



## **Terms of Reference**

### **For**

### **DEVELOPMENT AND IMPLEMENTATION OF BUSINESS & TECHNOLOGY INCUBATOR (BTI) INCLUDING FOR CORAL-POSITIVE ENTERPRISES**

#### **1. BACKGROUND**

The Seychelles Conservation and Climate Adaptation Trust (SeyCCAT) is an independent public-private trust fund managing over US\$ 25 million in grant projects. SeyCCAT strategically invests in ocean stakeholders to drive innovation, bold action, and sustainable blue prosperity in the Seychelles. Established in 2015, SeyCCAT was created to manage an innovative debt-for-nature swap between the Government of Seychelles (GoS) and the Paris Club of creditors, with support from The Nature Conservancy (TNC). As part of this agreement, the GoS committed to advancing policies and investments in marine conservation, the blue economy, and climate change, particularly through the development of a Marine Spatial Plan (MSP) for its 1.37-million km<sup>2</sup> Exclusive Economic Zone (EEZ).

In July 2023, SeyCCAT received approval for the implementation of the GFCR funded OCEAN'S **Resolve Programme**. This ambitious and comprehensive programme focuses on the conservation of coral reef ecosystems through participative and inclusive approaches. It leverages blended finance to support sustainable blue economy initiatives with the focus on coral reef-positive businesses.

The GFCR was established as a catalytic blended finance instrument, designed to:

1. Create favorable investment conditions for private-sector environmental impact investors.
2. Attract potential impact investments in sustainable blue economy enterprises by de-risking investment options.
3. Draw in additional public and philanthropic funding, including climate adaptation funding, to complement private capital and increase the scale of impact.

The OCEAN'S Resolve Programme is a seven-year initiative involving key stakeholders from government, non-government and private sectors. A core component of the programme includes the coordination and implementation of the National Coral Reef Policy. SeyCCAT seeks to recruit a Technical Advisor to assist in the development and implementation of the Business & Technology Incubator (BTI) including for Coral-Positive Enterprises.

## **2. OBJECTIVE & CONTEXT**

The main objective of the consultancy is to design, develop, and implement a Business & Technology Incubator (BTI) for coral-positive businesses. The BTI structure will also support synergies across other initiatives and grants including the GEF-7 Blue Economy Project, which has common and synergistic elements to the GFCR Programme.

This will involve:

- Developing the structure, objectives, and operational guidelines for the BTI.
- Engaging with stakeholders to ensure alignment with national and regional coral reef conservation goals.
- Selecting and incubating businesses that demonstrate positive ecological and socio-economic impacts on coral reefs.
- Providing technical assistance to businesses and supporting them in becoming investor-ready.

## **3. SCOPE OF WORK**

In close consultation with DSTI and SIB, the consultant will be responsible for the following tasks:

### **A. BTI Design and Development**

#### **1. Stakeholder Consultation**

- Engage with key stakeholders (e.g, SPGA, private sector) to inform the design, structure, and operating principles of the BTI.
- Focus on high-impact sectors such as aquaculture, fisheries, eco-tourism, and waste management.

#### **2. BTI Structure & Operational Plan**

- Review & update the existing BTI framework, including its goals, selection criteria, mentorship, and capacity-building elements.
- Develop a clear operational plan outlining the support mechanisms for entrepreneurs, including business model refinement, access to funding, and technical skill development.

### **B. BTI Implementation**

#### **3. First Open Call for Proposals**

- Develop the criteria for selection of the incubates, including the contents of business proposals (plans) to be submitted
- Manage the first open call for coral-positive businesses by advertising & receiving the proposals.
- Select/screen proposals and recommend to an internal committee (MIEI, ESA, SIB & SeyCCAT).
- Emphasize enterprises operating within Marine Protected Areas (MPAs) to align with conservation goals.

#### **4. Technical Assistance and Support**

- Provide hands-on business development support to selected enterprises, by understanding their businesses, identify their support needs, identify & develop working relationship with potential support partners & mentors,
- Support them with their financial modelling, marketing strategies, and investor-readiness preparation.

- Engage a team of business and technical experts to provide specialized assistance.

## **5. Regular Reporting**

- Provide monthly progress reports on the BTI development and implementation.
- Participate in GFCR Project Technical Advisory Committee for project implementation
- Produce a final report detailing the businesses supported, their progress, and overall programme impact.

## **4. DELIVERABLES**

With reference to the scope of work, the consultant, will be required to produce the following deliverables:

### **1. Inception Report**

- A detailed work plan including timelines, key deliverables, and the methodology for executing the consultancy.

### **2. BTI Design and Operational Plan**

- A comprehensive blueprint for the BTI, including stakeholder feedback, selection criteria, and operational guidelines.
- Development of technical documents (SOP,Manual,RFP,timeline)

### **3. First Open Call and Business Selection**

- Successful completion of the first open call and selection of four coral-positive businesses for incubation.

### **4. Final Report**

- A final report summarizing the consultancy's achievements, including the progress of supported businesses, lessons learned, and recommendations for future incubator programmes.

## **5. TYPE OF CONTRACT**

This is a long-term local consultancy (Part time contract)

## **6. DURATION AND TIMELINE**

The assignment is expected to commence in March 2025, over a period of 130 days, and ends in February 2026

## **7. RESPONSIBILITIES AND REPORTING**

The consultant will be expected to be working with DSTI and SIB, in close partnership with SeyCCAT. The consultant shall report on any matter pertaining to the task directly to the Principal Secretary of Department of Entrepreneurship and Industry, who will be responsible for the effective implementation of the assignment.

The SeyCCAT Grants & Fundraising Coordinator will oversee the contract deliverables for payment and may guide to ensure alignment with other ongoing activities funded by various SeyCCAT projects.

## 8. QUALIFICATIONS AND SKILLS REQUIRED<sup>1</sup>

The consultant should have the following:

### Qualifications and experience

- Post-graduate degree in business administration, environmental management, or related fields.
- Minimum of 10 years of experience in business development, entrepreneurship, or incubator management.
- Proven track record in supporting sustainable enterprises, preferably in the blue economy or coral reef conservation sectors.
- Strong knowledge of stakeholder engagement, particularly with government, private sector, and NGOs.
- Excellent project management, communication, and reporting skills.
- Fluency in English; knowledge of French or Creole is an advantage.

## 9. APPLICATIONS

Applications may be submitted by email to the address below. Applications must include the following:

- A cover letter describing qualifications and experience pertaining to this assignment
- A full CV with two references
- A sample of previous works similar to what is being requested in TOR
- A simple work plan or timeline. Template provided in Annex 3 may be used.
- A financial proposal linked to the work plan. Template provided in Annex 4 may be used.
- Mark proposals as **Development & Implementation of the BTI**

**Applications should be sent via email, or via physical submission, to:**

Grants and Fundraising Coordinator  
Seychelles Conservation and Climate Adaptation Trust (SeyCCAT)  
Ocean Gate House, Room 109, Flamboyant Avenue, Victoria, Mahé, Seychelles  
Tel (Office): +248 4325806 Tel (mobile): +248 2632386  
Email: [info@seyccat.org](mailto:info@seyccat.org) CC: [drenaud@seyccat.org](mailto:drenaud@seyccat.org)

**Closing Date:** 4pm Seychelles Time on **26<sup>th</sup> May 2025** (Late submissions and/or incomplete applications will not be considered. Only short-listed applicants will be contacted).

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<sup>1</sup> Note that a scoring system is used, based on these criteria, to assess the technical skills of all applicants.

## Annex 1

### TEMPLATE FOR THE PROPOSED WORK PLAN

The purpose of this template is to provide sufficient details for the proposal to be evaluated, enabling reviewers to see if how you intend to complete the job on time.

NAME: ..... TEL  
(248): .....

WORK PACKAGE: T.I.N: .....

**CONTRACT DURATION:**  
(Please refer to TOR)

**SCOPE OF WORK AND PROPOSED APPROACH:**  
(Please refer to TOR – elaborate your proposed approach and justify and changes being proposed)

**LIST OF DELIVERABLES AND PROPOSED TIMELINE:**  
(Please refer to TOR – indicate number of days required for each, with breakdown by team members if relevant)

**WORK PLAN WITH PROPOSED TIMELINE FOR EACH TASK** (table to be revised as needed)

Tasks to be completed (See scope of work in TOR)	Proposed Timeline (months/weeks)										Number of days	Deadline for deliverable
	<i>Month 1</i>									<i>Month 17</i>		
Sign contract and submit revised/final work plan based on Inception meeting	X											
Etc...												

**COVID-19 PRECAUTIONS BEING PROPOSED:**  
(Please refer to the most recent guidelines by Seychelles Department of Health)

**ADDITIONAL NOTES IF RELEVANT:**

**ANNEX 2**  
**TEMPLATE FOR THE FINANCIAL STATEMENT**

The purpose of this template is to provide sufficient details for the proposal to be evaluated, enabling reviewers to see if the proposal is realistic to complete the job.

**NAME:** .....

**TEL:** .....

**WORK PACKAGE:** .....

**T.I.N:**

.....

ITEM DESCRIPTION	QUANTIT Y Days	UNIT PRICE Per day (CURREN CY)	TOTAL (CURRENC Y)
1. Professional fees	DAYS		
2. Any other cost ( <i>please itemize e.g. taxes</i> )			
<b>Additional information</b>  •			
<b>TOTAL COST (CURRENCY)</b>			

Date: .....

Signature: .....