

Request for Proposals

Title: Fisheries and Biodiversity Monitoring Specialist(s)

Date Solicitation is Issued: 02.18.2026

Solicitation Number: 9516.02.16.2026-Fisheries

Closing Date: 2.28.2026

Closing Time: 11:59pm EST or UTC-5

Titles That May Apply: Firms or Individual consultants

Contractual Mechanism: Fixed Price

I. BACKGROUND

About PADF: The Pan American Development Foundation (PADF) envisions a hemisphere of opportunities for all where individuals and communities have the chance to prosper, living secure, dignified lives with peace and justice. With over 63 years of experience, PADF partners closely with communities, governments, civil society, and the private sector, bringing innovative solutions and tailored approaches to each challenge.

About the Blue Hispaniola Project: Blue Hispaniola Project is a three-year project (February 2026 - December 2028) in Haiti and the Dominican Republic supported by the OCEAN grant program funded by the UK's Blue Planet Fund.

The Blue Hispaniola Project aims to empower small-scale fishers, especially women, in coastal communities along the northern coast of Haiti and the Dominican Republic. Communities along the northern coast of Haiti and Dominican Republic rely heavily on fishing for their livelihoods and depend on healthy marine ecosystems and Marine Protected Areas (MPAs). These lifelines are threatened by overfishing, environmental degradation and climate change, exacerbating economic challenges. Local women's active roles in fisheries remain largely under-recognized, restricting their contribution to decision-making and access to resources.

To address these challenges, community-led initiatives will strengthen local fishers' organizations, promote gender equity in fisheries, and improve community access to training, markets and alternative economic opportunities. This approach will enhance livelihoods and supports community involvement in co-managing MPAs, reducing threats to biodiversity and multi-dimensional poverty.

The project will improve the management of 92,250 marine hectares and benefit over 8,000 individuals through a bi-national blue economy corridor – a cross-border collaboration for sustainable marine resource stewardship. It will support 8,350 Indigenous Peoples and Local

Community members (IPLCs), with at least 50% women, approximately 70% from six areas of Haiti and 30% from two areas in the Dominican Republic.

Long-term sustainable blue economy activities will be implemented together with key prioritized rural communities and interinstitutional working groups. The key focus areas of the program are:

- Supporting local coastal communities — particularly small-scale fishers — to better manage and protect marine resources.
- Promoting gender equity in fisheries and empowering women to participate more fully in resource management.
- Enhancing the ecological resilience of coastal and marine habitats threatened by overfishing, environmental degradation, and climate change.

About the consultancy: PADF is accepting proposals for Fisheries and Biodiversity Monitoring Specialist(s) to conduct baseline studies for the project “Blue Hispaniola: Protecting Coastal Ecosystems of the Northern Haitian-Dominican Corridor.” The timeline for the baseline study would be **30 days**. Data collection should occur within target project areas of:

- Haiti: Camp Louise, Acul du Nord, Limonade, Caracol, Terrier-Rouge, Fort-Liberte, and Ferrier
- Dominican Republic: Manzanillo, Monte Cristi, Buen Hombre, Punta Rucia

II. PROJECT OVERVIEW

The Fisheries and Biodiversity Monitoring Specialist(s) will:

1. Carry out a baseline assessment of indicators of the Program in its prioritized geographic areas of implementation. This includes collecting and analyzing data alongside the technical team of the project. The baseline assessment must be conducted for each indicator. The consultant may recommend to add to remove certain indicators and such recommendations will be reviewed by the project team before the baseline begins. The data collection methodologies used must be well-documented in order to be replicable throughout the project. The baseline data collected will affect implementation in the target communities. Specific indicators are listed further below and included in greater detail in Annex I.

2. Provide recommendations to modifications to indicator targets and/or geographic areas of data collection measured for biodiversity indicators to ensure that targets and geographic areas are reasonable from an environmental and contextual standpoint.

2. Provide technical training and guidance to the project team for continuous monitoring of key indicators beyond the completion of the baseline study. This should include training project staff on quadrat sampling following AGGRA methodology.

Baseline Indicators:

1. Quantity of fish and marine organisms, including coral species in and around MPAs and SPAGs through quadrat sampling following AGGRA methodology.
2. Number of types of fish and marine organisms, including coral species, in and around MPAs and SPAGs through quadrat sampling following AGGRA methodology.
3. Current marine biodiversity status, determined through indicators such as water quality in areas targeted by project activities to improve fish stocks and marine biodiversity. Other relevant marine biodiversity indicators should be identified that can continue to be measured throughout the project.
4. Current management practices in target area, through qualitative and quantitative data collection, such as pre-surveys on management practices, observation data, and organisational documentation.
5. Pre-survey on community knowledge, attitudes, and practices (KAP) in management of marine and coastal resources

Outline of Relevant Tasks for Data Analysis Process

Collected data will undergo simple analyses using Microsoft Excel. Where necessary, more advanced analyses can be conducted using GIS software (geospatial analysis) and SPSS statistical software. Key steps in the analysis process should include:

- Establishment of the feasibility of baseline indicators (to be provided) and possible suggestions of additional ones for accurate monitoring and evaluation
- In-field data collection of baseline indicator data
- Data entry, posting and quality review of baseline values for the aforementioned indicators
- Calculation of descriptive statistics, primarily numbers, percentages and means, broken down, if applicable and appropriate, by the disaggregates for each indicator
- Comparison of findings between disaggregates, such as geographic region, and organizational type
- Mapping the service delivery/distribution, type and intensity of activities to place them in a geographic context; and
- Analysis of possible explanations for findings, in collaboration with activity participants, implementing partners and DEFRA, while considering the project context or reality

The data analysis process also serves the function of:

- Assessing progress and performance of implementation for quarterly and end-of-year reports to DEFRA;
- Providing a basis for case studies highlighting differential outcomes for varied communities and varied activities;
- Processing and sharing findings through the program's Collaboration, Learning and Adapting Framework

Additional Points

- PADF will analyze Activity Location Data with other monitoring data to inform efforts to manage adaptively and promote accountability. Data collected should be disaggregated by geographic location and, where feasible, indicate the level of geographic detail at which the indicator data will be collected.
- Final data from the fisheries and biodiversity monitoring specialist(s) will be processed by the MEL Manager and technical team for inclusion in the comprehensive baseline report.

III. LOCATION(S) OF ASSIGNMENT

The program’s geographic scope of work includes municipalities within the stipulated project corridor from Camp Louise in Haiti to beyond to Luperon in the Dominican Republic. **Travel to these locations will be required.**

**IV. TERMS OF REFERENCE, DELIVERABLES AND DELIVERABLES SCHEDULE
(All applicable Taxes, Fees, and other costs should be included in the price proposal.)**

Schedule of Milestones/Deliverables					
	Estimated Completion Date	Milestone	Deliverable	Percent of Total	Total Payment PADF
1	March 10, 2026	Initial Baseline Assessment of Indicators in strategic prioritized geographic locations	Detailed feasibility study of baseline indicators with accompanying analysis (with possible suggestions of other relevant baseline indicators)	30% of total	USD\$ 7,800
2	March 30, 2026	Initial Data Collection and Processing for Baseline Indicators in strategic prioritized geographic locations	Initial collection and processing of data for indicators using relevant tools with accompanying comprehensive report	40% of total	USD\$ 13,000
3	April 20, 2026	Guidance to project team on continued data collection	Training guide and training report	30% of total	USD \$5,200

Schedule of Milestones/Deliverables					
	Estimated Completion Date	Milestone	Deliverable	Percent of Total	Total Payment PADF
Total				100%	USD\$ 26,000

V. EVALUATION CRITERIA

Evaluation Criteria	Score (out of 100)
Does the proposal clearly explain, understand and respond to the objectives of the project as stated in the Scope of Work?	20
Demonstrated Expertise and experience with similar projects.	25
Personnel Qualifications – Do the proposed team members / or individual, have necessary experience and capabilities to carry out the Scope of Work?	35
COST: Best Value	20

VI. SUBMISSION DETAILS

- a. Deadline. Proposals must be received no later than **February 28 at 11:59pm**. Late submissions will not be accepted. Proposals must be submitted via email to lisaac@padf.org. All proposals are to be submitted following the guidelines listed in this RFP.
- b. Validity of bid; proposals, including cost/price, shall remain valid for 120 days, from the submission deadline.
- c. Clarifications. Questions may be submitted to lisaac@padf.org. The subject of the email must contain the RFP number and title of the RFP. PADF will respond in writing to submitted clarifications by the date specified in the timeline below. Responses to questions that may be of common interest to all bidders will be posted to the PADF website and/or communicated via email.

d. Amendments. At any time prior to the deadline for submission of proposals, PADF may, for any reason, modify the RFP documents by amendment which will be posted to the PADF website and/or communicated via email.

e. Timeline of Events

Request for Proposals Issued	February 18, 2026
Complete Proposals Due	February 28, 2026 at 11:59pm EST
Approximate Selection Made	March 2, 2026

VII. MINIMUM REQUIREMENTS

Education:

- a. Bachelor’s degree in environmental engineering or science or related field, or an adequate combination of education and experience.

Experience and Technical Skills:

- b. Experience in biodiversity data collection using AGGRA methodology
- c. Ability to collect data on key indicators used to measure MPA and SPAG health and how they may apply and be integrated into basic indicators of this program
- d. Minimum of five (5) years of experience collecting data on fisheries and biodiversity in the Caribbean Region
- e. Written and oral communication skills in English, Spanish and French/Haitian Creole preferably. Spoken Haitian Creole is important for communicating with Haitian fisherfolk in particular.
- f. Experience with community outreach and stakeholder interviews, which will also be needed for biodiversity data collection.
- g. Experience working with and collaborating with communities, private sector, governmental, academic institutions and the tourism sector on topics of fisheries and biodiversity
- h. Knowledge and experience working in some priority areas (as well as knowledge of adjacent MPAs and SPAGs) for the program in the marine and coastal corridor. These include (from west to east) Cul de Sac (in particular), Cap Haitien, Limonade, Caracol, Fort Liberte, Manzanillo, Montecristi and Punta Rucia.

Other Skills Required:

- i. Analytical skills including investigation, data measurement, data collection, data processing and data analysis preferably with knowledge and experience in indicator data management processes used for MEL Plans by DEFRA in the UK
- j. Knowledge of relevant indicators used for fisheries and biodiversity, with preference for detailed knowledge and experience with indicators accepted
- k. Technical knowledge of relevant software and methods for data collection and processing (Excel, etc.), geospatial mapping (ArcGis etc.) and statistical software (SPSS)
- l. Strong sense of organization, confidentiality, responsibility, and initiative
- m. Ability to work in a diverse and multicultural team
- n. Proactive thinking and ability to work independently.
- o. Ability to handle multiple tasks independently
- p. Attention to detail and consistency

Preferred skills:

- Experience working with international NGOs and/or international donors preferred, especially the United Kingdom's Department for Environment, Food, and Rural Affairs (DEFRA), if possible, particularly in marine-biodiversity-related programs.

Required Travel:

- Travel to the project's areas of intervention as determined to be necessary to be able to carry out the required baseline studies.

Legal Requirements:

- Individuals or firms need to be legally registered to work in their country, preferably be part of an association (not mandatory)
- Firms need a certificate of registration in their country
- Individuals or firms are required to have an updated tax status or tax ID in their country

Essential Responsibilities

- Establish a baseline for fisheries and biodiversity indicators to ensure the quality of data for technical activities to contribute to the project targets
- Track, collect and ensure the quality of data for technical activities
- Contribute to knowledge management about fisheries and biodiversity within the prioritized areas of the project, with DEFRA, the government, local partners and, in particular, local fishing communities.

VIII. PROPOSAL DOCUMENTS TO INCLUDE

- a. Signed cover page on bidder's letterhead with the bidder's contact information.
- b. Technical Proposal.

- i. Corporate Capabilities, Experience, Past Performance, and 3 client references. Please include descriptions of similar projects or assignments and at least three client references.
- ii. Qualifications of Key Personnel. Please attach CVs (if it is an individual attach one CV) that demonstrate how the team proposed meets the minimum requirements listed in section 7 (Minimum Requirements).
- iii. Technical Approach, Methodology and Detailed Work Plan. The Technical Proposal should describe in detail how the bidder intends to carry out the requirements described in the Terms of Reference
- iv. Please include the completed Budget Template Provided with this RFP.

IX. TERMS AND CONDITIONS

Resulting Award

This RFP does not obligate PADF to execute a contract, nor does it commit PADF to pay any costs incurred in the preparation or submission of the proposals. Furthermore, PADF reserves the right to reject any and all offers, if such action is considered to be in the best interest of PADF. PADF will, in its sole discretion, select the winning proposal and is not obligated to share individual evaluation results.

Confidentiality

All proprietary information provided by the bidder shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation process. This includes but is not limited to price quotations, cost proposals and technical proposals. PADF may, but is not obliged to, post procurement awards on its public website after the solicitation process has concluded, and the contract has been awarded. PADF's evaluation results are confidential and applicant scoring will not be shared among bidders.

Protection from Sexual Exploitation and Abuse (PSEA)

As part of the contractor's internal controls and standards of employee conduct, the contractor must ensure that its employees adhere to these standards of conduct in a manner consistent with the standards for United Nations (UN) employees in Section 3 of the UN Secretary-General's Bulletin – Special measures protection from sexual exploitation and sexual abuse (ST/SGB/2003/13).

Contracting with Small, Minority, and Women's Businesses

PADF will take all necessary steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

Debarment and Suspension

Entities that appear on any exclusion lists, System for Award Management (SAM), Office of Foreign Assets Control (OFAC), UN Sanctions List, and other watchlists, will not have their bid evaluated and will not be eligible to receive any subaward that may result from this Request for Proposals.

ANNEX I, KEY INDICATORS

Relevant Standard Indicators:

Ref	Indicator	Target Value	Unit	Target Date	Country	Coral reef	Mangrove	Seagrass meadow	Intertidal Zone	Estuaries	Open Ocean	Fisheries Management
1	Area of land or sea protected, restored, and/or sustainably managed		ha									
1a	Area under sustainable management practices	26240	ha	1/9/2028	Haiti	7872	5248	5248	1312	2624	3936	28,480
1a	Area under sustainable management practices	66000	ha	1/9/2028	Dominican Republic	19800	13200	13200	3300	6600	9900	66,000

Highlighted indicators in the indicator table below are the focus of the baseline study.

	Statement	Indicators	Baselines, Milestones, Targets	Means of Verification
OUTCOME	Coastal communities on the north coast of Haiti and the Dominican Republic benefit from greater binational coordination for small-scale fisheries management, increased community engagement for improved management of marine and coastal resources, fishers' organisations strengthened by capacity building and access to finance, reduced gender inequalities through awareness-raising and support for women in the fisheries value chain, and enhanced livelihoods/increased incomes through access to capital, technical assistance, and markets. This combination will	<p>E.1 Quantity of fish and marine organisms, including coral species in and around MPAs and SPAGs</p> <p>E.2 Number of types of fish and marine organisms, including coral species, in and around MPAs and SPAGs</p>	<p>E.1 Baseline: Baseline survey to be conducted in first quarter of implementation in Y1.</p> <p>E.1 Milestones:</p> <p>Year 1: 5% improvement on initial status at the start of the project</p> <p>Year 2: 10% improvement on initial status at the start of the project</p> <p>E.1 Target: 20% improvement on initial status at the start of project</p> <p>E.2 Baseline: To be conducted in first quarter of implementation in Y1.</p> <p>E2 Milestones:</p> <p>Year 1: 5% improvement on initial status at the start of the project</p>	<p>E1. Quadrat sampling of fish and marine organisms, including coral species, in and around MPAs and SPAGs following AGGRA methodology, by local staff and trained fishers</p> <p>E2. Quadrat sampling of fish and marine organisms, including coral species, in and around MPAs and SPAGs following AGGRA methodology, by local staff and trained fishers</p>

	<p>improve small-scale fisheries management and reduce pressures on fish stocks in marine protected and marine managed areas in the northern Haitian-Dominican corridor.</p>		<p>Year 2: 10% improvement on initial status at the start of the project</p> <p>E.2 Target: 20% improvement on initial status at the start of project</p>	
<p>OUTPUT 1</p>	<p>92,250 hectares under improved sustainable management practices.</p>	<p>1.1 92,250 hectares under improved sustainable management practices by Y3</p> <p>1.2 1,500 community members trained in improved management of marine and coastal resources.</p>	<p>1. Baseline: To be determined through monitoring key marine biodiversity indicators through quadrat sampling and water quality tests in Y1.</p> <p>1.1 Milestones:</p> <p>Year 1: 25,000 hectares under improved sustainable management practices</p> <p>Year 2: 60,000 hectares under improved sustainable management practices</p> <p>1.1 Target: 92,250 hectares under improved sustainable management practices, specifically fisheries</p>	<p>1.1 Observation of marine indicators (water quality, species type and quantity), organisational documentation, training logs and attendance records, qualitative and quantitative pre- and post- survey data on management practices.</p> <p>1.2 Training reports, attendance records, photos, KAP surveys.</p>

			<p>management. This was estimated based on the calculation of the total surface area of MPAs in the project and calculating a 10% or 20% improvement in MPA management where feasible based on realistic regional established guidelines for MPA Management Targets.</p> <p>1.2 Baseline: Pre-survey to be conducted to identify community knowledge, attitudes, and practices (KAP) in Y1.</p> <p>1.2 Milestones:</p> <p>Year 1: 500 community members trained in improved management of marine and coastal resources</p> <p>Year 2: 1,000 community members trained in improved management of marine and coastal resources</p>	
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			<p>1.2 Target: 1,500 community members, including at least 750 women, trained in improved management of marine and coastal resources. Data will be disaggregated by gender, age, and location.</p>	
<p>OUTPUT 2</p>	<p>20 local organisations with enhanced capability and capacity to support fishing communities.</p>	<p>2.1 20 local organisations with enhanced capability and capacity to support fishing communities by Y3.</p> <p>2.2 At least 815 fishers benefit from training on sustainable fishing practices by Y2.</p> <p>2.3 At least 1 sustainable community-managed financing mechanism is established or strengthened by Y3.</p>	<p>2.1 Baseline: Organisational capacity assessments conducted to determine baseline capacities of target organisations in Y1.</p> <p>2.1 Milestones:</p> <p>Year 1: 5 local organisations with enhanced capability and capacity to support fishing communities</p> <p>Year 2: 10 local organisations with enhanced capability and capacity to support fishing communities</p> <p>2.1 Target: 20 local organisations with enhanced capability and capacity to</p>	<p>2.1 Training reports, meeting notes, attendance records, organisational reports</p> <p>2.2 Training reports, qualitative and quantitative surveys.</p> <p>2.3 Financing mechanism documentation, organisational reports.</p>

			<p>support fishing communities by Y3, including at least 10 organisations with women in leadership roles.</p> <p>2.2 Baseline: Organisational capacity assessments to determine knowledge, attitudes, and practices regarding sustainable fishing practices in Y1.</p> <p>2.2 Milestones: Year 1: 400 fishers, including 150 women, increase knowledge, attitudes, and practices regarding sustainable fishing practices</p> <p>2.2 Target: At least 815 fishers increase their knowledge, attitudes, and practices regarding sustainable fishing practices by Y2, including at least 300 women. Data will be</p>
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			<p>disaggregated by gender, age, and location.</p> <p>2.3 Baseline: Organisational capacity assessments to determine financial management capacities of target organisations and beneficiaries in Y1.</p> <p>2.3 Milestones:</p> <p>Year 1: Detailed plan for implementation of community-managed financing mechanism developed and partners identified</p> <p>2.3 Target: At least 1 sustainable community-managed financing mechanisms are established or strengthened by Y3.</p>	
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ANNEX II, VENDOR INFORMATION

Please Annex the following information in your submitted proposal:

VENDOR INFORMATION FORM		
1.	Vendor Type (Please indicate if a Firm or Individual Consultant)	
2.	Registration Status (Please indicate Employer Identification Number, Social Security Number, or other registration number)	
3.	Vendor's Legal Name	
4.	Company Contact full name	
5.	Email Address	
6.	Full Business Address (Including city, country, and postal code, if applicable)	
7.	Category (Not-For-Profit, For-Profit, Other)	
8.	Based in U.S.? (Yes or No)	
9.	Phone Number	
10.	Government Owned Business? (Yes or No)	
11.	Signed and Printed Name	

12.	Date	
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ANNEX III, PADF CODE OF CONDUCT

PADF has an intrinsic set of values which can be categorized by H.E.A.R.T, which are categorized as:

Honesty: We work and express ourselves in an open, transparent, and clear manner.

Excellence: We strive for the highest results and standards, and work with clear and transparent processes deliverables, evidence and rigor. We are committed to those we serve, giving our time, energy and dedication to what we believe in.

Accountability: We pride ourselves on our integrity. We accept responsibility for our actions. We rigorously manage our results, our deliverables, our documentation, and our knowledge.

Respect: We value diversity and other points of view. We are inclusive and empathetic. We foster cooperation, collegiality and teamwork, working together toward the same ends. We seek to create a work environment of decency, working fairness, sincerity and trustworthiness.

Teamwork: We work as ONE PADF committing to our common goals and objectives. We foster cooperation, collegiality and teamwork. We make high-quality decisions as a team. We proactively and openly share knowledge, materials, and expertise. We foster and embrace innovation, creativity and diverse points of view. We are one team.

Offerors and their agents shall at all times act with integrity. Offerors and their agents shall not:

- Offer gifts, employment, and other benefits to Pan American Development Foundation employees and others who are in a position to influence the award of a contract.
- Attempt to seek confidential information in respect to tendering and contract formation processes associated with this RFP from Pan American Development Foundation employees and others who have access to confidential information.

All Offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with PADF's H.E.A.R.T. values.

Any violation of the Code of Conduct, as well as concerns regarding the integrity of the procurement process and documents, should be reported to PADF via its Ethics Hotline at www.safecall.co.uk/report