



Organisation of Eastern Caribbean States

EASTERN CARIBBEAN SUSTAINABLE TERRESTRIAL AND MARINE ECOSYSTEMS PROJECT – REGIONAL

CONSULTANCY SERVICES FOR A GENDER AND COMMUNITY LIAISON SPECIALIST REQUEST FOR EXPRESSIONS OF INTEREST

The Organisation of Eastern Caribbean States (OECS) Commission has received financing from the Caribbean Development Bank (CDB) in an amount equivalent to one million, six hundred and seventy thousand, two hundred and thirty-two United States dollars (USD1,670,232) towards the cost of the implementation of the Eastern Caribbean Sustainable Terrestrial and Marine Ecosystems Project and intends to apply a portion of the proceeds of this financing to eligible payments under contracts procured under this project. Payments by CDB will be made only at the request of the OECS Commission and upon approval by CDB and will be subject in all respects to the terms and conditions of the Financing Agreement. The Financing Agreement prohibits withdrawal from the financing account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of CDB, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than the OECS Commission shall derive any rights from the Financing Agreement or have any claim to the proceeds of the Financing.

The Organisation of Eastern Caribbean States (OECS) Commission, the Executing Agency, now wishes to procure Consultancy Services for a Gender and Community Liaison Specialist.

The objective of the consultancy is to conduct a detailed social and gender analysis as guided by the OECS' Gender Policy, emphasising gender issues such as gender division of labour, access to and control of resources and technologies, women's and men's needs and preferences, and opportunities for and constraints on women's participation. A critical look will be taken at the context within which men and women operate identifying key characteristics which contribute to or predispose them to increased levels of vulnerability and hardship and which exacerbate inequalities. Additionally, the consultant will ensure that the project is socially inclusive, gender-responsive, and community-driven. The duration of the assignment is expected to be six months.

The OECS Commission now invites interested eligible **individual** consultants to submit Expressions of Interest indicating qualifications and experience required to provide these consultancy services.

Consultants shall be eligible to participate if:

- (a) the persons are citizens or *bona fide* residents of an eligible country; and
- (b) in all cases, the consultant has no arrangement and undertakes not to make any arrangements, whereby any substantial part of the net profits or other tangible benefits of the contract will accrue or be paid to a person not a citizen or *bona fide* resident of an eligible country.

Eligible countries include member countries of CDB and non-member countries that meet the eligibility criteria for procurement under the European Union (EU)-funded programme, in accordance with the [EU Eligibility Rules](#). Consultants are advised to review the detailed eligibility criteria detailed in Section 4 and conflict of interest provisions in Section 5 of the [Procurement Procedures for Projects Financed by CDB \(January 2021\)](#), as published on CDB's website.

In the assessment of submissions, consideration will be given to qualifications and experience on similar assignments.

All information must be submitted in English. Further information may be obtained from the address below between **09:00 and 16:00 hours Atlantic Standard Time (AST) Monday to Friday**.

An electronic copy of the Expressions of Interest must be received at the first address below and copied to the second address no later than 4:30 pm Atlantic Standard Time (AST) on November 17, 2025. The subject line should read **“Expression of Interest – Consultancy Services for Gender and Community Liaison Specialist.”**

Following the assessment of submissions, the most technically capable and appropriately experienced applicant will be invited to negotiate a contract to provide the consultancy services. The OECS Commission reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not engaging the services of any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.

1 Organisation of Eastern Caribbean States
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2. Procurement Policy Unit
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TERMS OF REFERENCE
GENDER AND COMMUNITY LIAISON SPECIALIST

1. BACKGROUND

- 1.01 In the countries of the Organisation of Eastern Caribbean States (OECS), large percentages of landscapes are under some form of human altered land use pattern while marine ecosystems are also being degraded by human activity. Deforestation from natural and human causes is a major threat to terrestrial ecosystems causing exposure of soils to erosion, landslips, loss of fertility, and crop yields which contribute to low incomes and poverty. While natural hazards (e.g., earthquakes, volcanic activity, tsunamis, and hurricanes) have impacted the region's forests, degradation from human activities such as poor land use and overexploitation combined with limited conservation practices exacerbate these threats.
- 1.02 The health of Caribbean marine ecosystems, particularly in the OECS Exclusive Economic Zones, has declined over the years, due mainly to habitat conversion, overexploitation, and pollution from suspended solids and chemicals, and more recently from the effects of climate change. The sources of these threats include increases in exotic invasive species, poorly planned and regulated coastal development, dumping of solid and liquid waste from cruise ships/hotels/resorts, and unsustainable extraction of natural resources (mainly from overfishing in marine ecosystems and sand harvesting for construction). In particular, the sustainability of conch fisheries is under threat.
- 1.03 Against this background, the Caribbean Development Bank has provided a grant to the OECS Commission, to carry out a project to promote and support effective management and sustainable use of the natural capital of the Eastern Caribbean, through sustainable management of these ecosystems. The specific outcomes of the project are expected to be:
- (a) Outcome 1: Sustainable land management and climate resilience of terrestrial ecosystems enhanced;
 - (b) Outcome 2: Strengthened resilience and capacity of communities for deriving economic benefits from natural ecosystems; and
 - (c) Outcome 3: Healthy queen conch populations restored to facilitate a healthy coastal environment.
- 1.04 The OECS Commission now wishes to recruit a Gender and Community Liaison Specialist for the project.

2. SCOPE OF WORK

2.01 The Consultant shall conduct a detailed social and gender analysis as guided by the OECS' Gender Policy, emphasising gender issues such as: gender division of labour, access to and control of resources and technologies, women's and men's needs and preferences, and opportunities for and constraints on women's participation. A critical look will be taken at the context within which men and women operate identifying key characteristics which contribute to or predispose them to increased levels of vulnerability and hardship and which exacerbate inequalities. Additionally, the consultant will ensure that the project is socially inclusive, gender-responsive, and community-driven,

This role combines the responsibilities of a Gender and Community Liaison Specialist to facilitate effective community engagement, social impact assessment, and gender mainstreaming.

2.02 Specifically, the Consultant will undertake the following tasks:

- (a) Liaise with the relevant government agencies, non-governmental organisations, civil society organisations, private sector, development partners working in the six participating countries (Antigua and Barbuda, Commonwealth of Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines) to obtain critical input, including information from relevant documents and expert advice that can feed into the preparation of a combined social and gender assessment and action plan.
- (b) Develop strategies to mitigate negative social impacts and enhance positive impacts
- (c) Ensure that gender considerations are integrated into all aspects of the project
- (d) Build and maintain relationships with local communities, stakeholders, and project-affected people,
- (e) Facilitate community consultations, meetings and workshops to ensure that community concerns and suggestions are heard and addressed
- (f) Conduct desk research to obtain other secondary information from existing documents of relevance given the scope of the project to understand the national and local context and issues around social and gender considerations.
- (g) Undertake a social and gender analysis of each participating community and deduce how the differential needs and priorities of women, youth and men can be addressed and how they can benefit equally from project activities.
- (h) Develop stakeholder engagement plans to ensure effective communication and collaboration
- (i) Provide training and capacity-building support to community members, project staff, and stakeholders on social and gender issues
- (j) The analysis should be based on a series of consultations through field visits in the communities selected for participation in the project through socially inclusive and gender-responsive stakeholder consultation analysis, interviews, and focus group discussions with women, men and youth to be affected by the project.
- (k) Based on the social and gender analysis, develop a plan of action that identifies opportunities and entry points for mainstreaming gender and improving social inclusion into the project and adjust project activities to the outcomes of the social and gender analysis including socially inclusive and gender responsive targets and indicators.

3. QUALIFICATIONS AND EXPERIENCE

3.01 The Consultant must have:

- At least a Master's Degree or equivalent qualification in the Social Sciences, Gender Studies, Community Development, or related field;
- At least 7 years of general professional experience in community communication and relations and gender and social safeguards.
- At least 5 years of similar work-related experience directly conducting social and gender analysis, community development and stakeholder engagement and, social safeguard in government/donor funded project(s);
- At least 2 years of similar work-related experience in the Region/SIDS.

OR

3.02 The Consultant must have:

- At least a Bachelor's Degree or equivalent qualification in the Social Sciences, Gender Studies, Community Development, or related field;
- At least 10 years of general professional experience in community communication and relations and gender and social safeguards.

- At least 8 years of similar work-related experience directly conducting social and gender analysis, community development and stakeholder engagement and, social safeguard in government/donor funded project(s);
- At least 2 years of similar work-related experience in the Region/SIDS.

3.03 The Consultant shall also possess:

- (a) High level of proficiency in written and spoken English and report writing.
- (b) Computer literacy skills (Microsoft Word, Excel, and Power Point etc.) is desirable.
- (c) Experience working in the Caribbean.
- (d) Ability to work effectively with diverse stakeholders, including local communities and government agencies
- (e) Strong understanding of gender issues, including gender equality, women's empowerment, and social inclusion
- (f) Good knowledge of gender issues in the Caribbean.
- (g) Experience working with marginalised or vulnerable populations, such as women, girls, or minority groups
- (h) Able to coordinate well with diverse individuals and teams and to negotiate effectively with colleagues and stakeholders to achieve results.
- (i) Applies principles of ethics, transparency and non-discrimination.
- (j) Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- (k) Treats all people fairly without favouritism.
- (l) Correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- (m) Strong interpersonal skills, communication skills, ability to lead a team, ability to communicate effectively with diverse stakeholders, including community members, project staff, and partners
- (n) Ability to work under pressure and stressful situations.
- (o) Demonstrated diplomatic skills.

4. REPORTING REQUIREMENTS AND DELIVERABLES

4.01 The Consultant will be required to prepare:

- (a) An Inception Report to include the Work Plan and Stakeholder Mapping
- (b) A social and gender analysis report on participating communities. The report will analyse differential needs and priorities of women, youth and men and how these can be used to inform project activities. This report should include recommendations for gender mainstreaming and mitigation
- (c) Report on stakeholder analysis, including stakeholder engagement plans
- (d) A framework for tracking social and gender impacts, including indicators and targets
- (e) A plan of action that identifies opportunities and entry points for mainstreaming gender and improving social inclusion into the project and relevant gender responsive targets and indicators for monitoring results.
- (f) A comprehensive report detailing:
 - Community consultation conducted and public relations activities undertaken;
 - Contributions made to the dissemination of project information to the community;
 - Contributions to the work of specialists engaged to support project implementation;

- Records of meeting, workshops, or focus groups discussions conducted with community members, women's groups, youth groups, etc.; and
- Issues, concerns and suggestions raised by community members and proposed actions/solutions to address them.

5. DURATION

5.01 The duration of this assignment is 100 professional/business days and is expected to begin in January. The Consultant is expected to work remotely with periodical travel (at least 6 times) to the Beneficiary Member States (Antigua and Barbuda, Commonwealth of Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines) expected. Travel costs will be covered under the contract.