



# CARIBBEAN COMMUNITY CLIMATE CHANGE CENTRE

## TERMS OF REFERENCE (ToR)

### Production of Training Videos for the Caribbean Community Climate Change Centre PAE Toolbox

#### I. Background

- 1.1 The Caribbean Community Climate Change Centre has received grant funding from the United States Agency for International Development (USAID) to support the implementation of the “Climate Change Adaptation Program” (CCAP). Under the Program, the Centre, in partnership with national governments, other donors working in the region, regional institutions, the private sector, community-based organisations (CBOs) and non-governmental organisations (NGOs) in the Eastern and Southern Caribbean is implementing CCAP over the four-year period July 2016 to September 2020. The agreement, which was signed on 12 July 2016 between the USAID and the CCCCC, has been reduced from the original value of US\$25.6 million to a sum of US\$10 million and reduced to June 2020.
- 1.2 It is the expectation that the CCAP partnership will assist the Caribbean Community (CARICOM) countries in the Eastern and Southern Caribbean (ESC) region to build their development resilience to climate change through:
  - i. better climate change-related data collection, management and dissemination for decision making,
  - ii. the development and implementation of innovative adaptation initiatives that can be scaled up and encourage policies that support sustainable economic development and disaster risk reduction, and
  - iii. aggressively pursuing sustainable financing efforts to complement the scarce resources in the region to achieve maximum developmental impact.
- 1.3 The goal of the CCAP is to reduce risks to human and natural assets resulting from climate change vulnerability, and its purpose is to strengthen an integrated system for the implementation and financing of sustainable adaptation approaches in the Eastern and Southern Caribbean region.
- 1.4 The Program recognises that for climate change impacts to be sustainably addressed within the ESC region and to reduce the debilitating effects on the local and national economies, it would require:
  - substantial improvements to the existing platform for producing quality climate change data, necessary and an imperative for prudent decision making;
  - designing and implementing innovative adaptation sub-activities with the potential for replication and up-scaling where necessary, to build the development resilience of the ESC region and reduce its vulnerability and susceptibility to natural disasters and climate change related impacts; and

- enhancing the capacity of the CCCCC and ESC region to access climate financing for the longer-term support of adaptation initiatives in the region and sustainability of some of the programmatic activities after the CCAP ends.

**1.5** The Caribbean Community Climate Change Centre (CCCCC) is the Agency of CARICOM with responsibility for leading the Caribbean’s response to Climate Change. Also known as “The 5Cs”, the Centre provides support to other regional entities and forecasts and analysis of potentially hazardous impacts of both natural and human-induced climate change on the environment. It also administers special programs that create opportunities for sustainable development. And given its role, also uses public education, awareness and training that target the region’s technocrats to further their knowledge and help them integrate climate change into planning and policymaking.

**1.6 The CCCCC works with various partners to develop tools to:**

- Help users make climate resilient decisions,
- Take appropriate actions in response to a variable and changing climate, and
- Empower Caribbean governments and to mitigate the impact of climate change.

The training videos support the use of, and training to use the Tools through online self-paced training sessions geared towards regional stakeholders and government officers who are being trained to use the CCORAL and CARIWIG Tools in their jobs. It will also be used to advertise the Tools and their use to support informed decision in climate change adaptation and mitigation efforts in the ESC and the wider Caribbean.

**1.7 The CARIWIG and CCORAL Tools**

**1.7.1 The Caribbean Climate Online Risk and Adaptation Tool (CCORAL)**

The Caribbean Climate Online Risk and Adaptation Tool (CCORAL) aids informed decision-making and is used by public and private sector agencies to enhance planning and development projects through a free online support system for climate resilient decision making and is, uniquely developed for use in the Caribbean. It is intended for use by regional and national institutions, consultants and scientists concerned with the climate and the impacts of future climate change in the Caribbean region.

CCORAL (pronounced ‘sea-coral’) integrates climate resilience into day-to-day Caribbean decision-making processes and activities and helps users prioritise their efforts given limited time and resources. It will enable stakeholders with the capability of climate proofing their projects before submission to climate financing facilities such as the GCF. Adherence to CCORAL would ensure that climate variability and change impacts, responsive actions and associated climate considerations are identified and addressed in development projects.

**1.7.2 The Caribbean Weather Impacts Group (CARIWIG) Tools and Portal**

The Caribbean Weather Impacts Group (CARIWIG) Tools and Portal comprise of three tools.

- a. A weather generator has been developed and tested on present-day meteorological

station observations in the region and found to produce reasonable simulations of both average and extreme weather parameters.. This tool provides the basis for weather generator-based downscaling, required to generate locally relevant bias corrected weather scenarios for impact studies.

b. A tropical storm model has been developed to provide spatial 15-minute scenarios of rainfall and wind speed over Caribbean islands under the scenarios of track, category, movement speed and historic notable storm. Managers may consider such scenarios as part of hazard management. Case study results suggest that hurricane speed, an under-reported metric, is actually of key importance, and that near-misses may be more hazardous than previously supposed.

c. The CARiDRO tool has been developed to assist the evaluation of meteorological and hydrological drought for the Caribbean and Central American regions, for both present day and future climate projections. This tool greatly simplifies standard but complex analyses and automatically generates a number of graphical outputs (e.g. time series plots and maps). This tool will support the agriculture and water resource sectors in their assessment and adaptation to drought hazard.

## **II. The Objective of this Consultancy**

- a. The **overall Objective** of this consultancy is to (i) support and promote the goal of USAID CCAP funded interventions that are aimed at educating stakeholders to the many risks posed by Climate variability and change to the citizens and natural assets of the Easter Caribbean and (ii) to support the CCCCC's Public Awareness and Education Programme.
- b. The **Specific Objective** of this Consultancy is to **develop two (2) training videos** - long and short formats broadcast quality instructional videos to support online self-paced learning via the world wide web/ internet, DVD and broadcast to (i) further the reach of training for the CCCCC's online tools namely CCORAL and CARIWIG (ii) to provide access to instruction and explanation via pre-recorded informational videos.

## **III. Scope of the Services**

The Scope of the Services include:

### **Task 1: Preparatory and related activities**

- a) Meetings, storyboarding, shot-listing, scripting and scheduling arrangements;
- b) Review for inclusion, Centre owned video and audio files;
- c) Filming and audio in Belize including 4-6 interviews with key CCCCC expert staff and stakeholders, as well as locals who are relevant to the narrative where applicable; and
- d) Post-production, editing (script and video) and finalisation of the video documentary

**Task 2: Production of two (2) long-form instructional videos to:**

- a. Introduce the various Tools developed to evaluate, climate-proof, simulate future climate projections and build scenarios and integrate climate resilience into day-to-day decision-making.
- b. Showcase, describe and demonstrate how rain-fall and meteorological information are used to simulate climate climatic events.
- c. Introduce the Centre's Clearing House and its use.
- d. Provide resource material for online-students and instruction on how to generate data for climate risk analysis using the tools.

**Task 3: Production of two (2) short format videos to:** Promote and highlight the Weather Tools and CCORAL and how they are used to guide decision-making. These two-three minute videos must discuss the tools, their use and how they are used to guide and explain the merits of using and learning to use the tools.

**Task 4: Revise as necessary the outputs of Tasks two and three**  
Please note that a team of professionals drawn from the Centre's list of partners and stakeholders will be asked to view, comment and make suggestions on the product prior to finalisation.

**Task 5: Support for printing and dissemination of the video**

- a) 10 physical copies, including menu and cover (HD video), printed and sent to the Centre and partners as directed;
- b) Electronic copies of the high-resolution footage and audio files made available to the Centre and Partner Websites; and
- c) Video made available on YouTube, other cloud storage, and additional online knowledge platforms as directed
- d) Further dissemination support **MUST** include multiple social media networks, including Twitter, Facebook, Instagram, and YouTube, coupled with Centre and related platforms. The videos must also be formatted for use at workshops, meetings, conferences, and local events.

#### **IV. Deliverables / Output**

**1. Two long-form Training Videos:**

**a. CCORAL Training Video**

Consisting of an Introduction of 5 minutes; segments of 10 minutes each inclusive of examples and Toolbox; Introduction and use of the Clearing House-edited and scripted; cutaways, graphics, music and voiceovers.

**b. CARIWIG Training Video**

Introduction of roughly five minutes; a PowerPoint presentation making up two to three segments of 15 to 20 minutes each; four tools explained and demonstrated; cutaways, graphics and voiceovers.

**2. Two 2-3-minutes videos** extracted from the long-form versions for specific use on CCCCC websites and social media to promote the tools.

3. Copies of all **raw footage and un-edited interviews** shot during the making of the videos should also be handed over to the Centre at the end of the project.

## **V. Type of Consultancy, Required Qualification, Expertise and Competencies**

### **Minimum Qualifications:**

The Consulting Firm should meet the following criteria:

#### **a) Assigned Personnel:**

The Consulting Firm team must include at minimum personnel with the following skills: (i) a Communications and Journalism; (ii) a Script Writing; (iii) Film-making with experience in making educational/ instructional films and or videos. Each assigned personnel must have the requisite qualifications and at least five (5) years' experience in their respective fields.

#### **b) Experience of Firm:**

- At least 5 years' experience in filmmaking.
- Experience producing videos on training, advocacy and/or social marketing or on sustainable development issues.
- A minimum of three years' experience working in the Caribbean.
- Experience in climate change, environmental and sustainable development issues with a minimum of 5 years' relevant work experience in one or more of these areas;
- Work experience in or with regional and international organisations is desirable and
- Experience with online and distance learning is highly desirable

#### **c) Core Competencies:**

- Work in teams: Demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds, in the Caribbean region generally and the headquarters host country specifically;
- Communication and information-sharing: Facilitate and encourage open communication and strive for effective communication;
- Possess and demonstrate appropriate, informed and transparent decision-making
- Experience with online and distance learning is desirable
- Knowledge: Knowledge of climate change issues and the IPCC and UNFCCC negotiations is highly desirable
- Strong broadcast (TV and Radio) production skills and ability to advise the Communications team where applicable and candidate(s) should be willing to participate in coaching and skills-transfer sessions during the production process.

## **VI. Place of Work**

The consultant will be required to visit Centre's Belmopan location as well as Belize Government Press Office, and locations around the city for the purpose of consulting with the Centre's team and selected stakeholders and shooting the training videos.

**VII. Duration of this Consultancy**

This consultancy will run for twelve (12) weeks and is expected to start mid-August 2019.

**VIII. Supervision**

The Consultant will report to the CCCCC's Communication Specialist.