



**Terms of Reference**  
**For**  
**DEVELOPMENT OF STANDARDIZED APPROACHES AND PROTOCOLS FOR ENVIRONMENTAL**  
**MONITORING, REPORTING AND MANAGEMENT**

## **1. BACKGROUND**

The Seychelles Conservation and Climate Adaptation Trust (SeyCCAT) is funding a project entitled “Seychelles Marine Protected Area Network” which aims to support the development, implementation and adaptive management of the Seychelles Marine Spatial Plan (SMSP)<sup>1</sup> 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 protected areas designated under the SMSP are in two SMSP zones and MPA categories: **Zone 1** which is a high biodiversity protection zone not suitable for resource extraction or seabed alteration (Marine National Park category), 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 (Sustainable Use Area category). 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](http://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.

The Government of Seychelles established the SMSP unit as an interim governance mechanism for the Seychelles Marine Spatial Plan with the intention that this will ultimately transition into

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<sup>1</sup> The Seychelles Marine Spatial Plan (SMSP) will be legally gazetted.

the Seychelles Ocean Authority (SOA); with the key role of the SMSP unit is the review of implementation, and the facilitation of the adaptive management, of the SMSP.

The need for standardized approaches and protocols for environmental monitoring, reporting and management was identified under the SMSP Process and the Blue Nature Alliance (BNA), through SeyCCAT, committed funding to the development of these standardised approaches and protocols.

## **2. OBJECTIVE & CONTEXT**

In support of SMSP implementation, this consultancy seeks to develop standardized approaches and protocols for environmental monitoring, reporting and management and other pertinent management and administrative processes.

Fundamental to this role will be the ability to:

- Gain, maintain and assess a strategic overview of national implementation of the SMSP.
- Assess national implementation of international obligations through the implementation of the SMSP.
- Optimize the harnessing of national capacities to address agreed priorities.
- Realize synergies from harmonized approaches.

Inherent to a good strategic approach is the ability to realize synergies, optimize the harnessing of national capacities to address agreed priorities, and the ability to compare environmental indicators and the efficacy of management approaches across the full gamut of management areas described under the SMSP.

Assessment of environmental status and trends requires the development and maintenance of environmental indices. To enable comparison of status and trends and efficacy of management measures between and across Marine Protected Areas (MPAs) under the SMSP certain basic common monitoring and data management protocols will be required. Key monitoring protocols (and indicators of pertinence) may include:

- Habitat monitoring e.g. coral reef monitoring (live coral cover, coral diversity and rugosity) other habitats such as seagrass, mangroves, mudflats etc. with analogous indicators.
- Key species occurrence, abundance and size (seabird colony monitoring, turtle rookery monitoring, fish biomass surveys etc.)

To facilitate reporting on international commitments, site-based monitoring needs to be addressed and reporting needs to identify and present the pertinent information.

As much as practicable, administration and management procedures should be harmonized to enable comparison and assessment of relative performance. This will also enable the ready collaboration of sites and facilitate the transfer of staff from one area to another thereby assisting in retention of experienced personnel in the broader national MPA network.

With support from the Blue Nature Alliance (BNA) "Seychelles Marine Protected Area Network" Project, the Ministry of Agriculture, Climate Change and Environment (MACCE), the SMSP Team, SeyCCAT and the SMSP Unit are now recruiting a consultant or consortium to develop

standardized approaches and protocols for environmental monitoring, reporting and management and other pertinent management and administrative processes.

### **3. SCOPE OF WORK**

The consultant, will be required to carry out the following tasks:

1. Review existing management plans, as well as management plans under development, for Seychelles' MPAs, and where available implementation reports, to review local MPA management and identify best or good practices.
2. Identify, in consultation with stakeholders, key environmental monitoring being undertaken by MPA management agencies e.g. coral reef monitoring (live coral cover, fish species transects etc.) seabird colony monitoring, turtle nesting monitoring, water temperature monitoring, water column monitoring (plankton trawls etc.) coastal movement/change, habitat transects seagrass, mangroves, reef flats, etc. species occurrence, size, abundance and diversity monitoring (e.g. fishery catch monitoring, catch and release data, fish diversity and biomass transects etc.)
3. Review, in consultation with stakeholders, current monitoring methodologies and identify minimum criteria that provide useful comparable data sets.
4. Identify contribution of Seychelles marine protected areas and the SMSP to international commitments under: the Convention on Biological Diversity, Framework Convention on Climate Change, the Convention on Migratory Species and the Nairobi Convention.
5. Identify what monitoring is and needs to be undertaken to assess MPA implementation of international commitments and identify reporting format to facilitate national reporting.
6. In consultation with MPA management agencies identify prevalent administration processes, including accounting/purchasing and scope/need, if any, for harmonization.
7. Assess the monitoring, control and surveillance procedures currently being used by MPA management agencies, identify best practice and make recommendations for standardized approaches where practicable.

### **4. DELIVERABLES**

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

1. Clear standardized minimum environmental/biodiversity monitoring criteria and protocols with related reporting formats to enable inter-site and overall SMSP status and trends.
2. Assessment of pertinent national and international reporting obligations.

3. Recommendations for monitoring and reporting format to facilitate reporting on national implementation of internal obligations.
4. Recommendations for standardised operational guidelines, including accounting and procurement procedures and common sourcing and standardized equipment purchasing and spares etc.
5. Recommendations for standardised surveillance and enforcement, including training criteria.
6. Recommendations for other aspects of management that could be standardised, such as reporting schedules and formats

## **5. TYPE OF CONTRACT**

This is a short-term local consultancy.

## **6. DURATION AND TIMELINE**

The assignment is expected to commence in May 2024, over 45 days for a period of 5 months, and ends in September 2024.

## **7. RESPONSIBILITIES AND REPORTING**

The consultant will be expected to be working in partnership with the MACCE, SMSP Team, SFA, SeyCCAT, and SMSP Unit. The consultant shall report on any matter pertaining to the task directly to the Grants Manager at SeyCCAT, who will be responsible for the effective implementation of the assignment.

Technical guidance may also be provided by the Oversight Team that will be nominated representatives from the above listed entities.

The SeyCCAT Grants Manager will oversee the contract deliverables for payment.

## **8. QUALIFICATIONS AND SKILLS REQUIRED<sup>2</sup>**

The consultant should have the following:

### Qualifications and experience

- MSc in environmental subject, with a focus on marine conservation desirable.
- Minimum of 5 years of experience working in marine conservation/science in the Western Indian Ocean (essential) with experience working in Seychelles (desirable).
- Experience of working with management plans (desirable)
- Experience in standardized approaches and protocols for environmental monitoring (essential).

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<sup>2</sup> Note that a scoring system is used, based on these criteria, to assess the technical skills of all applicants.

### Competencies and Skills:

- Strong (proven) understanding of marine protected area management (essential).
- Strong (proven) background in successful project management and leading successful projects (essential)
- Planning, coordinating, and organizing – Ability to establish priorities and to plan and coordinate work; proven experience in coordinating multi-stakeholder projects
- Communications - Excellent communication skills and effective interpersonal and negotiation skills and a 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, the private sector, managers, marine park rangers and scientific researchers
- Strong writing, presentation, and reporting skills
- Demonstrated examples of similar work undertaken
- Proven experience with regards to the protected area management in Seychelles is an added advantage
- Strong (proven) history of delivering outputs on time and to a high quality.
- Knowledge or experience working on donor funded projects is an advantage
- Fluency in English (essential); knowledge of Creole and/or French is an asset. Fully Microsoft Office literate

## 9. APPLICATIONS

Applications may be submitted by email to the address below. Applications must include the following:

- A cover letter describing qualifications and experience pertaining to this assignment
- A full CV with references
- A sample of previous works similar to what is being requested in TOR
- A simple work plan or timeline. Template provided in Annex 1 may be used.
- A financial proposal linked to the work plan. Template provided in Annex 2 may be used.
- Mark proposals as **STANDARDIZED APPROACHES AND PROTOCOLS FOR ENVIRONMENTAL MONITORING**

**Applications should be sent via email, or via physical submission, to:**

Grants Manager

Seychelles Conservation and Climate Adaptation Trust (SeyCCAT)

Ocean Gate House, Room 109, Flamboyant Avenue, Victoria, Mahé, Seychelles

Tel (Office): +248 4325806 Tel (mobile): +248 2580631

Email: [info@seyccat.org](mailto:info@seyccat.org) CC: [grantsmanager@seyccat.org](mailto:grantsmanager@seyccat.org)

**Closing Date: 4pm** Seychelles Time on **8<sup>th</sup> April 2024** (Late submissions and/or incomplete applications will not be considered. Only short-listed applicants will be contacted).

**ANNEX 1**

**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:** GIF MNGT PLN **T.I.N:** .....

**CONTRACT DURATION:**  
(Please refer to TOR)

**SCOPE OF WORK AND PROPOSED APPROACH:**  
(Please refer to TOR – elaborate your proposed approach and justify and changes being proposed)

**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/weeks)										Number of days	Deadline for deliverable
	Month 1									Month 5		
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 2**

**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:** GIF MNGT PLN

**T.I.N:** .....

ITEM DESCRIPTION	QUANTITY Days	UNIT PRICE Per day (CURRENCY)	TOTAL (CURRENCY)
1. Professional fees	DAYS		
2. Any other cost ( <i>please itemize e.g. taxes</i> )			
<b>Additional information</b>  The following costs will be covered by GIF: <ul style="list-style-type: none"><li>• 1<sup>st</sup> stakeholder consultation workshop (virtual)</li><li>• One-2-one stakeholder meetings</li><li>• 1 stakeholder validation workshops on Mahé</li><li>• Travel cost from Praslin and La Digue</li></ul>			
<b>TOTAL COST (CURRENCY)</b>			

Date: .....

Signature: .....