



## PROJECT DESCRIPTION

### Capacity Strengthening of the Reef Restoration Network and its Executive Committee

#### 1. Introduction and Background

In 2012 Oceanus A.C. promoted and impulse the creation of the Mesoamerican Reef Restoration Network (RRN-MAR). The RRN-MAR is an important regional platform for coral reef conservation and restoration.

The main objective of the Network is to enable the exchange of knowledge, experiences, best practices, and methodologies regarding coral reef restoration and associated ecosystems (seagrass, mangroves, and beach vegetation, among others). The Network promotes the sharing of knowledge among experts, technicians, scientists, governmental and non-governmental organizations in the four MAR countries and the Greater Caribbean. More than fifty organizations from the four countries make up the Network.

The Network is managed and led by an Executive Committee and runs under the established bylaws. In 2020, with the support of the MAR2R (CCAD/WWF/GEF) project the Network developed its governance instruments, including a Strategic Plan and Action Plan for five years (2021-2026). Every two years the Network holds a regional meeting (Biennial meeting), where the Executive Committee presents the progress of the operational plan and shares the next steps for the following two years. During this meeting the Network also exchanges experiences and selects a new Committee.

Since 2017, MAR Fund through the Mesoamerican Reef Rescue Initiative (RRI)<sup>1</sup> has supported the Network to strengthen scientific and technical capacities on reef restoration in the MAR. In addition, RRI has supported the Network through the hiring and supervision of the Network's coordinator. The coordinator works in coordination with the Executive Committee to facilitate the processes, initiatives, and projects for the successful operation of the Network. The RRI has also funded the website [www.coralmar.org](http://www.coralmar.org), which main objective is to widely communicate and disseminate restoration efforts in the MAR.

The RRN-MAR, with the support of the Coordinator the Network will leverage funds to support the Network's initiatives and coral restoration projects in the MAR. The coordinator will also increase the Network's visibility through social media and the RRN-MAR website and distribute important information among members and stakeholders in the MAR region.

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<sup>1</sup> The main objective of the Initiative is to increase the resilience and recovery of the Mesoamerican Reef and the environmental and cultural services it provides, through capacity building, regulations, economic incentives, and financial sustainability, required for an effective and timely restoration.

To this end, the Executive Committee (EC) of the Reef Restoration Network will collaborate with a MAR Region based organization to hire and supervise a Part Time Coordinator for the Network. Under the supervision of this organization, the coordinator will facilitate the processes, initiatives, and projects for the successful operation of the Mesoamerican Reef Restoration Network.

## **2. Objectives of the project**

To assist the Mesoamerican Reef Restoration Network (RRN-MAR) in hiring and overseeing the Network's Coordinator, who will be responsible of facilitating processes, initiatives, and projects for the successful operation of the Mesoamerican Reef Restoration Network.

## **3. Main activities of the project**

### **Hire and supervise the Network's Coordinator.**

- a. Elaborate the terms of reference for the RRN-MAR Coordinator. These terms of references will be discussed with and approved by the Reef Restoration Network's Executive Committee and MAR Fund. **Please refer to Annex 1 of these document for the main objectives and profile of the Network's coordinator.**
- b. Launch an open call with the terms of reference and provide feedback to applicants. The selection process must be done in collaboration with the Network's Executive Committee.
- c. Select the candidate for the consultancy and carry out the interviews for the selection. The applicants' evaluation will be shared with the Network's Executive Committee and MAR Fund.
- d. Create a contract for the consultant in accordance with the procurement process approved.
- e. Review and approve in coordination with the Network's Executive Committee, the consultants workplan and timeline.
- f. Supervise the completion of the products according to the consultant's workplan approved.
- g. Revise and approve in coordination with the Network's Executive Committee, the consultant's products, and deliverables.
- h. Hold a monthly meeting with the consultant to discuss progress, challenges, and next steps according to the workplan, and to provide feedback on his/her performance.
- i. Hold regular meetings and maintain continuous communication with the Network's Executive Committee, and MAR Fund.

## **4. Deliverables of this project**

### **The organization elected must deliver the following final products:**

- a. Terms of References for the consultant.
  - b. Applicants' evaluation process.
  - c. Contract for the consultant.
  - d. A quarterly update of the consultant's workplan, showing the progress and challenges.
  - e. Results of the monthly meeting minutes held with the consultant.
  - f. Regular meetings held with the Reef Restoration Network Executive Committee and MAR Fund.
  - g. Final products and deliverables, produced by the consultant.
- All documents and photographs must be submitted in editable format, and in 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. Funding for this grant and duration**

The maximum amount for this grant is USD 18,000. The funds for this grant will be provided by MAR Fund through the Reef Rescue Initiative and will include the professional fees and travel expenses for the Network Coordinator. Taxes and bank fees are responsibility of the coordinator.

The duration of this project is for one year.

## **6. Requirements for this grant**

1. Non-governmental organization, active member of the Reef Restoration Network.
2. Based in the MAR region. If based in Mexico, must be based in Quintana Roo.
3. To have administrative mechanisms to receive and manage grant funding.
4. To have streamlined administrative mechanisms to allocate funding in an effective way.
5. To have a local bank account to be able to receive bank transfers.
6. To be able to issue grant receipts.
7. With capabilities and administrative procedures to hire individuals and pay wages.
8. Elaborate a proposal and budget for the implementation of this project.
9. To comply with the technical documents, administrative process, and due diligence requirements set by MAR Fund for an expeditious outlay of the funding.
10. Bilingual (English and Spanish).

## **7. Required Documentation**

1. Last annual report of your NGO.
2. Submit a letter indicating your interest in applying to this grant.
3. Proposal in MS Word that describes the methodology to carry out the consultancy and schedule of the activities (5 pages maximum).
4. Quote or financial proposal.
5. Send the required information to Andrea Godoy Mendoza at [andrea.godoy@roatanmarinepark.org](mailto:andrea.godoy@roatanmarinepark.org) with a copy to Zara Guifarro at [zguifarro@marfund.org](mailto:zguifarro@marfund.org), no later than February 19<sup>th</sup>, COB.

## **8. Considerations**

- 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 proponents who advance to the next stage of the selection process will be contacted.

## Annex 1

### **Main objectives of the Part Network Coordinator**

#### **The main objectives of the coordinator are:**

1. Leads and facilitates the processes, initiatives, and projects of the Reef Restoration Network to successfully achieve the objectives and results of the Network.
2. Encourage communication and effective collaboration among the Network's members and the Executive Committee.
3. Manages and impulse the promotion of the Network through social media.
4. Supervises, and communicates with the webmaster, and assures the successful operation of the Network's website ([www.coralmar.org](http://www.coralmar.org))

Note: MAR Fund will hire the Network's webmaster separately.

### **Profile of the coordinator**

#### **The consultant (Network's coordinator) must have the following profile:**

1. Professional with proven experience, at least three years in facilitating and leading regional processes.
2. Expertise in natural resources management, marine resources, marine sciences, or similar.
3. Proven experience working in the MAR region in similar projects.
4. Well organized, action-oriented, highly proactive, and self-driven, with leadership and the ability to analyze information, follow instructions, and deliver tasks, even if limited information is available.
5. Being able to interact with a variety of actors.
6. Proven proficiency in both written and spoken English and Spanish.
7. Proven ability in writing documents in English and Spanish
8. Based in the MAR region. If in Mexico, must be based in Quintana Roo.
9. Available to travel within the MAR (occasionally).
10. Being able to work at least 20 hours weekly to achieve the results of the consultancy.