

**Title of the RfP:**

**Technical support to gender responsive capacity building and improved understanding of gender and social issues for transition to clean energy in fisheries**

**Date of this RfP:** 31 October 2024

**Closing Date for Receipt of RfP:** 28 November 2024

**RfP Reference: STAR-Fish/GRCB/01/24**

**DESCRIPTION OF THE ACTION**

The main deliverables expected are:

- Technical Support to gender responsive capacity building and improved understanding of gender and social issues to transition to clean energy in fisheries
- Gender and livelihood assessments of women's and men's contribution to the fisheries sector of at least 4 participating countries through gender and livelihood analyses
- An assessment of opportunities for women, men, and youth participation in energy transition in the fisheries sector;
- Four (4) national gender action plans to guide national implementation of CRFM Gender Strategy and Action Plan);
- A Training Manual for the Strengthening of Women's Participation in Caribbean Fisheries
- A Guideline for the Equitable Participation of Women, Men and Youth in Energy Transition in the Caribbean Fisheries Sector
- Proposed policy framework(s) to support gender-responsive renewable energy, low carbon, or Carbon Positive technology in the fisheries and aquaculture sectors.

The main tasks/activities are as follows:

1. Determine/review what gender-related data/research would be most appropriate at this time for implementing CRFM Gender Analysis, Strategy and Action Plan
2. Based on assessments of institutional arrangements (policies, legislation, plans, etc.) identify the decent work and gender issues/gaps in the four project participating countries and propose programmes to create awareness about them; in the context of the CRFM Gender Analysis, Strategy and Action Plan
3. Review four identified/agreed project participating countries' compliance with international instruments (such as CEDAW) in relation to fisheries
4. Capture and document traditional knowledge from men and women on aquatic living resource management and fishing techniques in the four agreed countries
5. Carry out gender and livelihood assessments of women's and men's contribution to the fisheries sector of at least 4 project participating countries through gender and livelihood analyses
6. Carry out an assessment of opportunities for women, men, and youth participation in energy transition in the fisheries sector
7. Develop national gender action plans to guide national implementation of CRFM Gender Strategy and Action Plan) in four (4) agreed project participating countries;
8. Prepare (pre-test and validate) a training manual for the strengthening of women's participation in Caribbean fisheries

9. Develop guideline(s) for the equitable participation of women, men and youth in energy transition in the Caribbean fisheries sector
10. Developed or update, as appropriate, policy framework(s) to support gender-responsive renewable energy, low carbon, or carbon positive technology in the fisheries
11. Prepare/update impact assessment tool(s) for CRFM use in follow up work
12. Prepare bi-monthly technical activity progress reports.
13. Prepare a final technical report, taking into account comments provided by the CRFM Secretariat. The report would at least contain the following sections: Acknowledgements; Abbreviations and Acronyms; Executive Summary; Introduction; Approach to the Assignment; Comments on Terms of Reference; Organization and Methodology; Delivery of Terms of Reference; Description of Activities Carried Out; Project Mobilization; National Mission reports (summaries as appropriate); Reporting; Comments and Conclusions; Recommendations (including lessons learned); Annex 1 Terms of Reference; Annex 2 Inception Report; Annex 3 Mission Reports; Annex 4 Consultancy Products, namely: Work plan; programme reports and outputs,
  - a. Drafts of each product are to be reviewed by the CRFM, prior to finalization

The action should be conducted over 10 months and must be completed no later than the end of December 2025

### **SPECIFIC REQUIREMENTS for PROPOSAL SUBMISSION**

1. Proposals will be evaluated using a Quality and Cost-Based Selection (QCBS) procedure, in which the Technical Proposal can be awarded a maximum of 70% of the evaluation score, and price, a maximum of 30% of the evaluation score.
2. Proposals must be written in Standard English and consist of a technical proposal and a financial proposal.
3. The Technical Proposal should provide the following information:
  - a. A description of the firm's/company's/consortium's experience on comparable assignments
  - b. At least three client references, with information regarding similar services along with contact information (name, telephone numbers and e-mail addresses).
  - c. A detailed description of work plan/schedule for performing the assignment
  - d. Recent CVs of principal/key staff members
  - e. A detailed description of the proposed methodology.
4. The Financial Proposal should be in Canadian Dollars and lists all costs associated with the assignment. It is expected that the stipulated costs would be broken down by activity and outputs.
5. In the case of a Firm/Company, proof of Legal status must be submitted.
  - a. Articles of incorporationIn the case of a consortium of individuals
  - b. Written commitment to be a part of the consortium by all members of same

6. The following contact information must be provided:
  - a. Legal Name of Company/Individual(s)
  - b. Company's Authorised Representative(s) (Name/Title) ( in the case of a Firm)
  - c. Full address
  - d. Telephone and Fax numbers
  - e. Skype Address
  - f. Email address
  - g. Website
  - h. Number of technical persons in the company
7. The cost of preparing and submitting the proposal is not reimbursable as a direct cost of the assignment.
8. CRFM is not bound to accept any of the proposals submitted.
9. CRFM's policy requires that respondents provide professional, objective, impartial advice and at all times, hold CRFM's interests paramount without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Respondents shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of CRFM.

## **SUBMISSION, RECEIPT, AND EVALUATION OF PROPOSALS**

Proposals shall be evaluated taking into consideration, but not limited to, the requirements listed below:

### Gender Specialist and Team Leader

- At least eight (8) years' experience working with national /regional/ international bodies in gender mainstreaming issues;
- Proven report-writing, communication and project management skills
- Specific experience in the process of elaboration and implementation of mainstreaming measures (minimum 3 major assignments);
- Experience in developing and implementing gender mainstreaming plans (minimum 2 assignments);
- Familiarity with the fisheries management agenda in CARICOM and internationally, particularly in the context of the Caribbean Community Common Fisheries Policy (CCCFP) and the FAO Voluntary Guidelines for Securing Sustainable Small-Scale Fisheries in the Context of Food Security and Poverty Eradication (SSF Guidelines)
- The Gender Specialist and Team Leader should possess a post-graduate degree in management, gender studies and/or related areas.
- Experience in carrying out consultancy assignments for the UNDP, FAO, GEF or other equivalent international development partners would be an advantage.

### Fisheries Management Specialist

- At least six (6) years' experience working in fisheries management
- Demonstrated knowledge of Caribbean fisheries management policy and policy development
- Experience in reviewing of fisheries operations (minimum 3 assignments);
- Working experience in the Caribbean region is a requirement

- The Fisheries Specialist should possess a degree in fisheries management, living marine resources management and/or related areas

#### Sustainable Energy Specialist

- At least six (6) years' experience working in sustainable energy
- Demonstrated knowledge of Caribbean sustainable energy policy and policy development
- Experience in reviewing of sustainable energy operations (minimum 3 assignments);
- Working experience in the Caribbean region is a requirement
- The Sustainable Energy Specialist should possess suitable/appropriate qualifications in energy management, engineering and/or related areas

#### Capacity development specialist

- At least six (6) years' experience in capacity development;
- Experience developing training material (minimum 3 assignments);
- Specific experience in the development of capacity development for stakeholder organisations;
- Demonstrated knowledge of fisheries stakeholder organisations would be an advantage;

#### Output manager

An output manager who will be responsible for ensuring the quality and timeliness of agreed outputs (other than and/or in support of the team leader) would be an asset for the proposed team

The completed proposal must be submitted to: the Executive Director, CRFM Secretariat no later than **28 November 2024 at 4:00 p.m. (GMT -6)** at the address below. Proposals submitted after this date will not be evaluated.

Address:  
CRFM Secretariat  
Princess Margaret Drive  
P.O. Box 642  
Belize City Belize, C.A.  
Telephone: (501) 223-4443/4/5

Proposals are to be submitted in separate electronic (pdf format) files containing, respectively: a) the technical proposal; b) the financial proposal; and c) the legal documents (only applicable for Firms/Companies). All envelopes must be sealed and bear the name of the Firm/Company/Consortium Leader, Title and Number of RfP and the contents of the envelope.

**NOTE: Inquiries pertaining to this solicitation are to received by **15 November 2024** and directed to the attention of: The Executive Director, CRFM Secretariat, Belize, ([jobs@crfm.int](mailto:jobs@crfm.int)), copied to [secretariat@crfm.int](mailto:secretariat@crfm.int) and include the RfP reference.**

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