



TERMS OF REFERENCE

Country:	Belize
Donor:	NAP Global Network
Consultancy name:	Institutional Skills Assessment and Capacity Development Plan for the Implementation of the National Adaptation Plan for the Coastal Zone and Fisheries Sector of Belize.
Consultancy title:	NAP Capacity Assessment and Development Consultant
Type of consultancy:	Individual National Consultant
Expected duration of services:	5 months
Estimated start date:	10 February 2025 to 10 July 2025
Deadline for submission:	3 February 2025

The National Adaptation Plan (NAP) Global Network is a multi-funder initiative that was created in 2014 to support developing countries in advancing their NAP processes and help accelerate adaptation efforts around the world. Financial support for the network has been provided by Austria, Canada, Germany, Ireland, the United Kingdom, and the United States. The secretariat is hosted by the International Institute for Sustainable Development (IISD).

Background information:

Belize, a small island developing state, is particularly vulnerable to the impacts of climate change owing to its low coastal region (below high tide mark), the rapid economic development in the coastal region and population growth. The fisheries sector and coastal zone areas of Belize play a crucial role in the national economy by bolstering food security and offering valuable tourism prospects and ecosystem services which are being threatened especially due to sea level rise, storm surge and rising sea surface temperatures. The fishing industry is a major part of the Belizean society and plays an important role in building the economy. The industry supports over 3,500 registered fishers and their family and provides a source of protein for local consumption and exportation to foreign markets. These fishers and their families are at risk from climate-related impacts threatening fish habitats and key commercial species such as the Spiny Lobster and Queen Conch.

The Government of Belize, in its 2022 Nationally Determined Contributions (NDCs), identified coastal and marine resources and fisheries and aquaculture as priority sectors requiring increased resilience and reduced vulnerability; the following barriers were identified:

- Need for increased capacity building, education, and awareness around adaptation planning and at various levels including community level.
- Insufficient technological capacity to undertake effective research on climate modelling and risks.
- Research and monitoring for high-quality scientific information including climate data.
- Need for enhanced coordination in implementation of legislation and policy.
- Lack of finance to implement adaptation activities.



The key priority of the sectoral NAP is to enhance the governance structure and resiliency of the coastal zone area and fisheries sector in addressing medium and long-term climate change impacts and climate change adaptation.

The goal of the National Adaptation Plan is to build a resilient and sustainable Belize where the risk and vulnerability due to the adverse impacts of climate change in the Coastal Zone and Fisheries sector are reduced through adaptation actions that minimize loss and damage to infrastructure and natural ecosystems to safeguard the wellbeing of the coastal communities, fisherfolk and other resource users.

Objective:

The Government of Belize, through the Ministry of Blue Economy and Disaster Risk Management (MBEDRM), seeks to development of an Institutional Skills Assessment and Capacity Development Plan for the implementation of the NAP for the Coastal Zone and Fisheries Sector of Belize.

Scope of Work:

The consultant will work in close collaboration with the Ministry of Blue Economy and Disaster Risk Management (MBEDRM), the Belize Fisheries Department (BFID), the Coastal Zone Management Authority and Institute (CZMAI), the Climate Finance Unit (CFU) within the Ministry of Economic Development, the National Meteorological Service of Belize (NMS), the National Climate Change Office (NCCO) and NAP Global Network. The consultant will also work closely with the Climate Change National Adaptation Plan (NAP) consultant which is reviewing the NAP in order to achieve the following tasks:

A. Desk Review and Inception Report

- Conduct comprehensive desk review of existing documents and existing institutional skills assessments and capacity plan and the national adaptation for the Coastal Zone and Fisheries Sector of Belize through desk research, expert opinion, focus groups and interviews.
- Prepare an Inception report summarizing the methodology, objectives, key stakeholders, and approach for stakeholder engagement. This report should be accompanied by a power point presentation which will be presented to the MBEDRM and the Core Advisory Group.

B. Institutional Skills Assessment and Capacity Development Plan

- Identify and describe existing skills-sets, locate, and classify these skills-sets at different implementation levels and identify the gaps where additional skills development is required.
- Develop a capacity development plan for the Ministry of Blue Economy and Disaster Risk Management (Blue Economy Unit), CZMAI and BFID. Specifically, for the implement the National Adaptation Plan for the coastal zone and fisheries sector of Belize.

C. Capacity Building and Training Facilitation

- 1 - 2 days training outlined in the Skills Assessment and Capacity Development Plan for the implementation of the NAP for the Coastal Zone and Fisheries Sector of Belize
- Prepare a power point presentation of the Institutional Skills Assessment and Development Plan which will be presented to the MBEDRM and the Core Advisory Group.



Task	Output/Deliverable	Timeline
<p>1. Desk Review and Inception Report</p> <ul style="list-style-type: none">• Summary of the context, work plan and scope of the analysis. Must include objectives, key stakeholders, and approach for stakeholder engagement.• Develop and design tools and methodologies for conducting an Institutional Skills Assessment and Capacity Development Plan for the implementation of the NAP for the Coastal Zone and Fisheries Sector of Belize.• Present power point presentation to the MBEDRM and the Core Advisory Group for their approval.	<p>Inception Report and Power Point Presentation.</p>	<p>February 20, 2025</p>
<p>2. Identify and describe existing skills-sets, locate, and classify these skills-sets at different implementation levels and identify the gaps where additional skills development is required.</p> <ul style="list-style-type: none">• Analyze, consolidate, and produce organizational capacity assessment reports based on each entity assessed and at the institutional level, identifying areas of improvement, and strategies to apply.• The skills assessment framework should include the below elements:<ul style="list-style-type: none">a. Provide a benchmark set of institutional capacities and skills against which these agencies can assess their needs.b. List of generic adaptation plan skills and required development training.c. The Institutional Skills Assessment should be participatory and consultative. <p>Secondly, develop a capacity development plan for the Ministry of Blue Economy and Disaster Risk Management (Blue Economy Unit), CZMAI and BFiD. Specifically, to implement the National Adaptation Plan for the coastal zone and fisheries sector of Belize.</p> <ul style="list-style-type: none">• Based on the Institutional Skills Assessment findings and recommendations, the consultant would prepare a comprehensive Capacity Development Plan for 2 years that can be realistically implemented with measurable outputs and performance indicators.• Describes capacity development needs for the MBEDRM, CZMAI and BFiD, providing an overview of key findings of the legal, policy and institutional skills assessment conducted. This section also delves into existing and necessary technical capacities and adaptation skill sets in coastal zone and fisheries sectors to better understand the training needs of personnel at key institutions involved in adaptation planning and implementation in these NAP priority sectors.	<p>Draft Institutional Skills Assessment and Capacity Development Plan for the implementation of the NAP for the Coastal Zone and Fisheries Sector of Belize.</p>	<p>April 31, 2025</p>



<ul style="list-style-type: none"> • Presents a timetable for implementing the capacity development plan, including targets and indicators to measure progress during implementation. • The Annex includes the questionnaire or interview text used to assess institutional and individual capacities. • The usage of infographics, tables, charts etc., will be excellent. 		
<p>3. Facilitate 1 - 2 days training outlined in the Skills Assessment and Capacity Development Plan for the implementation of the NAP for the Coastal Zone and Fisheries Sector of Belize.</p> <ul style="list-style-type: none"> • For a total of 15 persons, which shall include MBEDRM, NCCO, CFU, CZMAI, NMS and BFiD. • Participation of 50:50 male to female ratio. Pre and post training evaluations shall be included on the report. <p>Final Power point presentation of the Institutional Skills Assessment and Capacity Development Plan for the implementation of the NAP for the Coastal Zone and Fisheries Sector of Belize presented to MBEDRM and the Core Advisory Group.</p> <p>Final Institutional Skills Assessment and Capacity Development Plan for the implementation of the NAP for the Coastal Zone and Fisheries Sector of Belize.</p>	<p>1 – 2 days training with training material and pre and post evaluation report.</p> <p>Power point presentation of the Institutional Skills Assessment and Capacity Development Plan</p> <p>Final Institutional Skills Assessment and Capacity Development Plan for the implementation of the NAP for the Coastal Zone and Fisheries Sector of Belize.</p>	<p>June 13, 2025</p> <p>June 13, 2025</p> <p>June 30, 2025</p>

Desired Qualifications:

- Master’s Degree in social science, environmental science, development studies, or a similar field from recognized and reputable institutions.
- A minimum of 5 years of relevant working experience and expertise in the sectors of focus for this assignment.
- Executed at least one skill and capacity development assessment within the last 10 years in Belize, the Caribbean or SIDS.
- Experience working on climate change adaptation projects is a plus.
- Experience working with government institutions.
- Experience with skills assessment and capacity development and results-based management methodologies is highly desired.
- Excellent analytical, writing, advocacy, presentation, and communications skills are required.
- Knowledge of the fisheries and coastal zone sectors and use of natural resources as it relates to the effects of climate change in regard to adaptation/resilience and mitigation.



Reporting and work arrangement:

- The consultant will work closely with the Ministry of Blue Economy and Disaster Risk Management and the Core Advisory Group alongside the NAP Global Network, which will provide technical support.

Application process:

Interested candidates should submit:

- A statement of interest demonstrating how you meet the criteria outlined above
- A CV (maximum 4 pages),
- A separate financial proposal

Submissions should be sent to info@napglobalnetwork.org with the subject line: “Institutional Skills Assessment and Capacity Development Plan for the Implementation of NAP in Belize Consultancy.” Selected candidates may need to provide proof of recent consultancy contracts.

Application deadline: February 3, 2025

Possible start date: February 10, 2025