

## TERMS OF REFERENCE

<b>Project Title:</b>	<b>Dominica Community Resilience Enhancement Project (DOMCREP)</b>
<b>Consultancy Title:</b>	<b>Background Study to Inform the Preparation of a Simplified Approval Process (SAP) Funding Proposal - Dominica</b>
<b>Contract #</b>	Contract#5/2019/USAID-CCAP/CCCC
<b>Main Duty Station and Location:</b>	Dominica
<b>Mission/s to:</b>	In-country
<b>Start of Contract:</b>	March 2019
<b>End of Contract:</b>	May 2019
<b>Number of Working Months:</b>	3 Months
<b>Type of Contract:</b>	Consulting Services
<b>Estimated Value of the Services</b>	USD\$71,000 (inclusive of fees and reimbursable expenses)

### A. BACKGROUND

The Caribbean Community Climate Change Centre (CCCC) is in the process of developing a Funding Proposal [FP] for submission to the Green Climate Fund (GCF) under the Fund's Simplified Approval Process {SAP} seeking financing for investment in a community resilience project in the Caribbean island of Dominica. As part of the response to the devastation wrought by the effects of climate change especially in the past few decades, DOMCREP seeks to implement a transformative, climate-smart programme that addresses critical adaptation needs at the community level, and in consequence equip the island with increased capacity to better mitigate and adapt to adverse climatic conditions in future.

**The process of proposal submission and consideration of this project by the GCF requires *inter alia*, the conduct of a Background Study that will serve as the basis on which a full scale Funding Proposal will be developed and submitted to the GCF for consideration.**

Climate Change predictions for the Caribbean suggest more extreme weather events in future, with adverse implications for lives and livelihoods. For a country like Dominica which is impacted almost annually by the impacts of hurricanes, tropical storms and other related hydro meteorological events, the response/adaptation to this new climate change reality has to incorporate more proactive and pre-emptive measures at the household and community level. The objective of the DOMCREP is to secure lives and livelihoods in nine (9) specially designated communities through the scaling up, and replication of climate resilient agricultural, agro-processing, agro-forestry, tourism and other livelihood options. The aim of DOMREP is to plan for and establish prototype satellite climate resilient communities in Dominica.

The Caribbean Community Climate Change Centre ("the CCCCC") - the entity that is mandated to coordinate 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 analyses.

The background Study is a critical part of the process of assessment and consideration of the merit and fundability of the proposal and will *inter alia* assess the technical, financial and economic viability and sustainability of this project.

The services of a suitably qualified Consultant(s) is being sought to undertake the referenced Study (the terms of which are defined below) the output of which will be used to formulate a Funding Proposal to the GCF.

## **B. STUDY OBJECTIVE**

The output of the Study is expected to be utilized in the development of a full scale Funding Proposal for the DOMCREP Project in the specified format for submission by the Caribbean Community Climate Change Centre (CCCCC) to the Green Climate Fund {GCF} for consideration and approval.

## **C. STUDY RESULTS/OUTCOMES**

1. The study will deliver preliminary assessments/analysis of the following:
  - The relevance of the proposed intervention [*DOMCREP*] including a consideration of the possible options to address problems that have been identified;
  - The proposed modalities of project implementation, taking account of pertinent technical, economic and financial, institutional and management, environmental and sociocultural, regulatory and operational aspects;
  - Specification and recommendation of preferred implementation option(s), detailing the expected benefits to the users and beneficiaries within the project's lifetime and beyond and the contribution of this option to the economic and social development of the beneficiary countries;
  - The potential sustainability of the project.
  - Alignment of expected project results with GCF Investment Criteria
2. A preliminary indication of the project activities, resources required, timing/phasing and estimated costs, and a preliminary logical framework;
3. As appropriate, recommendations for further actions for project formulation and implementation;
4. Suitable and adequate data and information [in accordance with the GCF-SAP funding proposal template] for the project to be submitted to the GCF, inclusive of all applicable supporting documents.

## **D. ISSUES TO BE ANALYSED/ASSESSED**

In summary, the principal issues to be studied are outlined below:

### **(i) Relevance**

The Consultant will assess, analyse and document the extent to which the proposed intervention is coherent with the governments/countries' macro-economic environment, development policy and sector specific policy. Therefore, the Consultant will assess, analyse and document:

- the extent to which the possible options respond to economic and social demands/requirements of the project;
- the coherence of the possible options within the overall framework of national development objectives, and the economic and social development policies of the relevant ministries;
- the nature and number of beneficiaries that the possible options could potentially affect and benefit;
- all organizations and agencies affected by or involved in the possible options and the intended economic and social improvements;
- major problems experienced by the beneficiaries and other parties involved, the causal interrelationships of these problems, and the intersectoral linkages;
- Identify the key problems to be addressed and the development opportunities, and prepare a preliminary problem analysis;
- other interventions or priorities of ministries, agencies and donors that may affect or be affected by the implementation of the project;
- information from previous studies and evaluations relevant to the project and possible implementation options;
- Identify lessons learned from past experience and analyse the proposed project's coherence with current / ongoing initiatives.
- Analyse and as appropriate re-formulate the preliminary project objectives and proposed implementation strategy.

### **(ii) Preliminary Feasibility Assessment**

Conduct a preliminary assessment of the technical options for the implementation of the proposed project- taking into account economic and financial, institutional and management, environmental and sociocultural standards, regulatory and operational and practices.

### **(iii) Preconditions**

The consultant will give an indication of any necessary preconditions and the associated cost estimate, as well as project phasing and organization.

### **(iv) Sustainability**

The consultant will assess, analyse and document the potential sustainability of the proposed

intervention(s) using key sustainability factors to include but not limited to:

- policy and coordination;
- financial and economic sustainability;
- institutional and management sustainability {proposed management coordination arrangements};
- environmental and sociocultural sustainability;
- regulatory and operational sustainability.

#### **(v) Community/Stakeholder Consultation and Engagement**

- Conduct wide ranging consultations with key stakeholders and other interested parties including beneficiaries in the country, local civil society organizations; and review relevant background information in order to gain an insight/understanding of the requirements of the assignment and most importantly to garner feedback from the stakeholders;
- Where necessary, the Consultant will also be required to develop a project-level grievance redress mechanism to ensure among other things that benefits are shared across the communities (to avoid elite capture);

#### **(vi) Cross-cutting Issues**

Analyse and document cross-cutting issues– including gender and vulnerable groups, environment and human-rights implications (including the human rights of disabled people), and analyse and document likely resource / cost implications

The indicative issues stated above [D (i) – (vi)] are not exhaustive. The Consultant is required to use professional judgement and experience to review all relevant factors and to table them for consideration as part of the project development and implementation process.

### **E. METHODOLOGY**

1. The Consultant is expected to utilise a wealth of quantitative and qualitative methods to undertake the study including selecting the most appropriate approach based on the type of information to be gathered and the expertise required, and also taking into account literacy and cultural aspects. Participatory approaches may be used as appropriate. The indicative approaches to be used will include but is not limited to:

(a) Review of documentation including but not limited to:

1. Project documents (Concept Note)
2. Progress reports of complementary initiatives in the region
3. GCF related templates and guidelines

(b) Interviews with stakeholders including, but not limited to:

1. Project team at the CCCCC
2. Policy makers

3. National Designated Authorities/Focal Points and Accredited Entities
4. Project stakeholders/beneficiaries (potential grantees from the Government/NGO sectors)

(c) Conduct face-to-face consultations, documentation gathering and review and identification of reefs to be restored under the project.

## **F. QUALIFICATIONS AND KEY EXPERTISE [GENERAL AND SPECIFIC]**

The assignment is to be undertaken by an eligible and qualified consultant(s)

The possession of general experience and a proven track-record in the development of funding proposals in the environmental sector would be an asset.

The selected Consultant(s) is required to possess the minimum competency requirements listed hereunder.

The selected Consultant(s) would be required to familiarize themselves with the requirements of the GCF Funding proposal

The selected Consultant may sub-contract any portion of the assignment with the written consent of the Centre, but will be ultimately responsible for all required/specified documentation, reports to 5Cs, as well as assume responsibility for all activities geared towards achieving the objectives of this terms of reference. In addition, The Consultant must specify the qualifications and relevant experience of each specialist to be assigned to the study.

For the purpose of the assignment the relevant indicative experience for the assignment is expected to include but not limited to:

### **SPECIFIC AREAS OF EXPERTISE/EXPERIENCE**

1. **Disaster Risk Planning and Management** and rehabilitation with at least 5-10 years' proven work experience in a similar/pertinent/related initiative or field of endeavour. Demonstrated qualifications and/or experience in the areas listed hereunder would be an asset:

Disaster Risk Planning and Management/ Emergency Response;  
Community Relations.  
Plan Development/Project  
Management, or a related field.

2. **Small holder Integrated Agriculture Systems planning and analysis** with at least 5-10 years proven experience in conducting financial and economic analysis of agriculture ecosystems.
3. **Environmental and Social Development Impact assessment** for the environmental, stakeholder and gender analysis aspects of the study. Five to ten (5-10) years of proven

experience in the analysis and assessment of environmental and social matters related to agriculture development

### **GENERAL PROFESSIONAL EXPERTISE/EXPERIENCE**

- Proven expertise and in-depth knowledge of Latin America and the Caribbean marine ecosystems and how they are being impacted by climate change would be an asset
- The Consultant(s) should hold advanced degrees {minimum master's} in either (economics, sustainable development, agriculture development or other fields relevant to the assignment)
- Prior Working experience of a similar or related nature would be an asset

### **G. MANAGEMENT ARRANGEMENTS**

This consultancy is commissioned by the CCCCC, consequently the selected Consultant will report to the Head, Programme Development Management Unit (PDMU), CCCCC or his designated representative for contractual and administrative purposes.

The national level focal point and point of contact for this Consultancy, and on whose behalf the assignment is being undertaken is the National Designated Authority (NDA)- Ministry of Planning and Economic Development, Financial Centre, Kennedy Avenue, Roseau, Commonwealth of Dominica. The National Focal Point is Mr Samuel Carrette, Chief Development Planner, Ministry of Planning and Economic Development, Financial Centre, Roseau, Commonwealth of Dominica.

The roles and responsibilities of the NDA in relation to this assignment shall include inter alia:

- Facilitate access to relevant information as much as possible;
- Provide a list of strategic stakeholders to be engaged throughout the Consultancy
- Select and invite participants for the stakeholder meetings/training workshops;
- Provide logistical support to ensure the smooth conduct of the activities and tasks related to the consultancy; and
- Provide technical review/feedback and approval of Consultant's deliverables

### **H. REPORTING REQUIREMENTS**

The reports to be submitted shall include:

The Consultant will submit electronically, in Microsoft Word format, the following:

1. **Inception report and detailed work plan**, including work plan, methodology and implementation schedule.

2. **Report on all stakeholder consultations**, including (i) list of stakeholders consulted and dates of consultations
3. **Draft Project Proposal** to be submitted within 11 weeks of contract signature.
4. **Final Financing/Project Proposal** and all pertinent accompanying documentation to be submitted within 12 weeks of the signing of the Contract.

## **I. DURATION**

This assignment is not expected to exceed 12 weeks' duration.

## **J. OBLIGATIONS OF CCCCC/ASSISTANCE TO THE CONSULTANT**

CCCCC commits to the following:

- Provide introductory letters to stakeholders and logistical support in facilitating the required field trip and consultations with stakeholders.
- Provide relevant background documents and information to the Consultant.
- Participate in structured dialogue(s) with the consultant to address any questions or concerns.
- Review the deliverables / outputs in a timely manner and provide feedback to the consultant.

## **K. OUTPUTS/DELIVERABLES OF THE ASSIGNMENT**

1. A Final Report of the assignment undertaken based on the issues to be Studied in Section D;
2. Summary of Consultations with stakeholders, and an Engagement Plan with a Grievance Redress Mechanism (GRM), a description of the stakeholder engagement plan, and how it will be implemented. The GRM should include a description of its operating modalities (complaints procedure, register, focal point, etc.);
3. An Environmental and Social Action Plan (ESAP) to accompany the Financing Proposal. In the ESAP should be outlined all of the risks and proposed mitigation strategies;
4. A Gender assessment and Gender Action Plan;
5. A Financing Proposal for the project in the approved format to be submitted to the GCF inclusive of all applicable supporting documents

## **L. REFERENCES [Indicative and not exhaustive]**

- (i) **DOMCREP Concept Note**
- (ii) “Study of the Impacts of Climate Change on Vulnerable Groups in PPCR Participating Countries in the Caribbean” (Bynoe, 2014).

(iii) Green Climate Fund SAP Funding Proposal Template

(iv) Pertinent literature pertaining to Dominica’s pursuit of Climate Resiliency

**M. EVALUATION CRITERIA**

	Description	Weighting
<b>Main (Technical) criteria (70 marks total)</b>		
	<b>Qualifications</b>	
A	The Consultant(s) should hold advanced degrees {minimum master’s} in either (economics, sustainable development, agriculture development or other fields relevant to the assignment)	30
	<b>Experience</b>	
B	<b><u>Disaster Risk Planning and Management</u></b> and rehabilitation with at least 5-10 years’ proven work experience in a similar/pertinent/related initiative or field of endeavour. Demonstrated qualifications and/or experience in the areas listed hereunder would be an asset: <ul style="list-style-type: none"> <li>• Disaster Risk Planning and Management/ Emergency Response;</li> <li>• Community Relations.</li> <li>• Plan Development/Project</li> <li>• Management, or a related field.</li> </ul>	10
C	<b><u>Small holder Integrated Agriculture Systems planning and analysis</u></b> with at least 5-10 years proven experience in conducting financial and economic analysis of agriculture ecosystems.	10
D	<b>Environmental and Social Development Impact assessment</b> for the environmental, stakeholder and gender analysis aspects of the study. Five to ten (5-10) years of proven experience in the analysis and assessment of environmental and social matters related to agriculture development	10
E	Proven expertise and in-depth knowledge of Latin America and the Caribbean marine ecosystems and how they are being impacted by climate change would be an asset	5
F	Prior Working experience of a similar or related nature would be an asset	5
<b>Commercial criteria (30 marks total)</b>		
	Competitive fee rates and expenses in relation to the market and demonstration of Value for Money.	15
	Clear and effective financial plan to deliver output based deliverables and key performance measures	5
	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>

## **N. APPLICATION PROCESS AND DEADLINE FOR SUBMISSION**

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

Each submission should bear the name and address of the firm and shall be clearly identified as:  
**“Consultancy for Background Study to Inform the Preparation of a Simplified Approval Process (SAP) Funding Proposal - Dominica, Contract #5/2019/USAID-CCAP/CCCCC”**

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 **on or before 2:00 p.m. (GMT- 6) Friday, 22nd February 2019:**

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

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

**Attention: Ms. Allison Williams**

**Procurement Officer**

**Caribbean Community Climate Change Centre**