1. Introduction

The Mesoamerican Reef Fund (MAR Fund) is a private, regional environmental fund whose mission is to drive regional funding and partnerships for the conservation, restoration, and sustainable use of the Mesoamerican Reef (MAR). The MAR stretches across the Caribbean coasts of Mexico, Belize, Guatemala, and Honduras.

MAR Fund, in collaboration with the Central American Commission for Environment and Development (CCAD), implements the Reef Rescue Initiative (RRI), whose primary goal is to increase the recovery capacity and resilience of the MAR, and the environmental and cultural services it provides, through two strategies: 1) continuous restoration and 2) emergency response.

In addition, MAR Fund, through RRI, in close collaboration with WTW and with the support of the governments in the MAR region, implements The MAR Insurance Programme. A key component of this program is the building and strengthening of Post-Storm Response Capacities for the immediate attention of coral reefs. Consequently, from 2021 to date, MAR Fund with the support of The Nature Conservancy has created and trained six Post-Storm Response Committees and 140 reef responders or reef guardians, that make up 14 brigades in the four MAR countries. The primary role of these response groups is to provide immediate attention to coral reefs to mitigate the impact of hurricanes or tropical cyclones on this ecosystem.

Some of the response groups have had the opportunity to operate and respond to post-hurricane emergencies. Such is the case of the recent event when Turneffe Atoll was hit by Hurricane Lisa in November 2022. That same month, brigades from Utila were deployed to assess the damage caused by Lisa in the form of a tropical storm. Similarly, in 2020, storm Gamma and hurricanes Delta and Zeta caused damage to several reef sites in Puerto Morelos Reefs National Park, in Quintana Roo, which triggered the operation of more than four response brigades to address the emergency.

Based on these lessons learned and experiences, the MAR Response Committees believe it is appropriate to strengthen communication and exchange among the response groups established in the MAR and in other sites in the Wider Caribbean and the Pacific. The response groups will exchange experiences and build alliances, and thus be prepared to efficiently provide attention to reefs in the aftermath of a storm.

To this end, and with the objective to promote the exchange of knowledge and experiences among post-storm response groups for reefs in the MAR and elsewhere in the world, MAR Fund requires the services of a consultant to assist in the design, organization, and development of the virtual regional workshop for
the exchange of experiences in post-storm response capacity to mitigate the impact of hurricanes on coral reefs.

2. Consultancy objective

Support MAR Fund in designing, organizing, and developing the “Virtual Regional Workshop for the Exchange of Experiences in Post-Storm Response Capacity to Mitigate the Impact of Hurricanes on Coral Reefs.”

3. Consultancy core activities

a. Create a schedule with all the activities necessary for the organization and development of the virtual regional workshop.
b. Carry out the following activities before the workshop:
   i. Design the workshop jointly with MAR Fund. This includes the agenda, methodology, group activities, and resources to be used during the workshop. In case the workshop design requires “breakout rooms”, a moderation methodology should be proposed.
   ii. Prepare a descriptive note of the workshop, including background, objectives, scope, expected results, and other key elements that provide relevant information about the workshop.
   iii. Prepare a list of workshop participants and speakers. The list of participants should include the title, name, position, institution, and e-mail of participants.
   iv. Prepare and send the “Save the Date” notice to all workshop participants and speakers.
   v. Prepare and send the formal invitation to all participants. The workshop description and agenda should be attached.
   vi. Jointly with MAR Fund, select the speakers for the regional virtual workshop. The consultant will contact, send a formal invitation to all speakers, and follow up on the confirmation of participation.
   vii. Create the agenda for the regional virtual workshop. The consultant will send the agenda to all participants and speakers, following MAR Fund’s approval.
   viii. Coordinate with speakers and gather each speaker’s presentation prior to the event.
   ix. Coordinate simultaneous interpretation with the interpretation center used by MAR Fund.
   x. Coordinate with MAR Fund to record the session in English and Spanish. The workshop will be conducted through MAR Fund’s Zoom.
c. Carry out the following activities during the workshop:
   i. Support the moderation of the workshop.
   ii. Work together with the RRI team to keep track of time allocated for presentations, inputs, breakout room activities, surveys, and other activities included in the agenda.
d. Carry out the following activities after the workshop:
   i. Prepare a minute of the virtual regional workshop, including breakout room discussions, surveys, and final agreements.
   ii. Prepare an executive summary of the results of the workshop.
e. Prepare the final list of participants who attended the workshop. This list should include title, name, position, institution, and e-mail of each participant. The consultant must propose a viable mechanism to record the registration information of participants. Lists copied from the registration provided by Zoom will not be accepted.
f. All activities outlined in these ToR shall be carried out in coordination with MAR Fund, its partners, and collaborators, as specified by MAR Fund.

g. Use the logos and branding of MAR Fund, partners, and donors, in the order and format indicated by MAR Fund. MAR Fund will create a file shared in Google Drive for the consultant to upload all consulting deliverables.

4. Consulting deliverables

a. Consultancy implementation schedule.
b. “Save the Date” and invitations for both speakers and participants.
c. Speaker presentations. These presentations will be shared as a zip file in editable format.
d. Final agenda of the Virtual Regional Workshop.
e. Final list of participants in Excel format. This is the final list of people who attended and participated in the workshop.
f. Minutes of the virtual regional workshop in Word format.
g. Executive summary of workshop outcomes.

- All ToR documents and deliverables will be produced in English and Spanish.
- All documents and photographs must be submitted in a zip file. Documents should be submitted in Word, Excel or PowerPoint format, as appropriate. Photographs should be submitted in JPEG or PNG format at 300 dpi.

5. Payment

a. The fee for this consultancy will be agreed with the consultant.
b. The agreed payments will be issued in disbursements upon receiving satisfactory deliverables and the development of the activities requested in these ToR.
c. The consultant shall submit an invoice for each payment made out to Mesoamerican Reef Fund, Inc.
d. The costs of simultaneous interpretation and Zoom platform will be covered directly by MAR Fund with the providers of these services.
e. This consultancy does not require travel.

6. Duration of contract

The contract will have a duration of 3 months, starting with the signing of the contract. The final deliverables should be submitted 10 days prior to the end of the contract.

7. Supervision and communication

This consultancy will be overseen by the MAR Fund Reef Rescue Reef Initiative (RRI) Coordinator. The consultant will keep the RRI Coordinator informed of the progress of all activities and trainings.

The consultant is responsible for implementing all the activities mentioned in the ToR.

8. Consultant’s profile
a. A Bachelor’s or Master’s degree.
b. Academic background in biology or marine sciences is an asset for this consultancy.
c. At least three years' experience working in the MAR region on projects related to reef protection.
d. Proven experience organizing and coordinating online workshops with different audiences.
e. Proven experience and knowledge in post-storm response capacities for coral reefs, reef restoration, and rehabilitation.
f. Certified brigade member from the MAR Fund-TNC program is a plus for this consultancy.
g. Strong people skills and ability to work effectively as part of a team.
h. Excellent oral and written communication skills in English and Spanish.
i. Time availability during office/business hours in the MAR region.

9. Required Documentation

b. Résumés of your work team in case you have a support team.
d. Financial quotation or proposal for the development of this consultancy.
e. Letter of Interest highlighting the expertise in the topics related to these Terms of Reference.
f. Three recent work references.

10. Deadline to apply

Send the required information complying with the ToR requirements to Zara Guifarro at zguifarro@marfund.org with a copy to Claudia Ocaña cocana@marfund.org no later than September 4, 2023, at the close of business (COB).