



## Commonwealth Blue Charter

### Training on mapping coral reef ecosystems

#### TERMS OF REFERENCE

##### Overview

The Commonwealth Secretariat is seeking to engage a qualified Contractor to provide remote training to Commonwealth country officials on mapping and identification of coral reefs. The Contractor will support the Commonwealth Blue Charter Action Group on Coral Reef Protection and Restoration as described below.

##### Background

The Commonwealth is a voluntary association of 54 independent and equal sovereign states and home to 2.4 billion people. The Commonwealth Secretariat is an independent organisation working with the 54 member countries and assists them together to promote prosperity, democracy and peace, amplify the voice of small states, and protect the environment.

The Commonwealth Secretariat's Trade, Ocean and Natural Resources Directorate assists its member countries to sustainably manage their natural resources, in the ocean and on land, for the benefit of present and future generations. The Secretariat provides technical assistance and support to member countries in the development of policies, laws, design of fiscal regimes and strengthening national institutions as they seek to implement the Sustainable Development Goals.

The [Commonwealth Blue Charter](#) is an agreement by Commonwealth countries to cooperate in actively addressing the myriad of ocean-related issues and commitments that they face. Blue ecosystems are being degraded and destroyed at an unprecedented rate and this is not an issue any single country can solve alone.

In April 2018, the Commonwealth Blue Charter was adopted by member countries, to guide cooperative action on ocean issues. Commonwealth Blue Charter Action Groups are member-driven, led by Commonwealth Blue Charter 'Champion' countries. Working together, Action Groups can unlock the experiences and knowledge of 54 nations.

The Commonwealth Blue Charter works through a set of [Action Groups](#), each devoted to a particular ocean issue. Action Groups are driven by member countries, led by 'Champion' countries. So far 15 countries have stepped forward to be Champions on 10 topics:

- Commonwealth Clean Ocean Alliance (marine plastic pollution)
- Coral Reef Protection and Restoration
- Mangrove Ecosystems and Livelihoods
- Marine Protected Areas
- Ocean Acidification
- Ocean and Climate Change

- Ocean Observation
- Sustainable Aquaculture
- Sustainable Blue Economy
- Sustainable Coastal Fisheries

These 10 Action Groups have been setting priorities and developing their individual Plans of Action that take into account their regional needs and resource requirements.

The Commonwealth Secretariat is seeking to engage a qualified consultant to work with our partners and Champion countries to provide remote training to Commonwealth country officials on mapping and identification of tropical coral reefs to support the Commonwealth Blue Charter Action Group on Coral Reef Protection and Restoration.

### Objectives & Purpose of the Consultancy

The purpose of this consultancy is to provide an introductory training on the range of mapping tools available for coral reef scientists and managers including the Allen Coral Atlas, Google Earth Engine (GEE) and GIS software (SAGA and/or ArcGIS) to government officials across the Commonwealth Blue Charter. This work complements and is similar to earlier training developed for the Blue Charter on the mapping of mangroves. Note that the training will build on a strategic partnership of the Commonwealth Secretariat with the [Allen Coral Atlas](#).

The consultancy will include:

- Liaising with the Secretariat, Blue Charter partners and Champion countries to identify and adapt existing sources and training materials, drawing upon subject matter experts and other materials.
- Introduction to the basic features of the above-mentioned software systems
- Introduction to the fundamentals of key mapping data sets (derivation and key principals, considerations, pitfalls, metadata, etc.)
- Demonstrations and Activities relating to the key mapping tools and data sets
- Training on performing basic analysis
- An overview of the advantages and limitations of the different software solutions
- Management and policy solutions and implications
- Application of mapping tools in the monitoring of impacts due to climate change, natural disasters and other impacts such as fishing or shipping routes.

The module should be designed in two parts:

Module one: designed to assist technical staff in the identification, mapping, analysis and monitoring of coral reef ecosystems; and

Module two: designed to assist managers in better understanding, incorporating and developing data for use in policies, management plans, indicators and other information products.

The Contractor will be expected to identify and draw upon a range of materials, including existing materials (e.g. current online training materials, mapping exercises and manuals) from the Commonwealth Secretariat and its partners, as well as the expertise that the Contractor brings to the assignment. If purchase of other external materials is required, these will need to be discussed with the Commonwealth Secretariat.

### Expected Deliverables and Location

The modules will be virtually delivered via Zoom (or equivalent; the Commonwealth Secretariat will supply the necessary licence). The course will be delivered 'live', twice to accommodate both the Pacific and GMT time zones (maximum of 4 sessions, 2 in each time zone). Afterwards, the course will be transformed by the Contractor into SCORM compliant self-paced learning modules.

It is envisaged that live delivery of the course will last at least 3 hours each (for the technical and managers modules), though this is open to further discussion with the Contractor, when agreeing upon the outline and content.

Content should be varied to hold interest and present various perspectives. Participants should be encouraged to interact and discuss points.

Please note that the Contractor will need to ensure that appropriate staffing is provided for the management of breakout groups, and to assist in any trouble shooting during the delivery of modules; e.g., assisting participants with any software tools such as whiteboards. (The Secretariat will be responsible for ensuring the conferencing software is working properly, but cannot be expected to participate in the trainings and or deal with individual issues arising from course participants).

To allow for use after the live presentations, the final delivered modules will need to be packaged to allow for self-paced learning, including through the use of pre-recorded videos, PowerPoint lectures, a workbook, and other materials as appropriate.

The steps and expected outputs include (open to further discussion):

- a) Inception meeting to introduce one another and familiarise the Contractor with the project and material available from partners;
- b) A draft work plan by the Contractor, to be agreed with the Commonwealth Blue Charter Team;
- c) First draft outline of the online training course and materials;
- d) First draft of the materials for the live training, including presentations and accompanying workbook;
- e) Near-final draft of the 'live' module packages for final review by the Commonwealth Secretariat and other stakeholders as identified by the Secretariat;

- f) Delivery of the four ‘live’ courses (2 each for managers and technicians);
- g) Discussion with Secretariat of lessons learnt and how to approach the self-paced materials;
- h) Revised outline of modules and materials (based on the live presentations) for self-paced learning, including a rough storyboard for any videos, and scripts for any voice-overs / instructions.
- i) First cut self-paced learning videos, revised workbook and other instructional aids as required;
- j) Final self-paced training module packages handed over for use by the Secretariat (and project partners);
- k) A brief final report summarising tasks completed as well as any issues that arose during the contract that you may wish to formally report.
- l) Please note that all Blue Charter trainings have pre- and post-course questionnaires (examples will be supplied by the Secretariat), the results of which should be summarised by the Contractor in the final report.
- m) A separate informal document of reflections and thoughts on lessons learnt as well as any future follow-on work that may be required. (This separate ‘reflections’ document will not be shared or published.)

The work may be conducted from any location. The appointed Contractor should provide their own computer equipment, computer applications and internet connection.

The Commonwealth Secretariat will supply the meeting / conferencing software.

### Duration and Timeframe

<b>Deliverable</b>	<b>Final Due Date</b>
Draft work plan	15 April 2021
Draft outline for the training modules (feedback will be sent within one week of receipt)	20 April 2021
Draft training materials for live delivery (feedback will be sent within one week of receipt)	30 April 2021
Deliver training workshop(s) for participants	May 2021
Drafts of self-paced training and/or instructional videos, workbook and other accompanying materials (feedback will be sent within one week of receipt)	05 June 2021
Final of the online training modules, workbooks and other materials and final report	15 June 2021

## **Project Management and Reporting**

The project will be coordinated by the Commonwealth Blue Charter team of the Trade, Ocean and Natural Resources Directorate of the Secretariat. The successful consultant will be expected to work in close consultation with the Commonwealth Blue Charter team.

## **Estimated Budget**

The maximum budget payable under this contract is £15,000 (including VAT). Payment will be made upon satisfactory completion of work signed off by the Commonwealth Secretariat and within 30 days upon submission of the invoice.

## **Qualifications & Competencies**

The preferred contractor or consultancy firm should hold the profile below:

- Demonstrable experience using Google Earth Engine for mapping purposes;
- Demonstrable experience using open-source and common GIS software platforms such as QGIS, SAGA, ArcGIS
- Experience mapping coral reefs (or similar) using remotely-sensed imagery is strongly preferred.
- Experience in the development of SCORM compliant self-paced modules.

Please apply for this contract by submitting a proposal and a short cover letter to [bluecharter@commonwealth.int](mailto:bluecharter@commonwealth.int) by 9 April 2021 explaining your relevant experience, expert profiles and your approach for completing this work. The proposal should show how the consultancy would be carried out to meet the specific objectives set out in the Terms of Reference. It should include a short statement of the candidate's relevant expertise and experience along with the bid amount. Evaluation will be based on competency and cost. Priority will be given to Contractors that are Commonwealth citizens or entities registered in a Commonwealth country.