



FUNDING



IMPLEMENTATION



IN PARTNERSHIP WITH

TERMS OF REFERENCE

Consultancy to Design and Facilitate a Regional Workshop on Developing
or Updating National Sargassum Strategic Plans

I. Background information

Job title	Governance and strategy expert
Country/region	The Caribbean region
Contract type	Consulting Services Agreement
Desired start date	Mid-March 2026
Max. duration of the mission	12 days
Project reference	23DDU0C328

Since 2011, the massive and recurrent influx of pelagic sargassum across the Caribbean has generated significant economic, environmental, and public health impacts. Caribbean Small Island Developing States (SIDS) face increasing challenges related to monitoring, collection, storage, disposal, and valorisation of sargassum, while attempting to minimise its socio-economic and ecological consequences.

Limited coordination mechanisms, fragmented management approaches, data gaps, and insufficient scientific cooperation highlight the need for regional strategies to strengthen institutional, technical, and community resilience to sargassum-related disruptions.

The SARSEA project, funded by the Agence Française de Développement (AFD) and implemented by Expertise France, responds to this need by promoting integrated, ecosystem-based, regional solutions and multi-stakeholder cooperation.

To strengthen national and regional preparedness and response, the Governments and territories of: Grenada, Dominica, Saint Vincent and the Grenadines, Saint Lucia, Guadeloupe, Martinique, Belize, Mexico, Dominican Republic that seek to develop or update their National Sargassum Strategic Plans (National Strategy/Action Plans).

The selected expert will design and facilitate a structured regional workshop aimed at enabling participating countries and territories to produce or update actionable, costed, and implementable National Sargassum Strategic Plans Framework.

II. Project Description

A. Expertise France

Expertise France is the public agency for the design and implementation of international technical cooperation. It operates in four main thematic areas:

- Democratic, economic and financial governance
- Peace, stability and security
- Climate, biodiversity and sustainable development
- Health and human development

In the Caribbean, the agency implements regional programmes focused on climate resilience, biodiversity protection, and sustainable development. Notable initiatives include:

- Euroclima Caribbean: Supporting green transition and biodiversity protection.
- RESEMBID: Strengthening resilience, sustainable energy and marine biodiversity.
- Green Overseas: Supporting energy transition and climate resilience in overseas territories.

The SARSEA, Sargassum regional strategies for ecosystem-based actions, project is implemented within this cooperation framework.

B. Description of the SARSEA Project

The general objective of the SARSEA project is to minimize and limit the negative impacts of stranded sargassum on local economies, coastal communities and marine ecosystems.

To achieve this, the project comprises three main components and one cross-cutting gender outcome:

Component 1. Strengthening regional cooperation

This component aims to facilitate knowledge exchange and capitalization of experiences among public, private, scientific and community actors on:

- prediction and monitoring of sargassum influxes,
- collection and pre-treatment methods,
- characterization, transport, storage,
- valorization into sustainable products.

Component 2. Supporting operationalization in four Caribbean SIDS

Implemented in partnership with the Organization of Eastern Caribbean States (OECS) Commission, this component focuses on:

- strengthening institutional and technical capacities,
- developing early warning mechanisms,
- equipping and training operational teams,
- supporting private actors in structuring value chains,
- launching a Call for Projects to strengthen the sargassum value chain in the four targeted countries.

Component 3. Strengthening regional scientific cooperation

Activities include:

- a Collective Scientific Expertise led by the French National Research Institute for Sustainable Development (IRD),
- a Call for Research Projects for universities, laboratories and research hubs,
- dissemination and communication of scientific evidence to decision-makers and provision of recommendations

Cross-cutting outcome: Gender mainstreaming

Ensuring gender-responsive approaches in the management, operationalization and valorization of sargassum.

Main implementing partners include:

- OECS Commission (public policy, governance, and technical capacity strengthening)
- Private and public-private actors (via a Call for Projects)
- IRD and regional research centers (scientific knowledge generation)

C. Objective of the assignment

1. Overall Objective

To strengthen national and regional capacity for coordinated, strategic, and sustainable Sargassum management through the design and facilitation of a regional workshop that supports participating countries and territories in developing or updating robust, actionable, and costed National Sargassum Strategic Plans.

The workshop will target senior and technical representatives from (Ideally, three participants from each concerned territory/country):

- **Government Institutions** (e.g. Ministries of Environment, Ministries of Fisheries and Blue Economy, Ministries of Tourism, Disaster Risk Management Agencies, Ministries of Health, Maritime Authorities, Planning and Finance Ministries)
- **Technical Agencies** (e.g. Environmental protection agencies, Coastal zone management units, Meteorological and oceanographic services, Waste management authorities)
- **Regional and International Organizations** (e.g. Caribbean regional bodies, Development partners, Technical cooperation agencies)
- **Private Sector and Civil Society** on specific sessions (Tourism associations, Fisheries cooperatives, Sargassum collection and valorization businesses, Environmental NGOs, Research institutions and universities)

Participants should include both policy-level decision-makers and technical planners responsible for strategy development and implementation.

2. Specific Objectives

The assignment shall pursue the following specific objectives:

1. Enhance Technical Understanding: Improving participants' understanding of the policy, governance, environmental, economic, and operational dimensions of Sargassum management.
2. Develop Structured National Strategic Frameworks: Guide countries and territories in drafting or updating structured National Sargassum Strategic Plans, including strategic objectives, priority actions, budgets, timelines, and monitoring systems.
3. Improve Regional Knowledge Exchange: Foster cross-country learning and promote harmonization of approaches where relevant.

What Countries Concretely Gain from the Workshop

By the end of the assignment, each country will have:

- A structured and documented Draft National Sargassum Strategic Framework

- A preliminary implementation timeline
- Identified next steps for formal validation

3. Methodology

Given the limited timeframe, the methodology must prioritize pre-distributed background materials and stakeholder engagement, structured and outcome-oriented facilitation, focused breakout group work, clearly defined drafting outputs for each country/territory.

D. Scope of work

The expert will be responsible for carrying out:

4.1 Preparatory Phase

The Expert shall:

- Conduct a literature review including the Sargassum Blueprint¹, the Sargassum Adaptive Management (SAMS) from the University of the West Indies (UWI) Centre for Resource Management and Environmental Studies (CERMES), Barbados.
- Engage with key stakeholders including virtual consultations with national focal points.
- Prepare a detailed 2-day workshop agenda.
- Develop planning tools such as gap analysis matrices, governance mapping templates, risk assessment tools, strategic planning frameworks, budgeting templates, monitoring and evaluation matrices

4.2 Suggested Workshop Design (Two-Day Format)

The workshop shall be designed as a **two full-day intensive regional working session** structured to balance technical inputs and hands-on drafting exercises.

Proposed Structure

Day 1 – Strategic Foundations and Gap Analysis

- **Session 1:** Regional Overview (including regional Sargassum trends, key pillars of the Sargassum Blueprint, lessons learned and best practices)
- **Session 2:** Governance, Legal and Institutional Frameworks (institutional coordination models, legal and regulatory considerations)
- **Session 3:** National Gap Analysis (Breakout Sessions) Each country/territory will assess current response mechanisms, institutional strengths and weaknesses, financing gaps, data and monitoring capacities

Output of Day 1:

Each country produces a structured diagnostic summary and priority gap matrix.

Day 2 – Strategic Planning and Action Frameworks

¹ dpr.vi.gov/wp-content/uploads/2023/05/Sargassum-Blueprint-FINAL5.2023.pdf

- **Session 4:** Strategic Objectives and Priority Actions (including the definition of national vision and objectives, identification of priority actions in the short, medium, long term)
- **Session 5:** Financing and Resource Mobilization (Budget considerations, Potential funding mechanisms, Public-private partnerships etc.)
- **Session 6:** Monitoring, Evaluation and Implementation Roadmap (Institutional responsibilities, Timeline, Indicators and reporting mechanisms)

Final Session: Presentation and Peer Review of Draft Frameworks

Output of Day 2:

Each participating country/territory produces a structured draft outline of its National Sargassum Strategic Plan.

4.3 Workshop Facilitation

The expert should facilitate the regional workshop in-person or hybrid, guide structured drafting exercises and provide real-time technical advisory support.

4.4 Post-Workshop Support

The expert is expected to consolidate workshop outputs, provide technical feedback on draft national frameworks, produce a final workshop report, propose a roadmap for finalization and formal adoption of national plans.

E. Expected deliverables

The expert will provide the following deliverables:

Deliverable	Content	Indicative dates
1. Inception Report	Methodology and workplan / Detailed two-day agenda / Description of facilitation tools	3 weeks before workshop
2. Complete Workshop Package	<ul style="list-style-type: none"> - Presentations - Structured planning templates - Pre-formatted National Sargassum Strategic Framework Template including: <ul style="list-style-type: none"> ▪ Vision statement ▪ Strategic objectives ▪ Priority actions matrix ▪ Institutional responsibilities ▪ Indicative timeline ▪ Indicative financing sources ▪ Basic monitoring indicators 	
3. Workshop Facilitation Report	<ul style="list-style-type: none"> - Delivery of the two-day workshop - Facilitation of breakout drafting sessions - Documentation of country group discussions 	Upon workshop completion
4. Country Strategic Framework Outputs (Concrete Country Deliverable)	<ul style="list-style-type: none"> - At the end of the workshop, each participating country/territory shall produce a structured Draft National Sargassum Strategic Framework (10–15 pages maximum). - This document will include at minimum: <ul style="list-style-type: none"> ▪ Situational Snapshot (2–3 pages) 	

	<ul style="list-style-type: none"> ▪ Key impacts ▪ Institutional context ▪ Main challenges ▪ Strategic Vision and Objectives ▪ Priority Action Plan Matrix, including: <ul style="list-style-type: none"> ▪ Action ▪ Lead institution ▪ Supporting institutions ▪ Timeframe (short/medium term) ▪ Indicative resource needs ▪ Institutional Coordination Mechanism (proposed structure) ▪ Monitoring and Reporting Approach (basic indicators) <p>⚠ Important clarification: These documents are not full national strategies, but Draft National Sargassum Strategic Framework validated by workshop participants, serving as the foundation for formal national adoption and further technical development.</p>	
5. Final Workshop Report & Outputs	<p>Final Workshop Report (10–15 pages maximum)</p> <ul style="list-style-type: none"> ▪ Summary of workshop proceedings ▪ Overview of country draft frameworks ▪ Cross-country comparative analysis ▪ Identification of common gaps ▪ Recommendations for next steps ▪ Suggested roadmap for national validation and finalization ▪ The report shall annex all country Draft National Sargassum Strategic Framework (as produced during the workshop and lightly edited for clarity). 	2 weeks after workshop

F. Consultant profile

The ideal candidate is a senior practitioner with a strong track record in policy development, institutional strengthening, and multi-sectoral coordination, specifically within the context of environmental or natural resource management in the Caribbean.

Academic Qualifications

Master’s degree or higher in Public Policy, Public Administration, Law, Environmental Management, Marine Affairs, Political Science, or a related field. A specialized focus on coastal zone management or marine governance is highly desirable.

Professional Experience

- ✓ At least 8-10 years of professional experience in policy development, strategic planning, and/or institutional reform, preferably in the Caribbean region.
- ✓ Demonstrated experience in designing and facilitating high-level, results-oriented workshops for government officials and diverse stakeholders.
- ✓ Proven expertise in governance frameworks and coordination mechanisms, particularly those related to environmental management, climate change adaptation, or disaster risk management.

- ✓ Deep familiarity with the sargassum phenomenon in the Caribbean, including its impacts and the landscape of regional responses.
- ✓ Direct experience with the formulation, drafting, or implementation of national sargassum management plans or strategies in one or more Caribbean countries is a significant asset.
- ✓ Fluency in English; knowledge of French and/or Spanish is an asset.

Soft Skills

- **Facilitation and Training:** Exceptional facilitation and adult training skills, with the ability to guide a diverse group through a complex drafting process.
- **Policy Analysis and Synthesis:** Strong ability to analyze complex legal and institutional information and synthesize it into clear, actionable guidance and user-friendly templates.
- **Interpersonal and Cross-Cultural:** Strong interpersonal skills and cultural sensitivity to work effectively with government officials and stakeholders from multiple Caribbean nations.
- **Problem-Solving:** Proactive and pragmatic problem-solver, able to provide on-the-spot technical advice during the drafting sessions.
- **Organizational Skills:** Highly organized and self-sufficient, capable of managing multiple tasks and delivering high-quality outputs on a tight timeline.

G. Duration and workplan

The consultancy is expected to be conducted over a period of six (6) consecutive weeks, encompassing all preparatory, facilitation, and reporting tasks. The estimated level of effort is up to 12 working days.

H. Supervision and coordination

The expert will work under the overall supervision of the Team Leader of the SARSEA Project (or their designated delegate).

Reporting Line: The expert will report directly to the SARSEA Project Team Leader and will be responsible for submitting all deliverables to them for review and approval.

Coordination: The SARSEA Project Team Leader will be the primary point of contact for contractual matters, logistical coordination for the workshop, and facilitating communication with national focal points from the participating countries (Saint Lucia, SVG, Dominica, Grenada). The expert is expected to coordinate closely with the Team Leader to ensure the workshop's objectives are fully aligned with the broader goals of the SARSEA project and to secure any necessary country-specific information.

Technical Guidance: While the expert will work independently on the technical content and facilitation methodology, strategic guidance and quality assurance will be provided by the SARSEA Project Team Leader. The Team Leader will also be responsible for validating the final outputs.

Communication: Regular communication (e.g., weekly virtual check-ins) shall be maintained between the Consultant and the SARSEA Project Team Leader throughout the duration of the contract to report on progress, flag any potential issues, and ensure seamless coordination.

I. Budget and payment terms

The financial proposal should include all cost of the expertise (consultant fees, travel costs and per diem). All costs must comply with Expertise France's financial standards. Payments will be released upon acceptance of deliverables.

J. Quality assurance requirements

The expert must ensure:

- Rigorous and transparent methodology
- Data reliability and triangulation
- Integration of Expertise France MEAL standards
- Gender-sensitive and ethical approaches
- Data protection and confidentiality

K. Application procedure

Applicants must submit on Expertise France online platform GEX:

- CV
- Technical offer (maximum 4 pages): approach, methodology and workplan
- Financial offer detailing daily fees and estimated costs

Location: Caribbean + remote work