



## **Terms of Reference**

### **Consultancy for the Mesoamerican Reef Rescue Initiative**

#### **Develop effective instruments to enable reef restoration and emergency response actions in case of damages to reefs in the MAR region**

##### **1. Introduction**

The Mesoamerican Reef Fund (MAR Fund) is a regional environmental fund whose primary goal is to protect the Mesoamerican Reef Ecoregion (MAR) shared by Belize, Guatemala, Honduras, and Mexico. Its mission is to drive regional funding and partnerships for the conservation, restoration, and sustainable use of the Mesoamerican Reef.

The MAR Fund is carrying out the Mesoamerican Reef Rescue Initiative (RRI). The objective of the Initiative is to increase the resilience and ability to recover of the Mesoamerican Reef -and of the environmental and cultural services it provides-, through capacity building, regulations, economic incentives and financial sustainability required for effective and timely restoration.

Four key strategies guide the initiative:

1. To ensure sustainable long-term funding for continuous and emergency restoration through the establishment of an Emergency Fund and other innovative mechanisms such as, for example, creating insurance mechanisms for reefs;
2. To support and develop reef restoration and rehabilitation in the region;
3. To develop alternative sources of income and new employment opportunities for local communities, based on resource conservation; and,
4. To promote the commitment of governments from all four countries in the region through the development of policies and regulations aimed at facilitating the restoration of reefs.

The Reef Rescue Initiative is carried out by the MAR Fund, with the support of the Central American Commission on Environment and Development (CCAD), with the participation of the four countries that share the Mesoamerican Reef System. The implementation and advances of the RRI is supervised by Technical Supervisory Committee –TSC-, which is represented by MAR Fund, the CCAD and the biodiversity and natural resources agencies of the four countries of the MAR.

##### **2. Context of the consultancy**

As described above, one of the strategies of the Reef Rescue Initiative is to promote the development of policies and regulations aimed at facilitating the restoration of reefs. Accordingly, in 2018 and 2019, MAR Fund commissioned a regional and by-country analysis of the existing regulatory framework and public policy that enables the effective and timely restoration interventions in case of damages to reefs causes, either by climate

events, such as hurricanes, or unintentional shipgroundings. This information will be the basis to elaborate a coherent protocol for emergency response actions at the country and regional level, and to homologate recommendations in best practices for reefs management

For the above, MAR Fund and the TSC require the services of a specialist consultant/team to **a)** develop a coherent regional protocol for the attention to damages to reefs ecosystems, caused by potential ship groundings and other maritime artifacts; and, **b)** develop a comprehensive analysis of the existing International Maritime Organization (IMO) processes in each country and regionally. This analysis will be the basis for recommendations for the attention to ship groundings at the country and regional level. As well as, to provide to the MAR countries a proposal to IMO, with the portions of the reefs that could be designated as Particularly Sensitive Sea Areas (PSSA's) within the MAR.

### **3. General objective of the consultancy**

Develop effective instruments to enable reef restoration and emergency response actions for the attention to reef-damage caused by ship groundings and other maritime artifacts in the MAR region.

#### **3.1 Specific Objectives:**

1. Develop a Regional Emergency Response Protocol for the attention to damages to reef ecosystems caused by ship groundings and the impact of other maritime artifacts.
2. Develop a comprehensive analysis of the existing IMO processes in each country and regionally.
3. Identify vulnerable reef sites overlaid with navigation routes and define possible safe navigation routes.
4. Prepare a regional proposal to be submitted to IMO for regional PSSA's and new safe navigation routes.

### **4. Area of intervention**

The project area is limited to the Mesoamerican Reef System -MAR-, shared by Mexico, Belize, Guatemala and Honduras.

### **5. Main activities and responsibilities of the consultant**

#### **5.1 Framework and key actors analysis**

- a. Analyze the enabling policy and regulatory framework for implementing instruments and process for the attention to reef damages caused by ship groundings and other maritime artifacts in the MAR<sup>1</sup>.
- b. Identify the IMO requirements, by country and regionally, in order to submit a proposal to IMO for the consideration of regional PSSA's.
- c. Develop a actors mapping of the key organizations related to maritime navigation in the MAR, analyzing their roles and responsibilities.
- d. Discuss with MAR Fund and the TSC the methodology to be used in the actor mapping analysis.

#### **5.2 Define navigation routes and maps (\* in coordination with GIS specialist):**

- e. Analyze GIS information and identify the reef sites of highest exposure to potential ship groundings, by overlaying the reef sites with navigation routes, bathymetric maps and other GIS layers, as needed.

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<sup>1</sup> MAR Fund has prepared a regional and by-country analysis of the existing regulatory framework and public policy. MAR Fund will provide the documents with the results of this analysis.

- f. Identify and contact key actors within the MAR Region to gather information and maps about navigation routes and sensitive reef areas (e.g. COCATRAM, Marine Secretariat & others).
- g. Identify GIS information (maps, charts, shapes and others) and analyze the current navigation routes, by type of vessel for the four MAR countries.
- h. Based on the previous analysis, develop new maps with the suggested safe navigation and alternative routes.
- i. Coordinate with the GIS specialist that will be hired by MAR Fund, to gather and analyze GIS data, and to develop and/or update maps and other GIS information as required for this consultancy.

### 5.3 Participatory process:

- j. Carry out interviews with key actors within the MAR countries (e.g. governmental authorities related to the topics of this consultancy, private sector and others, as needed).
- k. Keep record of the main results of the meetings and interviews (including meeting agendas, notes, minutes, pictures and participant lists).
- l. Maintain constant communication and coordination with the Reef Rescue Initiative Coordinator and technical team.

**Note: Activities will be conducted online and through desk revision. No travel or movilization are considered for this consultancy.**

## 6. Main products of the consultancy

- PRODUCT 1:** A work plan including the methodology and timeline for the consultancy.
- PRODUCT 2:** A Regional Protocol for immediate attention to reef damage caused by ship groundings and other marine artifacts<sup>2</sup>. This document will include at least, the content described in Annex 1 of this document.
- PRODUCT 3:** A document of the Regional proposal to be submitted to IMO for PSSA's and safe navigation routes
- PRODUCT 4:**
- a) At least, five GIS maps, one by-country and one regionally, with reef sites of highest vulnerability to ship groundings in the MAR and overlaid with navigation routes,
  - b) At least, five maps, one by-country and one regionally, with the final reef key sites for protection,
  - c) At least, five maps, one by-country and one regionally, with the possible safe and alternative route
- PRODUCT 6:** Two policy briefs:
- a) A 6-8 pages, Policy Brief document of the Regional Protocol.
  - b) 6-8 pages Policy Brief document of the IMO process and safe navigation route analysis.
- Both briefs will include at least the content explained in Annex 2.
- PRODUCT 7:** Two executive power point presentations (both English and Spanish). One with the summary of the Response Protocol; and one with the IMO processes, requirements and recommendations analyzed and proposed routes.

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<sup>2</sup> Consultants may use, for reference, the protocol, "Manual Coordinador de Procedimientos Ambientales, Administrativos y Legales para la Atención Inmediata a los Arrecifes por Encallamientos", for Mexico.

## 7. Duration of contract

The consultancy will be conducted in four (4) months, from the day of signing the contract.

## 8. Workplace

The consultant's office in her/his country of residence.

## 9. Oversight

The monitoring and follow up of this activity will be carried out by the MAR Fund's Reef Rescue Initiative Coordinator. The final products will be reviewed by the RRI Coordinator and will require the RRI's Technical Committee approval.

## 10. Reports submission and format

- Preliminary documents will be delivered in Spanish only.
- Final approved documents will be delivered in Spanish and English, in electronic only, via email to the Reef Rescue Initiative Coordinator ([cruiz@marfund.org](mailto:cruiz@marfund.org)) with copy to Magda Lares [mlares@marfund.org](mailto:mlares@marfund.org)
- Documents will be delivered in Word Format only.
- Maps and charts will be delivered in JPG format at 300 dpi, with logos, coordinates and references for double-letter printing, and in editable format for Arc GIS, Arc View or QGIS.
- Databases will be delivered in Excel format only.
- Photos and final maps will be delivered in JPG version only.

### GIS data and maps will be delivered as follows:

- Maps in JPG format at 300 dpi, with logos, coordinates and references for printing out.
- New or updated projects (templates) of the thematic maps, in Arc GIS, Arc View or QGIS duly labeled and available in order to elaborate and/or to edit the maps.
- Folders with the GIS files (shapefiles, raster files) properly labeled.
- Reference file (Directory) in Excel format with the names of the digital layers updated by project and source of information.

## 11. Payments and deliverables

Payments will be made upon reception and full acceptance of the final version of products as follows:

Payment	Product	Amount (%)
1	PRODUCT 1.	30%
2	PRODUCT 2, 3 and 4	40%
3	PRODUCT 6 and 7	30%

## 12. Key qualifications

- a. Experts of groups of experts with experience in maritime transportation, navigation routes, coastal management, port networks or international commerce.
- b. Proven five (5) years minimum experience in the topics of these terms of reference.
- c. Desirable with experience in the MAR region and the Great Caribbean Basin.
- d. Desirable with knowledge or work experience in reef conservation, oceans and coastal zones.
- e. Desirable with knowledge or work experience with geographic information systems GIS.
- f. With proven capacity in the preparation of documents in both, Spanish and English.
- g. Leadership and ability to interact with different actors.
- h. Availability to travel within the MAR region, if needed.

## 13. Documentation required

- a. Technical proposal in MS Word that describes the methodology to carry out the consultancy. Include schedule of activities (in English).
- b. Economic proposal with detailed budget for the development of the consultancy in American dollars (in English)
- c. Résumé or short version of the CV of the main consultant and support staff (if any).
- d. Letter of Interest underscoring the experience in the topics of these Terms of Reference

## 14. Deadline and contact

Send the required information to Claudia Ruiz [cruiz@marfund.org](mailto:cruiz@marfund.org) with copy to Magda Lares [mlares@marfund.org](mailto:mlares@marfund.org), no later than 18/May/2020.

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### Annex 1:

Minimum content Emergency Response Protocol for ship groundings:

1. National and international context and background in the MAR region,
2. Ship grounding impacts and reef-damage definition,
3. Prevention activities, best practices and related activities (such as bilge water management and emission reductions),
4. Authorities, coordination and first response activities,
5. Impact and reef-damage determination (pre-evaluation and quick assessments),
6. Reef-damage assessment and reports, CSI procedures (if applicable),
7. Primary and secondary response
8. Post-response actions,
9. Reef Restoration actions

### Annex 2:

Content required for the Policy Briefs documents:

1. Main results (framework, gaps, opportunities)
2. Main elements and protocol definition, navigation best practices, prevention actions

3. Financing and sustainability mechanisms for the protocol implementation
4. Next steps and recommendations to be followed in each country and as a region for its implementation.