



## TERMS OF REFERENCE

**PROJECT:** Belize, Selva Maya Natural Resources Protection Project (KfW/IUCN)  
**ACTIVITY:** Establishment of baseline data of the protected areas in Belize through the use of management effectiveness tool.  
**Sub activity:** 1.1.3.1 To strengthen the effective management of resources in the protected areas  
**RESPONSIBLE:** Saul Cruz, Forest Officer  
 Juanita Garcia-Saqui, National Liaison Officer  
**Date:** January 26th, 2019

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### 1. Background and Justification:

The Selva Maya is a strategic block of important natural ecosystems. It is the second largest tropical forest of America, after the Amazon rainforest. It possesses an extraordinary diversity of endemic and endangered species, as well as important sites of historical and cultural heritage.

This landscape located between Belize, Guatemala and the southeast of Mexico, covers 42,300 square kilometers in a corridor of protected natural areas in which different categories of management converge. In some cases, these areas are separated by international boundaries but united by conservation and sustainable management efforts by governments, civil society and cooperation agencies, among other relevant actors.

The interest in protecting the Selva Maya is reflected in the laws and initiatives of the three countries. For protected areas to have the desired effect, it is necessary to strengthen the capacity of institutions, their representatives and implementers at the local level and the communities in the region. In addition, it is necessary to handle the pressure that comes from increasing population, migration and unsustainable land use.

In this regard, on October 10<sup>th</sup> of 2010, the Government of the Federal Republic of Germany and the Central American Commission for Environment and Development (CCAD, for its acronym in Spanish) celebrated the Financial Cooperation Contribution Contract. In 2014, the Governments of Belize, Guatemala and Mexico, together with KfW, during the XLII Special Meeting of CCAD, elected the Regional Office for Mexico, Central America and the Caribbean (ORMACC, for its acronym in Spanish) of IUCN as the organization responsible for the financial implementation and technical support of the " Selva Maya Natural Resources Protection Project, SMP", whose objective is to maintain the ecosystem functions and cultural values of the Selva Maya that promotes the well-being of its people and offers environmental services of global importance.

The area of intervention is focused on the Selva Maya protected areas of Belize, Mexico and Guatemala and the implementation of the project will be coordinated and co-executed by the protected areas entities of each country:



- In Belize, by the Ministry of Agriculture, Fisheries, **Forestry**, the Environment and Sustainable Development (MAFFESD);
- In Mexico, the National Commission of Protected Natural Areas (CONANP, as per the Spanish acronym) will be the leading entity, in particular the Yucatan Peninsula and the Mexican Caribbean directorate;
- In Guatemala, it is the National Council of Protected Areas (CONAP, as per the Spanish acronym) through its Regional Office in Petén.

The following is a brief description of the program:

### **Basic Concepts**

The SMP aims to improve the management effectiveness of the Selva Maya Protected Areas, its connectivity, and strengthen coordination capacity between Belize, Guatemala and Mexico for conservation and sustainable management actions of the Selva Maya.

### **Protected areas prioritized for the project implementation in Belize**

Areas of work are grouped into 3 blocks:

- Block 1: Maya Ruins Caracol, Chiquibul National Park, Chiquibul Forest Reserve, Vaca Forest Reserve;
- Block 2: Mountain Pine Ridge Forest Reserve, Noj Kaax Meen Elijio Panti National Park;
- Block 3: Mountain Pine Ridge Forest Reserve, Noj Kaax Meen Elijio Panti National Park and Rio Bravo Conservation and Management Area (RBCMA)

One of the priorities is to improve the efficiency of PA management by strengthening their institutional management to guarantee the conservation and sustainable use of the biological and cultural diversity of the Selva Maya. To this end, a regional reference frame is being built to improve the management effectiveness of these areas as a regional block, conserving the use of national management effectiveness tools but under an international standard, the IUCN Green List standard for well-managed Protected and Conservation Areas.

In this sense, a review and evaluation process of the national management effectiveness tools has already been carried out, the “Expert Assessment Group for the Green List” for the regional (Selva Maya EAGL) has been conformed, and the Selva Maya Protected Areas Management Effectiveness Reference Framework has been agreed. The next step on this process is to establish the baseline of the management effectiveness of the protected areas in Selva Maya and deliver recommendations management effectiveness improvement.

## **1. Objective of the consultancy**

### ***General***

- Establish baseline data of the management effectiveness of the protected areas in Belize utilizing the National Management Effectiveness Tool for Belize and the Selva Maya



## Protected Areas Management Effectiveness Reference Framework (the Green List Adapted Standard for the Selva Maya)

### *Specific*

- Strengthen the capacity of the FD personal to implement the management effectiveness evaluation for its protected areas
- Carry out the national management effectiveness evaluation, including the priority protected areas, and compile respective scorecards with recommendations for improving their management effectiveness.
- Collect information, where available, for complementary indicators identified in the Selva Maya Protected Areas Management Effectiveness Reference Framework, (henceforth the Selva Maya Tool) that are not included in the National Management Effectiveness Assessment tool.

## 2. Deliverables

The Consultant will deliver the following products:

### **Product 1: Forest Department personnel training report and Inception Report**

#### **Inception report**

- Inception report should include:
  - Detail final work-plan, stakeholder engagement and listing
  - Minute of meetings
  - List of participants

**Training Report:** summary of results, attendance lists, photographs in JPEG format from 720p to 1080p (with copy rights and uses).

Training proposal must be developed and validated by the FD and IUCN. It must include:

- Training strategy: general objective, specific objectives, content and expected learning results.
- The topics to include in the training sessions are:
  - Data Collection
  - Participation of stakeholders
  - Data cleansing and validation
  - Data Analysis and Interpretation
  - Presentation of results
  - Standards to be met for Management Effectiveness
  - Review process of Management effectiveness (submission, review and approval)
  - The Green List and its relationship with management effectiveness
- Once the training proposal is approved by the FD and IUCN, a schedule of trainings must be presented and coordinated with the FD and the National Liaison Officer.
- Submit a printed and electronic copy of all material used during the training for in house capacity building of FD technical staff



## **Product 2: # scorecard of management effectiveness assessments per protected area**

- Individual scorecards of management effectiveness assessments per protected area using the national template (annex 1)
- List of participants in each assessment with name, organization, position, email, telephone number.

## **Product 3: Result of the evaluation for the indicators included in the IUCN Green List Standards adapted to the Selva Maya (see annex 2)**

- Organize the management effectiveness assessments results according to the Selva Maya Tool.
- Identify, jointly with the Selva Maya EAGL from Belize, complementary information for the indicators of the Selva Maya Tool, which are not included in the National Management Effectiveness Assessment tool, and their means of verification.
- Provide synthesis of information and a list of the documents developed and utilized during the evaluation of the indicators. Include a digital annex as well.

## **Product 4: National report of status of protected areas management effectiveness.**

The draft management effectiveness report must be submitted to the Forest Department and the IUCN expert for comments. Once all comments are integrated, the management effectiveness report must be validated by the FD and its stakeholders.

For final approval, a tracking sheet must be included within the final document showing that all comments received in the validation workshop have been incorporated.

## **Product 5: Final Consultancy Report**

The final report should encompass the methodology undertaken for the completion of this consultancy. Attach the generated products, all pictures and meeting reports as annexes.

The final report should be presented using the following format:

- Arial 11
- Page numbers on the bottom right hand corner of the page
- Consultancy's name at the header,
- Name and position (component developed) of the consultants or list the names and positions of the consultants that participated in the consultancy

Report should include:

- Introduction
- Objective
- Methodology
- Results
- Recommendations
- Conclusions
- List of references



Products from the consultancy, will be submitted in the following manner: two hard copies and one digital copy (in MS Word version) on USB according to the dates and payment conditions indicated below.

If in any report submitted by the Consultant, reference is made to third party documents, reports, studies, articles or chapters of books, manuals or handbooks, these sources have to be clearly disclosed in footnotes (minimum: title, author, year, institution) and where applicable, a full list of references has to be included in the report. In general, intellectual property of third parties has to be respected and treated accordingly.

### 3. Activities, programming, delivery schedule

The execution of the work will have a time limit no longer than six (4) months or 16 weeks. It is intended that the work will be realized in accordance with the schedule presented in the following table and that it will be initiated no later than the 1st of March 2019 (equivalent to week 1) and completed no later than the July 1st, 2019 (Equivalent to week 16).

#### 3.1 Activities and programming

Objective	Key Activities	Month and weeks																
		1				2				3				4				
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	
Strengthen the capacity of the FD personal to implement the management effectiveness evaluation for its protected areas	Carry out inception meeting with FD/IUCN representative	█																
	Identify key stakeholders and their roles	█																
	Develop detailed work plan	█																
	Develop training program		█															
	Validate training program with FD and IUCN		█															
	Train FD technical personnel on the implementation of management effectiveness evaluation/tool			█														
	Submission of draft inception report			█														
	Submission of draft training report			█														
	Incorporate comments from FD and IUCN				█													
	Submission of final approved report (product 1)				█													
Carry out the national management	Review jointly with the Selva Maya EAGL from Belize, the complementary indicators of the Selva Maya Tool, which are not				█													





#### 4. Schedule for the delivery and payment of products

The total cost of the consultancy will be implemented according to the following table at approval of:

Outputs	Percentage	Delivery date
Product 1. Personnel Training Report and Inception Report	20 %	Week 3
Product 2. Score cards for protected areas	35%	Week 11
Product 3 Report on the indicators adapted for the Selva Maya that are not in the official tool. Product 4. National report on the national status of protected areas management effectiveness.	30%	Week 12
Product 5. Final Consultancy Report	15%	Week 16

#### 5. Duration and conditions of the consultancy

##### 5.1 Period of the consultancy

**Duration:** 4 months

**Start / End Date:** 1st of March 2019- 1st of July 2019.

**Location:** Belmopan, Belize

**Supervisor:** Saul Cruz – Forest Officer and Juanita Garcia-Saqui National Liaison Officer of the KfW-IUCN Project in Belize.

##### 5.2 Reporting

The consultant will be responsible for maintaining contact with the National Liaison Officer and the FD to ensure the proper execution of each of the stages of work, including consultation meetings and training workshops.

##### 5.3 Other expenses

- The consultant will assume his/her medical and life insurance.
- The consultant will cover transportation costs from the city where he/she resides to the sites, as well as lodging, food and local transportation.
- The consultant will assume the corresponding taxes.
- The consultant must have invoices and own bank account, assuming the costs of bank transfer when applicable.
- The consultant must have proper computer equipment

##### 5.4 Form of work

The follow-up of the activities of the work plan will be carried out through meetings with the Forest Department team, the KfW-IUCN National Liaison Officer, and key stakeholders involved in the process. It is suggested that it be at least one every two weeks, or according to the schedule agreed at the beginning of the consultancy. Minutes of such sessions must be recorded.



In undertaking this assignment, the Consultant is expected to work closely with the staff of the Forest Department.

## 6. Qualifications and experience

- Education:

Minimum Bachelor's degree in Forestry, Natural Resources Management or related field.

- Skills and experience:

At least 5 years experience in conducting management effectiveness evaluations

Experience in delivering training courses

Knowledge of Belize's Environmental and Forestry Laws.

Experience in participatory processes and facilitation of consultation processes

Ability to coordinate teams

- Attitudes:

Responsibility and professionalism

- Others:

Good management of information technologies (basic Word package, e-mail)

## 7. Direct beneficiaries

- Forest Department

## 8. Technical and financial offer

Those interested should present the technical offer and budget proposal that responds to the contents of these Terms of Reference no later than February 15th, 2019. The proposal should be addressed to the National Liaison Officer ([selvamaya@forest.gov.bz](mailto:selvamaya@forest.gov.bz); [jennie.saqui@gmail.com](mailto:jennie.saqui@gmail.com)) and to the Forest Department Protected Areas Manager ([pa.manager@forest.gov.bz](mailto:pa.manager@forest.gov.bz))

- The technical offer and the budget should be presented separately. The budget should include: honorarium calculated by effective working days. Administrative costs (telephone, stationeries, taxes, etc.) are to be included in the remuneration costs, calculated by effective working days.
- In the event that the consultant needs to travel or organize meetings, workshops or consultations in order to fulfil the present consultancy, the travel expenses and logistic cost should be included in the technical and financial offer.
- The consultancy is expected to be carried out over 60 working days (including all members of the consultancy team) over a period of four (4) months starting on March 1st and ending on July 1st, 2019.

## 9. Responsible for monitoring the use of the product

Forest Department - Saul Cruz