

Terms of Reference
St. Vincent and the Grenadines (SVG)
UNLEASHING THE BLUE ECONOMY IN THE CARIBBEAN (UBEC)
PROJECT

Consultancy Title: Fisheries Advisor - St. Vincent and the Grenadines Project
Management Unit (UBEC PMU)
SVGUBEC-C-IC-4

BACKGROUND

The fisheries/aquaculture sector is an important source of food security and jobs in SVG. The contribution of fisheries to the SVG economy is estimated to range between 0.5 percent to 1.7 percent of the GDP, directly employing 1,642 persons, representing 2.9% of the total labour force in the country, of which 3.5% are women. Total landings on average are estimated at 1,414 tonnes annually. The species of highest commercial value are queen conch and Caribbean spiny lobster, followed by big eye scad, which is sold as food and bait, mahi mahi and yellowfin tuna. The fisheries sector is currently governed by the Fisheries Act (1986) and the High Sea Fishing Act (2001). In 2018, SVG published the Fisheries and Aquaculture Policy but similar to fisheries services in neighbouring countries, SVG's fisheries administration remains under-resourced with limited human and financial capacity to implement activities identified within the policy.

St. Vincent and the Grenadines has received USD 16 million from the World Bank to implement the 'Unleashing the Blue Economy in the Caribbean' (UBEC) project. St. Vincent and the Grenadines seeks to utilize its marine space for economic development and recovery while doing so in a sustainable manner. The World Bank aims to stimulate economic recovery by strengthening marine and coastal resilience, and improve the competitiveness for three (3) Eastern Caribbean small-state islands' economies in three (3) critical and interconnected sectors: tourism, waste management, and fisheries and aquaculture.

Phase I of the UBEC Program is designed to foster economic recovery and support marine and coastal resilience by strengthening the sustainability and competitiveness of two critical, interconnected sectors – tourism and fisheries – and one underlying enabling infrastructure service, waste management. The Program will achieve its objectives by: (i) strengthening regional and national policies and institutional frameworks to bring back business and attract new investments; (ii) scaling up innovative financing mechanisms aimed at enhancing employment and productivity in the tourism, fisheries and waste management value chains through establishment of a regional MSME matching grant program and a regional climate-risk fisheries insurance scheme; (iii) supporting investment in coastal infrastructure to de-risk and leverage private investment in blue economy activities, and strengthen climate resilience; and, (iv) adopting a contingency emergency response mechanism to respond to future extreme weather events¹. The UBEC Project has three technical and one management and communications component.

¹ Full details of the project can be found here.

<https://documents.worldbank.org/en/publication/documents-reports/documentdetail/099350001212226584/project0inform0an00ubec0000p171833>

Component 1 of the project supports development of regional and national policies, strategies and institutions necessary to support low-carbon and climate resilient action, foster economic recovery and job creation, close the gender gap, and improve sustainable management of natural resources. A regional approach is essential to address transboundary issues, such as the management of shared fisheries resources; development of a regional strategy to reduce IUU fishing; harmonization of OECS sanitary and phytosanitary (SPS) measures for seafood and measures to address marine pollution. To achieve the project outcomes, it will be critical for effective coordination between national and regional partners.

Component 2 of the project finances: (i) the establishment of a regional MSME matching grants program and provide business development services to foster recovery and resilience of MSMEs, particularly those that are women-led or owned, create new jobs in the blue economy and mitigate the socio-economic impacts of climate change and the pandemic; (ii) expand access to the established COAST fisheries risk insurance scheme to support fishers' livelihoods against extreme climatic events; and (iii) scale up coastal infrastructure investments to ensure they are sustainable, technologically advanced and climate resilient in the target sectors.

Component 3 of the project is design to support participating countries to rapidly respond in the event of future eligible crises or emergencies defined as “an event that has caused, or is likely to imminently cause, a major adverse economic and/or social impact associated with natural or human-made crises or disasters.”

Component 4 of the project supports effective and efficient project implementation, monitoring and evaluation, regional collaboration, and communications. The Component finances: (i) project coordination and management; (ii) compliance with environmental and social risk mitigation; (iii) monitoring and evaluation; (iv) financial management and procurement processes; (v) stakeholder and citizens' engagement, including application of the Program's Grievance Redress Mechanism; (vi) communications; and (vii) regional coordination. Under Component 4, the UBEC project provides an opportunity for a regional Fisheries Advisor to be part of the Project Management Unit.

To achieve these objectives in the fisheries and aquaculture sector, the Fisheries Services of St. Vincent and the Grenadines is seeking the services of a fisheries advisor to lead the work of national and regional coordination of UBEC fisheries and aquaculture activities.

The successful candidate will report to the Project Manager in St. Vincent and the Grenadines Project Management Unit (UBEC PMU). The Fisheries Advisor will submit progress reports to the Project Manager in St. Vincent and the Grenadines Project Management Unit (UBEC PMU).

The Fisheries Advisor must work in close collaboration with the SVG UBEC Team and its consultants, the OECS PMU, SVG Fisheries Services and key stakeholders within the project.

OBJECTIVE

The objectives of this assignment will be to provide senior level fisheries technical advice and national / regional coordination to support the timely and efficient implementation of UBEC Fisheries and Aquaculture project activities in a pragmatic and phased manner.

SCOPE OF SERVICE

The Fisheries Services of SVG is seeking the services of a Fisheries Advisor to provide technical advice to the Project Management Unit and to coordinate with the fisheries department of the Ministry of Agriculture with the implementation of the SVG UBEC fisheries and aquaculture activities in line with the project documents and budget.

TASK

The consultant is expected to complete the following:

- (i) Familiarize him/herself with documentation related to the UBEC Project including but not limited to, the Project Operational Manual, Activity lists and cost tables for the fisheries, tourism and waste management sectors, UBEC meeting reports, Draft CERC Manual – UBEC – St. Vincent and the Grenadines, Project Procurement Strategy for Development, National Blue Economy Roadmap- St. Vincent and the Grenadines, Synthesis Document- SVG's Draft Blue Economy Diagnosis and Roadmap;
- (ii) Familiarize him/herself with technical documentation related to the coastal and oceanic fisheries in the Eastern Caribbean and the work of regional, sub-regional agencies involved in fisheries and aquaculture;
- (iii) Consult extensively with nationally and regionally agencies to develop a clear understanding of common fisheries and aquaculture priorities for SVG and OECS related to UBEC;
- (iv) Work directly with key national and regional Ministry / Agency staff to: (i) ensure a full understanding of the project, (ii) UBEC project activities / aspirations, and (iii) ensure effective national and regional coordination of activities (e.g., SPS, IUU Fishing, Safety at Sea, Caribbean Community Common Fisheries Policy, and Minimum Terms and Conditions associated with adoption of regional standards etc.);
- (v) Lead the process of UBEC SVG fisheries resources planning, coordination and execution in accordance with UBEC project activities agreed with the Fisheries Services.
Ensure technical and analytical support is provided by SVG UBEC Fisheries short term experts to the SVG Chief Fisheries Officer and their staff in the preparation of detailed costed work plans (with timeline, milestones, budgets and deliverables) for national and regional level UBEC project activities;
- (vi) Coordinate and provide technical guidance on the development of selected priority UBEC fisheries and aquaculture activities including inter alia;

- a. Provision of technical advice and guidance to update and expand the SVG Fisheries Registry in accordance with expansion of COAST to designated Beneficiaries;
 - b. Lead the preparation of a pragmatic costed Strategic Action Plan (milestones and deliverables) to implement the Fisheries and Aquaculture Policy for Saint Vincent and the Grenadines taking into consideration national and regional level investments / activities;
 - c. Lead the preparation of a costed work plan (milestones and deliverables) to support effective implementation of phytosanitary standards for seafood, taking into consideration national and regional level investments / activities;
 - d. Lead the preparation of policies and human capacity for Monitoring, Control and Surveillance of illegal fishing including preparation of a costed work plan (milestones and deliverables) to support effective implementation, taking into consideration national and regional level investments / activities;
 - e. Lead the preparation of a National Fleet Policy for Saint Vincent and the Grenadines including preparation of a costed work plan (milestones and deliverables) to support effective implementation; and
 - f. Lead other UBEC technical activities at the discretion of the SVG Chief Fisheries Officer.
- (vii) Assist with the hiring of Fisheries consultants to assist in the implementation of UBEC activities including the drafting of Terms of References for individual fisheries consultants;
 - (viii) Ensure effective administration of the project activities, ensuring files and records are established and maintained in electronic form, all of which are to be provided to the Project Manager as agreed throughout the duration of the assignment;
 - (ix) Prepare financial and technical reports in electronic format to track expenditures and project progress;
 - (x) Provide technical backstopping to the Fisheries Services in UBEC Project activities and where appropriate assist with and conduct presentations, consultations and other similar work to aid in the implementation of UBEC activities for the Fisheries Sector;
 - (xi) Attend UBEC project meetings, prepare UBEC project reports, and participate in monitoring and evaluation of project activities;
 - (xii) Ensure to the extent possible that opportunities are taken to mentor Fisheries Services staff in the technical aspects of fisheries technical work.

Duration of Consultancy

The duration of the contract is 2 years renewed annually. The Fisheries Advisor must be fully available during the period earmarked for the consultancy. This is full time position.

Reporting relationship: The Fishery Advisor will be reporting to Project Coordinator for the UBEC Project (Ministry of Tourism) and will be working closely with the Ministry of Agriculture and the Fisheries Division on technical matters and coordination.

Qualifications and experience requirements for the consultants

The successful consultant will hold tertiary legal qualifications relevant to the assignment, along with the following relevant experience:

- University degree and a post-graduate qualification in marine resources management or equivalent qualification.
- Minimum of 10 years of international experience (expert level) in Managing and Coordinating fisheries projects.
- Working knowledge (minimum 3 years related experience) and involvement in Caribbean national and regional fisheries policy and planning.
- Working knowledge (minimum of 5 years related experience) of the legal and regulatory frameworks related to prevention, deterring and eliminating of IUU fishing.
- Working knowledge (minimum of 3 years related experience) of the work of the Caribbean Regional Fisheries Mechanism (CRFM), The Western and Central Atlantic Fisheries Commission (WECAFC), The International Commission for the Conservation of Atlantic Tunas (ICCAT) and FAO.
- Working knowledge of International Instruments to prevent, deter, eliminate IUU Fishing including inter alia, the FAO Port State Measures Agreement, the FAO Compliance Agreement, EU regulations (EC) No. 1005/2008 establishing a Community system to prevent, deter and eliminate IUU fishing (EU IUU Regulation) and associated implementing regulations / tools, (EC) No. 178/2002, (EC) No. 882/2004 and (EC) No. 884/2004, referred to as the “hygiene package”.
- Working knowledge of international reporting obligations for RFMOs
- Working knowledge of FAO small-scale fisheries and safety at sea
- Knowledge of aquaculture development in the Caribbean would be an asset.
- Experience from the Caribbean an advantage.
- Fluency in English (oral and writing).
- Experience in planning and management of projects involving, Fisheries MCS, Seafood safety and safety at sea an advantage

CODE OF CONDUCT

I, _____, staff at the PCT in the Ministry of Finance, Economic Planning and Information Technology in Saint Vincent and the Grenadines for the project Unleashing the Blue Economy (UBEC), acknowledge that adhering to environmental, social, health and safety (ESHS) standards, following the project's occupational health and safety (OHS) requirements, and preventing Gender Based Violence (GBV), including sexual exploitation and abuse (SEA), and sexual harassment (SH) at the workplace, is important in and outside the context of this project, as further set out in this Code of Conduct. As such, we acknowledge this Code of Conduct identifies the behavior that is expected of all PCT staff for the Project SHSRP.

Our workplace is an environment where unsafe, offensive, abusive or violent behavior will not be tolerated and where all persons should feel comfortable raising issues or concerns without fear of retaliation.

For the purpose of this Code of Conduct, it is important to note that GBV is an umbrella term for any harmful act that is perpetrated against a person's will and that is based on socially ascribed (that is, gender) differences between male and female individuals. GBV includes acts that inflict physical, mental, or sexual harm or suffering; threats of such acts; and coercion and other deprivations of liberty, whether occurring in public or in private life. GBV includes the following concepts:

- **Sexual Exploitation and Abuse (SEA):** Sexual exploitation is defined as any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes, including but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. Sexual abuse is defined as the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
- **Sexual harassment (SH):** occurs between personnel and staff on the project and means any unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature.

A violation to this Code of Conduct, including failure to follow ESHS and OHS standards, or engaging in activities constituting GBV including SEA/SH—be it on the workplace, work sites, work site surroundings, at workers' camps, or the surrounding communities—, constitute acts of serious misconduct, which contravenes the terms of employment, and are therefore grounds for disciplinary action up to and including termination of employment for PCT staff. Acts that may violate the laws of Saint Vincent and the Grenadines will be additionally referred to the corresponding legal authorities, including for potential prosecution under the Criminal Code.

Commitments under this Code of Conduct

I agree that while working on the project I shall:

General:

- carry out my duties competently and diligently.
- comply with this Code of Conduct and all applicable laws, regulations and other requirements, including requirements to protect the health, safety and well-being of other Project staff, workers, and any other person.

Regarding ESHS and OHS

- Attend and actively partake in training courses related to ESHS and OHS as requested by my employer.
- Always wear my personal protective equipment (PPE) when at the work site or engaged in project related activities.
- Implement the OHS Management Plan.
- Adhere to a zero-alcohol policy during work activities, and refrain from the use of narcotics or other substances which can impair faculties.
- Report work situations that are not safe or healthy and remove myself from a work situation which I reasonably believe presents an imminent and serious danger to my life or health.

Regarding equality of opportunity and treatment

- Treat women, children (persons under the age of 18), and men with respect regardless of race, color, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.

Regarding discrimination and violence based on gender

- Not use language or behavior towards women, children or men that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- Not engage in SEA with project beneficiaries and members of the surrounding communities.
- Not engage in sexual harassment with other project personnel and staff—for instance, comments on the appearance of another worker (either positive or negative) and sexual desirability. Making unwelcome sexual advances, looking somebody up and down; kissing, howling or smacking sounds; hanging around somebody; whistling and catcalls; and offering or giving personal gifts.
- Not engage in sexual favors—for instance, making promises of favorable treatment (e.g. promotion), threats of unfavorable treatment (e.g. loss of job) or payments in kind or in cash, dependent on sexual acts—or other forms of humiliating, degrading or exploitative behavior.

- Unless there is the full consent² by all parties involved, not have sexual interactions with members of the surrounding communities or work colleagues. This includes relationships involving the withholding or promise of actual provision of benefit (monetary or non-monetary) to community members in exchange for sex (including prostitution). Such sexual activity is considered “non-consensual” within the scope of this Code.

Regarding children under the age of 18

- Not engage in any form of sexual contact or activity with children under the age of 18-including grooming or contact through digital media. Mistaken belief regarding the age of a child or his/her consent is not a defense or excuse.
- Bring to the attention of my manager the presence of any children on the construction site or engaged in hazardous activities.
- Wherever possible, ensure that another adult is present when working in the proximity of children.
- Not invite unaccompanied children unrelated to my family into my home, unless they are at immediate risk of injury or in physical danger.
- Not use any computers, mobile phones, video and digital cameras or any other medium to exploit or harass children or to access child pornography.
- Refrain from hiring children below the minimum age of 18.
- Comply with all relevant local legislation, including labor laws in relation to child labor.
- When photographing or filming a child for work related purposes, I must:
 - Before photographing or filming a child, assess and endeavor to comply with local traditions or restrictions for reproducing personal images.
 - Before photographing or filming a child, obtain informed consent from the child and a parent or guardian of the child. As part of this I must explain how the photograph or film will be used.
 - Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive way. Children should be adequately clothed and not in poses that could be sexually suggestive.
 - Ensure images are honest representations of the context and the facts.
 - Ensure file labels do not reveal identifying information about a child when sending images electronically.

² **Consent** is defined as the informed choice underlying an individual’s free and voluntary intention, acceptance or agreement to do something. Consent must be informed, based on a clear appreciation and understanding of the facts, implications and future consequences of an action. The individual also must be aware of and have the power to exercise the right to refuse to engage in an action and/or to not be coerced (i.e., by financial considerations, force or threats). No consent can be found when such acceptance or agreement is obtained using threats, force or other forms of coercion, abduction, fraud, deception, or misrepresentation. For the purpose of this Code of Conduct, consent cannot be given by children under the age of 18, even if national legislation introduces a lower age. Mistaken belief regarding the age of the child and consent from the child is not a defense.

Disciplinary measures

The Economic Planning division within the Ministry of Finance, Economic Planning and Information Technology (MoFEP) with the MoTCASDC shall be responsible for making decisions on the specific sanctions to be imposed on workers for violations to this Code of Conduct. I understand that if I breach this Code of Conduct, the Economic Division within the MoFEP in collaboration with the MoTCASDC will take disciplinary action according to the seriousness of the offense which could include:

- verbal notification (For Public Officers)/ warning for PCT staff employed by the MoTCASDC
- written notification (For Public Officers)/ warning for PCT staff employed by the MoTCASDC
- termination of employment

Infringements sanctioned with verbal notification

Those behaviors that do not cause relevant risks to the MoFEP and MoTCASDC, other workers and/or its relationship with the communities. Verbal warnings may involve a reminder of the Code of Conduct and its applicability.

Infringements sanctioned with written notification

Those behaviors that cause minor risk to the MoFEP and MoTCASDC, other workers and/or its relationship with the communities and/or the environment.

Infringements sanctioned with termination of employment

Those behaviors that cause substantive risks to the MoFEP and MoTCASDC, other workers and/or its relationship with the communities and/or the environment, or behaviors that constitute serious misconduct in accordance with this Code of Conduct. In such cases, the termination of employment may be accompanied by a referral to the corresponding legal authorities. Cases of SEA or SH will always be considered serious misconduct. Recurrent offences to the Code of Conduct will also be considered serious misconduct.

Termination of employment shall be carried out in accordance with the Labor Code of St Vincent and the Grenadines.

I understand that it is my responsibility to ensure that the environmental, social, health and safety standards are met; that I will adhere to the occupational health and safety management plan; and, that I will avoid actions or behaviors that could be construed as GBV, including SEA and SH. Any such actions will be a breach of this Code of Conduct. I do hereby acknowledge that I have read the foregoing Code of Conduct, agree to comply with the standards contained herein, and understand my roles and responsibilities to prevent and respond to ESHS, OHS, and GBV issues. I understand

that any action inconsistent with this Code of Conduct or failure to act, may result in disciplinary action.

Staff Signature: _____

Printed Name: _____

Title: _____

Date: _____