



TERMS OF REFERENCE

FOR

CAPACITY NEEDS ASSESSMENT AND CAPACITY BUILDING PLAN FOR THE IMPLEMENTATION OF THE SEYCHELLES MARINE SPATIAL PLAN INCLUDING THE MARINE PROTECTED AREAS OF SEYCHELLES.

1. BACKGROUND

The Seychelles Marine Spatial Plan (SMSP) is a government-led initiative to achieve Seychelles' vision of a shared opportunity and responsibility to use the ocean space for sustainable opportunities, protect areas to improve biodiversity conservation, climate change adaptation, and provide increased food security. It is supported by financing and facilitation from The Nature Conservancy (TNC), financing from other partners, and is a necessary output of the Seychelles debt conversion that was formalized through the creation of the Seychelles Conservation and Climate Adaptation Trust (SeyCCAT) in 2016.

The SMSP was launched in 2014. More than 250 stakeholders from 12 marine sectors and civil society are participating in the SMSP initiative. The purpose of the SMSP is to provide government and marine sectors with direction on what and where existing and future activities are allowable. It will be a legally enforceable plan for 1.35 million square km of Seychelles' marine waters. In accordance with international best practice, it uses an ecosystem-based approach and a public, transparent, and participatory process. The Guiding Principles include practicality, equity, transparency, affordability, and feasibility.

The SMSP has three objectives: i) 30% marine protection; ii) address climate change adaptation; and iii) support the Blue Economy Roadmap and other national strategies. The SMSP will result in three main outputs: i) A marine spatial plan that includes zoning that balances ecological, economic and social objectives and an implementation plan; ii) an MSP Policy; and iii) a governance mechanism to implement and be responsible for the overall coordination and adaptive management of the plan over time, including the specific arrangements for the marine areas and zones created by the process.

2. OBJECTIVE & CONTEXT

Seychelles achieved the 30% marine protection goal in March 2020 using a transparent, participatory, science-based process with all key stakeholders and civil society. This goal met and exceeded Seychelles commitments for the Convention of Biological Diversity (CBD) and UN Sustainable Development Goals of 10% by 2020. The 30% achievement meets Seychelles commitment to the new High Ambition Coalition – Campaign for Nature. The Marine Spatial Plan which is for the entire Exclusive Economic Zone (EEZ) of Seychelles will be legally enforceable and is supported by the first Seychelles MSP Policy. Implementation will be a phased approach including establishing the implementation governance with the lead Ministry, drafting respective regulations, developing management plans for 13 new marine protected areas, and indicators to monitor management effectiveness. The Seychelles Marine Spatial Plan has been delayed by the

covid-19 pandemic and is aiming for completion in 2024. Challenges to implementation include piracy, illegal, unreported, and unregulated (IUU) fishing and other illegal activities, financing and capacity gaps. The Government of Seychelles is working to develop a governance framework for the SMSP, including an update to the estimate of the “cost of administering the SMSP”.

In 2014 a capacity assessment was carried out for the MPA management entities in Seychelles. At that time, the total MPA acreage of Seychelles was 0.04%. The assessment was at three levels namely at the systemic, institutional and individual levels. The results showed that the highest capacity needs were at the individual levels of the organisations managing MPAs at that time. Since the analysis, Seychelles has designated 30% of its EEZ as marine protections. These are large scale MPAs and require a different management modality for implementation.

In 2019 a strategic management framework for the MPAs identified through the SMSP was hence developed. The Framework identifies the shared responsibility across Management Authorities, including those who have statutory obligations to manage MPAs, those who are responsible for managing human activity such as fishing or other industrial activity, or who are significant seabed or coastal landowners. The Framework provides direction and guidance to these Management Authorities on how to develop and implement management within individual MPAs as well as providing the overall strategic governance framework to ensure transparent and accountable delivery.

The overall objective of the consultancy:

The Ministry of Agriculture, Climate Change and Environment (MACCE) as the lead of the SMSP and with support from the SeyCCAT and the Seychelles Marine Spatial Plan initiative seeks to recruit a consultant (or a team of consultants) to carry out a capacity needs assessment for the implementation of the Seychelles Marine Spatial Plan, including the Marine Protected Areas (MPAs) of Seychelles and design a capacity building plan based on the capacity needs assessment. The work will include the assessment of the capacity needs of existing and potentially new delegated authorities related to implementation of the MSP including Monitoring Control and Surveillance (MCS) of the EEZ, maritime security and enforcement, fisheries management and management of the MPAs and their management plans. A comprehensive capacity building plan developed based on the capacity needs assessment should include clear and prioritised actions with an indicative budget and timeframe.

3. SCOPE OF WORK

The capacity needs assessment, as well as the capacity building plan should apply a multi-layer, consultative and comprehensive approach. The methodology should involve the three levels of capacity development (individual, institutional and systemic) and the proposed capacity development plans should address these three levels. The consultant will be required to carry out the following tasks:

a) Convene an initial meeting with the Ministry for Agriculture, Climate Change & Environment, the MSP Unit, SMSP core team, and SeyCCAT to discuss implementation of the assignment, including a detailed timeline and workplan and scope of the assignment.

b) Prioritise list of delegated authorities and organisations for the capacity needs assessment and conduct a stakeholder analysis (documented through meeting notes) to identify and assess major institutional capacity strengths and gaps in the identified delegated authorities and organisations. The analysis will consider the organisation's mandates, structures and capacity gaps in terms of human, financial and physical resources.

c) Assess perceived needs and capacity development priorities for the identified prioritised organisations. Please see the MPA management framework document for full list of entities.

d) Drawing on the evidence in the capacity needs assessment, design a capacity building plan with a costed, prioritised programme of professional staff training and skills development including short course and in-service training based on the identified capacity needs in 3.c. (These may include MPA management, MCS, arrest and seizure, project management, etc...).

e) Identify means for the establishment of technical and professional extension support services to delegated authorities and MPA/organisation partners.

f) Organize and lead the stakeholder workshop with relevant stakeholders to present the findings from discussions under section 3.b, c, d, and e, (NOTE: the cost of the workshop will be the responsibility of SeyCCAT) and seek inputs in order to draft documents required under 3.g below.

g) Based on the above, prepare and submit to the project team for review:

1. Draft capacity needs assessment
2. Draft costed capacity building plan for staff training and skills development
3. Individual and stakeholder 1st workshop report (workshop/meeting notes which includes participants list undertaken and explanatory notes).

Upon review by project team, consider and incorporate comments in preparation for validation workshop.

h) Organise and lead validation workshop organized with relevant stakeholders to present the draft documents. Consider and incorporate stakeholder comments where necessary. (NOTE: the cost of the workshop will be the responsibility of SeyCCAT).

i) Submit to MACCE for endorsement, the following finalised documents:

1. Capacity Needs Assessment
2. Costed programme of staff training and skills development
3. Validation Workshop report (workshop notes which includes stakeholder list and explanatory notes).

4. DELIVERABLES

With reference to the scope of work, the consultant, will be required to produce the following deliverables:

1. A detailed work plan, describing how the consultant plans to implement the assignment, including a detailed timeline and scope of the assignment. This will be developed AFTER activity 3.a above (see scope of work), when the scope of the assignment is clarified.

2. Draft versions of the following documents for review by the project team:
 - a) Draft Capacity Needs Assessment
 - b) Draft capacity development plan of staff training and skills development that addresses the aforementioned three levels (individual, institution and systemic)
 - c) Organise a stakeholder workshop to present findings from 3.f above (see scope of work)
 - d) Stakeholder consultation report following individual meetings and 1st stakeholder workshop report following the presentation of the draft documents outlined in section 2, including a PowerPoint presentation made at the workshop and participant list.
3. Final versions of the following documents for endorsement by MACCE:
 - a) Capacity Needs Assessment
 - b) Comprehensive capacity development plan with clear and prioritised actions, indicative budget and timeframe.
 - c) Validation Workshop report (workshop notes which includes participant list and explanatory notes)

5. TYPE OF CONTRACT

This is a short-term national consultancy.

6. DURATION AND TIMELINE

The assignment is expected to commence on August 1st 2024, for a duration of 40 working days over a period of 3 months, and end on October 31st 2024.

The consultant may be requested to respond to comments received from stakeholder, the Cabinet of Ministers and/or Office of the Vice President and may be required to be available for presentation to Cabinet after the consultancy ends.

7. RESPONSIBILITIES AND REPORTING

The consultant shall report on any matter pertaining to the task directly to the SMSP Project Manager, Ms Helena Sims, with updates provided also to the SeyCCAT CEO, and MACCE as per the schedule agreed at the inception meeting.

The deliverables will be submitted to SMSP Project Manager, for review and approval by the SMSP Core Team, with input from the relevant Ministries, before payments can be processed.

The consultant will also be expected to be working in partnership with Ministry of Agriculture Climate Change and Environment (MACCE), and other identified delegated authorities as needed.

1. QUALIFICATIONS AND SKILLS REQUIRED¹

The consultant should have the following:

¹ Note that a scoring system is used, based on these criteria, to assess the technical skills of all applicants.

Qualifications and experience

- A post-graduate university degree in governance, public administration, human resources and skills development, environmental management or a related discipline;
- At least 10 years of experience in natural and humans resource planning and management (preferably in the context of MPA/resource management or ocean governance activities on the ground) and proven experience in conducting capacity assessments;
- At least 3 years working experience with the project stakeholder institutions and agencies is desired;

Competencies and Skills

- Understanding of Seychelles Marine Spatial Plan initiative, Seychelles MPA system, Seychelles Ocean Governance and management. Understanding of environmental and resource management issues in Seychelles is an advantage
- Familiarity with relevant policies and legal frameworks in the Seychelles, and worldwide for enforcement of marine areas
- Planning, coordinating and organizing – Ability to establish priorities and to plan and coordinate work; ability to effectively coordinate a multi-stakeholder project
- Communications - Excellent communication skills and effective interpersonal and negotiation skills with experience in moderation and facilitation of stakeholder discussions and reviews and proven ability to promote teamwork among individuals and stakeholder groups that may not easily collaborate with each other, including, but not limited to senior government officials, business executives, managers, marine park rangers and scientific researchers
- Teamwork – Ability to lead, manage and motivate teams including international and local consultants and other stakeholders to achieve results
- Strong writing, presentation and reporting skills
- Demonstrated examples of similar work done
- Proven track record of delivering on time for past contracts/project
- Knowledge or past experience working on donor funded projects is an advantage
- Fully Microsoft Office literate

Language

- Full proficiency in English is a requirement
- Working knowledge of French and Seychellois Creole would be an advantage

2. APPLICATIONS

Applications may be submitted by email or as hard copies in sealed envelopes, sent or delivered to the address below. Applications must include the following:

- A cover letter describing experience and qualifications
- A full CV

- A sample of previous works similar to what is being requested in TOR (e.g capacity gap analyses of institutions and organisations)
- A simple work plan or timeline. The template provided in Annex 1 may be used.
- A financial proposal linked to the work plan. The template provided in Annex 2 may be used.
- Mark proposals as **SMSP CAPACITY GAP ANALYSIS (2024)**

Proposals should be sent to:

Grants and Fundraising Officer

Seychelles Conservation and Climate Adaptation Trust (SeyCCAT)

Ocean Gate House, Room 109, Flamboyant Avenue, Victoria, Mahé, Seychelles

Tel (Office): [+248 4325806](tel:+2484325806) **Tel (mobile):** [+248 2632386](tel:+2482632386)

Email: info@seyccat.org or drenaud@seyccat.org

or

SMSP Project Manager

The Nature Conservancy

F28, Eden Plaza, Eden Island, Seychelles

Tel (mobile): [+248 2519404](tel:+2482519404)

Email: helena.sims@tnc.org

Closing Date: 4pm Seychelles Time on **26th June 2024** (Late submissions and/or incomplete applications will not be considered. Only short-listed applicants will be contacted).

ANNEX 1

TEMPLATE FOR THE PROPOSED WORK PLAN

The purpose of this template is to provide sufficient details for the proposal to be evaluated, enabling reviewers to see if how you intend to complete the job on time.

NAME: **TEL (248):**

WORK PACKAGE: INSERT CODE/NAME

CONTRACT DURATION:

(Please refer to TOR – you may propose an alternative with adequate justification, noting that that project ends in June 2025)

SCOPE OF WORK AND PROPOSED APPROACH:

(Please refer to TOR – elaborate your proposed approach)

LIST OF DELIVERABLES AND PROPOSED TIMELINE:

(Please refer to TOR – indicate number of days required for each, with breakdown by team members if relevant)

WORK PLAN WITH PROPOSED TIMELINE FOR EACH TASK (table to be revised as needed)

Tasks to be completed (See scope of work in TOR)	Proposed Timeline (months/weeks)									Number of days	Deadline for deliverable
	Month 1										
Sign contract and submit revised/final work plan based on Inception meeting	X										
Etc...											

COVID-19 PRECAUTIONS BEING PROPOSED:

(Please refer to the most recent guidelines by Seychelles Department of Health)

ADDITIONAL NOTES IF RELEVANT:

ANNEX 2

TEMPLATE FOR THE FINANCIAL STATEMENT

The purpose of this template is to provide sufficient details for the proposal to be evaluated, enabling reviewers to see if the proposal is realistic to complete the job.

NAME: **TEL:**

WORK PACKAGE: **INSERT CODE/NAME**

ITEM DESCRIPTION	QUANTITY Days	UNIT PRICE Per day (CURRENCY)	TOTAL (CURRENCY)
1. Professional fees	DAYS		
2. Travel costs (if relevant)	DAYS		
3. Public consultations ²	DAYS		
3. Any other cost (<i>please itemize e.g. taxes</i>)			
Additional information			
TOTAL COST (CURRENCY)			

Date:

Signature:

² Cost of stakeholder workshops (venue, refreshments, lunch, printing etc.) will be borne by the SeyCCAT.