	Contract Number:	#002/2023/SusGren/CBF-EbA/UnionIsland/Contractor /Breaches
	Contract Name:	Contractor
	<b>Accounting Information - Serial No. 02</b>	
	Project	To Scale-Up Restoration at Ashton Lagoon for Climate Change Adaptation and Sustainable Livelihoods on Union Island
Source of Funds	Caribbean Biodiversity Fund (CBF) through the German Development Bank (KfW)	

**Terms of Reference**  
**Contractor – To Create Breaches in Ashton Lagoon Marina Pier Structure**

**1. Summary**

<b>1. - Project title</b>	Scaling up Restoration at Ashton Lagoon using a Ridge to Reef Approach for Climate Change Adaptation and Sustainable Livelihoods on Union Island
<b>1.2 - Purpose</b>	To create breaches in the Ashton Lagoon marina pier structure
<b>1.3 - Title of services</b>	Contractor
<b>1.4 - Duration</b>	2 months
<b>1.5 - Working nature</b>	Contractor
<b>1.6 - Location</b>	Ashton Lagoon, Union Island, St. Vincent and the Grenadines.
<b>1.7 - Start Date</b>	July 2023
<b>1.8 - Contracting authority</b>	Sustainable Grenadines Inc. (SusGren)
<b>1.9 - Source of funds</b>	Caribbean Biodiversity Fund (CBF) through KfW German Development Bank
<b>1.10 - Reporting to</b>	Technical Officer (Mr. Audwin Andrews – SusGren)
<b>1.11 – Budget</b>	US\$10,000.00 (EC\$27,000.00)
<b>1.11 General description of Services</b>	The Contractor would provide labour and equipment to breach three (3) designated sections in the finger piers in Ashton Lagoon as per the designed in this ToR. Specifications are 20 x 25 x 6ft

## Project Background

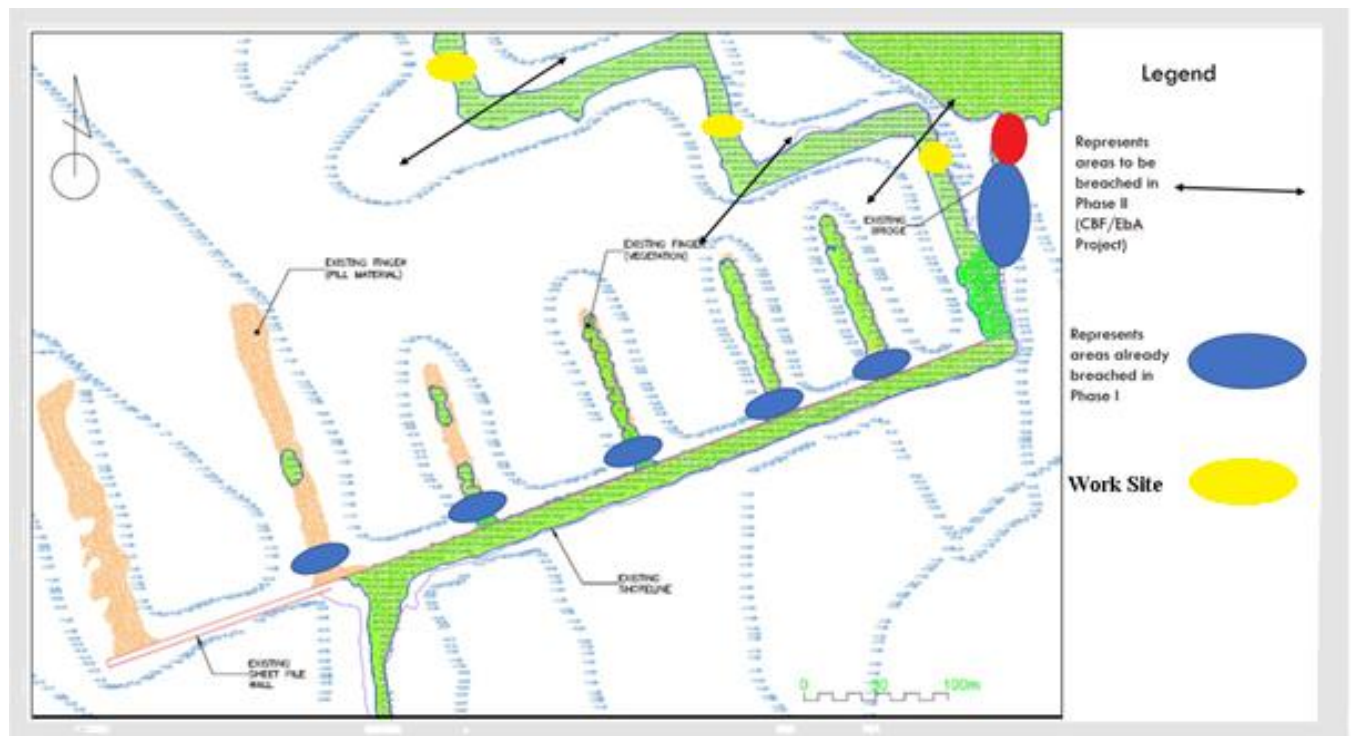
Background of the project, current position, approach, scope and objectives

The project will scale-up restoration actions by re-opening three areas in the abandoned marina pier structure to improve water circulation and reduce turbidity to improve ecosystem health for fisheries, coral reef and bird habitat towards increasing coastal resilience to Climate Change. Secondly, the plan will develop the mangrove nursery to accommodate supplementary plants to ensure availability on a consistent basis for out-planting in eroded areas as a nature-based solution to attrition. Expand on the established coral nursery at Ashton Lagoon to accommodate an additional 300 coral fragments to rehabilitate viable reef system. Furthermore, the proposal will address sustainable livelihoods for communities in and around Ashton Lagoon by developing the black mangrove honey initiative, pilot 10 ecological farms to reduce pressure on the marine ecosystem, engage the community in eco-friendly activities to bring about awareness to encourage appreciation for the importance of natural resources for long term management and climate change by using these ecosystem-based approaches.

## Scope and Objectives

The objective of this assignment is to boost water circulation for the protection of sensitive marine ecosystem in the Ashton Lagoon vicinity by breaching three gaps 20x25x6 feet. The work is to be undertaken by an individual or firm. SusGren will acting through the Works Supervisor will provide support to the Contractor to get the tasks outlined below completed. The Contractor will conduct the following tasks to achieve the objectives of the assignment;

### Work Site depicted in Yellow.



### **Task 1: Prepare a Work Plan**

An inception meeting will be held between SusGren, the Works Supervisor and the Contractor for the following purpose; (i) review and discuss the process for conducting the assignment; (ii) determine roles and responsibilities; (iii) identify preliminary background information related to the assignment, (iv) identify possible risks and mitigation measures; and (v) finalize a draft work plan and timetable prepared by the Contractor. The final work plan will be prepared by the Contractor with oversight from the Works Supervisor and submitted for approval to SusGren. The work plan will guide this assignment to facilitate timely completion of all tasks and satisfactory end results.

### **Task 2: Scope site**

Conduct scoping mission of work site to plan mobilization strategies and identify the most appropriate location to start out works.

### **Task 3: Execution of breach works**

- Breach 1<sup>st</sup> gap
- Breach 2<sup>nd</sup> gap
- Breach 3<sup>rd</sup> gap

### **Task 4: Completion and Inspection**

Inspection of works will be performed with the Works Supervisor and approved following a defects liability period..

## **5. Key Deliverables**

- Approve workplan
- Conduct 3 site scoping missions
- Execute breaches in the time period
- Observe defects liability period and make good on any remedial work
- Complete all works as stated in the scope of works

## **6. Qualifications**

Execution of this Terms of Reference requires a consultant with the following qualifications:

- Must demonstrate a minimum of 3-5 years of experience in conducting works in sensitive ecological ecosystems.
- Must provide necessary tools.
- Must have access to reliable able bodied human resource team necessary to perform works and must demonstrate past experience mobilizing and managing work groups for extended periods.
- Experience in performing coastal works within the Eastern Caribbean.
- Excellent organizational, written, and verbal communication skills in English and experience in writing reports.
- Ability to communicate on a regular basis via phone, email and other electronic media (i.e., Skype, Zoom, WhatsApp etc.).

## 7. Timing and Length of Contract

This consultancy is scheduled to commence July 19<sup>th</sup>, 2023 and will last for 2 months.

## 8. Application Process

A single stage Selection Tender Process will be conducted, which means Bidders will submit their evidence of qualification along with the technical and financial offer in a single document. The Contract will be awarded to the Bidder who is qualified to perform the contract and whose financial bid has been determined to be the most feasible. The Contractor bidding is expected to perform the works as the activity cannot be subcontracted.

## 9. Evaluation of Bid

SusGren will be using a Quality and Cost-Based Selection (QCBS) process; therefore, the Contractor must demonstrate the capacity to perform a high quality service in addition to having a competitive price not exceeding the budget. Candidates must score a minimum of 80 points on the technical proposal after which the Financial Proposal will be considered. The Technical Proposal is 80 percent of the score and the Financial Proposal is 20 percent of the score.

### Final Evaluation

The Technical Proposal of this Tenderer will be weighted 80% as follows:

With, *PT* = attributed score for Technical Proposal,  
*T* = Tenderer's score in the technical evaluation,  
*To* = highest 'technical' score of all Tenderers.

$$PT = 80 * T/To$$

Then the Financial Proposal of this Tenderer will be weighted 20% as follows:

With, *PF* = attributed score for the Financial Proposal (points),  
*C* = Tenderer's corrected price of the Financial Proposal,  
*Co* = lowest corrected Financial Proposal.

$$PF = 20 * Co/C$$

Therefore, with, *P* = Complete Proposal or the total score of the Tender:  $P = PT + PF$ .

The Tenderer who submitted the proposal with the highest total score will be invited for contract negotiations. The negotiations will clarify the work and methods to be used and any necessary staffing or schedule adjustments.

Quality Score (max 80)			
#	Selection and Criteria and Evaluation Matrix	Matrix Score	Candidate's Score
1	Track record and Technical Skills	20	
2	Knowledge, prior and local experience,	20	
3	Methodology	20	
4	Work Plan and timeline schedule	20	
	<b>Sub-Total</b>	<b>80</b>	
Financial proposal (max 20)			
5	Feasibility (labour and materials)	20	
	<b>Total</b>	<b>100</b>	

## 10. Submission

Individuals interested in this consultancy are invited to send the following documents with the subject title “*Contractor – Breaches: Aston Lagoon Phase*”.

- Cover letter
- Curriculum Vitae or Resume or Company Bio
- Proposal for completing the consultancy (technical and financial) be sure to include examples of similar or previous works that aligns with this request (photos etc).

Applications can be hand delivered to our office at Jerome Village, Ashton, Union Island between the hours of 8:30am – 4:30pm (all hand delivered items must be in sealed envelopes and necessary documents signed) or emailed in PDF format to [susgreninc@gmail.com](mailto:susgreninc@gmail.com) in *one single file no more than 10 pages attention to Ms. Kristy Shortte*. **The deadline for the submission 4:30pm Eastern Caribbean Time on July 14<sup>th</sup>, 2023.**

*Disclaimer: SusGren reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. SusGren will not be bound to provide any reason for not short-listing or selecting any applicant and will not defray any costs incurred by any applicant in the preparation and submission of this Request for Proposal.*