



**TERMS OF REFERENCE  
REQUEST FOR PROPOSAL**

<b>Country:</b>	<b>Bahamas</b>
<b>Donor:</b>	<b>Green Climate Fund (GCF)</b>
<b>Project Name:</b>	<b>GCF Readiness and Preparatory Support in the Bahamas (Phase II)</b>
<b>Contract Title:</b>	<b>Monitoring, Reporting and Verification System under the GCF Readiness and Preparatory Support in the Bahamas</b>
<b>Contract #:</b>	<b>Contract #61/2019/GCF/Bahamas/CCCCC</b>
<b>Type of Consultant:</b>	<b>Firm</b>
<b>Type of contract:</b>	<b>Fixed Price</b>
<b>Estimated Start Date:</b>	<b>August 2019</b>
<b>Contract duration:</b>	<b>8-month</b>
<b>Deadline for Submission of EoI:</b>	<b><u>2:00pm (GMT-6), Thursday 9 May 2019</u></b>

## **I. BACKGROUND**

This consultancy is being implemented under the Green Climate Fund (GCF) readiness and preparatory support entitled “GCF Readiness and Preparatory Support in the Bahamas (Phase II)”. The project was developed in collaboration between the Government of the Bahamas, through the Ministry of the Environment and Housing, and the Caribbean Community Climate Change Centre (CCCCC). This readiness project was in response to stakeholders’ needs and priorities, which surfaced under The Bahamas’ initial GCF Readiness Project. The objective of this readiness request is to strengthen the Government of the Bahamas’ continued engagement with the GCF. Specifically, this project will enhance The Bahamas’ capacity for monitoring and oversight of climate finance through the development of a national-level Monitoring, Reporting and Verification System (MRVS) for tracking climate finance inflows and public expenditure in the Bahamas. Further, through the provision of technical assistance, this project will also support the accreditation of a suitable national direct access entity. Finally, building on efforts from the Regional Private Sector Readiness, this Readiness support will embark on initiatives aimed at engaging and unlocking the local private sector’s potential to contribute to climate action in the Bahamas. The Readiness Support will assist in driving the necessary reform, readiness resources will be used to engage and mobilise the private sector through three distinct phases: Phase 1 – The Diagnosis/ Barrier Analysis; Phase 2 – The National Conversation i.e. convening a Public-Private Dialogue Forum; and Phase 3 – Elaboration of a clear plan to accelerate climate action through strengthened partnership and capacity building to design and implement transformative projects.

This Consultancy is primarily intended to development the national-level Monitoring, Reporting and Verification System (MRVS). Green House Gas Emissions from Small Island Developing

States (SIDS), like The Bahamas, are negligible, yet these countries face the brunt of impacts caused by climate change and variability (CCV). The Bahamas endeavors to implement adaptation and mitigation interventions in order to minimize the impact of climate related risks as such it is critical to track the financing and interventions that are implemented.

Good Financial Governance (GFG) necessitates the availability of satisfactory monitoring and evaluation systems to assess the performance of investments and to assure the best use of funds. Transparent monitoring also helps to build trust among recipient and donor countries. This can ultimately lead to increased financial support in the future. In the case of the Bahamas, the systematic monitoring and evaluation of international contributions to climate change targets is not yet at the level where it should be which is why capacity development to implement MRV functions is necessary.

One of the primary challenges to tracking funds is the fact that there is no agreement on the kind of budgets to mark as climate finance, which makes it difficult to distinguish it from other sources of finance, including general development expenditure. Generally, a climate finance marker should indicate whether a policy programme or project budget contributes to vulnerability and or GHG emissions- reduction or not. Formal markers and dedicated systems to track climate finance are not yet available in the Bahamas. The classification and indicators to characterise financial data are not climate sensitive, and therefore do not currently integrate climate mitigation/adaptation tags into the Ministry of Finance's thematic budget codes. Moreover, substantive information on private financing is also required. Tracking this stream of spending and investment is necessary for informing the development of public policies seeking to leverage private investment for low carbon and climate resilient development.

For the Bahamas, enhancing MRV of climate finance matters for various reasons:

1. From a political point of view, MRV of climate finance is a key element in the context of the UNFCCC negotiations. It plays a crucial part in strengthening the transparency, accountability and trust between developed and developing countries in the future climate negotiation process, i.e. assessing compliance with international commitments to mobilise climate finance.
2. From a practical point of view, MRV of climate finance will remain an important element in assessing the deployment and general use of climate finance. It will help to show who profits from financial support and make it possible to identify gaps in national and sectoral support. It will also help to monitor and evaluate trends and progress in climate-related investments. Finally, MRV of climate finance will account for how scarce public resources are being used and also strengthen public awareness of how taxpayers' money is spent.

Against this backdrop, a consolidated national database system set up to monitor and report on climate change related loans and grants, even private investment, would be a useful starting point in addressing the above-mentioned gaps. This strategic intervention would contribute to strengthening the country's capacity for climate finance monitoring and oversight, thus paving the way to achieve direct access from global funds, including the GCF.

The GCF is a unique global platform to respond to climate change by investing in low-emission and climate-resilient development. GCF was established to limit or reduce greenhouse gas (GHG) emissions in developing countries, and to help vulnerable societies adapt to the unavoidable impacts of climate change. Given the urgency and seriousness of this challenge, the Fund is mandated to make an ambitious contribution to the united global response to climate change. As such, the GCF has developed a variety of funding windows and programmes. This include: funding windows for mitigation and adaptation; the Private Sector Facility (which also encompasses pilot programmes for mobilizing resources at scale, and for support to micro, small and medium sized enterprises); the Readiness and Preparatory Support Programme (which includes a Project Preparation Facility and a programme providing support for adaptation planning); a REDD plus results based payment programme; and, an Enhanced Direct Access Programme designed to enhance Fund access by sub-national, national and regional, public and private entities.

## **II. SCOPE OF WORK**

This Consultancy is aimed at delivering Outcome 1.4, which is associated with Activities 1.4.1 to 1.4.4, of the Readiness Project, titled “GCF Readiness and Preparatory Support in the Bahamas (Phase II)”. In carrying out this assignment, the Consulting Firm is required to employ a collaborative approach and close engagement with National Authorities, Stakeholders and their focal points on Climate Change in ensuring that the deliverables are consistent with National Standards and National Protocols.

The Consulting Firm will be responsible for:

- a) Produce an Inception Report that includes a detailed work plan for the execution of the assignment
- b) Conduct a feasibility study to inform the design of a national Monitoring, Reporting and Verification (MRV) System to track climate finance inflows and public expenditure related to climate change in the Bahamas.
- c) Conduct a validation workshop (2 days) on the findings of the MRV system feasibility study, including sensitization/ training on climate finance MRV system
- d) Based on the findings of activity MRV feasibility, design a mechanism (methodology/tool) to monitor and report on climate change-related loans and grants, including private investments to be administered and institutionalized by the Ministry of Finance
- e) Develop an Operational Manual/Guidelines on the MRV system/ tool consistent with (f) above
- f) Deliver 2-day training to Ministry of Finance personnel and selected stakeholders on the national MRV system and related operational manual
- g) Conduct sensitization workshops, presentations and corresponding reports
- h) Conduct a cost analysis to determine the cost to implement actions to address mitigation and adaptation outlined in the NDC
- i) Conduct a projection analysis of the investments and finance needed to achieve the Bahamas’ adaptation and mitigation priorities (as mapped in the country’s NDC)
- j) Liaise and coordinate stakeholder consultations across all levels of government including the private sector
- k) Liaise and work closely with personnel of the Centre based at the head office in Belize and NDA

- l) Manage and oversee the day-to-day activities Inclusive of these duties, the Consultancy Firm will report to the Project Manager in the Caribbean Community Climate Change Centre and the National Designated Authority of the Bahamas
- m) Capture lessons learnt during project implementation – lessons learned log could be used in this regard.

### **III. MANAGEMENT ARRANGEMENT**

This consultancy is commissioned by the CCCCC. The selected Consultant will report to the Head, Programme Development and Management Unit, CCCCC for contractual and administrative purposes. The Head, PDMU will coordinate internally among the respective Project Managers, to provide additional technical advice and oversight for this consultancy.

All draft reports are to be submitted electronically to the CCCCC by the indicative deadline. The CCCCC will provide written consolidated comments within 10 working days of receiving the draft report.

### **IV. QUALIFICATIONS OF THE CONSULTING FIRM AND KEY EXPERTISE**

The Consulting Firm must demonstrate the following:

- Knowledge of national climate change policies, plans in the Caribbean context
- Knowledge and/or familiarity with the climate change threats, development imperatives and sociocultural dynamics in the Caribbean;
- Significant expertise and experience in climate change and development issues;
- Proven ability to generate and sustain ongoing consultation and meaningful participatory processes with a wide cross section of stakeholders throughout the duration of the period of employment;
- Track record of successful work on publications and reports on Climate Change and Adaptation projects and programs in the Caribbean;
- Previous experience and qualifications with climate change mitigation and adaptation actions exceeding 5 years.
- At least 5 years of experience in climate change, technical, financial and economic analyses, environmental analyses or research in the field of sustainability.
- Extensive knowledge of the Green Climate Fund Projects Procedures and MRV procedures
- Demonstrated ability to work within a multi-disciplinary team of experts involved in project/programme design and execution.
- Demonstrated experience conducting projection analysis
- Excellent oral and written communication skills in English and good capacity in preparing technical reports

The Consultant is expected/required to propose a team of Consultants that should ideally comprises of:

- Team Leader Policy

- Advanced degree in environmental sciences, environmental engineering, economics, development studies, eco-systems or other relevant fields;
  - A minimum of 5 years of relevant working experience and proven track records of publications and reports in the subject areas of MRVS, feasibility studies and/or climate financing.
  - Substantial relevant experience in the design and conduct of technical studies for climate change adaptation projects related to coastal zone/water resources management;
  - Project/programme management experience, including facilitation of stakeholder workshops;
  - Regional expertise and work experience in the Caribbean; and
  - Senior Consultant with proven leadership qualities as well as solid knowledge of the subject matter.
- Expert I: International Relations, Political Science, Economics or related social sciences  
Graduate qualification/ expertise:
    - 5 years of relevant experience at the national and international level in international development issues including climate change.
    - Experience in monitoring and evaluation with a background and interest in the analysis of climate change, socio-economic issues and related policy matters;
    - Experience in results based programme development and management; and
    - Experience in the usage of computers and office software packages, experience in handling of web-based management systems
    - Experience with Climate Change and Public Finance
    - Experience collecting and analysing socio-economic, environmental or climate change data/information.
  - Expert II Management Information Systems Graduate qualification/ expertise:
    - Bachelor's degree in Management Information Systems, Information Communications Technology (ICT) or a closely related discipline.
    - A minimum of ten (5) years of work experience with Management Information System (MIS) preferably with programme monitoring and evaluation related to climate change and the public sector financing.
    - Experience with several operating systems and programming language
    - Knowledge and experience in web-server and system administration, authentication and encryption, logging and reporting, security configuration, and redundancy/recovery/contingency planning.
    - Ability to design system and application requirements based on users output requirements

## **V. CHARACTERISTICS OF THE POSITION**

Duration of Contract: The consultancy is expected to be implemented over an 8-month period from the date of contracting.

Location: Open location, primarily remote work with the exception of stakeholder consultations, which are to be held in the Bahamas. If consultancy team is located outside of Bahamas, the team will be responsible for travel to conduct stakeholder consultations and facilitate workshops.

Start date: The proposed commencement date is August 26<sup>th</sup> 2019.

## VI. DELIVERABLES

1. An **Inception Report** to be submitted within one (1) week of contract signing that includes a Work plan with timelines for completing the assignment
2. **Feasibility study report for a national Monitoring, Reporting and Verification System (MRVS)** to track climate finance inflows and public expenditure related to climate change in the Bahamas
3. **Two-days validation workshop** on the findings of the MRV system feasibility study and corresponding workshop report
4. **MRVS mechanism, Operational Manual and workshop report** to inform the design of the MRV system to be institutionalized within the Ministry of Finance
5. **Projection analysis of the investments and finance needed report** to determine the cost to implement actions to address mitigation and adaptation

## VII. PAYMENT SCHEDULE

<b>Deliverables</b>	<b>%</b>	<b>\$</b>
Inception Report	5	3,600.00
Draft Feasibility	10	7,200.00
Final Feasibility	15	10,800.00
Two-Days validation workshop (including travel for facilitator(s))	10	7,200.00
Draft design MRV System	10	7,200.00
Final design of MRV System	15	10,800.00
2 Days training workshop (including travel for facilitator(s))	10	7,200.00
Draft Projection Analysis	10	7,200.00
Final Projection Analysis	15	10,800.00
<b>Total</b>	<b>100</b>	<b>72,000.00</b>

## VIII. EVALUATION CRITERIA

**Responsive candidates will be evaluated as per the evaluation scale below:**

### **Technical Qualifications Evaluation Criteria**

#	Description	Weighting
<b>Main (Technical )criteria (70 marks total)</b>		
The Consulting Firm must demonstrate the following		
A	Knowledge of national climate change policies, plans in the Caribbean context	10
	Knowledge and/or familiarity with the climate change threats, development imperatives and sociocultural dynamics in the Caribbean;	
	Significant expertise and experience in climate change and development issues;	
	Proven ability to generate and sustain ongoing consultation and meaningful participatory processes with a wide cross section of stakeholders throughout the duration of the period of employment;	
	Track record of successful work on publications and reports on Climate Change and Adaptation projects and programs in the Caribbean;	
	Previous experience and qualifications with climate change mitigation and adaptation actions exceeding 5 years.	
	At least 5 years of experience in climate change, technical, financial and economic analyses, environmental analyses or research in the field of sustainability.	
	Extensive knowledge of the Green Climate Fund Projects Procedures and MRV procedures	
	Demonstrated ability to work within a multi-disciplinary team of experts involved in project/programme design and execution.	
	Demonstrated experience conducting projection analysis	
<b>The Consultant is expected/required to propose a team of Consultants that should ideally comprises of:</b>		
B	<b>Team Leader</b>	
	Advanced degree in environmental sciences, environmental engineering, economics, development studies, eco-systems or other relevant fields	5
	A minimum of 5 years of relevant working experience and proven track records of publications and reports related to: <ul style="list-style-type: none"> <li>i. <i>MRVS, feasibility studies and/or climate financing;</i></li> <li>ii. <i>the design and conduct of technical studies for climate change adaptation projects in areas of coastal zone/water resources management; and,</i></li> <li>iii. <i>project/programme management, including facilitation of stakeholder workshops.</i></li> </ul>	10

	Regional expertise and work experience in the Caribbean	5
<b>C</b>	<b>Expert I</b>	
	Graduate qualification International Relations, Political Science, Economics or related social sciences	5
	A minimum of 5 years of relevant working experience and proven track records of publications and reports related to: i. <i>international development issues, including climate change, and public finance;</i> ii. <i>monitoring and evaluation with a background and interest in the analysis of climate change, socio-economic issues and related policy matters;</i> iii. <i>results based programme development and management; and,</i> iv. <i>collecting and analysing socio-economic, environmental or climate change data/information.</i>	10
	Experience in the usage of computers and office software packages, experience in handling of web-based management systems	5
<b>B</b>	<b>Expert II</b>	
	Bachelor's degree in Management Information Systems, Information Communications Technology (ICT) or a closely related discipline	5
	A minimum of ten (5) years of work experience and proven track records and knowledge related to: i. <i>Management Information System (MIS) preferably with programme monitoring and evaluation related to climate change and the public sector financing;</i> ii. <i>operating systems and programming language; and,</i> iii. <i>web-server and system administration, authentication and encryption, logging and reporting, security configuration, and redundancy/recovery / contingency planning.</i>	10
	Ability to design system and application requirements based on users output requirements	5
<b>Main (Financial) 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>

**Required Minimum Technical Score 60 points**

## **IX. APPLICATION PROCESS AND DEADLINE**

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, addressed to the **Executive Director, Caribbean Community Climate Change Centre** and be clearly identified as: **“Monitoring, Reporting and Verification System under the GCF Readiness and Preparatory Support in the Bahamas, Contract #61/2019/GCF/Bahamas/CCCCC”**

Technical Proposal and Financial Proposal should 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 9 August 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**