



TERMS OF REFERENCE

Consultancy for the Development of Baseline Maps (Target Indicators) - Protection of Maritime Resources in Central America III Project (Phase III)

I. Background

The Mesoamerican Reef Fund, Inc. (MAR Fund) is a regional and private environmental fund with the goal of protecting the Mesoamerican Reef (MAR) ecoregion shared by Mexico, Belize, Guatemala, and Honduras. Its mission is to seek, secure and facilitate regional funding, fosters partnerships and drives capacity building for the conservation, restoration, and sustainable use of marine and coastal ecosystems in the Mesoamerican Reef.

The MAR Fund Board of Directors is composed of the founding funds, a representative from the Central American Commission on Environment and Development (CCAD), conservation experts from each participating country, and international collaborators/donors.

MAR Fund is established as a non-profit entity in the United States, with a 501 (c) (3) tax-exempt status. Although it is legally registered outside the MAR region, its purpose is to fund conservation and sustainable development actions in the four countries that share the MAR ecoregion: Mexico, Belize, Guatemala and Honduras. Since 2014, it has had an established branch in Guatemala, where the coordinating office is located.

MAR Fund mobilizes and channels financial resources to partners implementing actions directly on the ground, strengthening the management of marine and coastal protected areas, carrying out ecosystem restoration, and promoting sustainable livelihoods throughout the region, among other efforts. Its beneficiaries include community-based organizations, non-governmental organizations, government institutions, academic institutions, and individuals. MAR Fund distributes financial resources through various funding mechanisms, ranging from small grants to large-scale, multi-year projects.

MAR Fund implements its strategic actions through five programs:

- 1) Saving Our Protected Areas
- 2) Fishing for the Future
- 3) Climate Change
- 4) Clean Water for the Reef
- 5) Blue and Regenerative Economy

Additionally, MAR Fund supports and fosters collaboration among regional networks, including the Connectivity Network, the Coral Reef Restoration Network, and the Fish Spawning Aggregation Sites Network.



Under the program Saving Our Protected Areas, focused on establishing and protecting an interconnected network of priority marine and coastal protected areas, MAR Fund launched the Implementation of the project “Protection of Maritime Resources in Central America III (Phase III)” in December 2021, co-financed by the Federal Republic of Germany through KfW. Its objective is the conservation and sustainable use of natural resources in and within selected marine and coastal protected areas in the MAR.

This project supports 32 coastal marine protected areas (CMPAs) through 20 specific projects (**Annex A**). The projects include activities to be carried out through funding streams for conservation and the sustainable use of natural resources, and they focus on the following priority ecosystems and resources: mangroves, seagrasses, coral reefs, and fisheries.

Performance is measured using three indicators:

Indicator O1: Area in hectares with improved conservation.

Indicator O2: Area of relevant ecosystems with more sustainable use.

Indicator O3: Number of initiatives supporting the adaptation of vulnerable populations to climate change.

More information on Phase III is available at this [link](#).

II. Objectives

a) General objective

Develop digital geospatial maps of the coastal marine protected areas (CMPAs) covered by Phase III Project, to serve as an official resource for graphically illustrating compliance with the indicators for Objectives 1 and 2 of Phase III

b) Specific objectives

- Generate accurate vector files for the selected APMCs, showing the areas in hectares with the best conservation status and the areas of relevant ecosystems with the most sustainable land use.
- Produce high-resolution visual maps for indicators 1 and 2.

III. Scope and Activities

The consultant must perform, at a minimum, the following activities:

- Compilation and validation of official boundary data for CMPAs in Mexico, Belize, Guatemala, and Honduras, with the support of project beneficiaries.
- Digitization and/or editing of vector layers.
- Structuring of geographic databases (detailed attribute tables).
- Generation of map outputs for quick visualization.
- Validation of the maps produced with project beneficiaries



IV. Products and Technical Specifications

All products must be delivered in accordance with the following technical standards:

Delivery formats:

- **GIS (Geographic Information Systems):** Files in Shapefile (.shp) or Geopackage format. For Shapefiles, all components (.shp, .shx, .dbf, .prj) must be included.
- **Quick View:** Files in KML or KMZ format (compatible with Google Earth Pro).
- **Editable structure:** All generated maps, source files, and georeferenced information must be submitted in editable formats and organized as a project, with all corresponding layers.
- **Image:** Final maps in high-resolution JPEG and PNG formats (minimum 300 dpi) for each of the projects supported by Phase III.

Technical Specifications:

- **Coordinate system:** WGS 1984 (EPSG:4326).
- **Projection:** Geographic (latitude/longitude) and UTM (Universal Transverse Mercator).
- **Minimum table attributes:** Name of the site or area, country, type of area (e.g., fishery recovery area), and reference year.
- **Metadata:** layer name and description, data source, creation/update date, scale or spatial resolution, generation and processing methodology.
- **Software compatibility:** preference for open formats, compatibility with QGIS.

V. Deliverables

- **Deliverable 1:** Work plan with a timeline and data validation methodology.
- **Deliverable 2:** First draft of the maps and GIS files, validated by the CMPAs, for technical review by the Phase III Implementing Unit based on the list in **Annex B**.
- **Deliverable 3:** Final baseline mapping package (GIS, KML, and JPEG) properly labeled based on the list in **Annex B**.
- **Deliverable 4:** Standardization of the maps previously prepared by some beneficiaries of the CMPAs listed in **Annex A** to the format of the maps produced through this consultancy

VI. Payment

A contract for professional services will be signed, and payment will be made upon submission and approval of the deliverables.

VII. Area of work

The consultant may be based in any of the countries of the Mesoamerican Reef (Mexico, Belize, Guatemala, Honduras). The consultant will work remotely from its place of residence.



VIII. Coordination and supervision

The consultant will work in close coordination with the beneficiaries and the Phase III Project Implementation Unit, under the technical supervision of the Phase III Coordinator. All information generated will be the exclusive property of MAR Fund.

IX. Qualifications and skills

- Degree in Forestry Engineering, Environmental Engineering, Geography, or a related field with a specialization in Geographic Information Systems (GIS).
- Verifiable experience in creating maps for marine conservation projects or protected area management.
- Proficiency in software such as ArcGIS, QGIS, and Google Earth Pro.
- Knowledge of the MAR region (preferred).
- 100% bilingual in English and Spanish

X. Application Procedure

Interested candidates who meet the requirements should submit:

- Resume.
- Portfolio of relevant work.
- Three employment references (name, position, and email address).
- Signed Declaration of Undertaking form (**Annex C**)

XI. Deadline and contact information

Please send the requested information by September 20, 2026, to the following email address: xflamenco@marfund.org

XII. Consideraciones

- MAR Fund is an organization committed to equity and diversity in the workplace. Our employment policy ensures that all decisions—from recruitment to professional development—are based on merit and individual qualifications. We have a zero-tolerance policy on any form of discrimination or harassment. As an organization working toward the conservation, restoration, and sustainable use of marine and coastal ecosystems in the Mesoamerican Reef, we seek to integrate diverse perspectives and encourage applications from candidates of all backgrounds and sectors to strengthen our mission.
- Proponents are responsible for all costs associated with the preparation and presentation of proposals submitted to MAR Fund for evaluation on the framework of this request for proposals, and therefore there is no obligation on behalf of MAR Fund to cover such costs – either in whole or in part – or to provide any advance or compensation if their proposal is not selected.
- Proponents acknowledge and accept that the preparation of the proposal(s) does not constitute a financial obligation on behalf of MAR Fund, and therefore the economic and



financial responsibility for the preparation of the proposal(s) is exclusive of the proponent(s), regardless of the selection process outcome.

- The selection process will be carried out in accordance with MAR Fund's internal evaluation guidelines and the result will be final.
- Only applicants who advance to the next stage of the selection process will be contacted, and due to the number of applications, MAR Fund will not provide feedback to applicants



Annex A. List of Marine and Coastal Protected Areas and Phase III Projects

Country	No.	Coastal Marine Protected Area	Name of the beneficiary	Project name
México	1	Cozumel Island: La porción norte y la franja costera oriental, terrestres y marinas de la Isla de Cozumel Flora and Fauna Protection Area Arrecifes de Cozumel National Park Selva y Humedales de Cozumel State Reserve Laguna Colombia State Ecological Park	National Commission of Natural Protected Areas	Proper management in 4 Coastal Marine Protected Areas in Cozumel Island, in the context of ecosystem connectivity and health, to improve management effectiveness in benefit of biodiversity conservation and sustainable use
	2	Isla Contoy National Park	National Commission of Natural Protected Areas	Sustainable Management and Marine- Coastal Resources Conservation of the Isla Contoy National Park and Northern Zone of the Mexican Caribbean Biosphere Reserve
	3	Arrecifes de Puerto Morelos National Park	National Commission of Natural Protected Areas	Conservation and restoration of marine-coastal ecosystems of Arrecife de Puerto Morelos National Park.
	4	Laguna Manatí Flora and Fauna State Refuge Sistema Lagunar Chacmochuch Flora and Fauna State Refuge Caribe Mexicano Biosphere Reserve	Institute of Biodiversity and Natural Protected Areas of the State of Quintana Roo	Chacmochuch-Manatí, a coastal-marine corridor that connects nature and people; an ecosystem that provides economy, security, and livelihoods .
	5	Caribe Mexicano Biosphere Reserve Santuario de la Tortuga Marina Xcacel - Xcacelito Zone Subject to Ecological Conservation	National Commission of Natural Protected Areas	Strengthening coordination and capacities for the management of the STMX-X transversal biological corridor and the central zone of the RBCM
	6	Banco Chinchorro Biosphere Reserve Arrecifes de Xcalak National Park Arrecifes de Sian Ka'an Biosphere Reserve Caribe Mexicano Biosphere Reserve	National Commission of Natural Protected Areas	Strengthening Monitoring and Restoration Actions in Four Marine-Coastal Protected Areas in Southern Quintana Roo for the Conservation and Sustainable Management of Natural Resources in the MAR.
Belize	7	Turneffe Atoll Marine Reserve	Turneffe Atoll Sustainability Association	Conservation and sustainable use of marine resources in Turneffe Atoll Marine Reserve
	8	Sapodilla Cayes Marine Reserve	Toledo Institute for Development & Environment	Enhancing Protection and Conservation of Commercial Species, Coral Reefs, and Fish Spawning Aggregation Sites in Sapodilla Cayes Marine Reserve, Belize.
	9	Gladden Spit & Silk Cayes Marine Reserve	Southern Environmental Association	CAMP BLUE - Cultivating - Conservation, Advanced diversification, Management, and Protection of Blue Economies within the Gladden Spit and Silk Cayes Marine Reserve
	10	Corozal Bay Wildlife Sanctuary Reserva Estatal Santuario del Manatí Bahía de Chetumal	Sarteneja Alliance for Conservation and Development	Strengthening transboundary collaboration for effective fisheries and MPA management in the Corozal/Chetumal Bay



Country	No.	Coastal Marine Protected Area	Name of the beneficiary	Project name
	11	Half Moon Caye Natural Monument, Blue Hole Natural Monument, Sandbore Spawning Aggregation Site, and South Point Spawning Aggregation Site	Belize Audubon Society	Enhancing biodiversity protection zones within and around Half Moon Caye and Blue Hole Natural Monuments for improved management effectiveness.
	12	Glover's Reef Marine Reserve and South Water Caye Marine Reserve	Wildlife Conservation Society	Enhancing Management of Glover's Reef Marine Reserve and South Water Caye Marine Reserve Using an Integrated Seascape Approach
Guatemala	13	Bocas del Polochic Wildlife Refuge	Fundación Defensores de la Naturaleza	Towards effective governance and sustainable and participatory management of wetlands in the Bocas del Polochic Wildlife Refuge
	14	Cerro San Gil Springs Reserve	Fundación para el Ecodesarrollo y la Conservación	Strengthening Conservation, Connectivity and Sustainable Management actions in Cerro San Gil Springs Reserve
	15	Río Sarstún Multiple Use Area Punta de Manabique Wildlife Refuge Cayman Crown No-take Zone	Fundación para el Ecodesarrollo y la Conservación	Strengthening Participatory Protection Actions for Key Habitats in the Río Sarstún Multiple Use Protected Area, the Punta de Manabique Wildlife Refuge, and Connectivity Zones for the MAR
	16	Río Dulce National Park Punta de Manabique Wildlife Refuge	Consejo Nacional de Áreas Protegidas	Blue Node: North-East Region – A sustainable and innovative governance model to ensure effective management of PNRD and RVSPM, and to support local livelihoods through multi-stakeholder and cross-sectoral coordination.
Honduras	17	Michael Rock Special Marine Protection Zone	Bay Islands Conservation Association	Strengthening actions for the conservation and sustainable use of coastal marine resources in Guanaja.
	18	Barras de Cuero y Salado Wildlife Refuge	Fundación Cuero y Salado	Improvement of the ecological integrity of the Cuero y Salado Wildlife Refuge with a focus on biological and social connectivity.
	19	Bahía de Tela Marine Wildlife Refuge	Amigos del Arrecife de Tela	Strengthening of local stakeholders, neighboring communities, and staff of the marine protected area Bahía de Tela Marine Wildlife Refuge.
	20	Blanca Janeth Kawas Fernández National Park Punta Izopo National Park	Fundación para la Protección de Lancetilla, Punta Sal y Texiguat	Empowerment and strengthening of local stakeholders, communities, and staff to promote the sustainable management of the protected areas Blanca Janeth Kawas Fernández National Park and Punta Izopo National Park



Annex B. List of Coastal Marine Protected Areas to be addressed

Country	No.	Coastal Marine Protected Area
México	1	Cozumel Island: La porción norte y la franja costera oriental, terrestres y marinas de la Isla de Cozumel Flora and Fauna Protection Area Arrecifes de Cozumel National Park Selva y Humedales de Cozumel State Reserve Laguna Colombia State Ecological Park
	2	Arrecifes de Puerto Morelos National Park
	3	Laguna Manatí Flora and Fauna State Refuge Sistema Lagunar Chacmochuch Flora and Fauna State Refuge Caribe Mexicano Biosphere Reserve
	4	Caribe Mexicano Biosphere Reserve Santuario de la Tortuga Marina Xcacel - Xcacelito Zone Subject to Ecological Conservation
	5	Banco Chinchorro Biosphere Reserve Arrecifes de Xcalak National Park Arrecifes de Sian Ka'an Biosphere Reserve Caribe Mexicano Biosphere Reserve
Belice	6	Sapodilla Cayes Marine Reserve
	7	Gladden Spit & Silk Cayes Marine Reserve
	8	Glover's Reef Marine Reserve South Water Caye Marine Reserve
Honduras	9	Michael Rock Special Marine Protection Zone
	10	Barras de Cuero y Salado Wildlife Refuge
	11	Bahía de Tela Marine Wildlife Refuge
	12	Blanca Janeth Kawas Fernández National Park Punta Izopo National Park



Annex C. Declaration of Undertaking

Reference name of the Application/Offer/Contract: ("Contract")

To: ("Project Executing Agency")

1. We (including any members of our Joint Venture and any proposed or engaged sub-contractors) hereby confirm that the criteria specified in KfW's "Guidelines for the Procurement of Consulting Services, Works, Goods, Plant and Non-Consulting Services in Financial Cooperation with Partner Countries":
 - a. Art. 1.3.2 (Exclusion criteria) do not apply and
 - b. there is no conflict of interest pursuant to Art. 1.3.3.
2. We (including any members of our Group of companies or Joint Venture and any proposed or engaged sub-contractors) further declare that during the Tender Process, and in case of being awarded a contract during contract performance:
 - a. did not and will not engage in any Sanctionable Practice as defined in KfW's "Guidelines for the Procurement of Consulting Services, Works, Goods, Plant and Non-Consulting Services in Financial Cooperation with Partner Countries" and in case of Sanctionable Practice we are fully bound to Art. 1.4 (Sanctionable Practice).
 - b. commit ourselves to complying with and ensuring that our Subcontractors and major suppliers under the Contract comply with international environmental and labour standards, consistent with laws and regulations applicable in the country of implementation of the Contract and the fundamental conventions of the International Labour Organisation (ILO) and international environmental treaties. Moreover, we shall implement environmental and social risks mitigation measures when specified in the relevant environmental and social management plans or other similar documents provided by the PEA and, in any case, implement measures to prevent sexual exploitation and abuse and gender-based violence.

Name: _____ In the capacity of: _____

Duly empowered to sign in the name and on behalf of[1]: _____

Signature:

Place:

Dated:

[1] In the case of a JV, insert the name of the JV. The person who will sign the application, bid or proposal on behalf of the Applicant/Bidder shall attach a power of attorney from the Applicant/Bidder