

**CARIBBEAN COMMUNITY  
CLIMATE CHANGE CENTER**

**(CCCCC)**



**REQUEST FOR PROPOSAL**

**ARUNDO DONAX RENEWABLE BIO-MASS FUEL FOR BELIZE**

**Consultancy Services**

**Environmental and Social Impact Assessment (ESIA) and  
Environmental and Social Management Plan (ESMP)  
Contract# 09/2018/GCF/Belize/CCCCC**

**February 2018**

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**REQUEST FOR PROPOSALS**  
**Contract# 09/2018/GCF/Belize/CCCCC**

*Organization Name:*  
**CARIBBEAN COMMUNITY CLIMATE CHANGE CENTER**

*Title of Consulting Services:*  
**Environmental and Social Impact Assessment (ESIA) and  
Environmental and Social Management Plan (ESMP)**  
**Contract# 09/2018/GCF/Belize/CCCCC**

## SECTION1. Letter of Invitation

Contract# 09/2018/GCF/Belize/CCCCC

26<sup>th</sup> February 2018

**Caribbean Community Climate Change Center (CCCCC)**  
**2<sup>nd</sup>. Floor**  
**L. Nicholas Building**  
**North Ring Road**  
**Belmopan City**  
**BELIZE**

Dear Sir/Madam.

1. The Caribbean Community Climate Change Centre (CCCCC) has received funds from the Green Climate Fund (GCF) for the purpose of implementing the project “**Arundo Donax Renewable Bio-Mass Fuel for Belize**” and intends to apply a part of the proceeds towards payments for the Contract “Environmental and Social Impact Assessment (ESIA) and Preparation of an Environmental and Social Management Plan (ESMP) - Contract# 09/2018 /GCF /Belize/CCCCC”.
2. The CCCCC now invites firms to submit proposals to provide services to conduct an **Environmental and Social Impact Assessment (ESIA) and Preparation of an Environmental and Social Management Plan (ESMP) - Contract# 09/2018/GCF /Belize/CCCCC**. More details on the services to be provided can be found in the Terms of Reference attached.
3. Request for Proposals for this consultancy will be conducted through the International Competitive Bidding (ICB) procedures and is open to all bidders.
4. A firm will be selected under the **Quality-Based Selection (QBS)** method and procedures described in this RFP.
5. The RFP includes the following documents:

- Section 1 - Letter of Invitation
- Section 2 – Instructions to Consultants
- Section 3 - Technical Proposal - Standard Forms
- Section 4 - Financial Proposal - Standard Forms
- Section 5 - Terms of Reference
- Section 6 - Standard Forms of Contract.

6. Interested and eligible consulting firms may obtain further information from *Ms. Allison Williams, Procurement Officer, Caribbean Community Climate Change Centre (CCCCC), Email: [procurement@caribbeanclimate.bz](mailto:procurement@caribbeanclimate.bz), between the hours of 8.00 am to 5.00 pm Monday through Friday, and inspect the Bidding Documents at: <http://www.caribbeanclimate.bz/category/internal/>, Request for Proposals: Environmental and Social Impact Assessment (ESIA) and Environmental and Social Management Plan (ESMP) - Contract# 09/2018/GCF/Belize/CCCCC”.*
7. Electronic bidding will be permitted. Interested candidates are required to submit their proposal as PDF files, via email **on or before 2:00pm (GMT-6), Friday 23<sup>rd</sup> March 2018.**

*The address referred to above is:*

*Email: [procurement@caribbeanclimate.bz](mailto:procurement@caribbeanclimate.bz)  
Caribbean Community Climate Change Centre (CCCCC),  
Second Floor, Lawrence Nicholas Building  
Ring Road,  
Belmopan, BELIZE  
Tel. No.: 501-822-1104, 822-1094  
Fax.: No. 501-822-1365*

8. The Caribbean Community Climate Change Centre (CCCCC) reserves the right to accept or reject any tender and to annul the process and reject all tenders at any time prior to the contract signature, without thereby incurring any liability.

**Yours sincerely,**



Allison Williams  
Procurement Officer



## **SECTION 2.**

### **Instructions to Consultants**

#### **Definitions**

- (a) “Centre” means the agency with which the selected Consultant signs the Contract for the Services.
- (b) “Consultant” means any entity or person that may provide or provides the Services to the Centre under the Contract.
- (c) “Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is the General Conditions (GC), the Special Conditions (SC), and the Appendices.
- (d) “Data Sheet” means such part of the Instructions to Consultants used to reflect specific country and assignment conditions.
- (e) “Day” means calendar day.
- (f) “Government” means the government of the Centre’s country.
- (g) “Instructions to Consultants” (Section 2 of the RFP) means the document which provides shortlisted Consultants with all information needed to prepare their Proposals.
- (h) “LOI” (Section 1 of the RFP) means the Letter of Invitation being sent by the Centre to the shortlisted Consultants.
- (i) “Personnel” means professionals and support staff provided by the Consultant or by any Sub-Consultant and assigned to perform the Services or any part thereof; “Foreign Personnel” means such professionals and support staff who at the time of being so provided had their domicile outside the Government’s country; “Local Personnel” means such professionals and support staff who at the time of being so provided had their domicile inside the Government’s country.
- (j) “Proposal” means the Technical Proposal and the Financial Proposal.
- (k) “RFP” means the Request For Proposal to be prepared by the Centre for the selection of Consultants, based on the SRFP.
- (l) “SRFP” means the Standard Request for Proposals, which must be used by the Centre as a guide for the preparation of the RFP.

- (m) “Services” means the work to be performed by the Consultant pursuant to the Contract.
- (n) “Sub-Consultant” means any person or entity with whom the Consultant subcontracts any part of the Services.
- (o) “Terms of Reference” (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Centre and the Consultant, and expected results and deliverables of the assignment.

1. Introduction

- 1.1 The Caribbean Community Climate Change Centre, will select a consulting firm/organization (the Consultant) from those who respond to publication for the submission of proposals, in accordance with the method of selection specified in the Data Sheet.
- 1.2 Consultants are invited to submit a Technical Proposal and Financial Proposal, or a Technical Proposal only, as specified in Data Sheet, for consulting services required for the assignment **Environmental and Social Impact Assessment (ESIA) Environmental and Social Management Plan (ESMP Contract# 09/2018 /GCF/Belize/CCCCC**”. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.
- 1.3 Consultants should familiarize themselves with local and regional conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local and regional conditions, Consultants are encouraged to visit the Centre before submitting a proposal and to attend a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal conference is optional. Consultants should contact the Centre’s representative named in the Data Sheet to arrange for their visit or to obtain additional information on the pre-proposal conference. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 1.4 The Centre will provide, on a timely basis, at no cost to the Consultants the inputs and facilities specified in the Data Sheet, assist the firm in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.



- 1.5 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Centre is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.
- Conflict of Interest**
- 1.6 The Centre's policy requires that Consultants provide professional, objective, and impartial advice and at all times hold the Centre's interests paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.
- 1.6.1 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:
- Conflicting activities**
- (i) A firm that has been engaged by the Centre to provide goods, works or services other than consulting services for a project, and any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation. For the purpose of this paragraph, services other than consulting services are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.
- Conflicting assignments**
- (ii) A Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Centre. For example, a Consultant hired to prepare engineering design for an infrastructure project shall not be engaged to

prepare an independent environmental assessment for the same project, and a Consultant assisting a Centre in the privatization of public assets shall not purchase, nor advise purchasers of, such assets. Similarly, a Consultant hired to prepare Terms of Reference for an assignment should not be hired for the assignment in question.

**Conflicting relationships**

- (iii) A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Centre's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Centre throughout the selection process and the execution of the Contract.

1.6.2 Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Centre, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.

1.6.3 No agency or current employees of the Centre shall work as Consultants under their own ministries, departments or agencies. Recruiting former government employees of the Centre to work for their former ministries, departments or agencies is acceptable provided no conflict of interest exists. When the Consultant nominates any government employee as Personnel in their technical proposal, such Personnel must have written certification from their government or employer confirming that they are on leave without pay from their official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to the Centre by the Consultant as part of his technical proposal.

**Unfair Advantage**

1.6.4 If a shortlisted Consultant could derive a competitive advantage from having provided consulting services related to the assignment in question, the Centre shall

make available to all shortlisted Consultants together with this RFP all information that would in that respect give such Consultant any competitive advantage over competing Consultants.

**Fraud and  
Corruption**

1.7 The Centre requires that all Consultants adhere to the highest ethical standards, both during the selection process and throughout the execution of a contract. In pursuance of this policy, the Centre:

- (a) defines, for the purpose of this paragraph, the terms set forth below as follows:
  - (i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution;
  - (ii) “fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
  - (iii) “collusive practices” means a scheme or arrangement between two or more consultants with or without the knowledge of the Centre, designed to establish prices at artificial, noncompetitive levels;
  - (iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.
- (b) will reject a proposal for award if it determines that the Consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question;
- (c) will cancel the contract if it determines at any time that representatives of the Centre and/or the engaged in corrupt, fraudulent, collusive or coercive practices during the selection process or the execution of the contract.

- (d) will sanction a Consultant, including declaring the Consultant ineligible, either indefinitely or for a stated period of time, to be awarded a contract by the Centre if at any time determines that the Consultant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing the contract; and
- 1.8 Consultants, their Sub-Consultants, and their associates shall not be under a declaration of ineligibility for corrupt and fraudulent practices in accordance with the above para. 1.7. Furthermore, the Consultants shall be aware of the provisions on fraud and corruption stated in the specific clauses in the General Conditions of Contract.
- 1.9 Consultants shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the assignment if the Consultant is awarded the Contract, as requested in the Financial Proposal submission form (Section 4).
- Origin of Goods and Consulting Services** 1.10 Goods supplied and Consulting Services provided under the Contract may originate from any country except if:
- (i) as a matter of law or official regulation, the Centres' country prohibits commercial relations with that country; or
  - (ii) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Centre's Country prohibits any imports of goods from that country or any payments to persons or entities in that country.
- Only one Proposal** 1.11 Shortlisted Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. However, this does not limit the participation of the same Sub-Consultant, including individual experts, to more than one proposal.
- Proposal Validity** 1.12 The Data Sheet indicates how long Consultants' Proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Centre will make its best effort to complete negotiations within this period. Should the need arise, however, the Centre may request Consultants to extend

the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Consultants could submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.

- |  |      |   |
|--|------|---|
| <b>Eligibility of Sub-Consultants</b>                  | 1.13 | In case a shortlisted Consultant intends to associate with Consultants who have not been shortlisted and/or individual expert(s), such other Consultants and/or individual expert(s) shall be subject to the eligibility criteria set forth in the Guidelines.  |
| <b>2. Clarification and Amendment of RFP Documents</b> | 2.1  | Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Centre's address indicated in the Data Sheet. The Centre will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Consultants. Should the Centre deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under para. 2.2. |
|  | 2.2  | At any time before the submission of Proposals, the Centre may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Centre may, if the amendment is substantial, extend the deadline for the submission of Proposals.   |
| <b>3. Preparation of Proposals</b>                     | 3.1  | The Proposal (see para. 1.2), as well as all related correspondence exchanged by the Consultants and the Centre, shall be written in the language (s) specified in the Data Sheet.  |
|  | 3.2  | In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.  |

3.3 While preparing the Technical Proposal, Consultants must give particular attention to the following:

(a) If a shortlisted Consultant considers that it may enhance its expertise for the assignment by associating with other Consultants in a joint venture or sub-consultancy, it may associate with either (a) non-shortlisted Consultant(s), or (b) shortlisted Consultants if so indicated in the Data Sheet. A shortlisted Consultant must first obtain the approval of the Centre if it wishes to enter into a joint venture with non-shortlisted or shortlisted Consultant(s). In case of association with non-shortlisted Consultant(s), the shortlisted Consultant shall act as association leader. In case of a joint venture, all partners shall be jointly and severally liable and shall indicate who will act as the leader of the joint venture.

(b) The estimated number of Professional staff-months or the budget for executing the assignment shall be shown in the Data Sheet, but not both. However, the Proposal shall be based on the number of Professional staff-months or budget estimated by the Consultants.

For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget, while the estimated number of Professional staff-months shall not be disclosed.

(c) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

**Language**

(d) Documents to be issued by the Consultants as part of this assignment must be in the language(s) specified in the Reference Paragraph 3.1 of the Data Sheet. If Reference Paragraph 3.1 indicates two languages, the language in which the proposal of the successful Consultant will be submitted shall govern for the purpose of interpretation. It is desirable that the firm's Personnel have a working knowledge of the Centre's national language.

**Technical Proposal**

3.4 Consultants are required to submit a Simplified Technical Proposal (STP). Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-

**Format and  
Content**

responsive. The Technical Proposal shall provide the information indicated in the following paragraphs from (a) to (f) using the attached Standard Forms (Section 3). Paragraph (b) (ii) indicates the recommended number of pages for the description of the approach, methodology and work plan of the STP. A page is considered to be one printed side of A4 or letter size paper.

- (a) (i) For the STP all comments and suggestions, if any, should be incorporated into the description of the approach and methodology (refer to following subparagraph 3.4 (b) (ii)).
- (b) (i) For the FTP, and STP: a description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-4 of Section 3. The work plan should be consistent with the Work Schedule (Form TECH-8 of Section 3) which will show in the form of a bar chart the timing proposed for each activity.
- (ii) For the STP only: the description of the approach, methodology and work plan should normally consist of 10 pages, including charts, diagrams, and comments and suggestions, if any, on Terms of Reference and counterpart staff and facilities.
- (c) The list of the proposed Professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (Form TECH-5 of Section 3).
- (d) Estimates of the staff input (staff-months of foreign and local professionals) needed to carry out the assignment (Form TECH-7 of Section 3). The staff-months input should be indicated separately for home office and field activities, and for foreign and local Professional staff.
- (e) CVs of the Professional staff signed by the staff themselves or by the authorized representative of the Professional Staff (Form TECH-6 of Section 3).

- (f) For the FTP only: a detailed description of the proposed methodology and staffing for training, if the Data Sheet specifies training as a specific component of the assignment.
- 3.5 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.
- Financial Proposals**
- 3.6 The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment, including (a) remuneration for staff (foreign and local, in the field and at the Consultants' home office), and (b) reimbursable expenses indicated in the Data Sheet. If appropriate, these costs should be broken down by activity and, if appropriate, into foreign and local expenditures. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.
- Taxes**
- 3.7 The Consultant may be subject to local taxes (such as: value added or sales tax, social charges or income taxes on non resident Foreign Personnel, duties, fees, levies) on amounts payable by the Centre under the Contract. The Centre will state in the Data Sheet if the Consultant is subject to payment of any local taxes. Any such amounts shall not be included in the Financial Proposal as they will not be evaluated, but they will be discussed at contract negotiations, and applicable amounts will be included in the Contract.
- 3.8 Consultants may express the price of their services in a maximum of three freely convertible currencies, singly or in combination. The Centre may require Consultants to state the portion of their price representing local cost in the national currency if so indicated in the Data Sheet.
- 3.9 Commissions and gratuities, if any, paid or to be paid by Consultants and related to the assignment will be listed in the Financial Proposal Form FIN-1 of Section 4.
- 4. Submission, Receipt, and Opening of Proposals**
- 4.1 The original proposal (Technical Proposal and, if required, Financial Proposal; see paragraph 1.2) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should



respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4.

- 4.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial Proposals shall be marked "ORIGINAL".
- 4.3 The Technical Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. The Technical Proposals shall be sent to the addresses referred to in para. 4.5 and in the number of copies indicated in the Data Sheet. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.
- 4.4 The original and all copies of the Technical AND Financial Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" Similarly, the original Financial Proposal (if required under the selection method indicated in the Data Sheet) shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the number and the name of the assignment, and with a warning "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**" The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Loan, and be clearly marked "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE the date specified in the Instruction to Consultants.**" The Centre shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be cause for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.
- 4.5 The Proposals must be sent to the address/addresses indicated in the Data Sheet and received by the Centre no later than the time and the date indicated in the Data Sheet, or any extension to this date in accordance with paragraph 2.2. Any proposal

received by the Centre after the deadline for submission shall be returned unopened.

4.6 The Centre shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored.

**5. Proposal  
Evaluation**

5.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the Centre on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Centre in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants' Proposal.

Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

**Evaluation of  
Technical  
Proposals**

5.2 The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.

**Public Opening  
and Evaluation  
of Financial  
Proposals  
(Least Cost  
Selection LCS)**

- 5.3 After the technical evaluation is completed the Centre shall inform the Consultants who have submitted proposals the technical scores obtained by their Technical Proposals, and shall notify those Consultants whose Proposals did not meet the minimum qualifying mark or were considered non responsive to the RFP and TOR, that their Financial Proposals will be returned unopened after completing the selection process. The Centre shall simultaneously notify in writing Consultants that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals. The opening date should allow Consultants sufficient time to make arrangements for attending the opening. Consultants' attendance at the opening of Financial Proposals is optional.
- 5.4 Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The names of the Consultants, and the technical scores of the Consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copy of the record shall be sent to all Consultants and the Bank.
- 5.5 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail. In addition to the above corrections, as indicated under paragraph 3.6, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items. In case an activity or line item is quantified in the Financial Proposal differently from the Technical Proposal, (i) if the Time-Based form of contract has been included in the RFP, the Evaluation Committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity and correct the total Proposal cost, (ii) if the Lump-Sum form of contract has been included in the RFP, no corrections are applied to the Financial Proposal in this respect. Prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the Data Sheet.
- 5.6 In the case of Least-Cost Selection (LCS), the Client will select the Consultant with the lowest evaluated total price among

those consultants that achieved the minimum technical score, and invite such Consultant to negotiate the Contract.

**6. Negotiations**

6.1 Negotiations will be held at the date and address indicated in the Data Sheet. The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the Centre proceeding to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.

**Technical negotiations**

6.2 Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The Centre and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as “Description of Services”. Special attention will be paid to clearly defining the inputs and facilities required from the Centre to ensure satisfactory implementation of the assignment. The Centre shall prepare minutes of negotiations which will be signed by the Centre and the Consultant.

**Financial negotiations**

6.3 If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to contact the local tax authorities to determine the local tax amount to be paid by the Consultant under the Contract. The financial negotiations will include a clarification (if any) of the firm’s tax liability in the Centre’s country, and the manner in which it will be reflected in the Contract; and will reflect the agreed technical modifications in the cost of the services. In the cases of QCBS, Fixed-Budget Selection, and the Least-Cost Selection methods, unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor other proposed unit rates. For other methods, Consultants will provide the Centre with the information on remuneration rates described in the Appendix attached to Section 4 - Financial Proposal - Standard Forms of this RFP.

**Availability of Professional staff/experts**

6.4 Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the Centre expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the Centre will require assurances that the Professional staff will be actually available. The Centre will not consider substitutions

during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.

- |                                       |     |  |
|---------------------------------------|-----|--|
| <b>Conclusion of the negotiations</b> | 6.5 | Negotiations will conclude with a review of the draft Contract. To complete negotiations the Centre and the Consultant will initial the agreed Contract. If negotiations fail, the Centre will invite the Consultant whose Proposal received the second highest score to negotiate a Contract.   |
| <b>7. Award of Contract</b>           | 7.1 | After completing negotiations the Centre shall award the Contract to the selected Consultant, and promptly notify all Consultants who have submitted proposals. After Contract signature, the Centre shall return the unopened Financial Proposals to the unsuccessful Consultants.  |
|                                       | 7.2 | The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.   |
| <b>8. Confidentiality</b>             | 8.1 | Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal. |



**Instructions to Consultants  
Data Sheet**

Paragraph Reference	Instructions
1.1	<p>Name of the Client: <b>Caribbean Community Climate Change Center (CCCCC)</b>  <b>2<sup>nd</sup> Floor, L. Nicholas Building, North Ring Road,</b>  <b>Belmopan City, Belize</b></p> <p>Method of selection: <b>Quality-Based Selection (QBS)</b></p>
1.2	<p>Consultant is required to submit a <b>Technical AND Financial Proposal</b></p> <p>Name of the assignment is: “<b>Environmental and Social Impact Assessment (ESIA) and Environmental and Social Management Plan (ESMP) - Contract# 09/2018/GCF/Belize/CCCCC</b>”</p>
1.3	<p>A pre-proposal conference will be held: <b>No</b></p> <p>For inquiries the Centre’s representative is: <i>Allison Williams, Procurement Officer</i></p> <p style="text-align: center;"><i>Caribbean Community Climate Change Center (CCCCC)</i>  <i>2<sup>nd</sup> Floor, L. Nicholas Building, North Ring Road,</i>  <i>Belmopan City, Belize</i>  <i>Email: <a href="mailto:procurement@caribbeanclimate.bz">procurement@caribbeanclimate.bz</a></i>  <i>Telephone: (501) 822-1104/1109</i>  <i>Facsimile: (501) 822-1385</i></p>
1.4	The Centre will provide the following inputs and facilities: <b>Nil</b>
1.5	<b>The Centre is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the consultant</b>
1.6	Conflict of Interest -The Centre’s policy requires that Consultants provide professional, objective, and impartial advice and at all times hold the Centre’s interests paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.
1.6.1 (iii)	Conflicting relationship - A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Centre’s staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the

	assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Centre throughout the selection process and the execution of the Contract.
<b>1.12</b>	Proposals must remain valid <b>90</b> days after the submission date, i.e. until: <b>22<sup>nd</sup> June 2018</b>
<b>2.1</b>	<p>Clarifications may be requested no later than <b>10 days</b> before the submission date at the following address:</p> <p style="text-align: center;"><i>Email: <a href="mailto:procurement@caribbeanclimate.bz">procurement@caribbeanclimate.bz</a> Caribbean Community Climate Change Center (CCCCC) 2<sup>nd</sup> Floor, L. Nicholas Building, North Ring Road, Belmopan City, Belize Telephone: <b>(501) 822-1104/1109</b> Facsimile: <b>(501) 822-1385</b></i></p>
<b>3.1</b>	Proposals shall be submitted in the following language: <b>English</b>
<b>3.3 (b)</b>	Total amount available for this activity: <b>US\$120,000 which includes consultant fees, travel costs and per diems. (is exclusive of expenses related to meetings)</b>
<b>3.4</b>	<p>The format of the Technical Proposal to be submitted is: <b>Full Technical Proposal (FTP)</b></p> <p style="text-align: center;"><b><u>For FULL TECHNICAL PROPOSAL (FTP):</u></b></p> <ol style="list-style-type: none"> <li>(1) Power of Attorney to sign the Proposal</li> <li>(2) TECH-1</li> <li>(3) TECH-2</li> <li>(4) TECH-3</li> <li>(5) TECH-4</li> <li>(6) TECH-5</li> <li>(7) TECH-6</li> <li>(8) TECH-7</li> <li>(9) TECH-8</li> </ol> <p>Methodology proposed must be based on a clear rationale for the approach.</p>
<b>3.6</b>	<p>The Financial Proposal shall be prepared using the Standard Forms (Section 4).</p> <ol style="list-style-type: none"> <li>(1) FIN-1</li> <li>(2) FIN-2</li> <li>(3) FIN-3</li> </ol>



	<p>(4) FIN-4 (5) FIN-4</p> <p>In order to demonstrate competitive fee rates and expenses in relation to the market and to demonstrate Value for Money all costs associated with the assignment, including fees and expenses where appropriate shall be broken down by activity. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.</p> <p><b>Consultants will be accountable for all additional expenses.</b></p>
3.7	<p>Amounts payable by the Centre to the Consultant under the contract to be subject to local taxation: <b>No (a) The Consultant is responsible for paying his/her own taxes.</b></p>
3.8	<p>Consultant to state all cost in US currency: <b>Yes</b></p>
4.0	<p><b>Submission will be done electronically and must be clearly identified as:</b>  <b>“Environmental and Social Impact Assessment (ESIA) and Environmental and Social Management Plan (ESMP) - Contract# 09/2018/GCF/Belize/CCCCC”</b></p> <p><b>Technical Proposal and Financial Proposal must be submitted as two (2) separate PDF files. To the address below on or before 2:00pm (GMT-6), Friday 23<sup>rd</sup> March 2018.</b></p> <p><i>Email: <a href="mailto:procurement@caribbeanclimate.bz">procurement@caribbeanclimate.bz</a>  Caribbean Community Climate Change Center (CCCCC)  2<sup>nd</sup> Floor, L. Nicholas Building, North Ring Road,  Belmopan City, Belize</i></p> <p>The original and copies of the Technical AND Financial Proposal shall be placed in separate envelopes, sealed and be clearly marked “TECHNICAL PROPOSAL” similarly, the Financial Proposal shall be placed in a sealed envelope clearly marked “FINANCIAL PROPOSAL” and bear the warning “DO NOT OPEN WITH THE TECHNICAL PROPOSAL.” The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address below, <b>Contract# 09/2018/GCF/Belize/CCCCC</b> and title of the assignment <b>Environmental and Social Impact Assessment (ESIA) and Preparation of an Environmental and Social Management Plan (ESMP)</b> and be clearly marked “DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, ON/OR BEFORE 2:00pm (GMT -6), Friday, 23<sup>rd</sup> March 2018.</p>

	<p><b><u>Address for submission:</u></b>  <b>Caribbean Community Climate Change Centre</b>  Address: <b>Lawrence Nicholas Building, Ring Road</b>  Floor/ Room number: <b>First Floor</b>  City: <b>Belmopan</b>  Country: <b>BELIZE</b>  Telephone: <b>501-822-1094, 822-1104</b></p>		
5.2	<p><b>Evaluation of Proposals:</b> Criteria, sub-criteria, and point system for the evaluation of the Technical Proposals and Financial Proposal are:</p>		
	<b>#</b>	<b>Description</b>	<b>Weighting</b>
<b>Main (Technical )criteria (70 marks total)</b>			
A		<p><b>Expert I/Team Leader</b> : should possess at least a Masters Degree or equivalent ranging in environmental sustainability, environmental science, environmental engineering, eco-system services management, environmental and social sciences or other field relevant to environmental sustainability and climate change; <b>Expert II:</b> Masters Degree or equivalent ranging in Mechanical, Civil Engineering, renewable energy (bio-mass) or related fields; <b>Expert III:</b> Graduate qualifications/expertise in Agricultural Science, Agronomy Natural Resource Management, Agricultural Extension or related fields</p>	15
<b>Experience - Experts</b>			
B		<p><b>Expert I/Team Leader:</b> at least 10 years of experience conducting environmental impact assessments, environmental analyses or research in the field of environmental life cycle impacts and climate change at the national, regional and international levels. <b>Expert II:</b> 10 years’ demonstrated experience working in the areas of mechanical or civil engineering, renewable energy (bio-mass) or related fields; <b>Expert III:</b> 5 years demonstrated experience working in the areas of agriculture, agronomy natural resource management, agricultural extension or related fields.</p>	20
C		<p>Proven expertise and in-depth knowledge of sustainable energy and climate change policies and practices in the Latin America and the Caribbean context.</p>	5
D		<p>Knowledge of the electricity industry in Belize and/or in the Caribbean and Latin American region especially in relation to matters such as: technical requirements, necessary permits and procedures for connection, etc.</p>	5
E		<p>Knowledge of renewable energy, particularly in the field of bio-energy (biomass) and solar energy. Must have knowledge</p>	5

	of the biomass market and the characteristics of available biomass in the Latin American region.	
F	Previous experience and qualifications with biomass based conversion technologies (gasification, direct combustion) exceeding 7 years and ideally with innovative technologies such as torrefaction and gasification.	5
H	Must demonstrate at least 10 years proven experience in renewable energy projects especially conducting Environmental and Social Impact Assessments at national, regional and international levels.	5
I	Track-record of participating in the engineering, execution, operation and/or maintenance aspects of at least 5 similar projects, and experience of biomass based systems of >1 MW. Experience with conducting prefeasibility and feasibility studies is an asset.	5
K	Conversance with the GCF procedures and prior experience in preparing a GCF Funding proposal would be an asset	5
<b>Commercial criteria (30 marks total)</b>		
G	Competitive fee rates and expenses in relation to the market and demonstration of Value for Money.	15
H	Clear and effective financial plan to deliver output based deliverables and key performance measures	5
I	Financial approach and methodology for ensuring the requirements will be delivered on time and in line with agreed costs, highlighting any financial risks.	10
	<b>Total</b>	<b>100</b>
<b><u>Required Minimum Technical Score 60 points</u></b>		
<b>5.7</b>	The formula for determining the financial scores is the following: <b>N/A</b>	
<b>6.1</b>	Expected date and address for contract negotiations: <b>To be determined after confirmation of availability of professional staff</b>	
<b>6.2</b>	Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The Centre and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as “Description of Services”.	
<b>7.2</b>	Expected date for commencement of consulting services: <b>April 2018</b>	

	<b>Please be advised that an advance payment bond valued at 20% of the contract price will be required in order to qualify for an advance payment. Annex I – Draft Advance Payment Bond</b>
<b>8.1</b>	Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract.

## SECTION 3. Technical Proposal - Standard Forms

Refer to Reference Paragraph 3.4 of the Data Sheet for format of Technical Proposal to be submitted, and paragraph 3.4 of Section 2 of the RFP for Standard Forms required and number of pages recommended.

### Checklist of Required Forms

Required for FTP or STP (v)		FORM	DESCRIPTION	Page Limit
√	STP			
√	√	TECH-1	Technical Proposal Submission Form.	
	"√" If applicable	TECH-1 Attachment	If the Proposal is submitted by a joint venture, attach a letter of intent or a copy of an existing agreement.	
	"√" If applicable	Power of Attorney	No pre-set format/form. In the case of a Joint Venture, several are required: a power of attorney for the authorized representative of each JV member, and a power of attorney for the representative of the lead member to represent all JV members	
√		TECH-2	Consultant's Organization and Experience.	
√		TECH-2A	A. Consultant's Organization	
√		TECH-2B	B. Consultant's Experience	
√		TECH-3	Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Centre.	
√		TECH-3A	A. On the Terms of Reference	
√		TECH-3B	B. On the Counterpart Staff and Facilities	
√	√	TECH-4	Description of the Approach, Methodology, and Work Plan for Performing the Assignment	
√		TECH-5	Team Composition and Task Assignment	
√	√	TECH-6	Team Composition, Key Experts Inputs, and attached Curriculum Vitae (CV)	
√		TECH-7	Staffing Schedule	
√		TECH - 8	Work schedule	

**All pages of the original Technical and Financial Proposal shall be initialed by the same authorized representative of the Consultant who signs the Proposal.**

## Form TECH-1 Technical Proposal Submission Form

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*Belize, Central American  
26<sup>th</sup> February 2018*

To: *Caribbean Community Climate Change Center (CCCCC)  
2<sup>nd</sup> Floor, L. Nicholas Building, North Ring Road,  
Belmopan City, Belize*

Dear Sirs:

We, the undersigned, offer to provide the consulting services for the to conduct an **Environmental and Social Impact Assessment (ESIA) and Preparation of an Environmental and Social Management Plan (ESMP) Contract# 09/2018/GCF/Belize /CCCCC** in accordance with your Request for Proposal dated 26<sup>th</sup> February 2018 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope<sup>1</sup>.

*{If the Consultant is a joint venture, insert the following: We are submitting our Proposal a joint venture with: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy {insert: “of our letter of intent to form a joint venture” or, if a JV is already formed, “of the JV agreement”} signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.*

*{OR*

*If the Consultant’s Proposal includes Sub-consultants, insert the following: We are submitting our Proposal with the following firms as Sub-consultants: {Insert a list with full name and address of each Sub-consultant.}*

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Centre.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet, Clause 1.12.
- (c) We have no conflict of interest in accordance with ITC 1.6 and 1.61 (i-iii).
- (d) We meet the eligibility requirements as stated in ITC 6, and we confirm our understanding of our obligation to abide by the Centres’ policy in regard to corrupt and fraudulent practices as per ITC 1.7.

- (e) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in Clause 7.2 of the Data Sheet.

We understand that the Centre is not bound to accept any Proposal that the Centre receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Consultant (company's name or JV's name):

In the capacity of: \_\_\_\_\_

Address: \_\_\_\_\_

Contact information (phone and e-mail): \_\_\_\_\_

{For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}

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1 [In case Paragraph Reference 1.2 of the Data Sheet requires to submit a Technical Proposal only, replace this sentence with: "We are hereby submitting our Proposal, which includes this Technical Proposal only."]

2 [Delete in case no association is foreseen.]

Form TECH-2 Consultant's Organization and Experience

A - Consultant's Organization

*[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]*



## B - Consultant's Experience

*[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment . Use 20 pages.]*

Assignment name:	Approx. value of the contract (in current US\$ or Euro):
Country: Location within country:	Duration of assignment (months):
Name of Centre:	Total N° of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current US\$ or £):
Start date (month/year): Completion date (month/year):	N° of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's Name: \_\_\_\_\_

Form TECH-3 Comments and Suggestions on the Terms of Reference and on  
Counterpart Staff and Facilities to be Provided by the Centre

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A - On the Terms of Reference

*[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]*

Form TECH-4 Description of Approach, Methodology and Work Plan for  
Performing the Assignment

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Form TECH-5 Team Composition and Task Assignments

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<b>Professional Staff</b>				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned

Form TECH-6 - Curriculum Vitae (CV) for Proposed Professional Staff

---

1. **Proposed Position** [*only one candidate shall be nominated for each position*]: \_\_\_\_\_

2. **Name of Firm** [*Insert name of firm proposing the staff*]: \_\_\_\_\_

---

3. **Name of Staff** [*Insert full name*]: \_\_\_\_\_

4. **Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

5. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: \_\_\_\_\_

---

6. **Membership of Professional Associations:** \_\_\_\_\_

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7. **Other Training** [*Indicate significant training since degrees under 5 - Education were obtained*]: \_\_\_\_\_

---

8. **Countries of Work Experience:** [*List countries where staff has worked in the last ten years*]: \_\_\_\_\_

---

9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: \_\_\_\_\_

---

10. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [Year]: \_\_\_\_ To [Year]: \_\_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_

<p><b>11. Detailed Assigned Tasks</b></p> <p><i>[List all tasks to be performed under this assignment]</i></p>	<p><b>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b></p> <p><i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Centre: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
--	--

**13. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of staff member or authorized representative of the staff]* *Day/Month/Year*

Full name of authorized representative: \_\_\_\_\_

### Form TECH-7 Staffing Schedule<sup>1</sup>

N°	Name of Staff	Staff input (in the form of a bar chart) <sup>2</sup>													Total staff-month input		
		1	2	3	4	5	6	7	8	9	10	11	12	n	Home	Field <sup>3</sup>	Total
<b>Foreign</b>																	
1		[Home]															
		[Field]															
2																	
3																	
N																	
													<b>Subtotal</b>				
<b>Local</b>																	
1		[Home]															
		[Field]															
2																	
N																	
													<b>Subtotal</b>				
													<b>Total</b>				

- 1 For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).
- 2 Months are counted from the start of the assignment. For each staff indicate separately staff input for home and field work.
- 3 Field work means work carried out at a place other than the Consultant's home office.

Full time input  
 Part time input





## **SECTION 4. Financial Proposal - Standard Forms**

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under para. 3.6 of Section 2. Such Forms are to be used whichever is the selection method indicated in para. 4 of the Letter of Invitation.

*[The Appendix “Financial Negotiations - Breakdown of Remuneration Rates” is to be only used for financial negotiations when Quality-Based Selection, Selection Based on Qualifications, or Single-Source Selection method is adopted, according to the indications provided under para. 6.3 of Section 2.]*

- FIN-1 Financial Proposal Submission Form
- FIN-2 Summary of Costs
- FIN-3 Breakdown of Costs by Activity
- FIN-4 Breakdown of Remuneration
- FIN-5 Reimbursable expenses

Form FIN-1 Financial Proposal Submission Form

Belize, Central American  
26<sup>th</sup> February 2018

To: Caribbean Community Climate Change Center (CCCCC)  
2<sup>nd</sup> Floor, L. Nicholas Building, North Ring Road,  
Belmopan City, Belize

Dear Sirs:

We, the undersigned, offer to provide the consulting services for to conduct an **Environmental and Social Impact Assessment (ESIA) and Preparation of an Environmental and Social Management Plan (ESMP) Contract# 09/2018/GCF/Belize/CCCCC** in accordance with your Request for Proposal dated 26<sup>th</sup> February 2018 and our Technical Proposal. Our attached Financial Proposal is for the sum of \_\_\_\_\_ [Insert amount(s) in words and figures<sup>1</sup>].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.12 of the Data Sheet.

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below<sup>2</sup>:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

1 Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.

2 If applicable, replace this paragraph with: "No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Contract execution."

## Form FIN-2 Summary of Costs

---

<b>Item</b>		
	[US Currency] <sup>1</sup>	[Pound Sterling (£)] <sup>1</sup>
Total Costs of Financial Proposal <sup>2</sup>		

- 1 Indicate between brackets the name of the foreign currency. Maximum of three currencies; use as many columns as needed, and delete the others.
- 2 Indicate the total costs, net of local taxes, to be paid by the Centre in US Currency. Such total costs must coincide with the sum of the relevant Subtotals indicated in all Forms FIN-3 provided with the Proposal.

Form FIN-3 Breakdown of Costs by Activity<sup>1</sup>

<b>Group of Activities (Phase):</b> <sup>2</sup> _____ _____	<b>Description:</b> <sup>3</sup> _____ _____	
<b>Cost component</b>	<b>Costs</b>	
	[US Currency]	[Pound Sterling (£)]
Remuneration <sup>5</sup>		
Expenses <sup>5</sup>		
Subtotals		

- 1 Form FIN-3 shall be filled at least for the whole assignment. The Consultant shall fill a separate Form FIN-3 for each group of activities. Subtotals of all Forms FIN-3 provided must coincide with the Total Costs of Financial Proposal indicated in Form FIN-2.
- 2 Names of activities (phase) should be the same as, or correspond to the ones indicated in the second column of Form TECH-8.
- 3 Short description of the activities whose cost breakdown is provided in this Form.
- 4 Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN-2.
- 5 For each currency, Remuneration and Expenses must respectively coincide with relevant Total Costs indicated in Forms FIN-4, and FIN-5.



### Form FIN-5 Breakdown of Expenses<sup>1</sup>

(This Form FIN-5 shall only be used when the Lump-Sum Form of Contract has been included in the RFP. Information to be provided in this Form shall be used to establish Value for Money and payments to the Consultant for possible additional services requested by the Centre)

N°	Description <sup>2</sup>	Unit	Unit Cost <sup>3</sup>	Quantity	[US Currency] <sup>4</sup>	[Pound Sterling (£)] <sup>4</sup>
	Per diem allowances	Day				
	International flights <sup>5</sup>	Trip				
	Other transportation (taxi, water taxi etc)	Trip				
	Communication costs between [Insert place] and [Insert place]					
	Drafting, reproduction of reports					
	Equipment, instruments, materials, supplies, etc.					
Total Costs						

- 1 Form FIN-5 should be filled for each of the Forms FIN-3 provided, if needed.
- 2 Delete items that are not applicable or add other items according to Paragraph Reference 3.6 of the Data Sheet.
- 3 Indicate unit cost and currency.
- 4 Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN-2. Cost = Unit Cost x Quantity.
- 5 Indicate route of each flight, and if the trip is one- or two-ways.

## Sample Form

Consulting Firm:

Country:

Assignment:

Date:

**Environmental and Social Impact Assessment (ESIA) and  
Environmental and Social Management Plan (ESMP)  
Contract# 09/2018/GCF/Belize/CCCCC”**

**Consultant’s Representations Regarding Costs and Charges**

We hereby confirm that:

- (a) the basic salaries indicated in the attached table are taken from the firm’s payroll records and reflect the current salaries of the staff members listed which have not been raised other than within the normal annual salary increase policy as applied to all the firm’s staff;
- (b) attached are true copies of the latest salary slips of the staff members listed;
- (c) the away from headquarters allowances indicated below are those that the Consultants have agreed to pay for this assignment to the staff members listed;
- (d) the factors listed in the attached table for social charges and overhead are based on the firm’s average cost experiences for the latest three years as represented by the firm’s financial statements; and
- (e) said factors for overhead and social charges do not include any bonuses or other means of profit-sharing.

\_\_\_\_\_  
*[Name of Consulting Firm]*

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

Title: \_\_\_\_\_

### Consultant's Representations Regarding Costs and Charges

(Expressed in *US Currency*)

Personnel		1	2	3	4	5	6	7	8
Name	Position	Basic Salary per Working Month/Day/Year	Social Charges <sup>1</sup>	Overhead <sup>1</sup>	Subtotal	Fee <sup>2</sup>	Away from Headquarters Allowance	Proposed Fixed Rate per Working Month/Day/Hour	Proposed Fixed Rate per Working Month/Day/Hour <sup>1</sup>
Home Office									
Field									

1. Expressed as percentage of 1
2. Expressed as percentage of 4



## SECTION 5: TERMS OF REFERENCE

<b>Project:</b>	Arundo Donax Renewable Bio-Mass Fuel for Belize
<b>Funding/Donor:</b>	Green Climate Fund - GCF
<b>Implementing Agency:</b>	Caribbean Community Climate Change Centre (CCCCC)
<b>Name of Procurement Activity:</b>	Environmental and Social Impact Assessment (ESIA) and Environmental and Social Management Plan (ESMP), Belize
<b>Contract Number:</b>	09/2018/GCF/Belize/CCCCC
<b>Consultancy</b>	Team/Firm
<b>Location of the Consultancy:</b>	Belize
<b>Duration:</b>	6 months
<b>Estimated Value of Services</b>	US\$120,000
<b>Deadline for the Submission of Proposals</b>	On or before 2:00pm (GMT-6), Friday 23 <sup>rd</sup> March 2018
<b>Indicative Start Date</b>	April 2018

### BACKGROUND

The Caribbean Community Climate Change Centre (5Cs) is in the process of developing a Funding Proposal [FP] for submission to the Green Climate Fund {GCF} seeking financing for investment in a bio-mass renewable energy project. This project will be based on the utilization of the indigenous fast growing C3 perennial rhizomatous grass - *Arundo donax* – currently available and to be cultivated widely on marginal lands in Belize. **The process of proposal submission and consideration of this project by the GCF requires inter alia the conduct of an Environmental and Social Impact Assessment (ESIA) and Environmental and Social Management Plan (ESMP).** This assessment and complementing management plan is necessary to ascertain the socio-economic and environmental implications of the proposed project on the society.

The conduct of the Environmental and Social Impact Assessment (ESIA) is consistent with the Government of Belize’s (GoB) objective of responsibly expanding the utilization of biomass to meet some of the country’s energy needs and achieve the dual aim of reducing the country’s carbon footprint and adapting to climate change impacts.

The Caribbean Community Climate Change Centre (“5Cs”) - the entity that is charged with coordinating the Caribbean’s response to climate change - is spearheading the effort to mobilize resources for this major transformative project including overseeing the conduct of all precursor studies and analyses.

The Environmental and Social Impact Assessment (ESIA) and complementing Environmental and Social Management Plan (ESMP) are critical to the process of assessment and consideration of the merit and fundability of the proposal by the GCF. The Study will assess the environmental and social footprint of this potentially significant source of green energy for Belize, that can displace the costlier and more high polluting alternative imported fossil fuel, thus lessening the strain on an already heavily burdened national economy.

The services of a suitably qualified Consultancy Firm are being sought to undertake the following Tasks (the terms of which are defined below):

- (i) **The conduct of an Environmental and Social Screening of the proposed investment**
- (ii) **The conduct of an Environmental and Social Impact Assessment (ESIA) and**
- (iii) **The preparation of an Environmental and Social Management Plan (ESMP)**

### **1.0 SPECIFIC OBJECTIVE**

The main objective of this consultancy is to conduct an Environmental and Social Impact Assessment (ESIA) and develop an Environmental and Social Management Plan (ESMP) for the investment proposal entitled **Arundo donax Renewable Bio-mass Fuel for Belize** that will provide the decision makers in Belize, CCCCC and the GCF with sufficient information to justify acceptance, modification or rejection of the proposed project for financing and implementation.

### **3.0 SPECIFIC TASKS AND RESPONSIBILITIES**

The indicative tasks to be undertaken to realize the expected objectives and output of this assignment shall include but is not limited to:

#### **A. PRELIMINARY TASKS:**

- Submit a detailed work-plan including a time schedule, budget, the names, professional status and biographic data of all professional staff to be deployed on this assignment, along with a description of the duties to be performed by each expert,
- Review all relevant documentation pertinent to the conduct of this assignment.
- Conduct wide ranging consultations with key stakeholder and other interested parties, and review relevant background information in order to gain an insight/understanding of the requirements of the assignment

#### **B. PRINCIPAL TASKS**

**An indicative listing of the activities to be undertaken and issues to be studied and reported on, and recommended approaches [Methodology] to the conduct of this assignment shall include but is not limited to the issues listed hereunder.**

Overall the Environmental and Social Impact Assessment (ESIA) and Environmental and Social Management Plan (ESMP) involves a detailed assessment of the institutional and managerial, regulatory and policy, environmental, socio-cultural and socio-economic implications of the proposed project/investment. This must necessarily encompass analysis of, and the presentation of findings/recommendations in respect of the subject areas listed in turn hereunder. Since the ultimate aim of the assignment is to develop a Funding Proposal seeking GCF funding for the investment, in formulating the proposal, particular

attention has to be paid to demonstrating the extent to which any proposed future investment is aligned with the investment criteria that are defined in the GCF's investment framework. Moreover, The Consultant is obliged to ensure that the assignment is conducted in a manner that conduces to the preparation of the FP in a seamless manner.

## **DELIVERABLE I. ENVIRONMENTAL & SOCIAL SCREENING CHECKLIST**

Conduct a preliminary environmental and social screening/assessment of the expected environmental and social risks and impacts of activities<sup>1</sup> proposed as part of this investment programme. This ESS screening must be conducted in accordance with GCF's **Guidelines for the Environmental and Social Screening of proposed Activities [ see copy of guidelines attached]**. The results of the screening form the basis for assigning the environmental and social risk category of activities and inform decisions on the extent and depth of environmental and social due diligence that will be undertaken. On the basis of the projected environmental and social footprint of the investment, the Consultant is required to undertake an ESIA and produce an ESMP as part of Deliverables II & III for which indicative activities are outlined below.

## **DELIVERABLE II. ENVIRONMENTAL & SOCIAL IMPACT ASSESSMENT [ESIA]-**

### **Task 1 Programme Description, Diagnosis and Characterization**

**Program Description.** Detailed description of any proposed infrastructure, if any, to be financed under the Project/Investment or to be rehabilitated or built as part of the Project/Investment, including, among other relevant aspects:

- Project/Investment activities including detailed scheduling and cost;
- Infrastructure (co-generation plant and roads) and lands (plantations) associated with the Project/Investment;
- Personnel to be hired temporarily and permanently during the stages of construction and operation of the Project/Investment; and,
- How and if "Sustainable Infrastructure" principles have been included in the Project/Investment with focus on: energy efficiency and use of renewable resources, conservation of resources such as water and energy, internal air quality, and community involvement.

**Location.** Where appropriate describe and present schematically, the administrative, political and geographical location of all envisaged infrastructural works of the Project/Investment, as well as the areas of both direct impact (DIA) and indirect (IDA). Provide definition and description of the Project/Investment area including associated facilities and activities

**Environmental Characterization.** Characterization of the area of influence where the Project/Investment will be carried out, describing the current environmental conditions, and detailing the characteristics of the area where the Project/Investment will be

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<sup>1</sup> For the purposes of this document, "activities" shall refer to programmes, projects and subprojects.

implemented. This characterization must include the appropriate definition of both the Area of Direct Influence (ADI) and the Area of Indirect Influence (AII) of the Project/Investment. This information should for the most part be based primarily on quantitative data. The factors to be considered should include inter alia:

- Land characteristics and use (i.e., topography, soil characteristics, terrain stability and susceptibility to erosion or landslip, existing land uses occurring at the proposed site, and existing surface characteristics of the surrounding area). Further, existing land uses occupying the surrounding area should be delineated; particularly for those land uses which would be sensitive to industrial development or other types of uses, and which could contribute to cumulative effects on local and regional resources.
- Landscape character and existing views (i.e., existing character of the landscape both on the development site and in the surrounding area; and views of the site from adjoining properties and public areas, particularly where these are sensitive, e.g., residential, recreational or tourist areas, etc.).
- Air quality including: (1) meteorological data, particularly on prevailing wind direction and speed, rainfall, and temperature; (2) occurrence of extreme weather events such as tropical storms and droughts, and their location and duration; (3) existing ambient air quality, particularly dust loading and existing sources of gaseous air emissions in the local and extended area of the Project/Investment; and (4) risk related to inversion conditions. Existing air quality cannot be determined with precision without sampling over an extended period. This may not be practicable, and a descriptive approach based on prevailing weather conditions and identification of the main local emission sources affecting air quality (e.g., traffic and heavy industries with multiple stacks) is often a better approach.
- Noise levels are relatively easy to measure, and this may be undertaken at the nearest sensitive receptor locations; e.g., residential areas or schools which are nearby the proposed Project/Investment, activity, or action. Existing sources of elevated noise levels, which might result in nuisance conditions even if they are located a considerable distance from the source, should be considered.
- Geology and soils-related information, with particular attention given to the presence of erodible soils and/or contaminated soils.
- Natural and Manmade hazards (seismic, faults, sink holes, flooding, hurricanes, chemicals or hazardous materials, etc.)
- Description of potential natural disasters on Project/Investment facilities including associated facilities.
- Description of prevailing waste management practices of the communities.
- Water, including hydrology, surface runoff, groundwater and water quality. Topics which should be addressed include: (1) existing drainage, including the location and capacity of sensitive receptors such as canals, drains and rivers; identification of areas prone to flash floods; and depth to groundwater; (2)

surface water and groundwater movement patterns, including groundwater hydrology, the range of water levels and daily flushing regime in canals, drains and rivers, tidal ranges and wave climate in coastal areas and sediment transport processes; (3) the quality of waters, both surface water and groundwater; and (4) abstraction of waters including abstraction of groundwater, reservoirs and intakes of surface waters, the usage of the waters for irrigation, public water supply or watering of animals, industrial plant water supply, and the quantities abstracted, etc.

- Habitats – terrestrial and aquatic. As appropriate, two types of habitats may be relevant; namely, natural habitats and critical natural habitats.
- Flora (especially tropical rain forests, wetlands, or unique or sensitive habitats).
- Fauna
- If applicable, endangered and threatened species (including sensitive species, economically important species, and critical habitats).
- National parks or protected areas.
- Traffic flows and transport infrastructure aspects.

**Social Characterization.** An overview of the existing social and cultural conditions should be provided in order to place the Project/Investment in context. The baseline information considered important for the ESMP should be presented. This should include:

- Towns/communities surrounding the area, and their population and socioeconomic characterization by age, gender, ethnicity, language, literacy/education, income and occupation;
- Sources of livelihood (level/availability of employment by gender/occupation and income patterns);
- Land tenure/titling;
- Migration and settlement patterns;
- Health and education levels (including disease patterns and endemic diseases);
- Archeological/cultural sites and monuments, including sacred sites such as caves, lakes, quarries, etc.;
- Services and infrastructure (i.e., existing utility infrastructure including water supply, sewage, wastewater treatment works, power lines and transformer substations; and existing capacity of and load on utilities infrastructure);
- Access to basic healthcare, education (i.e., existing clinics/hospitals, capacity of healthcare system; existing schools'/training centers, and daycare facilities);
- Social organizations and dynamics;
- Access to infrastructure/roads or network of existing transportation modes to/from the proposed development Project/Investment, activity, or action;

- Vulnerable populations (elderly, poor, disabled, and young);
- Identification and description indigenous peoples or communities that may be potentially affected by the Project/Investment; and
- Identification of any communities or households that will need to be resettled or compensated arising out of implementation of the investment.

### **Task 2 Legal and Institutional Framework**

- Description of legislative and institutional norms, systems and environmental licensing requirements, and other necessary requirement for the implementation of the Project/Investment;
- Description of any specific and applicable local regulations and requirements relating to the energy sector and other pertinent sector/sub-sectors, and in respect of issues such as water and the food sector, solid waste, wastewater, air pollution, labor, and health and safety. In addition, the consultant will include a description of the requirements, which are applied for the activities of the Project/Investment, of other institutions such as the GCF, World Bank / IFC, World Health Organization, and other entities;
- Identify compliance required in accordance with the Environmental and Social Safeguards Policy of the CCCCC and GCF, and where applicable, compliance with policies of Access to Information, Disaster Risk Management, Gender in Development and Involuntary Resettlement;
- Identify international and regional legislation, policies, norms, standards, guidelines, and current initiatives relating to social and environmental impacts in the energy and related sectors, in Belize and the Caribbean, and ascertain how these legislative tools, policies, norms, standards, guidelines and initiatives relate and apply to the activities proposed/envisaged for the Project/Investment;
- Examine alignment with national and international strategies and plans including Intended Nationally Determined Contributions (INDCs) and Sustainable Development Goals (SDGs);
- Describe, if applicable, mechanisms of Public/Civic Participation and Consultation to include information related to public consultation processes and citizen participation as requirements for the construction and operation of the Project/Investment;
- Determine the applicability of any proposed activities within the context of GCF ESS Standards (IFC Standards);
- Examine the extent to which implementation of environmental safeguards and controls might be hindered (for example policy overlaps). This will provide an overview of the existing environmental management regimes and the extent to which these are applicable to this proposed undertaking;
- Assess the contractors and/or executing entities capacity to manage the safeguard requirements of the Project/Investment; and
- Assess the capacities of the stakeholders to support and carry out identified arrangements to deliver the envisioned benefits or mitigate negative impacts.

Where constraints are identified and characterized, the ESIA shall describe measures to develop the capacities/capabilities of the stakeholders.

**Task 3 Assessment of the Environmental and Social Impacts of the Project/Investment**

- Identification and assessment of environmental and social impacts of the project/investment, including those impacts related to occupational safety and health in the stages of construction, operation and maintenance should be done. Consideration should be given to all potential direct and indirect negative impacts. The ESIA should:
  - Consider the supply chain impacts, especially, the supply of wood/ biomass needed to keep the plant running and the operations viable.
  - Outline how the project would comply with the AE's and GCF's ESS standards.
  - Address any national regulatory issues related to the environmental and social assessment of the project, for example, the license permits from the national regulator.
  - Identify, describe and assess all potential environmental and social, direct and indirect, short and long-term, temporary and permanent impacts, indicating their importance level and their probability of occurrence. The importance level may be assessed on the basis of the nature, extent, intensity and duration of the impact, as well as on the sensitivity of the concerned environmental and social components and perceptions of the public.
  - Highlight ALL impacts including irreversible or unavoidable impacts. Cumulative and scale effects shall also be addressed taking into account ALL planned activities or actions in the project area.
  - Identify, describe and assess impacts on the biodiversity of surrounding areas, including:
    - protected areas proximate to the plantation sites;
    - weed risk assessment, risk of genetic invasion and its impacts on the native vegetation, biodiversity and ecological services; and,
    - assess, against national and international standards, the air quality and emissions from stacks of the thermal power plant associated with combustion of *Arundo donax*.
- The identification and evaluation of socio-environmental impacts must be based on the characterization of the area of influence. This characterization outlines the general conditions of the area without the effects of the Project/Investment and constitutes the basis for analyzing how the Project/Investment will impact the area.
- The assessment of the environmental and social impacts should be done by identifying and describing impacts and overall impact by the proposed investment on the environment as a result of the interplay between the different stages and activities as well as with other projects and facilities.
- Describe the evaluation method used, indicating the criteria for assessment and pointing out its limitations, according to the environmental characteristics of the

area of influence of the Project/Investment and its activities. Such assessment should have their respective categories so as to facilitate the qualitative and quantitative weighting of impacts.

- Recommend methodologies for the assessment of the risks and impacts and the significance criteria and definition.

**Task 4 Assessment of Alternatives:** identification of alternatives considered for the Project/Investment including sites, technologies, approaches, etc. With each alternative, assess the environmental implications, and social risks and potential impacts.

**Task 5 Disaster Risk Assessment and Disaster Risk Management Plan [DRMP]**

This must involve the identification and evaluation of potential natural and manmade Project/Investment risks that can occur in the context of the Project/Investment. This Disaster Risk Assessment (DRA) shall require the preparation a Disaster Risk Management Plan (DRMP) that will cover the management of the disaster risks identified in the Project/Investment design, construction and operation. This DRMP will be integrated into the Environmental and Social Management Plan. A detailed guideline for the preparation of the said DRMP is included (Annex 1).

**DELIVERABLE III. ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP)**

**Task 6 Environmental and Social Management Plan (ESMP)**

The Consultant(s) is required to prepare an environmental and social management plan for the Project/Investment that includes the following components:

- Detailed description of all proposed environmental and social control and mitigation measures that are needed based on risks arising out of the Project/Investment as a whole, the type of activity undertaken or actions during construction (e.g., air quality management plan, and landscape management plans) and operation (e.g., hazardous materials and fuel management, transport and packing management, maintenance and site security plans, and emergency evacuation and contingency plans). The ESMP must:
  - Identify mitigation measures to prevent, minimize, mitigate or compensate for adverse environmental and/or social impacts.
  - Develop enhancement measures to improve project environmental and social performance.
  - Present initiatives proposed to complement the enhancement and mitigation measures.
  - Include a biodiversity management plan, if supplying the feedstock will involve growing out other plants.
- Detailed description of a planned environmental and social monitoring program for both construction and operation and a discussion of how the information will support management practices.



- Description of planned worker health and safety plan, procedures and controls.
- A management plan covering the transport, handling, storage and disposal, with associated management and reporting practices including preventive and contingency measures, in consultations with potential workers and communities (if applies). Include an annex of restricted toxic substances that may be an input or output of this project/investment, referencing international treaties such as Basel Convention, Rotterdam Convention, and others.
- Description of planned environmental contingency plan and procedures.
- Description of a proposed environmental, health and safety management system (including personnel, training, documentation, auditing, etc.).
- Where applicable Description of a plan to manage population influx into the Project/Investment site or controlled land use area (e.g., contracting requirements to manage potential worker expectations).
- Describe a plan to manage regeneration and cultivation of *Arundo Donax* to mitigate the spread to vulnerable habitats. The recommended actions and indicators should suit the Belizean context but must be guided by the IFC Performance Standard 6 on alien invasive species and the IFC guidance on biomass.
- Enhance, where necessary, the actions identified in the environment and risk management plan for piloting the cultivation of *Arundo Donax* in Northern Belize.
- Description of a plan/mechanism to receive and facilitate resolution of affected community concerns and grievances about the Project/Investment, activity, or action and its negative impacts. Develop a mechanism for project-level grievance redress including the Accredited Entity's (AE's) institutional level grievance redress mechanism. The mechanisms should provide a user friendly medium/process by which people affected by the project can bring their concerns to the attention of the AE.
- Description of a plan to protect, reduce, and manage the negative impacts on any sacred/archaeological and historic sites/monuments if applicable.
- Description of Project/Investment, activity, or action-specific supervision and evaluation actions to be implemented.
- Public awareness, communication and training programs for operational staff.
- Indicators of compliance with licensing and approval requirements.

For each component listed above, the proposed time schedule (i.e., when initiated, when completed, and frequency), responsibility (i.e., who will implement), and the estimated cost should be provided; As appropriate, this information should also be provided for the individual actions within a component.

More specifically, monitoring/evaluation parameters which may be relevant include:

- Performance indicators in relation to critical operational issues (i.e., water quality -- marine and freshwater, shoreline morphology and sediment budget, soils and

sediments, noise and air quality, public health indicators, land surface and hydrology, flora and fauna, etc.).

- Waste management performance indicators in relation to recycling and reuse.
- Documentation of complaints received.
- Also, monitoring procedures should cover:
  - The key conditions that will be monitored and their criteria and reason for monitoring such as noise (low frequency, high frequency, and vibrations), dust (particulate matter), air emissions (NO<sub>2</sub>, SO<sub>2</sub>, CO, CO<sub>2</sub>, H<sub>2</sub>O %, metals, etc.), wastewater (volume, suspended solids, pH, toxic substances, etc.), waste (solid waste and hazardous waste) and odor;
  - The monitoring locations (air emission outlet: particulate matter, CO<sub>2</sub>, NO<sub>2</sub>, and SO<sub>2</sub>; the property boundary: noise, odor, particulate matter, CO<sub>2</sub>, NO<sub>2</sub>, SO<sub>2</sub> and other relevant substances; outdoor storage areas for raw materials (dust fall from the areas), intervals and duration;
  - Actions to be undertaken if the monitoring indicates a noncompliance condition or abnormality; and,
  - Internal reporting and links to management practices and action plans.
- Reporting to relevant authorities and, if appropriate, to the consent authority or the community on matters such as reports on interruptions of operations, operational journals, list of used raw materials, protocol on stored raw materials, dustfall reports from the storage areas for raw materials, and noise documentation.
- Reports on odor and air pollutant emissions and ambient concentrations, CO<sub>2</sub> equivalent documentation reports for greenhouse gases, energy consumption reports, wastewater reports, etc.
- Grievance reports and complaints received, non-compliance reports.

#### **4.0 RELEVANCE**

This is to involve verification of the relevance of the proposed project in addressing existing problems/exploiting opportunity in economic, social and environmental terms.

**An assessment/verification of the extent to which the proposed project is coherent with the country's macro-economic environment, and addresses economic or social demands through the examination of various options and alternatives is vital. Among other things this will involve an examination of:**

- the nature and number of beneficiaries potentially affected by the proposed project;
- all organizations and agencies affected by or involved in the proposed project;
- all major problems/opportunities related to the proposed project, experienced by the beneficiaries and other parties involved, the causal inter-relationships of these problems/opportunities, and the inter-sectoral linkages;
- other interventions or priorities of ministries, agencies and donors which may affect or be affected by the proposed project/investment;

- information from previous studies and evaluations relevant to the proposed project/investment.
- Overall objectives: Why is the project important to the target groups and beneficiaries, the region and the Government? What is the desired economic, social and environmental development/impact, as possibly expressed in the Indicative Programme?
- Project purpose: Why do the target groups and beneficiaries need the project?
- Project results: What products and services will the project deliver to the target groups and beneficiaries? What assumptions are required to achieve the project purpose?
- Project activities: What is the precise scope of activities to be undertaken and what are the associated assumptions for achieving the project results. The project purpose and results should be measurable by indicators, and project activities should be quantified wherever possible.

## **5.0 SUSTAINABILITY**

The consultants will assess the sustainability of the proposed initiative using applicable sustainability factors in that assessment including but not limited to:

- policy and coordination;
- demand and economic sustainability;
- financial sustainability;
- institutional and management sustainability;
- environmental and sociocultural sustainability;
- regulatory and operational sustainability.

## **6.0 PRE-REQUISITE CONDITIONS**

The consultants will advise of any preconditions/pre-requisites for undertaking the investment that is imperative for project viability and sustainability.

The consultants are required to propose an efficient project organization and any phasing of project activities considered necessary for the success of the undertaking. Cost estimates are to be provided for all project activities.

The lists of issues set out above are not exhaustive. The consultants are required to use their professional judgement, experience and competence to review all relevant/pertinent factors and to table these for consideration in the conduct of the studies and the preparation of the FP.

## **7.0 OBLIGATIONS OF CCCCC**

CCCCC commits to the following:

- Provide the Consultant with the latest draft of the PPF application proposal **Arundo donax Renewable Bio-mass Fuel for Belize**
- Provide the Consultant with a previous report entitled “Study of the Impacts of Climate Change on Vulnerable Groups in PPCR Participating Countries in the Caribbean” (Bynoe, 2014).

- Participate in structured dialogue(s) with the consultant to address any questions or concerns and to provide updates about progress made on the study.
- Review the draft report within a week of its submission, providing feedback to the consultant.

## **8.0 DELIVERABLES AND REPORTING REQUIREMENTS**

1. **An Inception Report** to be submitted within one (1) week of contract signing that includes a Workplan with timelines for completing the assignment
2. **A report detailing the outcome of the Environmental and Social Screening Exercise to be produced within 1 month of the commencement of the assignment**
3. **A Draft Environmental and Social Impact Assessment (ESIA)** for the Proposed Project on Arundo donax Renewable Bio-mass Fuel for Belize.
4. **A Draft Environmental and Social Management Plan (ESMP)** for the Proposed Project on Arundo donax Renewable Bio-mass Fuel for Belize
5. **A Final Environmental and Social Impact Assessment (ESIA) Report and Environmental and Social Management Plan (ESMP)**, incorporating suggestions and feedback from the project core team during the review of the draft, and including an executive summary that highlights the most important findings (maximum 2 pages). This document is one of the principal output (s) of the Assignment and shall provide a basis for future decision making in respect of the project. It is required to be comprehensive and based on the scope of works and specific activities outlined and must conform to the following minimum requirements:
  - a. A document that can be used in non-technical discussions with potential partners, the wider society public and private sector officials, service providers and others to prove/provide evidence of the feasibility/viability of and obtain support for the development of the project.
  - b. It must/should contain a time-bound roadmap/blueprint for pursuing recommendations emanating from the assignment
  - c. Data and information in the report must be presented in an analytical manner and address the issues highlighted above
  - d. A draft copy of the Final report and plan must be prepared by the consultant and submitted to the CCCCC for approval and agreement prior to finalization.

## **9.0 QUALIFICATIONS AND KEY EXPERTISE**

The Contractor is expected/required to propose a team of Consultants that should ideally comprise the following mix of competencies:

- Proven expertise and in-depth knowledge of sustainable energy and climate change policies and practices in the Latin America and the Caribbean context;
- Knowledge of the electricity industry in Belize and/or in the Caribbean and Latin American region especially in relation to matters such as: technical requirements, necessary permits and procedures for connection, etc.
- Knowledge of renewable energy, particularly in the field of bio-energy (biomass) and solar energy.
- Must have knowledge of the biomass market and the characteristics of available biomass in the Latin American region.
- Previous experience and qualifications with biomass based conversion technologies (gasification, direct combustion) exceeding 7 years and ideally with innovative technologies such as torrefaction and gasification.
- 10 years of experience conducting environmental impact assessments, environmental analyses or research in the field of environmental life cycle impacts and climate change.
- Track-record of participating in the engineering, execution, operation and/or maintenance aspects of at least 5 similar projects, and experience of biomass based systems of >1 MW. Experience with conducting prefeasibility and feasibility studies is an asset.
- Must have at least 10 years proven experience in renewable energy projects especially conducting Environmental and Social Impact Assessments at national, regional and international levels.
- Should hold advanced degrees in their respective areas of expertise (social sciences, engineering, energy, environmental sciences, energy law, environmental policy, sustainable development, or other relevant fields)
- Conversance with the GCF procedures and prior experience in preparing a GCF Funding proposal would be an asset.

**The following indicative subject matter specialist are considered as a minimum requirement for the composition of the Consultancy team:**

**Expert I/Team Leader:** Masters Degree or equivalent in Environmental and Social Impact Assessment Specialist with expertise preferably in the field of environmental sustainability, environmental science, environmental engineering, eco-system services management, environmental and social sciences or other field relevant to environmental sustainability and climate change.

**Expert II:** Masters Degree or equivalent in Mechanical, Civil Engineering, renewable energy (bio-mass) or related fields. 10 years' experience working in the areas of mechanical or civil engineering, renewable energy (bio-mass) or related fields.

**Expert III:** Masters Degree or equivalent in Agricultural Science, Agronomy Natural Resource Management, Agricultural Extension or related fields. 5 years' experience working in the areas of agriculture, agronomy natural resource management, agricultural extension or related fields.

## 10.0 LOCATION AND DURATION OF ASSIGNMENT

Location: Belize  
Duration: 6 months

## 11.0 MANAGEMENT OF THE ASSIGNMENT

The consultancy will be commissioned by CCCCC who is the Contracting Authority for the purpose of the assignment. The Consultants will report directly to CCCCC for contractual and administrative purposes. CCCCC will constitute a project core team to provide additional technical advice and inputs, overall coordination and oversight for this assignment. The Consultants will liaise with everyone from the project core team but will ultimately report to CCCCC. Changes in the TORs can be made subject to and only after written mutual agreement between the Consultants and CCCCC

## 12.0 REFERENCES/APPENDICES

The Consultant is required to consult and review all the background information that has contributed to the evolution of this investment opportunity in its present form, as important reference data and information to inform the conduct of the assignment.

An indicative List of the previous studies conducted [not exhaustive] include:

1. Belize Bio-mass Project Opportunity – Clinton Foundation [Clinton Climate initiative] Caribbean Community Climate Change Centre
2. Environment and Risk Management Plan for Piloting the Cultivation of Arundo Donax in Northern Belize

## 13.0 EVALUATION CRITERIA

#	Description	Weighting
<b>Main (Technical) criteria (70 marks total)</b>		
A	<b>Expert I/Team Leader</b> : should possess at least a Masters Degree or equivalent ranging in environmental sustainability, environmental science, environmental engineering, eco-system services management, environmental and social sciences or other field relevant to environmental sustainability and climate change; <b>Expert II:</b> Masters Degree or equivalent ranging in Mechanical, Civil Engineering, renewable energy (bio-mass) or related fields; <b>Expert III:</b> Graduate qualifications/expertise in Agricultural Science, Agronomy Natural Resource Management, Agricultural Extension or related fields	15
<b>Experience - Experts</b>		
B	<b>Expert I/Team Leader:</b> at least 10 years of experience conducting environmental impact assessments, environmental analyses or research in the field of environmental life cycle impacts and climate change at the national, regional and international levels. <b>Expert II:</b> 10 years' demonstrated	20

	experience working in the areas of mechanical or civil engineering, renewable energy (bio-mass) or related fields; <b>Expert III:</b> 5 years demonstrated experience working in the areas of agriculture, agronomy natural resource management, agricultural extension or related fields.	
C	Proven expertise and in-depth knowledge of sustainable energy and climate change policies and practices in the Latin America and the Caribbean context.	5
D	Knowledge of the electricity industry in Belize and/or in the Caribbean and Latin American region especially in relation to matters such as: technical requirements, necessary permits and procedures for connection, etc.	5
E	Knowledge of renewable energy, particularly in the field of bio-energy (biomass) and solar energy. Must have knowledge of the biomass market and the characteristics of available biomass in the Latin American region.	5
F	Previous experience and qualifications with biomass based conversion technologies (gasification, direct combustion) exceeding 7 years and ideally with innovative technologies such as torrefaction and gasification.	5
H	Must demonstrate at least 10 years proven experience in renewable energy projects especially conducting Environmental and Social Impact Assessments at national, regional and international levels.	5
I	Track-record of participating in the engineering, execution, operation and/or maintenance aspects of at least 5 similar projects, and experience of biomass based systems of >1 MW. Experience with conducting prefeasibility and feasibility studies is an asset.	5
K	Conversance with the GCF procedures and prior experience in preparing a GCF Funding proposal would be an asset	5
<b>Commercial criteria (30 marks total)</b>		
G	Competitive fee rates and expenses in relation to the market and demonstration of Value for Money.	15
H	Clear and effective financial plan to deliver output based deliverables and key performance measures	5
I	Financial approach and methodology for ensuring the requirements will be delivered on time and in line with agreed costs, highlighting any financial risks.	10
	<b>Total</b>	<b>100</b>

#### **14.0 APPLICATION PROCESS AND DEADLINE FOR SUBMISSION**

Interested candidates are required to submit the documents listed in the Request for Proposal (RFP), Instruction to Consultants, 3.4 and 3.6 (*page 22*) before the deadline.

**Submissions must be clearly marked Environmental and Social Impact Assessment (ESIA) and Environmental and Social Management Plan (ESMP), Belize Contract# 09/2018/GCF/Belize/CCCCC**

**Electronic Submission Permitted:**

**Technical Proposal and Financial Proposal must be submitted as two (2) separate PDF files via email to: [procurement@caribbeanclimate.bz](mailto:procurement@caribbeanclimate.bz). The deadline for the submission of proposals is on or before 2:00pm (GMT-6), Friday 23<sup>rd</sup> March 2018**

For queries regarding the Procurement documents and submission process, email:

[awilliams@caribbeanclimate.bz](mailto:awilliams@caribbeanclimate.bz)

Attention: Ms. Allison Williams

Procurement Officer

Caribbean Community Climate Change Centre



## **SECTION 6: CONTRACT**

### **Contract 09/2018/GCF/Belize/CCCC**

THIS CONTRACT (“Contract”) is entered into this \_\_\_\_\_, April 2018 by and between Caribbean Community Climate Change Center (*hereinafter referred to as “the Centre”*) having its principal place of business at 2<sup>nd</sup> Floor, L. Nicholas Building, North Ring Road, Belmopan City, Belize, and \_\_\_\_\_ (*hereinafter referred to as “the Consultant”*) having its principal office located at \_\_\_\_\_.

WHEREAS, the Centre has received funds from the **Green Climate Fund (GCF)** for the purpose of implementing the project “**Arundo Donax Renewable Bio-Mass Fuel for Belize**” and intends to apply some of the funds of the towards a contract for an Environmental and Social Impact Assessment (ESIA) and Preparation of an Environmental and Social Management Plan (ESMP);

AND WHEREAS the Centre wishes to have a Consultant undertake the contract to conduct an “**Environmental and Social Impact Assessment (ESIA) and Preparation of an Environmental and Social Management Plan (ESMP) Contract# 09/2018/GCF/Belize/CCCC**” (*hereinafter referred to as “the Services”*); and

WHEREAS, the Consultant is willing and able to perform these services related to the Consultancy to Conduct an Environmental and Social Impact Assessment (ESIA) and Preparation of an Environmental and Social Management Plan (ESMP).

NOW THEREFORE THE PARTIES hereby agree as follows:

#### **1. Services**

- (i) The Consultant shall perform the services specified in Annex A, “Terms of Reference and Scope of Services,” which is made an integral part of this Contract (“the Services”).
- (ii) The Consultant shall provide the personnel listed in Annex B, “Consultant’s Personnel,” to perform the Services.
- (iii) The Consultant shall submit to the Centre the reports in the form and within the time periods specified in Annex C, “Consultant’s Reporting Obligations.”

#### **2. Term**

The Consultant shall perform the Services during the period of six (6) months commencing \_\_\_\_, **April 2018** and continuing through to the \_\_\_\_\_ of **October 2018**, or any other period as may be subsequently agreed by the parties in writing.

### 3. Payment

#### A. Ceiling

For Services rendered pursuant to Annex A, the Centre shall pay the Consultant an amount not to exceed *[US in words and numbers]*. This amount includes *[US in numbers]* as Professional fees inclusive of expenses necessary to carry out the work. This amount has been established based on the understanding that it includes all of the consultant's non-travel related costs and profits as well as any tax obligation that may be imposed on the consultant. In addition, travel related accountable expenses are estimated at *[US in numbers]*.

#### B. Schedule of Payments

The schedule of payments is specified below:

**20%** valued at USD\$ upon the Centre's receipt and acceptance of **Deliverable 1, (an inception report and a work plan acceptable to the Centre within three (3) weeks)** of signing of the contract by the Consultant;

**30%** valued at USD\$ upon the Centre's receipt and acceptance of **Deliverables #2 (report detailing the outcome of the Environmental and Social Screening Exercise)**;

**30%** valued at USD\$ upon the Centre's receipt and acceptance of **Deliverable #3 & 4, (the draft ESIA and draft ESMP)**.

**20%** valued at USD\$ upon the Centre's receipt and acceptance of **Deliverables #5 (final ESIA and ESMP)**.

**100% Total**

#### C. Payment Conditions

Payment shall be made in **United States Dollars**, no later than 30 days following submission by the Consultant of invoices in duplicate to the Executive Director of the CCCCC.

#### 1. **Advance Payment Guarantee**

The following provisions shall apply to the advance payment and the advance bank payment guarantee:

- (1) An advance payment of **20% of the contract amount** shall be made within **three (3) weeks** after the receipt of an advance payment guarantee by the Consultant.

- (2) The advance bank payment guarantee shall be in the amount and in the currency of the advance payment.
- (3) The bank guarantee will be released upon acceptance of the final evaluation report

**5. Performance Standards**

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Centre considers unsatisfactory.

**6. Liquidated Damages**

If the consultant fails to complete any or all of the Services by the date(s) of completion or perform Related Services within the period specified in the Contract, the Center may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to two percent (2%) of the contract price for each week or part thereof of delayed until actual delivery or performance, up to a maximum deduction of ten percent (10%) of the contract price. Once the maximum is reached, the Center may terminate the Contract pursuant to Clause 12 of this contract.

**7. Confidentiality**

The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Centre's business or operations without the prior written consent of the Centre.

**8. Project Administration**

Coordinator.

The Centre designates **Mr. Earl Green, Project Officer, CCCCC**, as the Coordinator, for the contract, "*Environmental and Social Impact Assessment (ESIA) and Preparation of an Environmental and Social Management Plan (ESMP)*". The Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables on behalf of the Centre and for receiving and approving invoices for the payment.

B. Reports.

The reports listed in Annex B, "Consultant's Reporting Obligations," shall be submitted in the course of the assignment, and will constitute the basis for the payments to be made under paragraph 3 – "Payment".

- 9. Replacement of Key Experts** Except as the Client may otherwise agree in writing, no changes shall be made in the Key Experts. Notwithstanding the above, the substitution of Key Experts during Contract execution may be considered only based on the Consultant's written request and due to circumstances outside the reasonable control of the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall forthwith provide as a replacement, a person of equivalent or better qualifications and experience, and at the same rate of remuneration.
- 10. Ownership of Material** Any studies reports or other material, graphic, software or otherwise, prepared by the Consultant for the Centre under the Contract shall belong to and remain the property of the Centre. The Consultant may retain a copy of such documents and software however will not be allowed to disclose such information with express written approval of the Centre.
- 11. Consultant Not to be Engaged in Certain Activities** The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.
- 12. Insurance** The Consultant will be responsible for taking out any appropriate insurance coverage.
- 13. Conflict of Interest** The Consultant:
- (a) Represents and warrants that he/she individually, or as a member of a firm, has not been previously contracted by the Centre to supply goods or execute works or provide services (other than the Services) for a project that has originated the Services or is closely related to them.
  - (b) Agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.
  - (c) Agrees that, during the term of this Contract not to enter into any other contract for the provision of services that, by its nature, may be in conflict with the Services assigned to the Consultant.

(d) Represents and warrants that he/she does not have a business or family relationship with a member of the Centre's staff (or of the beneficiary or Borrower of a loan) who are directly or indirectly involved in any part of:

(i) the preparation of the TOR of the Contract, (ii) the selection process for such Contract, or (iii) supervision of such Contract, unless the conflict stemming from this relationship has been resolved in an acceptable manner.

**14. Assignment**

The Consultant shall not assign this Contract or sub-contract any portion of it without the Centre's prior written consent.

**15. Indemnity**

The Consultant agrees to indemnify the Centre against any loss, damage or claims arising against the Centre as a result of the actions of the Consultant, his/her/its employees or subcontractors engaged by the Consultant under the Contract

**16. Termination of Contract**

Without constituting a breach of contract by either party, the present contract may be terminated for the following reasons: (a) agreement between both parties; and (b) force majeure that may disable the fulfilment of the obligations by of the parties, if written notice is sent fifteen days beforehand. In this event, the relationship will be settled and the Consultant paid for services rendered up to the date of submission of the written justification.

**17. Law Governing Contract and Language**

The Contract shall be governed by the laws of Belize, and the language of the Contract shall be in English

**18. Dispute Resolution**

Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the Belize.

The parties hereto have caused this Agreement to be executed in accordance with the laws Of BELIZE on the day, month and year indicated above.

**SIGNATURE:**

**SIGNATURE:**

.....  
**KENRICK R. LESLIE**  
**EXECUTIVE DIRECTOR**  
**CARIBBEAN COMMUNITY**  
**CLIMATE CHANGE CENTRE**

.....  
**CONSULTANT**

**DATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

DRAFT

**ANNEX I**  
Bank Guarantee for Advance Payment

**Guarantor:** \_\_\_\_\_ [insert commercial Bank's Name, and Address of Issuing Branch or Office]

**Beneficiary:** \_\_\_\_\_ [insert Name and Address of Centre]

**Date:** \_\_\_\_\_ [insert date]

**ADVANCE PAYMENT GUARANTEE No.:** \_\_\_\_\_ [insert number]

We have been informed that \_\_\_\_\_ [name of Consultant or a name of the Joint Venture, same as appears on the signed Contract] (hereinafter called "the Consultant") has entered into **Contract# 09/2018/GCF/Belize/CCCCC** dated \_\_\_[insert date]\_\_\_\_\_ with the Caribbean Community Climate Change Centre (hereinafter called "the Centre") for the provision of consultancy services for the **“Environmental and Social Impact Assessment (ESIA) and Prepare an Environmental and Social Management Plan (ESMP)”** (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of \_\_\_\_\_ [insert amount in figures] (\_\_\_\_\_) [amount in words] is to be made against an advance payment guarantee.

At the request of the Consultant, we, as Guarantor, hereby irrevocably undertake to pay the Centre any sum or sums not exceeding in total an amount of \_\_\_\_\_ [amount in figures] (\_\_\_\_\_) [amount in words]<sup>1</sup> upon receipt by us of the Centre's complying demand supported by the Centre's written statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Consultant is in breach of their obligation under the Contract because the Consultant:

- (a) has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Consultant has failed to repay;
- (b) has used the advance payment for purposes other than toward providing the Services under the Contract.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Consultant on their account number \_\_\_\_\_ at \_\_\_\_\_ [name and address of bank].

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<sup>1</sup> The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency(ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Centre.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Consultant as indicated in certified statements or invoices marked as “paid” by the Centre which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of the payment certificate or paid invoice indicating that the Consultant has made full repayment of the amount of the advance payment, or on the \_\_ day of *[month]*\_\_\_\_\_, *[year]*\_\_,<sup>2</sup> whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 revision, ICC Publication No. 758.

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*[signature(s)]*

*{Note: All italicized text is for indicative purposes only to assist in preparing this form and shall be deleted from the final product.}*

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<sup>2</sup> Insert the expected expiration date. In the event of an extension of the time for completion of the Contract, the Centre would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Centre might consider adding the following text to the form, at the end of the penultimate paragraph: “The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months][one year], in response to the Centre’s written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.”