



"Enabling the Seychelles Marine Spatial Plan"

Terms of Reference

for

DEVELOPMENT OF A STANDARDIZED MANAGEMENT PLAN TEMPLATE FOR MARINE PROTECTION AREAS WITHIN THE SEYCHELLES MARINE SPATIAL PLAN

1) BACKGROUND

The Seychelles Conservation and Climate Adaptation Trust (SeyCCAT) is funding a project entitled "Enabling the Seychelles Marine Spatial Plan" which aims to support the development, implementation and adaptive management of the Seychelles Marine Spatial Plan (SMSP) ¹ within the Seychelles Exclusive Economic Zone (EEZ).

In March 2020 Seychelles completed the designation of 30% of its territorial waters and EEZ as Marine Protection Areas. This process that began in 2014 has seen the area of Seychelles' territorial sea and EEZ waters protected increase from less than 1% to over 30%. Implementing and managing these areas will require significant additional effort, investment and capacity in order to realize the conservation and sustainable use objectives of these protection areas.

The areas designated under the SMSP are in two categories: **Zone 1** which is a high biodiversity protection zone not suitable for resource extraction or seabed alteration, and **Zone 2** which is a medium biodiversity protection and sustainable use zone, subject to management provisions in line with the objective of the designated area. The geographic distribution and zoning of these marine protection areas fulfilled milestone 3 of the phased approach of the SMSP. The remainder of Seychelles' waters are classified as **Zone 3** - for multiple uses and economic activity within a framework of the long-term sustainability of natural resources. These include high value and/or high priority areas for the marine sectors that use Seychelles waters for economic, social and cultural benefits. For more information on the SMSP, please see www.seymsp.com

Significant additional effort, investment and capacity is required to transition the Seychelles Marine Spatial Plan from the zoning to the implementation phase. SeyCCAT and the Government of Seychelles are supported by existing and new partners to achieve the conservation and sustainable use objectives of the marine protection zones of the SMSP with SeyCCAT performing a grants management and project coordination function.

2) OBJECTIVE & CONTEXT

The SMSP is a public, participatory process to attain national marine conservation, climate change adaptation and sustainable use objectives such as the Blue Economy. The SMSP zoning design includes the zone category, objective(s), name, and description of each zone. The zoning

¹ The Seychelles Marine Spatial Plan (SMSP) will be legally gazetted.

design was developed with stakeholders using local knowledge, experts, and scientific information to meet the objectives of the marine spatial plan.

To implement the SMSP and enable effective and adaptive management of the 13 marine protection areas, management plans are needed and will contain a set of minimum requirements for MPA managers. Four MSP areas, developed by the GoS-UNDP-GEF Outer Islands Project, have draft management plans and are awaiting endorsement by MACCE. A template for the remaining SMSP Zone 2 areas will be created under a SWIOFish3 and MACCE led consultancy. Templates are developed through a review of existing national management plans and international best practice and are using an iterative process of stakeholder consultation so that SMSP management plans are specific to circumstances of Seychelles, with a minimum common mandatory management requirements and standards. Stakeholders include all national Marine Protected Areas (MPAs) management agencies, Ministries responsible for environment, fisheries and maritime security and surveillance, and stakeholders of the SMSP.

Consistent templates are needed to enable the strategic management and coordinated management of marine protections in Seychelles' waters. The convergence of all MPAs and marine protections to a common management approach is the long term vision of MACCE, and a strategic approach is being developed by MACCE with Seychelles' stakeholders. This strategy and other on-going work to finalise the SMSP will inform this consultancy.

Temporal Protected Areas (TPAs) will have a role to play in the SMSP in particular with regard to seasonal critical habitats such as species aggregation sites, breeding and nursery areas etc. in any of the zones. Parallel work has been ongoing in this regard for several years and TPAs will therefore also be incorporated into the Management Plan Template utilizing the model for the proposed TPAs around the southern coastline of Mahé for marine turtle rookery and aggregation sites.

SeyCCAT, seeks to recruit a consultant (or a team of consultants) to **develop a standardized Management Plan Template, tailored for Seychelles Marine Protection Areas and Marine Spatial Plan, and based on best current (international and national) practice, with standardised components for Zone 1, Zone 2² and Temporal Protected Areas (TPAs) and all core aspects of management.** Consultant(s) will provide support and guidance to, managers in 4 representative protection areas detailed in the scope of work, who will undertake a 12-month testing period, the assessment of which will enable a review and refinement of the template in the final phase of this Oceans5 funded project.

3) SCOPE OF WORK

In accordance with the Covid-19 guidelines by the Seychelles Department of Health³ and with reference to the map in Annex 1, the consultant(s) will be required to carry out the following tasks:

² If available, this should be with reference to the MACCE and SWIOFish3 Management Plan Template for Zone 2, and synergised.

³ DoH guidelines for stakeholder meetings available from PCU. Other relevant guidelines (e.g. travel etc.) should be available on the IUCN 2017 Conservation outlook website (<http://www.health.gov.sc>)

- 1) Convene an initial meeting with the project team to discuss implementation of the assignment including a detailed timeline, scope of the assignment, coordination with other projects and background information for the four (4) pilot areas.

Pilot areas:

- a. Aldabra (Marine) Special Reserve (Zone 1 equivalent) managed by Seychelles Islands Foundation, in the Aldabra Archipelago. This was a nomination led by SIF and gazetted in April 2018.
- b. D'Arros Atoll (Marine) National Park (Zone 1) and St Joseph Atoll⁴, both in the Amirantes Group and the latter within the 'Amirantes to Fortune Bank (Marine) Area of Outstanding Natural Beauty' (Zone 2). The island of D'Arros is currently managed by Save our Seas Foundation, through the D'Arros Research Centre.
- c. Denis Island (Marine) Area of Outstanding Natural Beauty (Zone 2), on the Mahé Plateau. The island's environment management aspects are managed by Green Islands Foundation.
- d. The proposed Southern Mahé marine turtle Temporal Protection Area (within Zone 3), proposal for management by Marine Conservation Society Seychelles.

- 2) Conduct a desktop study:

- a. Review best international practice for Marine Protected Area (MPA) Planning and MPA Systems Planning, including but not limited to, IUCN and CBD guidelines on same.
- b. Review global examples of island archipelago Large MPA and/or fishery management systems (e.g. Palau, Maldives, North-western Hawaiian Islands).
- c. Review existing management plans for Seychelles' Marine Protected Areas, and where available implementation reports, to review local MPA management and identify best or good practices.
- d. If available, review and align to MACCE and SWIOFish3 Management Plan Template for Zone 2.
- e. Review the Protected Areas Policy (2013), the National Parks and Nature Conservancy Act (1969), the draft Nature Reserves and Conservancy Bill (2021), the Seychelles Fisheries management plans and regulations and all other relevant legislation.
- f. Review independent reports⁵ on MPA agency capacity and management plan implementation, including the recommendations generated from the management plan training conducted in April-May 2017 with GEF funding.
- g. Review SMSP Nomination File for Milestone 3 (Parts I-IV); SMSP Zoning Framework and SMSP Policy.
- h. Summarise initial findings of the desktop review in a draft report, with assessment and recommendations for models applicable to Seychelles that align with the SMSP initiative and any relevant local legislation. These initial finding will be presented at a stakeholders workshop for further feedback.

⁴ Management boundaries of the St. Joseph Atoll to be agreed through the SMSP consultative process.

⁵ For example, IUCN 2017 Conservation outlook, METT scorecards under GEF funded projects etc.

3) Conduct stakeholder outreach:

- a. Facilitate a half-day inception workshop with relevant stakeholders to present the initial findings of the desktop review. With stakeholder participation, develop and agree on a list of key principles that should be included in management plans in Seychelles for legally-designated marine protections⁶. The workshop can be done virtually or face-to-face depending on DoH approval; any workshop costs associated with the latter to be borne by the SeyCCAT. The workshop will be documented through PowerPoint presentation, workshop notes and an attendance list with gender and age disaggregated data on participants.
- b. Conduct detailed individual consultations / interviews with relevant stakeholders, (documented through meeting notes) on their management practice, objectives and achievement to identify best local practice in MPA management. Carry out gap analysis to identify weaknesses, as may be relevant to a national Management Plan Template, and recommend a way forward to close the gaps, while recognising implementation challenges. To note that, developing a template for all of the 13 marine protections is going to be an iterative process involving MACCE, SMSP core team, SWIOFish3 project and several other Ministries. The expectation from this consultancy is a proposal template that is tested by the pilot areas.

The list of stakeholders is as follows, but not limited to:

- Ministerial Portfolio:
 - Ministry of Agriculture, Climate Change and Environment (MACCE)
 - Ministry of Fisheries and Blue Economy (MFBE)
 - Ministry of Internal Affairs (MIA)
 - Ministry for Tourism
- Seychelles MSP core team
- SWIOFish3 project manager
- Existing MPA management agencies:
 - Implementing partners undertaking 12-month trial:
 - Seychelles Islands Foundation (SIF)
 - Save our Seas Foundation (SOSF)-D'Arros Research Centre / Chelonia Pty Ltd
 - Green Islands Foundation (GIF) / Denis Island
 - Other agencies include:
 - Seychelles Parks and Garden Authority (SPGA)⁷
 - Island Conservation Society (ICS)
 - Nature Seychelles
 - Bird Island Resort
- Likely future MPA management agencies:
 - Implementing partners undertaking 12-month trial:
 - Marine Conservation Society of Seychelles (MCSS)
 - Other agencies include:

⁶ If available, this should be with reference to the MACCE and SWIOFish3 Management Plan Template for Zone 2, and synergised.

⁷ On the 1st February 2021, the President announced the merger of the Seychelles National Parks Authority (SNPA) with the National Botanical Gardens Foundation (NBGF). The new CEO came into post on the 1st June 2021.

- Islands Development Company (IDC)
 - Seychelles Fishing Authority (SFA)
 - Hotel Island Resorts and tourism operators (e.g. Cousine Island, Fregate Island, Alphonse Island Lodge / Blue Safari / Alphonse Fishing Company etc.)
 - Research Agencies and others:
 - University of Seychelles- James Michel Blue Economy Research Institute (UniSey-BERI)
 - National Institute for Science, Technology and Innovation (NISTI)⁸
 - Enforcement and Marine Safety and Security:
 - Seychelles Maritime Safety Authority (SMSA)
 - National Information Sharing and Coordination Centre (NISCC)
 - Regional Coordination of Operations Centre (RCOC)
 - Seychelles Coast Guard
 - Seychelles fishing Authority (SFA)
 - Seychelles Port Authority (SPA)
 - Resource individuals and local expert list will be provided.
- c. Prepare a draft Stakeholder Consultation Report based on the inception workshop and detailing discussions from the stakeholder consultation process, including annexed meeting notes, PowerPoint presentations and gender disaggregated data on participants.

4) Prepare a Management Plan Template:

- a. Following the desktop review and stakeholder consultation process, identify necessary components of the Management Plan Template covering both Operational Management and Protected Areas Management, with standardised components for Zone 1, Zone 2⁹ MPAs and TPAs and all core aspects of management. The Management Plan should take into account:
- i. Standardised operational guidelines, including accounting and procurement procedures with recommendations for common sourcing and standardized equipment purchasing and spares etc.
 - ii. Appropriate institutional arrangements for collaboration between MPAs
 - iii. Mechanism for conflict resolution with or between resource users within a MPA
 - iv. Recommendations for standardised surveillance and enforcement, including training criteria
 - v. Clear biodiversity conservation objectives (species and habitats), SMART targets, management strategies and monitoring programmes
 - vi. Standardised training criteria for all staff with scope for progression within the organisation, or easy integration into other MPS MPAs agencies in Seychelles
 - vii. Business/financial planning strategies and mechanisms, as may be relevant
 - viii. National and international reporting obligations (e.g. UNESCO, Ramsar, CBD etc.)

⁸ On the 1st February 2021, the President announced that “The National Institute of Science Technology and Innovation (NISTI) will be restructured”. So far, no further information has been received.

⁹ If available, this should be with reference to the MACCE and SWIOFish3 Management Plan Template for Zone 2, and synergised.

- ix. Climate change mitigation and adaptation strategies (including ecosystem based adaptation approaches to reduce the vulnerability of islands to water scarcity, coastal flooding, storm surges and, where possible, coral bleaching)
 - x. Recommendations for other aspects of management that could be standardised, such as reporting schedules and formats
 - xi. Mechanism for periodic review which aligns with the SMPS Implementation Plan
- b. Develop a preliminary SMSP MPA Management Plan Template for Zone 1, Zone 2¹⁰ and TPAs and submit for approval by the project team, incorporating feedback as may be relevant, prior to the 2nd Stakeholder Workshop.
 - c. Facilitate a 2nd Stakeholder Workshop with senior PA management and decision-makers, including the SMSP Executive Committee¹¹, to present the proposed Management Plan Template and seek stakeholder input on the template design and constituent parts. Feedback provided at the workshop should be incorporated in a revised template before being circulated via email (or other digital platforms) for further review and comments, based on an agreed deadline. The workshop can be done virtually or face-to-face depending on DoH approval and any workshop costs associated with the latter to be borne by the SeyCCAT. The workshop will be documented through PowerPoint presentation, workshop notes and an attendance list with gender and age disaggregated data on participants.
 - d. Finalise the report on international and national best practice in MPA and MPA systems planning, with assessment and recommendations for models applicable to Seychelles that align with the SMSP initiative and any relevant local legislation.
 - e. Submit a revised Stakeholder Consultation Report based on the 2 workshops and detailing further discussions, through meeting notes, from the stakeholder consultation process.
 - f. Submit the revised Management Plan Template in line with stakeholder input, with recommendations, as may be relevant, for assessing and reporting on its implementation during a 12-month trial period at 4 pilot sites, listed above.
- 5) Oversee the 12-month trial period and consolidate feedback into the Management Plan Template:
- a. Provide technical support, as may be needed, to the implementing partners during the implementation period. This should not exceed 3 days per quarter over the 12-month trial period. It is recommended that the implementing partners set up a Virtual Steering Committee for quarterly progress updates and implementation reviews and lesson sharing.

To note that the implementing partners will be tasked with producing an implementation report with analysis and recommendations that will enable a review and refinement of the template in the final phase of the Oceans5 project.

- b. At the end of the 12-month trial, review the assessment reports produced by each implementing partner, submit a report, summarising the findings from the 12-month trial conducted at the 4 pilot sites, with recommendations on how to refine the Management Plan Template.

¹⁰ If available, adapt relevant components of the SWIOFish3 management plan template for Zone 2.

¹¹ Note that a separate meeting may be requested for the discussions with the SMSP EC.

- c. Review and refine the Management Plan Template based on lessons learnt during the 12 month implementation trial.
- d. Facilitate a 3rd Stakeholder Workshop with senior PA management and decision-makers including the SMSP Executive Committee¹², to present findings of the 12-month trial period and validate revised Management Plan Template. Feedback provided at the workshop should be incorporated into the management plan template that will be implemented by the SMSP MPA network. The workshop can be done virtually or face-to-face depending on DoH approval and any workshop costs associated with the latter to be borne by the SeyCCAT. The workshop will be documented through PowerPoint presentation, workshop notes and an attendance list with gender and age disaggregated data on participants.
- e. Submit the following documents for endorsement by the Ministry of Agriculture, Climate Change and Environment:
 - i. The final stakeholder approved SMSP MPA Management Plan Template for Zone 1, Zone 2¹³ and TPAs, incorporating feedback, as may be relevant, from stakeholder consultation and the 12-month trial period.
 - ii. A Stakeholder report, summarising lessons learnt from the 12-month trial period, and discussion from the stakeholder consultation process (documented in minutes and notes from 3 workshops and individual consultative meetings with key stakeholder and an attendance list with gender and age disaggregated data on participants)

6) DELIVERABLES

With reference to the scope of work, the consultant(s) will be required to produce the following deliverables:

- 1) An Inception Report including a detailed work plan, describing how the consultant plans to implement the assignment, including a detailed timeline and scope of the assignment. This will be developed AFTER activity 3.1 above, when the scope of the assignment is clarified with the project team.
- 2) A draft report on international and national best practice in MPA and MPA systems planning, with assessment and recommendations for models applicable to Seychelles that align with the SMSP initiative and any relevant local legislation.
- 3) A draft PowerPoint presentation at least 1 week prior to the inception workshop.
- 4) A draft Stakeholder Consultation Report based on the inception workshop and detailing discussions from the stakeholder consultation process, including annexed meeting notes, PowerPoint presentations and gender disaggregated data on participants.
- 5) A preliminary SMSP MPA Management Plan Template for Zone 1, Zone 2 and TPAs and submit for approval by the project team, incorporating feedback as may be relevant, prior to the 2nd Stakeholder Workshop.
- 6) A draft PowerPoint presentation at least 1 week prior to the 2nd Stakeholder Workshop.

¹² Note that a separate meeting may be requested for the discussions with the SMSP EC.

¹³ If available, this should be with reference to the MACCE and SWIOFish3 management plan template for Zone 2 and synergised.

- 7) A final report on international and national best practice in MPA and MPA systems planning, with assessment and recommendations for models applicable to Seychelles that align with the SMSP initiative and any relevant local legislation.
- 8) A revised Stakeholder Consultation Report based on the 2 workshops and detailing further discussions, through meeting notes, from the stakeholder consultation process.
- 9) A revised SMSP MPA Management Plan Template in line with stakeholder input, with recommendations, as may be relevant, for assessing and reporting on its implementation during a 12-month trial period at 4 pilot sites, listed above.
- 10) A report summarising the findings from the 12-month trial conducted at the 4 pilot sites, with recommendations on how to refine the management plan template.
- 11) A draft PowerPoint presentation at least 1 week prior to the 3rd Stakeholder Workshop.
- 12) A final stakeholder approved SMSP MPA Management Plan Template for Zone 1, zone 2¹⁴ and TPAs, incorporating feedback, as may be relevant, from stakeholder consultation and the 12-month trial period.
- 13) A final Stakeholder Consultation Report, summarising lessons learnt from the 12-month trial period, and discussion from the stakeholder consultation process (documented in minutes and notes from 3 workshops and individual consultative meetings with key stakeholder and an attendance list with gender and age disaggregated data on participants)

7) TYPE OF CONTRACT

This is a long-term consultancy open to an individual consultant or a Consultancy firm. The consultancy is not limited to Seychellois applicants.

8) DURATION AND TIMELINE

The assignment is expected to commence in October 2021, for a duration of 8 months over a period of nearly 3 years, and end by 30th May 2024.

9) RESPONSIBILITIES AND REPORTING

The consultant(s) shall report on any matter pertaining to the task directly to the SeyCCAT's Projects Coordinator (PC) of the Oceans5 project, who will be responsible for the effective implementation of the assignment. Guidance will also be provided by MACCE and the SMSP core team to ensure that the work aligns with National objectives

The consultant(s) will also be expected to be working closely¹⁵ with the marine protected area managers listed in the scope of work, who will be tasked with implementing a 12-month trial in their respective management sites.

¹⁴ If available, this should be with reference to the MACCE and SWIOFish3 Management Plan Template for Zone 2 and synergised.

¹⁵ Consultant should consider allocating 2-3 days per quarter during trial period to provide technical assistance as may be required

10) QUALIFICATIONS AND SKILLS REQUIRED¹⁶

The bid is open to individuals or organizations, and should contain a background of the consultant(s), including a clear indication of their ability(ies) to deliver on the proposal.

The consultant(s) should have the following minimum qualifications, experience and competencies:

Qualifications and experience

- Graduate or Post Graduate University Degree in marine sciences, marine policy, public affairs, environmental management or related fields
- At least 5 years' experience providing direct support to design, implementation or management of MPAs and/or fisheries management plans developed by a participatory process. Previous experience with MPAs in Seychelles is an asset
- At least 3 to 5 years proven experience of developing management plans in environment, fisheries or related sectors
- Familiarity with the Seychelles Marine Spatial Planning initiative is preferred
- Understanding of marine environmental and resource management issues in Seychelles is necessary
- Demonstrated experience working with marine stakeholders and facilitating workshops.

Skills

- Planning, coordinating and organizing – Ability to establish priorities and to plan and coordinate work; ability to effectively coordinate a multi-stakeholder project
- Communications - Excellent communication skills and effective interpersonal and negotiation skills and proven ability to promote teamwork among individuals and stakeholder groups that may not easily collaborate with each other, including, but not limited to senior government officials, business executives, managers, marine park rangers and scientific researchers
- Teamwork – Ability to lead, manage and motivate teams including international and local consultants and other stakeholders to achieve results
- Strong writing, presentation and reporting skills
- Demonstrated examples of similar work done
- Proven track record of delivering on time for past contracts/project
- Knowledge or past experience working on donor funded projects is an advantage
- Fully Microsoft Office literate

Language

- Full proficiency in English is a requirement, working knowledge of French and Seychellois Creole would be an advantage

¹⁶ Note that a scoring system is used, based on these criteria, to assess the technical skills of all applicants.

11) APPLICATIONS

Applications may be submitted by email or as hard copies in sealed envelopes, sent or delivered to the address below. Applications must include the following:

- A cover letter describing experience and qualifications
- A full CV
- A sample of previous works similar to what is being requested in TOR
- A simple work plan or time line. The template provided in Annex 2 may be used.
- A financial proposal linked to the work plan. The template provided in Annex 3 may be used.
- Mark proposals as **Oceans5 MNGT PLN**

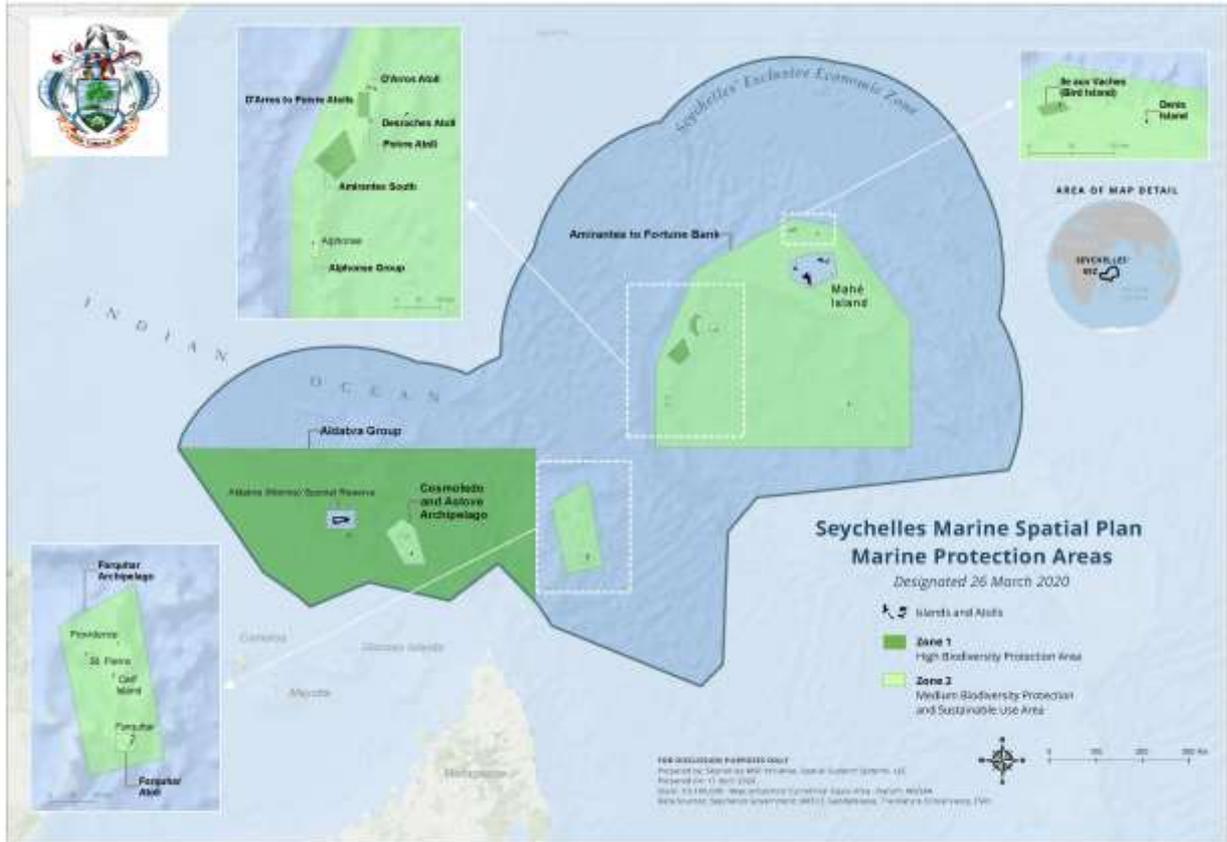
Proposals should be sent to:

Projects Coordinator
Seychelles Conservation and Climate Adaptation Trust (SeyCCAT)
Ocean Gate House, Room 109, Flamboyant Avenue, Victoria, Mahé, Seychelles
Tel (Office): +248 4325806 **Tel (mobile):** +248 2590772
Email: info@seyccat.org or etalma@seyccat.org

**NOTE: in line with the Covid-19 guidelines from Department of Health,
please book an appointment in advance for hand deliveries**

Closing Date: 4pm Seychelles Time on **25th October 2021** (Late submissions and/or incomplete applications will not be considered. Only short-listed applicants will be contacted).

ANNEX 1
MAP SHOWING THE 30% MARINE PROTECTION AREAS IN SEYCHELLES
GAZETTED IN MARCH 2020



NOTE: See Pilot Areas under scope of work for list of sites.

ANNEX 2
TEMPLATE FOR THE PROPOSED WORK PLAN

The purpose of this template is to provide sufficient details for the proposal to be evaluated, enabling reviewers to see if how you intend to complete the job on time.

NAME: **TEL: (248):**

WORK PACKAGE: Oceans5 MNGT PLN

CONTRACT DURATION:

(Please refer to TOR – you may propose an alternative with adequate justification, noting that that project ends in June 2024)

SCOPE OF WORK AND PROPOSED APPROACH:

(Please refer to TOR – elaborate your proposed approach)

LIST OF DELIVERABLES AND PROPOSED TIMELINE:

(Please refer to TOR – indicate number of days required for each, with breakdown by team members if relevant)

WORK PLAN WITH PROPOSED TIMELINE FOR EACH TASK (table to be revised as needed)

Tasks to be completed (See scope of work in TOR)	Proposed Timeline (months)									Number of days	Deadline for deliverable
	Month 1										
Sign contract and submit revised/final work plan based on Inception meeting	X										
Etc...											

COVID-19 PRECAUTIONS BEING PROPOSED:

(Please refer to the most recent guidelines by Seychelles Department of Health)

ADDITIONAL NOTES IF RELEVANT:

ANNEX 3

TEMPLATE FOR THE FINANCIAL STATEMENT

The purpose of this template is to provide sufficient details for the proposal to be evaluated, enabling reviewers to see if the proposal is realistic to complete the job.

NAME: **TEL:**

WORK PACKAGE: Oceans5 MNGT PLN

ITEM DESCRIPTION	QUANTITY Days	UNIT PRICE Per day (SR)	TOTAL (SR)
1. Professional fees	DAYS	SR	SR
2. Travel costs (if relevant)	DAYS	SR	SR
3. Public consultations ¹⁷	DAYS	SR	SR
3. Any other cost (<i>please itemize e.g. taxes</i>)			SR
Additional information			
TOTAL COST			SR

Date:

Signature:

¹⁷ If permitted by DoH, cost of up to 3 face-to-face stakeholder workshops (venue, refreshments, lunch, printing etc.) will be borne by the SeyCCAT.