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**Request for Proposals**

**Consultancy to prepare a concept for the design of a Management Information System to support decision-making for managing forest and protected areas in Trinidad and Tobago**

1. Background

The Food and Agriculture Organization of the United Nations (FAO/UN) is implementing a four year project, *Improving Forest and Protected Area Management in Trinidad and Tobago[[1]](#footnote-1),* on behalf of the Government of the Republic of Trinidad and Tobago. The overall project goal is to conserve globally important biodiversity and ecosystems in Trinidad and Tobago. The objectives are to facilitate the development of a new system of protected areas (PAs) for Trinidad and Tobago, consistent with the country’s approved 2011 Protected Areas Policy, by:

* Proposing a new PA system for conservation of biodiversity;
* Increasing management effectiveness of PAs; and
* Increasing the capacity for sustainable financing of PAs management.

In the context of biodiversity information sharing and management, the policies require:

“…*effective information access and exchange, information management, and use of traditional knowledge for management of Protected Areas (PAs) and forests in Trinidad and Tobago, the Government, in collaboration with all relevant stakeholders, shall:*

1. *ensure that data (including remote sensing data) and information on forests and PAs (including management plans, management reports for individual PAs, audited financial statements and annual reports) are shared by and available to government agencies, academic and research institutions; the private sector, NGOs, CBOs, communities, and the public (at the national, regional and international levels);*
2. *ensure that national and local stakeholders have equitable access to and benefits from information and knowledge on and use of forest and PAs, including information and knowledge of foreign stakeholders (including researchers);*
3. *encourage information sharing between scientists, managers and the general public;*
4. *collect and record traditional knowledge on use, management and cultural relationships of people with forests and PAs.”*

Data is currently being collected and generated under the Project. Examples include:

* Literature review focusing on the pilot sites and studies on 33 species identified in the project document
* Species distribution data for over 30 species in six pilot sites
* 2014 high-resolution aerial photo mosaics in ECW format
* LIDAR data in LAS format
* Squatter sites mapped in JPG format for Trinidad
* Reforestation areas for Nariva Swamp under the National Reforestation and Watershed Programme received in JPG and DRA format
* Forest Reserves and Environmentally Sensitive Area boundaries received in SHP format
* Other mapping data sets such as forest cover, land cover, land ownership and bathymetry (in various formats)

In this regard, this consultancy is to prepare a concept for the design of a data management system which will improve access, exchange and management of information for effective decision-making on the management of forest and protected areas in Trinidad and Tobago.

1. Objectives and Scope of Work

The **principal objective** of the assignment is to prepare a concept for the design of a management information system for forest and protected areas in Trinidad and Tobago inclusive of associated cost and informed by a situational analysis, data needs and gap assessment and relevant global best practices.

1. Activities

The activities for this consultancy are:

* The undertaking of a situational analysis through identifying and evaluating existing databases to advise on decision-making for forest and protected area management in Trinidad and Tobago. The evaluation should be based on:
  + readiness for compatibility with a national management information system;
  + consistency with reporting mechanisms for International Agreements;
  + data sharing and partnerships between/among different institutions: and
  + integration of protocols and platforms for documenting and sharing information on forest and protected areas.
* The conduct of a data needs and gap assessment to inform effective management of forest and protected areas in Trinidad and Tobago at present and in the future. This assessment would be inclusive of an assessment of data and information to be generated by ongoing national, regional and global projects which can contribute to the effective management of forest and protected areas. This component should also include identifying the knowledge gaps, following the information needs assessment. Perspectives of key stakeholders should be included in the assessment; and
* Preparation of a concept for the design of a management information system for forest and protected areas in Trinidad and Tobago including the details of costs. This should be based on the situational analysis, data needs and gap assessment and relevant global best practices. The concept would propose a minimum of three options with associated advantages and disadvantages.

1. Outputs

The outputs of this consultancy will be:

* ***A Situational Analysis report*** listing and evaluating existing databases
* ***A Data Needs/Gap Assessment report***
* ***A Concept with three options*** for the design of a management information system for forest and protected areas in Trinidad and Tobago

1. Duration

The intended length of this consultancy is four (4) months.

1. Consultant profile

The consultant should be an organization with:

* Experience in designing management information systems
* Knowledge of forest and protected area management
* Good understanding of the practice of storing, managing and accessing data for the management of biodiversity
* Excellent facilitation and communication skills

1. General terms and conditions

Terms and conditions for this consultancy are available at [this link](https://drive.google.com/file/d/0B61tMZK5jukUcXIyWnZjVGpDdW8/view?usp=sharing).

1. Evaluation and Selection Decision

Evaluation criteria for Proposals are established to identify the Offer considered to provide the "best value for money" to the Organization, i.e. the Proposal offering the greatest overall benefit in response to the requirements described in this Call. The relative influence of the financial proposal on the overall evaluation will be no less than 20%. Evaluation criteria for the technical proposal may include inter alia the completeness of the proposal, the effectiveness of the proposal in meeting the technical requirements, competency in terms of managerial and technical capabilities and performance history, as well as financial viability and capacity to perform without risk of default.

1. Application process

Interested organizations are invited to present a short concept paper on how to implement the consultancy and include CVs with their applications. Applications should be submitted to Neila Bobb-Prescott, Chief Technical Advisor at [Neila.BobbPrescott@fao.org](mailto:Neila.BobbPrescott@fao.org) by 4th July 2017.

1. Further background information on the project is available at <http://eppd-tt.blogspot.com/p/gef-improving-forest-and-protected-areas.html> [↑](#footnote-ref-1)