



## **TERMS OF REFERENCE FOR WORKSHOP FACILITATOR**

### **CLIMATE CHANGE ADAPTATION INVESTMENT FORUM**

#### **1. Introduction**

The tourism sector of the Maldives contributes to 30% of the nation's GDP, and 60% of the foreign receipts. The sector is one of the most important providers of employment in the country. The sector maintains critical economic linkages with remote and highly dispersed inhabited islands, and is linked to a diverse range of value chains and opportunities related to agriculture, fisheries, manufacturing, construction, transport, communication, energy, water and waste management.

Climate change undermines the resilience, viability and profitability of the tourism and its value chains, both directly and indirectly. In spite of the evident impact of climate-related events on the tourism sector, monitoring for compliance with existing laws and regulations are not properly carried out, not enforced, and often left for the industry to self-regulate. In addition, since adaptation is not integrated into policy and planning instruments of the tourism sector, there is little or no adoption of climate-smart planning and investment practices. A number of tourism operators still employ water, waste and energy management practices which damage the natural capacity of the sensitive reef ecosystems to adapt, which make the tourism value chains vulnerable to climate-related shocks and stresses.

Tourist operators lack knowledge and guidance on how to apply no-regrets adaptation options in relation to the management of waste, freshwater and energy resources on resort islands to increase the resilience of the tourism sector. Climate vulnerabilities of the dependent communities will affect the value chain and operation of the tourism operators and these communities lack knowledge and finances to address climate change vulnerabilities.

In response to this nationally prioritized challenge, the government of Maldives, in partnership with UNDP, has developed the project titled "Increasing Climate Change Resilience of Maldives through Adaptation in the Tourism Sector" (TAP) that is currently under implementation and financed from the GEF/LDCF.

## **Purpose of the consultancy**

Purpose of this consultancy is to orchestrate the Climate Change Adaptation (CCA) Investment Forum and provide incentives for the Maldives tourism sector to adopt no-regrets adaptation strategies and investments. This can be achieved by the consultant assisting preparation of presentations on the findings from the studies conducted by TAP on waste management, water, financial instruments to cover and transfer the risks of climate hazards, economic valuation of the costs and benefits of adapting to climate change impacts, as well as the Tourism Master Plan, which provides environmental guidelines as well as recommendations for tourist facilities to move towards climate resilience in the tourism sector. The consultant will furthermore showcase the progress of the pilot-demonstration small grants projects, to make a case for strengthening the adaptive capacity of tourism businesses and associated communities. The consultant will also coordinate with the private sector tourism businesses, and organize to provide a platform for investors and industry experts to showcase their products at the forum.

## **Scope of work**

The consultant will be responsible for the following tasks:

- a) With consultation from TAP PMU, design and document an appropriate process for the workshop leading to the desired results;
- b) With consultation from PMU and Technical Committee of TAP, develop resource materials based on technical reports that can be used by participants of the workshop
- c) With consultation from TAP PMU and Technical Committee of TAP, develop presentation materials based on the existing technical studies and reports conducted by TAP;
- d) With consultation from TAP PMU develop presentation materials based on proposals developed for the demonstration projects
- e) Conduct the presentations if necessary (where sectoral presentations are lacking);
- f) Facilitate the workshop ;
- g) Produce the workshop outcome report. This report should draw on discussions from the workshop to highlight how to improve coordination of government agencies to improve adaptation to climate change in the tourism sector, and results achieved to meet the objective of TAP.

## 2. Outputs

	<b>Deliverables</b>	<b>Workplan</b>	
<b>1</b>	Strategy paper outlining the processes and methods to achieve the objectives of the forum	1 week from signing of contract	
<b>2</b>	Presentation material based on CCA investment technical reports and pilot demonstration projects	2 weeks from submission of inception report	
<b>3</b>	Resource materials for forum participants developed based on proposals developed for the demonstration projects		
<b>4</b>	Draft report of the forum, which will be a full account of all the original discussions which will be ready at the end of the forum.	1 week after forum	
<b>5</b>	Final outcome report of the forum.	1 week after draft	

1. Strategy paper/inception report for the Forum outlining the processes and methods to achieve the objectives of the workshop
2. Presentation materials based on technical reports and pilot demonstration projects
3. Resource materials for workshop participants developed based on technical reports
4. Draft workshop report of the workshop. The documentation will be a full account of all the original discussions in which will be ready in a draft form at the end of the meeting.
5. Final workshop report of the workshop/ Forum.

## 3. Criteria and Eligibility

### 1) Technical Expertise (70%)

- Preferably a Master's degree in sustainable tourism, environmental management, or related field with focus on Tourism and Environment (20%)
- Preferably five years' experience in facilitating strategic planning and project formulation preferably in the area of environment and tourism ( 15%)
- Preferably 3 years of experience in the field of climate change adaptation in the tourism sector (15%)
- Excellent communication skills (written & oral English and Dhivehi) are an essential requirement. These are to be graded upon:
  - a) Submission of previously published reports (5%)
  - b) Interview with TAP PMU to analyse oral communication skills (5%)
  - c) Knowledge of the tourism industry, particularly the resorts and tourism dependent communities (10%)

## 2) Financial Proposal (30%)

### 4. Reporting & Payments

- The structure/format of the reports must be in line with internationally recognised standards. Suggested draft structure/format to be approved by project team;
- All draft documents should be in Microsoft Word and all final documents in Adobe Acrobat format; and
- All documents should be free from access restrictions.
- The payments shall be contingent upon the successful completion of the deliverables/milestones as outlined in the contract.

### Inputs

#### a) Government of Maldives

- i. Provide relevant background information including copies of relevant documents;
- ii. Liaison and assistance in communicating with stakeholders;
- iii. Provide input on draft documents;
- iv. Make travel and meeting arrangements ;
- v. Arrange venue and other logistics for the forum.

#### b) UNDP Maldives

- i) Provide relevant background information including copies of relevant documents;
- ii) Provide input on draft documents.

### Duration and Location

The forum will be held on 25th March 2015 in Male', or a nearby resort. The consultant will be expected to engage with the National Project Director, the National Project Manager and the Project Management Unit (PMU), for duration of five weeks (3 weeks before the forum and 2 weeks after). The final documentation of the forum should be submitted to PMU no later than 9<sup>th</sup> April 2015.

## **5. Procedures and deadline for submitting proposals**

Those wishing to be considered for this consultancy should submit their technical and financial proposals to:

The National Project Director/  
Project Management Unit (PMU),  
Ministry of Tourism, Arts and Culture (MTAC),  
5th Floor, Velaanaage,  
Male’.

The proposal should reach the above by 24<sup>th</sup> February 2015 at 12:00 noon. Submissions by email should be sent to [tap@tourism.gov.mv](mailto:tap@tourism.gov.mv)

For more information, please contact the Tourism Adaptation Project, Ministry of Tourism  
[tap@tourism.gov.mv](mailto:tap@tourism.gov.mv).

Telephone: +960 3022 272.