

## **Terms of Reference (TOR)**

**for**

### **Consultant to Develop an Impact Report for Seychelles Conservation and Climate Adaptation Trust (SeyCCAT)**

#### **1. Background**

The Seychelles Conservation and Climate Adaptation Trust (SeyCCAT) is an independent, public-private trust fund currently managing more than US\$ 25 million in grant projects. SeyCCAT strategically invests in ocean stakeholders to generate new learning, bold action and sustainable blue prosperity in the Seychelles. SeyCCAT was established in 2015 to manage an innovative debt for nature restructure between the Government of Seychelles (GoS) and the Paris Club of creditors, supported by The Nature Conservancy (TNC). The GoS committed to advance policies and investment around marine conservation, the blue economy and climate change, notably the development of a Marine Spatial Plan (MSP) for its 1.35-million km<sup>2</sup> Exclusive Economic Zone (EEZ). In March 2020 Seychelles completed the designation of 30% of its territorial waters and EEZ as Marine Protection Areas (MPA). SeyCCAT, the GoS, and the MSP core team energised efforts to support the implementation of the MSP, partnering with others such as the Blue Nature Alliance, Pew, Oceans 5, The Nature Conservancy and Waitt Foundation to measurably support the implementation and effective management of the MSP by 2024 through the establishment of a governance system, the strengthening of sustainable blue financing and the functionality of the MSP and MPA network.

#### **2. Objectives**

The main objective of this consultancy is to develop a comprehensive and compelling Impact Report that highlights the positive environmental and socio-economic outcomes achieved through SeyCCAT's funded projects. This report will serve multiple purposes:

- **Demonstrate Impact:** Clearly showcase the positive environmental and socio-economic changes achieved by SeyCCAT, its' grantees and projects; both in a local and international context. This will quantify the organisation's effectiveness in achieving its mission and strategic goals.

- **Increase Visibility:** Share SeyCCAT's successes with a wider audience, including existing and potential donors, partners, government agencies, and the general public. This will raise awareness of SeyCCAT's work and the importance of ocean conservation and climate change adaptation in the Seychelles.
- **Leverage New Funding:** Provide a tangible output that can be used to attract new funders and secure additional resources for SeyCCAT's ongoing work. The report should effectively communicate the return on investment (ROI) associated with supporting SeyCCAT's projects.
- **Promote Best Practices:** Share valuable lessons learned and best practices from successful projects, which can inspire and guide future SeyCCAT grantees and other organisations working in similar fields.
- **Foster Collaboration:** Highlight successful partnerships and collaborations fostered by SeyCCAT, potentially attracting new partners and strengthening existing relationships.

### 3. Scope of Work

The consultant will be responsible for the following tasks:

- **Data Collection and Analysis:**
  - Review of all SeyCCAT project documents, monitoring reports and frameworks (including indicators), and other relevant materials to gather data on project achievements.
  - Conduct interviews with project managers, beneficiaries, and other stakeholders to collect data on the impact of the projects.
  - Analyse the data to identify key metrics and success stories that demonstrate the environmental, sustainability and socio-economic outcomes of SeyCCAT's work.
- **Report Development:**
  - Develop a clear and concise report structure that effectively communicates SeyCCAT's impact.
  - Write compelling content that showcases the successes of funded projects, including case studies and testimonials.
  - Design and produce a visually appealing report with high-quality graphics, photos, and maps.
  - Ensure the report adheres to SeyCCAT's branding guidelines.
  - Compile data into clear and impactful infographics or charts.
  - Develop a comprehensive and adaptable Impact Assessment Framework tailored to SeyCCAT's needs and objectives.

- **Delivery:**
  - Submit the final report in a format suitable for digital and print distribution (.pdf and editable source file).
  - Present the key findings of the report to SeyCCAT staff and stakeholders.

#### 4. Deliverables

The consultant will deliver the following:

1. An inception report with a detailed work plan, describing the implementation of the assignment, including a detailed timeline and scope of the assignment approved by the Oversight Team, post inception meeting.
2. Two Drafts + 1 Final Comprehensive Impact Report:
  - a. A high-quality report (minimum [Insert number] pages) in digital format (.pdf) suitable for online distribution and a separate editable source file (e.g., Word document).
  - b. The report should be visually appealing and include high-resolution photos, maps, and infographics.
  - c. An executive summary providing a concise overview of the report's key findings and recommendations.
  - d. Compelling case studies that showcase the successes of specific SeyCCAT-funded projects and their impact on beneficiaries.
  - e. Testimonials from project managers, beneficiaries, and other stakeholders.
  - f. Clear and impactful data visualisation elements (infographics, charts, graphs) that effectively communicate the environmental and socio-economic outcomes of SeyCCAT's work.
  - g. A section that highlights successful partnerships and collaborations fostered by SeyCCAT.
  - h. 1-2 page summary brief of the full report, suitable for quick distribution to potential donors or partners.
3. Presentation:
  - a. A clear and engaging presentation summarising the key findings of the Impact Report.
  - b. The presentation should be delivered to SeyCCAT staff, board members, and potentially other stakeholders (donors, partners).

- c. The consultant should provide the presentation slides in a format suitable for future use (e.g., PowerPoint or Google Slides).
- d. Workshop hosting for SeyCCAT staff and invited partners and stakeholders to present final report.

#### 4. Visuals:

Develop & design social media graphics and posts promoting the key findings of the report.

#### 5. Type of Contract

Long-term consultancies open to an individual consultant or a consultancy firm. The consultancy is open to National/International applicants, noting that International applicants require regular travel to Seychelles.

#### 6. DURATION AND TIMELINE

The consultancy is expected to be completed within 40 days over a period 5 months from the contract signing in November 2024.

#### 7. RESPONSIBILITIES AND REPORTING

The Consultant will report to the CEO SeyCCAT and M&E officer who will be responsible for the successful implementation of the assignment and, who will supervise and validate outputs of the Consultant in collaboration with the Review Team.

#### 8. QUALIFICATIONS AND SKILLS REQUIRED

The applicant should have the following minimum qualifications:

- A post-graduate university degree in relevant fields (including environmental management, social sciences);
- At least 10 years of experience in research management and research design;
- At least 5 years of proven experience of successful interactions with all levels of stakeholder groups
- Excellent communication skills with experience in moderation and facilitation of stakeholder discussions, and reviews

The consultant should have the following competencies:

- Strong writing, presentation and reporting skills;
- Fluent written and oral communication in English; knowledge of Creole and French is an advantage;
- Proven track record of delivering on time for past contracts/project.

## 9. APPLICATION

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

- a. A cover letter describing experience and qualifications
- b. A full CV
- c. A work plan, describing implementation plan of the assignment, including a timeline and scope of the assignment;
- d. Example of elective project experience in fields complementary to the Terms of Reference of this assignment
- e. Professional fees, linked to the work plan
- f. Tax Identification numbers (TIN) from the Seychelles Revenue Commission

Mark application as **SeyCCAT Impact Report**

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

Ms Diana Renaud  
Seychelles Conservation and Climate Adaptation Trust (SeyCCAT)  
Ocean Gate House, Room 109, Flamboyant Avenue, Victoria, Mahé, Seychelles  
Tel (Office): +248 4325806 Tel (mobile): +248 2632386  
Email: [info@seyccat.org](mailto:info@seyccat.org) CC: [drenaud@seyccat.org](mailto:drenaud@seyccat.org)



**Closing Date:** 6pm Seychelles Time (UTC+4) on **11<sup>th</sup> October 2024** (Late submissions and/or incomplete applications will not be considered. Only short-listed applicants will be contacted for an interview).