



## REQUEST FOR PROPOSAL

The Department of Environment invites interested and qualified persons to submit proposals for the Nevis Physical Development Plan Consultancy. Please be guided by the below terms of reference.

Proposals should be accompanied by all requested documentation and must be submitted on or before 6<sup>th</sup> December 2019 to the below contact:

Electronical Proposals should be sent to: Email: [sknprotectedareas@gmail.com](mailto:sknprotectedareas@gmail.com)

Hardcopy Proposals should be sent to: Conserving Biodiversity Project  
Department of Environment  
Ursula Amory Building  
Corner Central and New Street  
Basseterre, St. Kitts  
Tel: 869-466-8535

### TERMS OF REFERENCE Nevis Physical Development Plan

<b>Project Title:</b>	Conserving Biodiversity and reducing habitat degradation in Protected Areas and their areas of influence
<b>Duration of assignment:</b>	4 Months
<b>Proposed Start Date:</b>	16 December 2019
<b>Contract Type:</b>	The Government of St. Kitts and Nevis Professional Services Contract
<b>Location:</b>	St. Kitts and Nevis
<b>Implementing Partner:</b>	Ministry of Agriculture et al

#### 1. BACKGROUND

There are three recently established Marine Management Areas (MMA) Conservation Zones (CZ) and three existing terrestrial protected areas in the Federation of St. Kitts and Nevis. Only the Central Forest Reserve National Park was established primarily for ecological conservation, and there are no legally declared terrestrial protected areas on the island of Nevis. The Global Environment Facility (GEF) investment, through the Conserving Biodiversity and Reducing Habitat Degradation in Protected Areas and Their Areas of Influence Project (Conserving Biodiversity Project), will expand the protected/conservation areas system from two terrestrial sites totaling 5,260 hectares to four terrestrial sites totaling 8,810 hectares.

The draft Nevis Physical Development Plan was updated in 2008 and 2017 but has not been passed in the Nevis Island Administration Assembly. It includes policies and guidelines for sustainable development and seeks to prescribe the locations of housing, industry, protected areas, national parks and conservation areas, hotel and tourism development considering economic, social and environmental sustainability. The Nevis Island Administration has been using the draft Nevis Physical Development Plan to guide its development objectives and are taking the necessary steps to pass the Plan in the Local Assembly.

The Conserving Biodiversity project will further enable support for improved ecosystem representation in the protected areas system through the establishment of these new protected/conservation areas,



strengthened institutional, policy and legal/regulatory frameworks, development of sustainable site-based finance mechanisms and the establishment and strengthening of protected areas management operations at key sites. However, for effective support for conservation of biodiversity and ecosystems of national, regional and global significance, there is a need for appropriate and sufficient data to inform effective decision-making.

## **2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

### **Objective**

The objective of this consultancy is to develop a revised Nevis Physical Development Plan with improved spatial planning that is designed for Nevis' economic, social and environmental development for both residents and visitors. This consultancy will review, update and present a finalized Nevis Physical Development Plan developed with broad participatory gender-inclusive stakeholder engagement, to the Nevis Island Administration and stakeholders that will support decision making for sustainable development.

### **Overview**

One of the Project's activities is to assist the Nevis Department of Physical Planning and Environment in the Ministry of Communications et al, with updating and submitting the Nevis Physical Development Plan to the Nevis Island Administration for approval and implementation. This plan will function as the "master plan/zoning plan" for the island of Nevis and will cover all aspects of land use planning and zoning. It is envisioned that extensive stakeholder consultations with government entities, land owners, developers, other resource management agencies, NGOs and other organizations and agencies on Nevis will deliberate on the contents of the plan with the expectation that the revised plan will be presented to the Nevis Island Administration for approval and later implementation. A revised Nevis Physical Development Plan will reflect all existing and potential threats to land uses and classify land use on Nevis. The presentation of maps will assist all stakeholders in visualizing the various land uses. All maps will be prepared by the Department of Physical Planning and Environment using the recommendations of this consultancy.

This consultancy will be required to conduct extensive gender-inclusive stakeholder consultations, review, update and present to the Department of Physical Planning and Environment within the Ministry of Communication, (Nevis Island Administration) the necessary outputs which will include recommendations for land use maps and reports to assist in the finalization of the Nevis Physical Development Plan. The Nevis Island Administration is legally obligated to finalize the Nevis Physical Development Plan to safely guide the financial, environmental and social advancement of Nevis. This consultancy will undertake the following activities:

### **Task 1.**

Conduct desk review to identify information and data gaps of all previous drafts of the Nevis Physical Development Plan (2005, 2008, 2017) and their associated land use maps and action plans, and to identify overall data required to develop a thorough and current updated Nevis Physical Development Plan. This physical development plan will include, but not be limited to land use maps with detailed description of land uses and action plans that address use/need projections. This Task 1 will also ensure that key information omitted from previous Nevis Physical Development Plan drafts (2005, 2008, 2017) are incorporated into the updated Nevis Physical Development Plan prepared through this consultancy. Recommendations for the improvement of the Nevis Physical Development Plan (including maps) will be provided. The inclusion of natural resource conservation considerations will be incorporated into the plan. The desk review will also include a summary of all development related legislation such as: the Nevis Physical Development Ordinance (Revised 2010; The St. Christopher and Nevis Development Control and



Planning Act (2002); The St. Kitts and Nevis Building Codes (2005); Nevis, Nevis Ordinances Nevis Zoning Plan Ordinance (2009); St. Christopher and Nevis National Conservation and Environment Protection Act (revised 2002) and St. Christopher and Nevis National Conservation and Environment Management Bill (Draft 2017) and all other legislation in support of the Nevis Physical Development Plan. The recommendations from the findings of the terrestrial ecological inventory should also be included in the planning. Near shore marine conservation areas should be in the development plan.

#### **Task 2.**

Collect data through extensive stakeholder engagement to gain input and build consensus on the content of the draft plan before the final updated Nevis Physical Development Plan is submitted to the Nevis Island Administration for approval. Review, with government and non-government stakeholders, all aspects of the plan to adequately reflect their interests and concerns. Careful consideration must be given to the needs each of the various stakeholder groups such as women, men, the elderly, persons with disabilities, youth and their respective land use requirements.

#### **Task 3.**

Based on Tasks 1 and 2, the Consultant will present recommendations for proposed land use maps to include, but not limited to; population distribution, risks, land cover, biodiversity hot spots/conservation areas etc.) with accompanying supporting land use descriptions and action plans. The Department of Physical Planning and Environment will prepare the land use maps using these recommendations.

#### **Task 4.**

The Consultant will incorporate all stakeholder inputs and output of Tasks 1-3 to prepare the revised draft Nevis Physical Development Plan. The Department of Physical Planning and Environment will prepare and print maps and associated shape-files that will outline the various designated land uses, all of which will be widely circulated amongst the stakeholders for further comments.<sup>1</sup>

#### **Task 5**

The Consultant will prepare a final draft revised Nevis Physical Development Plan. This final draft will have incorporated feedback from relevant stakeholders, including Government and civil society. The report will be supplemented by maps, GIS database and metadata, with stakeholder outreach used for future knowledge transfer.<sup>2</sup>

#### **Deliverables**

<b>Deliverable</b>	<b>Due Date</b>
<b>1.</b> Inception report with methodology and approach, including action plan for conducting gender inclusive participatory stakeholder engagement with the potential stakeholders identified.	2 Weeks after signing of contract
<b>2. Task 1</b> A report on the findings of the desk review highlighting gaps, initial recommendations for improvement of the Nevis Physical	4 Weeks after signing of contract

<sup>1</sup> All proposed maps are to be developed and produced by the Department of Physical Planning with consultation with the consultant.

<sup>2</sup> All proposed maps are to be developed and produced by the Department of Physical Planning with consultation with the consultant.



Development Plan and indicating what data will be required in Task 2.	
<b>3. Task 2</b> A report with inputs from the stakeholder engagements highlighting recurring themes, challenges, opportunities.	7 Weeks after signing of contract
<b>4. Task 3</b> Proposed land use map with accompanying supporting land use descriptions and action plans are prepared and presented to stakeholders for feedback. Presentations to various stakeholders including the Nevis Island Administration to include the proposed land use map. (All Maps are to be developed and produced by the Department of Physical Planning and Environment Nevis in consultation with the consultant.)	11 Weeks after signing of contract
<b>5. Task 4</b> Incorporating all stakeholders input, prepare an updated draft Nevis Physical Development Plan with detailed maps and shape-files produced by the Department of Physical Planning and Environment.	13 Weeks after signing of contract
<b>6. Task 5</b> Final draft revised Nevis Physical Development Plan. This final draft will have the incorporated feedback from relevant stakeholders, including Government, civil society. The report will be supplemented by maps, GIS database and metadata, produced by the Department of Physical Planning and Environment with stakeholder outreach to be used for future knowledge transfer. <sup>3</sup>	15 Weeks after signing of contract
<b>7.</b> Final Report on the consultancy with assessment of tasks performed and recommendations.	17 Weeks after signing contract

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic qualifications	An advanced university degree in Urban and Regional Planning or a similar degree in a related field;
Experience	<ul style="list-style-type: none"> <li>• A minimum of 10 years working experience in developing national development plans, citing most recent cases;</li> <li>• Demonstrable skills for conducting stakeholders' engagement at the community and national level where government, NGOs, community-based organizations (CBOs) and non-affiliated community members contribute to decision making in development planning;</li> <li>• Evidence of gender inclusiveness in research methodology is required;</li> <li>• Demonstrated experience in developing reports and maps for national development plans;</li> </ul>

<sup>3</sup> All proposed maps are to be developed and produced by the Department of Physical Planning with consultation with the consultant.



---

Competencies	<ul style="list-style-type: none"><li>• Demonstrated use of Geographical Information Systems for land use planning, preferably urban, regional and natural resources land use planning;</li><li>• Experience in similar assignments in the context of Small Islands Developing States (SIDS), preferably in the Caribbean; and</li><li>• Prior experience with Government/UNDP and/or GEF projects would be an asset</li></ul> <hr/> <ul style="list-style-type: none"><li>• Strong technical report writing, data acquisition and analysis skills;</li><li>• Strong verbal and written communication skills;</li><li>• Timely delivery of high quality analytical work;</li><li>• High proficiency with Microsoft Office Suite-Arc GIS; and</li><li>• Fluency in spoken and written English.</li><li>• If the Consultant will be outsourcing any portion of the consultancy then the qualifications and CV of that person must be presented.</li></ul>
--------------	---

---

### **Reporting**

The successful candidate will report to the Director of the Department of Nevis Physical Planning. Deliverables become final once all tasks requirements are completed and approval is granted by the Director.

### **Support**

The Project Coordinating Unit and the Department of Nevis Physical Planning and Environment will provide the venue for large stakeholder consultations, all audio/visual equipment for presentations and refreshments. The Project Coordinating Unit and Department of Nevis Physical Planning and Environment will select venues and contact all persons to participate in the stakeholders' consultations. The Consultant will receive technical support from the Nevis Department of Physical Planning and Environment, and the St. Kitts Department of Physical Planning.

All maps will be prepared and printed by the Department of Physical Planning and Environment.

### **Resources Materials**

The following documents will be made available to the consultant;

1. Nevis Physical Development Ordinance, Revised 2010
2. The St. Kitts and Nevis Building Code 2005;
3. The Nevis Physical Development Plan 2005, 2008, 2017;
4. Protected Areas Systems Plan for St. Kitts and Nevis 2010;
5. St. Christopher and Nevis National Conservation and Environment Management Bill (Draft);
6. St. Christopher and Nevis Fisheries, Aquaculture and Marine Resources Act, 2016;
7. The Christopher and Nevis Development Control and Planning Act (2002);
8. St. Christopher and Nevis, Nevis Ordinances Nevis Zoning Plan Ordinance (2009);
9. St. Christopher and Nevis National Conservation and Environment Protection Act revised (2002);
10. St. Christopher and Nevis National Conservation and Environment Management Bill (Draft 2017)
11. Any other relevant documents.

## **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- i. Proposal explaining why they are the most suitable to complete the work.
- ii. Technical proposal with detailed approach, methodology and implementation plan for carrying out the assignment.



- iii. Personal CV including past experience in similar projects and at least 3 references.
- iv. Financial proposal (prepared, but not submitted unless required to do so)

## **5. FINANCIAL PROPOSAL**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

## **6. EVALUATION**

The consultant will be evaluated based on in the following criteria:

Cumulative Analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weight; [80%]

\* Financial Criteria weight; [20%]

Only candidates obtaining a minimum of 49% point would be considered for the Financial Evaluation