

Unleashing the Blue Economy of the Caribbean Project

GRENADA TERMS OF REFERENCE

FOR AN INDIVIDUAL CONSULTANT – FISHERIES LIAISON

1. PROJECT BACKGROUND

The Government of the State of Grenada in collaboration with the Governments of St. Lucia and St. Vincent and the Grenadines, along with the Organization of the Eastern Caribbean (OECS) Commission is undertaking implementation of the ‘Unleashing the Blue Economy of the Caribbean (UBEC) Project’ through a hybrid¹ funding facility. This Project will be implemented as a Series of Projects (SOPs) over a fifteen-year period (with each project having a five-year life cycle), with participation of countries based on readiness. The Project Development Objective (PDO) is to strengthen the enabling environment for the blue economy, economic recovery and resilience of selected coastal assets in participating countries and within the subregion. The PDO serves as an overall framework for strengthening the management and resilience of marine and coastal assets to stimulate select OECS economies at the regional, national and community levels.

The first phase of the SOP is currently in implementation (2022 – 2028) and comprises of four Components across three key sectors - tourism, fisheries and waste management sectors in the three participating countries and at the regional level through the OECS Commission. In Grenada, the Project is implemented by the Ministry of Mobilisation, Implementation and Transformation in partnership with the three key sectors.

2. PROJECT COMPONENTS

Component 1: Strengthening Governance, Policies and Capacity Building for Key Productive Sectors

This Component has two sub-components which target national and regional policies, strategies, institutions, legal frameworks, and capacity building within the public sector. These interventions are necessary to support economic recovery to improve the management of natural assets contributing to the regional marine environmental health and resilience.

Component 2 - Scale Up Access to Finance and Infrastructure Investments in The Blue Economy

Subcomponent 2.1- Scale Up Access to Finance to Micro, Small and Medium-sized Enterprises (MSMEs) and Fisherfolk Communities: This subcomponent offers matching grants financing to MSME’s within the three key sectors and supports the COAST insurance to the fisheries sector.

¹ IDA Credit Facility and Grant PROBLUE Trust Fund

Subcomponent 2.2 Scale Up Infrastructure Investments for Economic Resilience and Ocean Health: This subcomponent will support direct investments in resilient coastal infrastructure that generates jobs in the short-term and lay the foundation for long-term recovery through investments that help build a low carbon, less polluting, more sustainable and resilient coastal economy that is adaptive to climate change.

Component 3: Contingent Emergency Response Component (CERC)

The CERC supports the capacity of participating countries to respond rapidly in the event of a future eligible emergency defined as “an event that has caused, or is likely to imminently cause, a major adverse economic and/or social impact associated with natural or man-made crises or disasters.” CERC was activated for first time in 2023, to respond to food insecurity post COVID19, with implementation completed and closed on March 31st, 2025 for all three UBEC countries.

Component 4 - Project Management, Communication and Regional Coordination

The objective of this Component is to ensure effective project implementation, monitoring of activities and final project evaluation. The component will finance the expenditures of Project Implementation Unit (PIU) in each country, including compliance with environmental and social safeguards stakeholder and citizens’ engagement mechanism and the grievance redress mechanism.

3. SMALL SCALE FISHERIES SECTOR CONTEXT:

As a large ocean state, small-scale coastal fisheries in Grenada are integral to Grenada's food security, employment, and cultural heritage. Grenada has one of the largest fishing fleets in the Eastern Caribbean, with an estimated 2,743 persons directly employed in the fishing sector in 2013; approximately 86 percent of fishers work full-time. It is estimated that only 75 percent of fishers in Grenada are registered with the Fisheries Division, within the Ministry of the Blue Economy and Marine Affairs. Almost all registered fishers are commercial but their businesses are generally small scale. Meanwhile, most subsistence fishers are unregistered. Women make up about 30 percent of registered vessel owners.

FAO has identified several challenges jeopardizing the sustainability of the fisheries sector (<https://www.fao.org/fishery/en/facp/grd>). One such challenge is overfishing, which is driven by both legal and illegal, unreported, and unregulated (IUU) activities; consequently, this has led to the depletion of key fish stocks. Another issue is environmental degradation, including habitat loss and pollution further exacerbates the decline in fish population. Moreover, the lack of effective governance structures and enforcement mechanisms hamper the implementation of sustainable management practices. At the same time, growing populations and reduced fish production in the Eastern Caribbean States have led to more than 40 percent of fish consumed being imported. The daunting challenge that Grenada and other Caribbean SIDS face is guaranteeing sufficient fish to feed citizens and reduce the food import bill; through increased domestic fish production which maintains the sustainability of fishery resources.

The Government of Grenada intends to further invest in the industry by adopting measures to increase fish exports and improve fisheries trade. In the past decade, the fisheries policy

has allowed for the expansion of production of the ocean pelagic fishery by facilitating greater fleet capacity.

4. OBJECTIVES OF THE ASSIGNMENT

The objective of this assignment is to engage an individual consultant as a Fisheries Liaison to provide day-to-day management of the fisheries activities to be implemented under the Unleashing the Blue Economy in the Caribbean Project. The Consultant will report to the Project Implementation Unit which has overall project oversight housed within the Ministry of Mobilization, Implementation and Transformation (MIT). The day-to-day technical supervision of the Fisheries Liaison will be performed by the Chief Fisheries Officer or designated officer within the Division of Fisheries, Ministry of Blue Economy and Marine Affairs. The Fisheries Liaison will serve as the main operational link between the Ministry & the Fisheries Division, the Project Implementation Unit (PIU) and any other stakeholders ministry involved in implementation of the UBEC Project locally and regionally.

4.1 General Scope of Services

The consultancy is full-time and substantially will be performed on site at the Fisheries Division, Melville Street, St. Georges, Grenada. More Specifically the Fisheries Liaison will:

- a. oversee and coordinate the implementation of the Fisheries activities of the UBEC Project.
- b. contribute to, oversee and coordinate the timely preparation of documents for procurement including technical specifications, monthly progress reports and early delivery of fisheries goods and services procured for the UBEC project including use of Crisis Response Window (CRW) resources (as required).
- c. maintain on-going communications with the PIU, the Division of Fisheries and other stakeholders as required.
- d. bring to the project manager's attention, implementation issues requiring their intervention or decision.
- e. evaluate project progress with the aim of identifying and communicating and/or escalating risks to senior management of the Department of Fisheries and the Project Manager.

4.2 Specific Scope of Services

The specific responsibilities and tasks are:

- a) Developing, and updating as necessary, in consultation with the PIU, detailed Project Work Plans for the Fisheries related activities to be delivered under Components 1 & 2 of the UBEC Project, providing policy advice as well as scientific and technical inputs on the work plans, as required;

- b) Coordinating the implementation of work plan activities in close collaboration with the PIU and Department of Fisheries and relevant national stakeholders; track, monitor and manager fisheries consultants and related deliverables/activities
- c) Providing technical input into the preparation of project concepts and proposals, preparation and review of UBEC Fisheries and Aquaculture documents including but not restricted to TORs, development of technical specifications, and preparation of bidding documents; and assist in the evaluation of proposals.
- d) Prepare monthly reports capturing project progress, status, challenges, results framework etc. to support operational, financial and results-based monitoring for the project; and make recommendations on actions to address challenges and weaknesses.
- e) Organizing workshops/meetings/training activities to support the implementation of the detailed project Work Plans, in collaboration with relevant subject officers at the Department of Fisheries, the PIU and other relevant stakeholders, and ensure the preparation of reports, or other relevant documentation from these events;
- f) Preparing documentation on the outputs and outcomes of the implementation of the detailed project Work Plan, in collaboration with relevant subject officers at the Department of Fisheries and ensuring their timely submission to the Project Manager for review and onward action and inclusion into the project's file database;
- g) Working closely with the Monitoring and Evaluation Specialist of the PIU to ensure timely submission of project performance indicator data and information to populate relevant templates to update the UBEC Grenada Monitoring and Evaluation Plan in compliance with World Bank requirements.
- h) Coordinating with the Finance Manager at the PIU to ensure the timely preparation and submission of relevant documentation to support budget forecasts and withdrawals for procurement of goods and services.
- i) Coordinating with the Procurement Manager at the PIU to ensure that the Procurement Plan is aligned with the timelines for implementation of project activities and undertaking updates and revisions as required to eliminate delays.
- j) Working closely with the Communications Specialist for visibility of the project and its outcomes and to ensure support for community engagement activities.
- k) Working closely with the Environmental and Social Safeguards Specialists at critical stages of project implementation to ensure compliance with national and World Bank standards and procedures and to negate/mitigate any negative social or environmental impacts from project activities;

- l) Capturing and documenting lessons learned and best practices to improve efficiency throughout project implementation and supporting visibility of project outputs led by the Communications Specialist.
- m) Building linkages of the results of the monthly status reporting activities with other relevant activities of the Department of Fisheries, in particular through:
 - Providing policy context for the implementation of the detailed project Work Plan and keeping it up to date in terms of policy linkages and relevant scientific information
 - Articulating the policy implication of implementation of the detailed Work Plan undertaken in view of the National Fisheries Policy and other associated National Policies, in collaboration with relevant officers of the Department of Fisheries,
 - Ensuring that the detailed work plan activities are being implemented in close alignment with other relevant activities of Department, so that their outputs/outcomes can contribute directly or indirectly to the implementation of these relevant activities.
- n) Facilitating the establishment of strategic alliances and partnerships that contribute to the promotion and encouragement of the outputs of the workplan, in particular through developing a platform to actively engage stakeholders.
- o) Performing other duties directly related to the UBEC Project as required, including:
 - a) Assisting the technical staff of the Department of Fisheries and primary stakeholders to identify project opportunities and priorities.
 - b) Supporting the coordination and information sharing among stakeholders,
 - c) Building relationships with environmental and development NGOs, Government Departments to develop and share latest ideas on outputs of the detailed work plan.

4.3 Duration

The Fisheries Liaison will be engaged on a full-time basis for a period of one year in the first instance; renewable annually subject to satisfactory performance.

5. PERFORMANCE ASSESSMENT

The Contract, inclusive of the Terms of Reference, project implementation manual, detailed work plan with agreed targets will be used as the basis to evaluate performance.

5.1 Outputs and Deliverables

- Monthly Progress Reports on the status, challenges and solutions, risks management, indicators, ongoing contracts and the level of implementation project activities
- Quarterly Reports,
- Reports to meet the General and Specific Responsibilities of the assignment

All reports and documents prepared during the assignment will be the property of the Government of Grenada

6. TERMS AND CONDITIONS

- a) The Ministry of the Blue Economy and Marine Affairs – Fisheries Division, shall make and provide the following to the Fisheries Liaison:
 - relevant documents, data, statistics and information required for the execution of project;
 - when necessary, assign counterparts to assist the Liaison in executing assigned duties;
 - office space, stationery and equipment for carrying out the assignment
- b. Documents or data provided by the Government of Grenada for the purpose of this project shall be considered confidential and should not be disclosed to any party
- c. The Fisheries Liaison shall not accept any courtesies/invitations offered from any parties other than the Government of Grenada.
- d. The Fisheries Liaison shall not present a potential conflict of interest (due to relationships, financial or social factors that could influence professional judgement), will undertake the assignment with the highest professional standards and exercise confidentiality in discharge of the assignment.
- e. To ensure impartiality, the Fisheries Liaison must not in any way be affiliated with business entities that are currently providing or are seeking to provide goods or services to the project or are receiving benefits from the project.

7. QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

Minimum required education and experience

Academic:

A master's degree that relates to Marine, Environmental or Fisheries or Natural Resources Management or related field. And at least 3 years' experience working with communities to implement related projects.

OR

A bachelor's degree in a related field with more than 5 years' experience working in Marine, Environmental or Fisheries or Natural Resources Management or related field

Professional experience includes:

- Fisheries sector development, planning, and/or policy;
- Strategy development and implementation at the regional, national or subnational level;
- Advising or working directly with the public and private sector in fisheries management/ development and/or investments; and
- Proven track record of project management and project team experience working with government including work plan creation and management.

Specifically,

- Demonstrated experience of a minimum of three (3) years in fisheries performance management or project management;
- Experience in presentation to policy makers on fisheries performance and policy.
- Demonstrated experience in fisheries strategic planning and management.
- Demonstrated experience with management of multidisciplinary programs.
- Experience in preparation of Terms of Reference (TOR) related to Marine/Fisheries activities

Core working knowledge required to start

- Sound policy understanding of the fisheries industry and national development strategic plan for Grenada
- Proven knowledge on marine and fisheries management and ecology issues facing Grenada and the wider Caribbean Region including sustainable fisheries, and other scientific and technical information required for performance of the job.
- Detailed knowledge of the Fisheries Act and Regulations both within and outside of work settings
- Report preparation
- Project management

- Working knowledge of Microsoft office including Word, Excel, Power Point and Microsoft Project. Previous experience working with Donor-financed projects and the Government of Grenada.
- Proven knowledge of and understanding of and the effective application of Civil Service Rules and Regulations.
- Excellent knowledge of English with fluency in reading, preparation of technical reports and general writing.
- Ability to communicate in creole would be an asset

Required Competency:

Collaboration: Ability to collaborate with a wide variety of stakeholders. Strong interpersonal and organizational skills.

Drive for Results: Takes personal ownership and accountability to meet deadlines and achieve agreed-upon targets/results and has the personal organization to do so.

Teamwork (Collaboration) and Inclusion:

- Demonstrated ability to work with teams and communicate effectively.
- Ability to handle stakeholders tactfully, courteously and with diplomacy.
- Ability to establish and maintain effective working relationships with stakeholders and World Bank staff, vendors, private operators and the public.