs by synthesizing final results/ findings into the technical report
- Cooperate effectively with each other across different disciplines and with all others involved in the NEAs

Qualifications of the expert pool 1

Education/training (section 2.3.1 of the assessment grid):	3 of experts with a university degree ('Master's' degree' or equivalent diploma) in environmental science, marine biology, ecology, or a related field
Language (section 2.3.2 of the assessment grid):	All experts with knowledge of English C2-level in the Common European Framework of Reference for Languages
General professional experience (section 2.3.3 of the assessment grid):	Each of the 3 experts with 5 years of professional experience in their respective discipline
Specific professional experience (section 2.3.4 of the assessment grid):	1 expert with 2 years of professional experience in scenario planning and analysis using participatory approaches, particularly in marine and coastal ecosystems (3/10 points) 1 expert with 2 years of professional/research experience in economic and socio-economic valuation of ecosystem services (monetary and non-monetary methods) (3/10 points). 1 expert with 2 years of professional experience in GIS-based analysis and mapping as well as visualization of complex results (2/10 points). All experts with working experience in the implementation of the Kunming-Montreal Global Biodiversity Framework related to the Caribbean ecosystem, policy or data context (2/10 points).
Leadership/management experience (section 2.3.5 of the assessment grid):	*-Not applicable -*
International professional experience outside the country/region of assignment (section 2.3.6 of the assessment grid):	*-Not applicable -*

Professional experience in the country/ region of assignment (2.3.7 of the assessment grid):	1 expert with 3 years of professional experience in the region Latin America and the Caribbean
Experience in the field of development cooperation (section 2.3.8 of the assessment grid):	1 expert with 3 years of experience in development cooperation projects
Other (section 2.3.9 of the assessment grid):	1 expert with 2 years proficiency in using relevant modelling and mapping software

4.4 Expert 4: Pool 2 'Technical Experts for Ecology, Biodiversity, Biophysical Ecosystem Services Assessments' with regional experience with 3 experts

(section 2.4 of the assessment grid)

A CV for each expert must be added to the tender.

The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. For experts not named in the tender, GIZ must confirm before the assignment that their qualifications are equivalent to those of the short-term experts proposed in the tender.

Tasks of the expert pool 2

- Provide input to the design of the NEAs and support identification of assessment scope and priorities
- Compile and review existing data and literature, including unpublished reports
- If relevant, coordinate primary data collection (surveys/data gathering exercises) for a specific policy question/priority ecosystem
- Conduct interviews and consultations with scholars, related ministries, international/ regional organizations, relevant private sector representatives, with protected areas manager and ranger as well as civil society representatives and community member
- Assess priority ecosystems and their services, as well as the associated drivers of change
- Provide a critical analysis of the importance of biodiversity and ecosystem services for socio-economic development and human well-being by compiling the value of biodiversity and ecosystem services, and their contributions to the well-being of the people of Saint Lucia and Saint Vincent and the Grenadines as well as to the National Sustainable Development Goals
- Contribute to the chapters of the NEAs by synthesizing final results/ findings into the technical report
- Development of maps and draft infographics
- Conduct capacity development measures with national partners, where relevant
- Cooperate effectively with each other across different disciplines and with all others involved in the NEAs

Qualifications of the expert pool 2

Education/training (section 2.4.1 of the assessment grid):	All experts with university degree ('Master's' degree' or equivalent diploma) in ecology, biodiversity sciences, conservation biology, environmental sciences, or related fields.
Language (section 2.4.2 of the assessment grid):	All experts with knowledge of English C2-level in the Common European Framework of Reference for Languages.
General professional experience (section 2.4.3 of the assessment grid):	Each of the 3 experts with 5 years of professional experience in their respective discipline
Specific professional experience (section 2.4.4 of the assessment grid):	3 experts with complementary expertise in assessing the status and trends of the following ecosystems and their ecosystem services: coastal, ocean, forest, freshwater, and agricultural ecosystems (6/10 points) 1 expert with 2 years of professional/research experience in assessing the interactions between ecosystems and climate change (2/10 points) 1 expert with 2 years of professional experience in developing response options to protect and maximise ecosystem services under climate change scenarios (2/10 points)
Leadership/management experience (section 2.4.5 of the assessment grid):	1 expert with 2 years of professional experience in coordinating surveys and training of survey teams
International professional experience outside the country/region of assignment (section 2.4.6 of the assessment grid):	*-Not applicable -*
Professional experience in the country/ region of assignment (2.4.7 of the assessment grid):	2 experts, each with 4 years of professional experience in the region Latin America and the Caribbean
Experience in the field of development cooperation (section 2.4.8 of the assessment grid):	1 expert with 3 years of experience in development cooperation projects
Other (section 2.4.9 of the assessment grid):	1 expert with 2 years experience in working with national monitoring and reporting frameworks and environmental information platforms

4.5 Expert 5: Pool 3 'Technical Experts for civil society/ participatory approaches, indigenous and local knowledge, facilitation and training' with regional experience with 2 experts

(section 2.5 of the assessment grid)

A CV for each expert must be added to the tender.

The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. For experts not named in the tender, GIZ must

confirm before the assignment that their qualifications are equivalent to those of the short-term experts proposed in the tender.

Tasks of the expert pool 3

- Advise on and facilitate gender-sensitive, inclusive stakeholder engagement to ensure the integration of diverse knowledge systems including from Indigenous Peoples (in Saint Vincent and the Grenadines) and local communities into the NEA process
- If relevant, coordinate primary data collection (surveys/data gathering exercises) for a specific policy question/priority ecosystem
- Facilitate workshops and capacity development measures with national partners and stakeholders, where relevant, and organise appropriate settings, conducive to knowledge sharing
- Develop target-specific communication and outreach products, if relevant

Qualifications of the expert pool 5

Education/training (section 2.5.1 of the assessment grid):	Each of the 2 experts with University degree "Bachelor" or equivalent diploma, in social/political sciences, anthropology, or related disciplines (8/10 points); Specialization in participatory approaches and inclusive stakeholder engagement (2/10).
Language (section 2.5.2 of the assessment grid):	Both experts with knowledge of English C2-level in the Common European Framework of Reference for Languages (6 /10 points); Both experts with knowledge of local language (Vincentian Creole and/or Saint Lucian Creole (Kwéyòl)) (4/10 points).
General professional experience (section 2.5.3 of the assessment grid):	Both experts with 5 years of professional experience in planning and moderating inclusive multi-stakeholder processes, and application of conflict-sensitive, participatory methods
Specific professional experience (section 2.5.4 of the assessment grid):	1 expert with 2 years of professional experience in integrating diverse stakeholders and knowledge systems into policy or assessment processes (4/10 points) 1 expert with 2 years of practical experience working with Indigenous Peoples and local communities and facilitating workshops with community representatives in Caribbean contexts. (3/10 points) 1 expert with 4 years of professional experience in capacity development/adult learning and in facilitating trainings on matters relevant to the NEA process (3/10 points) *(one expert may cover more than one of above sub-criteria)*
Leadership/management experience (section 2.5.5 of the assessment grid):	*-Not applicable -*
International professional experience outside the country/region of assignment (section 2.5.6 of the assessment grid):	*-Not applicable -*

Professional experience in the country/ region of assignment (2.5.7 of the assessment grid):	Both experts, each with 4 years of professional experience in the region Latin America and the Caribbean
Experience in the field of development cooperation (section 2.5.8 of the assessment grid):	*-Not applicable -*
Other (section 2.5.9 of the assessment grid):	1 expert with 2 years of professional experiences in gender-sensitive- and transformative approaches (5/10 points) 1 expert with proven experience in development of audience-specific communication and outreach products (e.g. reference to fact sheets, visualizations, social media snippets) (5/10 points)

The tenderer must assign all the proposed experts to the required qualifications and clearly present them in a separate table preceding the CVs. The summary presentation must mention only qualifications that are actually indicated in the CVs. Professional experience must be evidenced by meaningful references in the CVs. It is advisable to make explicit reference to each example of professional experience.

Soft skills of team members

In addition to their specialist qualifications, all team members are also expected to have the following qualifications:

- Team skills
- Initiative
- Communication skills
- Sociocultural and intercultural skills
- Efficient partner- and client-oriented working methods
- Interdisciplinary thinking

Soft skills are not evaluated.

5. Costing requirements

In your tender, please do not deviate from the quantities and budgets specified in these ToRs and the price schedule. These are part of the competitive tender procedure and are used to ensure that the tenders can be compared objectively. Please note: only inputs that were commissioned by GIZ and rendered by the contractor will be remunerated. **We would also like to point out that it may not be necessary to make use of the total number of proposed expert days.**

5.1 Assignment of experts

The number of expert days corresponds to full working days.

Expert	Expert days in the country of residence/ remote	Availability of expert in the countries of assign-ment* in expert days	**Expert days in total**	Consecutive stay > 3 months (see General Terms and Conditions, section 3.6.2)	Number of inter-national flights	Number of regional flights
Expert 1: Lead Expert ecologist/natural scientist with regional experience	60	36	**96**	No	3	3
Expert 2: Lead Expert social scientist/policy expert with regional experience	60	36	**96**	No	3	3
Expert Pool 1: Scenario Analysis, Ecological Economy, Socio-economic Valuation of Ecosystem Services	50	28	**78**	No		6
Expert Pool 2: Ecology, Biodiversity, Biophysical Ecosystem Services Assessments	50	28	**78**	No		6
Expert Pool 3: Civil society/ participatory approaches, indigenous and local knowledge, facilitation and training	50	28	**78**	No		6

5.2 National administrative staff

– Not applicable –

5.3 Travel expenses

5.3.1 Travel – sustainability considerations

GIZ would like to reduce greenhouse gas emissions (CO_2 emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, for example by selecting the lowest-emission booking class (economy) or using means of transport, airlines and flight routes that are more CO_2-efficient. For short distances, travel by train (second class) or e-mobility are the preferred options.

CO_2 emissions caused by air travel must be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The Development and Climate Alliance has published a list of standards (only in German available). GIZ recommends using the standards specified there.

5.3.2 Travel expense requirements

The specified lumpsums are the maximum amounts the tenderer can include in the tender. In other words, the tenderer can also offer lower individual lumpsum amounts. The corresponding lumpsum are to be entered into the provided price schedule by the tenderer.

Higher lumpsums must not be included in the tender.

The travel expenses must be costed as follows by the contractor:

Travel expenses item	**Number/ Quantity**	**Price per unit up to**
Total number of international flights	6	2.000 EUR
Total number of regional flights	24	700 EUR
CO_2 offsets for flights *An unalterable budget for CO2 offsets for settlement against evidence is specified.*	1	6.000 EUR
Transfer costs on island in Saint Lucia and between/on islands in Saint Vincent and the Grenadines	1	10.0000 EUR
Per-diem allowances	156	66 EUR
Accommodation allowances	156	203 EUR
Costs of obtaining a visa	1	200 EUR

Per-diem allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German

Federal Ministry of Finance on travel expense remuneration (download at https://www.bundesfinanzministerium.de)[11].

In addition, for the following items, reasonable costs can be settled against evidence up to the proposed amount.

- Flights
- Transfer costs
- Costs for obtaining visa

Accommodation allowances outside Germany will be reimbursed in accordance with the following provision

For the countries Saint Lucia, Saint Vincent and the Grenadines, tenderers may offer accommodation allowances up to EUR 203,00. This is the maximum amount permissible under tax law as per the BMF circular on travel expense reimbursement.

- If the contractor offers accommodation allowances at up to 75% (EUR 152,25) of the maximum amounts permissible under tax law as per the BMF circular on travel expense reimbursement, the expenses will be reimbursed **on a lump-sum basis** in the contractually agreed amount.

- If the contractor offers accommodation allowances at between 75% and 100% (EUR 152,26 and 203,00) of the maximum amounts permissible under tax law as per the BMF circular on travel expense reimbursement, the corresponding **evidenced expenses** will be reimbursed up to the contractually agreed amount.

All travel activities must be agreed in advance with the project manager. Travel expenses must be kept as low as possible.

5.4 Procurement of services and works

– Not applicable –

5.5 Materials and equipment

– Not applicable –

[11] Steuerliche Behandlung von Reisekosten und Reisekostenvergütungen bei betrieblich und beruflich veranlassten Auslandsreisen ab 1. Januar 2025 (Saint Lucia and Saint Vincent and the Grenadines are not on the list, but the rates for Trinidad & Tobago apply)

5.6 Operating costs in the country of assignment

Experts will mostly work remotely. While in Saint Lucia and/ or Saint Vincent and the Grenadines, the TSU with guidance from the government counterparts will support with relevant logistics during missions. Temporarily, office space in the GIZ office in Saint Lucia can be provided and additional working space can be identified. A vehicle – operated only by GIZ staff - is available for Saint Lucia.

5.7 Workshops, education and training

The contractor is not responsible for the logistical organisation of the workshops and therefore the costs do not need to be specified

5.8 Local contributions

– Not applicable –

5.9 Other costs

– Not applicable –

5.10 Flexible remuneration item

Budget for flexible remuneration: EUR 20 000

The fixed, unalterable budget above is earmarked in the price schedule for flexible remuneration. Flexible remuneration is intended to facilitate the flexible management of the contract by the commission manager at GIZ. The contractor can make use of the funds in accordance with section 3.6.5.7 of the General Terms and Conditions.

6. Requirements on the format of the tender

The structure of the tender must correspond with the structure of the ToR. It must be legible (for example Arial, font size 11 or larger) and clearly formulated. The technical tender must be written in English.

The technical-methodological concept of the tender (section 3 of the ToR) must not exceed 25 pages (not including the cover page, list of abbreviations, table of contents, brief introduction and CV for the backstopper). Additional annexes not requested will not be assessed. External content (e.g. links to websites) will also be disregarded.

The CVs of the staff proposed in accordance with section 4 of the ToR must be in the EU format and not more than four pages in length. The CVs must be submitted in English.

The CVs must clearly and unequivocally show what position the proposed person held, which tasks they performed and how long they worked during which period in the specified

references. **The references contained in the CVs must therefore include the following information:**

- Name of the company/organisation/reference project in which the expert worked
- Position held and task(s) performed by the expert in the company/organisation/reference project
- Work outcomes or products produced by the expert, or expert's contribution to the completion of these outcomes and projects (if relevant)
- Duration of the expert's assignment in the company/organisation/reference project per calendar year **in full-time expert days, weeks or months** (for example: 2019: 2 months, 2020: 10 months, 2021: 1 month)
- Leadership experience/management: clear information on the reference projects or fixed positions within the company/organisation in which the requirements specified in section 4 were fulfilled (for example, period, number of persons for whom the expert had disciplinary responsibility, project budget)
- International professional experience/professional experience in the country of assignment: clear information on the reference projects or fixed positions in the company/organisation in which the requirements specified in section 4 were fulfilled (for example, actual duration of assignment on the ground **in full-time expert days, weeks or months**)

In order to facilitate the assessment, we request that you number the references sequentially and provide only references that are clearly related to the object of this tender.

7. Options or follow-on contract

7.1 Option to expand the service content/extend the contract term pursuant to section 132 (2) no. 1 German Act against Restraints of Competition (GWB)

GIZ can exercise the following options if it wishes to expand the tendered services. This is described in detail below.

Nature and scope:

While retaining the overall character of the contract, there is a possibility of GIZ continuing to obtain the services specified in section 2 of these Terms of Reference and/or of expanding the contract to include further services of the same kind. The overall contract term must not exceed three times the original contract term, and the overall contract value must not exceed twice the original contract value.

Precondition:

GIZ's commissioning party extends and/or provides additional funding for NEAs under the current CARIBIO project or commissions a follow-on project in this field and/or an agreement is concluded to provide cofinancing for the measure.

7.2 Option to procure materials and equipment pursuant to section 132 (2) no. 1 German Act against Restraints of Competition (GWB)

– Not applicable –

7.3 Follow-on contract pursuant to Section 14 (4) no. 9 German Ordinance on the Award of Public Contracts (VgV)

– Not applicable –

8. Annexes

– Not applicable –