

Terms of Reference

Belize Spiny Lobster Fisheries Improvement Project (FIP) + Fisheries Development Model (FDM) Coordinator

Background

Fishery Improvement Projects are a globally recognized model that addresses environmental challenges in a fishery by bringing together players within the supply chain (retailers, processors, producers, and/or fishers) to demand and leverage better management of marine resources. The [Belize Spiny lobster Fishery Improvement Project \(FIP\)](#) was launched in 2019 and it is the first of its kind in Belize. Belize's FIP model is a two-pronged strategy that couples Future of Fish's [Fishery Development Model](#) (FDM) with the FIP process to identify and solve for business and social improvements while addressing environmental gaps in the system. In September 2019, stakeholders were identified and engaged through a co-design process where a comprehensive work plan and budget was drafted and agreed upon. A Steering Committee was formed, a FIP Coordinator role was established, and a blended finance strategy is being defined. Three Task Forces have been established: the Tech-Based Enforcement Task Force, the Socioeconomic Task Force, and the Communications Task Force, to facilitate execution of different thematic areas of the FIP work plan. Establishment of further Task Forces are planned in the second half of 2022, including the Research and Monitoring Task Force, and the Policy and Legislation Task Force.

To date, the collaboration of key fishery stakeholders under the FIP has resulted in significant advances towards FIP goals in areas including cooperative institutional strengthening, improvements to operational efficiencies and marketing capacity, adoption of electronic traceability by both cooperatives, implementation of satellite-based vessel monitoring and digital marine enforcement capabilities, advances in scientific fisheries research, and policy advancement through the passing of the revised 2020 Fisheries Resources Act by the Government of Belize. Belize's FIP, accountable to the [Fishery Progress online platform](#), is the youngest, first and only Spiny lobster FIP to achieve a 'B' or an 'A' rating. The FIP, which has

achieved approximately 20% of its work plan as of February 2022, has now become an umbrella framework guiding all actions to improve the lobster fishery.

Scope of Work

The Belize Spiny Lobster FIP + FDM project requires detailed coordination among all stakeholders to move the various elements of the FIP work plan forward, as well as support the implementation of the blended finance strategy. Therefore, the FIP Coordinator will work closely with TNC and the FIP+FDM Steering Committee and Task Forces to progress, track, and report on all elements of the Belize Spiny Lobster FIP+FDM work plan and associated budget. The overall objective of the FIP Coordinator role is to strategically support multi-stakeholder awareness, inclusion, and participation in the various aspects of the FIP, ensuring a continued high progress rating throughout the implementation of the remaining activities under the FIP work plan. The FIP coordinator will report to TNC's Fisheries Specialist.

The Consultant or Firm is expected to:

1. Identify, liaise, and where necessary, collaborate with relevant stakeholders to ensure understanding of FIP purpose and specific activities, and secure and maintain commitment for participation in the FIP;
2. Support FIP+FDM stakeholders in moving forward their respective action plan activities to ensure deadlines are met;
3. Monitor the implementation of the FIP work plan by the various FIP participants, with effective tracking and monitoring tools and providing monthly updates to the FIP Steering Committee; and where relevant update the FIP workplan to reflect existing and new priorities and focal areas, ensuring that the FIP action plan remains relevant and adaptive.
4. Ensure that FIP+FDM stakeholders are reporting their progress as defined by their respective actions in the FIP+FDM action plan; develop and support an infrastructure for accepting stakeholder reporting, data and report storage and management;
5. Organize and lead FIP progress updates which includes collection of progress reports and associated means of verification from FIP participants, storing these in a central database

repository, and uploading to Fisheryprogress.org according to 6-monthly reporting requirements;

6. Develop internal and external communication protocols to facilitate easy communication and coordination between the co-ops and the other important external and internal stakeholders.
7. Socialize updates with all FIP participants to increase transparency and accountability among stakeholders through appropriate methods;
8. Assist in coordinating and ensuring that all FIP Task Forces and Steering Committee meetings are held within the specified timeframe;
9. Assist in drafting and reviewing meeting minutes before distributing to respective FIP Task Forces and Steering Committee;
10. Coordinate regular meetings with the Implementing Leads of the Task Forces to discuss progress, challenges and opportunities, and co-develop goals for subsequent Task Force meetings;
11. Assist in identifying funding opportunities, filling financial gaps, and develop and manage budgets;
12. Provide administrative and logistical support for the execution of the FIP 3-year Audit;
13. Attend planning sessions or meetings, which may be virtual or in-person meetings with TNC, and other stakeholders as needs arise;
14. Periodic travel to Belize City and Belmopan and fisher communities may be necessary;
15. Ensure the FIP reports to and meets compliance with the social responsibility aspects of fisheryprogress.org.

Key Deliverables:

1. Develop monthly newsletters on the progress of the FIP to distribute to all stakeholders;
2. Prepare and submit bi-annual reports to Fishery Progress;
3. Submit monthly debriefing reports on progress made, challenges and next steps to TNC Fisheries Specialist.

Requirements and Qualifications

- Bachelor's Degree in aquatic, fisheries, or environmental science or project management, or a related field;
- Proven people management skills and experience;
- Understanding of the social, political, cultural and ecological contexts in Belize;
- At least 3 years demonstrated work experience as a project coordinator or similar role;
- Proven organizational and communication skills including report writing, logistics planning, reporting, public speaking;
- Ability to work fluently and independently in English and Spanish including leading technical conversations/meetings;
- Familiarity with the Marine Stewardship Council (MSC) standards and the Fishery Improvement Project (FIP) approach is highly desirable.
- Experience in marine fisheries management in the Caribbean is an asset.

Timeline & Budget

Activities are to commence immediately upon signing of a contract and proceed for a minimum of 12 months with the option to renew based on successful implementation. The budget for this should be inclusive of all applicable taxes, and must include all expenses for the coordinator.

Application process:

The deadline for submission is 17th June, **2022 at 12 p.m. (Belize time)**. Interested consultants or consulting firms can submit proposals via email to james.foley@tnc.org with copies to wendy.casasola@tnc.org. Proposals should be in PDF format outlining an implementation plan and the intended methodology, budget (including reference to estimated personnel time), curriculum vitae outlining relevant qualifications and portfolio of their work.