



TERMS OF REFERENCE

Country:	Belize
Donor:	Green Climate Fund (GCF)
Project Title:	GCF Readiness - Building Capacity for Direct Access to Climate Finance (Readiness II)
Contract Title:	Recruitment of Consultancy Firm for Capacity Building of National Designated Authority and Support for the Accreditation of the Social Investment Fund.
Contract #:	Contract# 74/2019/GCF/Belize/CCCCC
Type of Contract:	Fixed Price-Professional Services: Companies/Firm
Estimated Start Date:	October 2019
Contract Duration	12 Months
Main Duty Station:	Belize
Deadline for Submission of FTP:	on or before 2:00pm (GMT-6), Wednesday 9th October 2019

1. BACKGROUND

The Green Climate Fund (GCF) is a multilateral financing mechanism established to support climate action in the Caribbean and by extension in developing countries. The Green Climate Fund (GCF), in fulfilling its mandate, responds to climate change through strategic investments actions that will result in low-emission and climate resilient development. These strategic investments will limit or reduce greenhouse gas (GHG) emission in developing countries, and help vulnerable societies adapt to the unavoidable impacts of climate change. The GCF has made available several windows for financing and technical support for a programmatic approach to engage the GCF for the implementation of climate actions.

The National Designated Authority (NDA) of Belize to the GCF, which is the Ministry of Economic Development and Petroleum (MEDP), applied to the GCF for Readiness and Preparatory Support. This Readiness and Preparatory Support Project is the second for Belize, titled, “Building Capacity for Direct Access to Climate Finance (Readiness II)” and complements the previously approved and implemented Readiness and Preparatory Funding Support project received by Belize from the GCF. Both projects support efforts to strengthen the NDA’s coordinating mechanism including the non-objection procedure and associated platforms. Building

on the previous readiness project, Readiness II also seeks to strengthen the country's capacity to access, manage, disburse and monitor financing for the purpose of fulfilling the country programme and build Belize's climate resilience, including enhancing the capacity of national entities to access climate finance via the GCF.

Furthermore, this project will contribute towards fulfilling Belize's climate change (adaptation and mitigation) goals and commitments as outlined in its National Determined Contribution (NDC), the National Climate Change Policy, Strategy and Action Plan (NCCPSAP), the National Adaptation Strategy (Agriculture sector) and the Low Carbon Development Roadmap (LCD) and Growth and Sustainable Development Strategy (GSDS) by strengthening the capacities of the NDA, BSIF and PACT. Actions under this project are expected to reduce Belize's level of vulnerability and enhance the country's adaptive capacity by making advancements both directly or indirectly on the areas of capacity building, financial resources, data, knowledge and awareness, and climate change finance mobility.

The Caribbean Community Climate Change Centre (CCCCC), which has the mandate to coordinate the Caribbean Region's response to climate change and is accredited to the GCF, is the delivery partner for Readiness II. In collaboration with the NDA of Belize, the CCCCC will execute the activities as set out in the Readiness Proposal approved by the GCF. CCCCC will be responsible for the overall execution of the project and for the timely achievement of project results set out in the proposal and guidance by the terms set out in the CCCCC's Framework Agreement with the GCF. This includes the recruitment and selection of consultants, provide financial and technical oversight services for the outcomes and outputs, project monitoring, reporting and evaluation. CCCCC also has the responsibility for fiduciary management and delivery of the readiness funding, and supports the NDA to implement the project, and identify, recruit and manage technical experts required for the implementation of this Readiness Project.

In this context, CCCCC is looking for a Consultancy Firm, to work in collaboration with the NDA to implement this GCF Project. In accordance with GCF priorities, this consultancy is scheduled to fulfil deliverables for 2 project outcomes and their respective sub-outcomes. The consultancy will be responsible to contribute towards achieving Outcome 1, *Institutional Capacity and coordination mechanism strengthened to govern and coordinate climate finance*, and Sub-Outcome 1.2, *Monitoring and verification systems for climate finance flows*. Furthermore, it is expected that this consultancy will contribute towards accomplishing Outcome 2, *Country programming process*, Sub-Outcome 2.1, *Stakeholder engaged in a consultative process*, and Sub-Outcome 2.4, *Gender issues considered in climate finance programming*. The Consultancy Firm will work closely with the CCCCC Project Manager, the NDA, national institutions and other relevant stakeholders to fulfil the requirements of this consultancy.

2. SPECIFIC OBJECTIVE

This consultancy seeks to contribute towards strengthening the NDA's institutional capacity and coordinating mechanism, enhance the country programming process and increase direct access to climate finance for Belize. The objective of this consultancy is to provide support to the NDA by

accomplishing Outcome 1 and Sub-Outcome 1.2, and Outcome 2 and Sub-Outcome 2.1 & 2.4 of the Readiness Project, titled “Building Capacity for Direct Access to Climate Finance (Readiness II)”.

3. SCOPE OF WORK

The Consulting Firm will execute several activities that contribute towards enhancing Belize’s capacity to effectively mobilize, manage and monitor climate finance in an effort to achieve the goals and objectives outlined in national strategies and actions plans. Specific activities include: Capacity building of sub-committee members on GCF project requirements, a standardized process of updating Belize’s Country Programme and an updated Country Programme, Gender assessment and gender capacity building to inform the development of GCF proposals, a GCF Entity Work Programme and Stakeholder Mobilization Action Plan for PACT. 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:

- Produce an Inception Report that includes a detailed work plan for the execution of the assignment
- Deliver two (2) 2-day training to strengthen the capacity of the Finance sub-committees under the Belize National Climate Change Committee (BNCCC) to review projects submitted to the office of the NDA.
- Deliver Two (2) training to national structured dialogues between NDA, nominated entities, the GCF Secretariat, private and public sector, stakeholders and NGOs to identifying project ideas for various sectors and align national strategies, work programmes and national priorities with the country programme to develop a standardize process for the review of the country programme and to update the country programme.
- Conduct a gender assessment (based on the “guideline for gender equality” developed under the previous Readiness project) to effectively integrate gender criteria and indicators to inform the development and prioritization of GCF proposals to be developed by Government departments, private sector, Non-Governmental Organizations and Community-Based Organizations.
- Deliver one (1) training to incorporate gender considerations into project development.

4. DELIVERABLES

1. Inception report and detailed work plan.
2. Two (2) 2-day training sessions (inclusive of workshop materials and report) to build the capacity of sub-committee members on GCF project requirements (i.e., climate rational, investment criteria, theory of change, paradigm shift etc.) and other project review parameters.
3. Two (2) national structured dialogue events (inclusive of workshop materials and report).
4. Standardise process for the review of the country programme developed.
5. Updated Country programme.
6. Gender assessment with an agreed gender criterion, indicators and review manual to inform the development and prioritisation of GCF proposals.
7. One (1) training session for representatives of selected organizations on incorporating gender consideration into project development.

5. REPORTING

The Consultancy Firm will report to the Project Development and Management Unit (PDMU), CCCCC and will work in close coordination and collaboration with the NDA and Project's National Coordinator.

6. LOCATION AND DURATION OF ASSIGNMENT

This project will be spread over a period of 12 months from **October 2019 to September 2020**. Time can be spread between home based and in Belize. Note at least 60% of the contracted days may be required in Belize.

7. MANAGEMENT ARRANGEMENT

The consultancy is commissioned by the CCCCC. The Consultancy Firm will report to CCCCC for contractual and administrative purposes. Members of the project core team from the Ministry of Economic Development and Petroleum (MEDP) will provide additional technical advice and inputs, overall coordination and oversight for this consultancy. The Consulting Firm will liaise with everyone from the project core team but will ultimately report to the CCCCC.

8. PAYMENT SCHEDULE

Payment arrangement can be stated in the following way: payment will be made in four (4) instalments as shown in table1: (i) 10% after contract signature and delivery of inception report and detailed work plan (deliverable 1); (ii) 25% at the completion of two (2) 2-day training sessions to build the capacity of sub-committee members on GCF project requirements (deliverable 2); (iii) 30% at the completion and of all the country programming deliverables (Deliverables 3-5); (iv) 35% at the completion and delivery of all gender deliverables (Deliverables 6 and 7). The table below shows the percentages which are to be paid for each of the deliverables. Travel and accommodation arrangements and associated costs will be the responsibility of the consultancy firm and reimbursable in accordance to Centre's travel policy.

Table 1: Allocation of the payment percentages (%) for each deliverable.

#	Deliverables	%
1	Inception report and detailed work plan	10
2	Two (2) 2-day workshop on GCF Project Requirements	25
3	Two (2) 1-day national structured dialogue events	30
4	Procedure for reviewing Country Programme	
5	Updated Country Programme	
6	Gender Assessment	35
7	One (1) 1-day Gender workshop	
Total		100

9. QUALIFICATIONS AND EXPERIENCE

i. Academic Qualifications:

- The lead Consultants of the selected firm should possess at least an advanced degree (Master's Degree or equivalent) in either, but not limited to, Economics, Finance, International Development/Relations, Environmental Science, Social Science or related fields from recognised and reputable institutions.
- Be a reputable firm with at least 3 years of proven experience related to climate change development, finance and development of national plans and strategies;
- Knowledgeable of activities, actions, projects and programs related to the GCF.

ii. Professional Experience:

- Demonstrated engagement with Country Strategic Frameworks, and/or related document development;

- In depth understanding of climate finance issues, at the international and regional scales, with knowledge of the current climate finance architecture of the Green Climate Fund;
- Experience working with a cross-section of stakeholders, including senior government officials in small and vulnerable states (SIDS and LDCs), donor governments and organisations, as well as regional organizations;
- Experience in institutional and skill-based capacity development;
- The professional expertise and background of the consultant firm should cover the requirements of tasks defined in this TOR.
- **The team must consist of at least one Belizean national.**

10. LANGUAGE

- Excellent oral and written communication skills in English.

11. EVALUATION CRITERIA

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

Technical Qualifications Evaluation Criteria

#	Description	Weighting
Main (Technical) criteria (70 marks total)		
A	Consultants of the selected firm should possess at least advanced degree (Master's Degree or equivalent) in either, but not limited to, Economics, Finance, International Development/Relations, Environmental Science, Social Science or related fields from recognized and reputable institutions.	10
B	Be a reputable firm with at least 3 years of proven experience related to climate change development, finance and development of national plans and strategies	15
C	Knowledgeable of activities, actions, projects and programs related to the GCF	5
D	Demonstrated engagement with Country Strategic Frameworks, and/or related document development	10
E	In depth understanding of climate finance issues, at the international and regional scales, with knowledge of the current climate finance architecture of the Green Climate Fund	5
F	Experience in institutional and skill-based capacity development	10
G	Experience working with a cross-section of stakeholders, including senior government officials in small and vulnerable states (SIDS and LDCs), donor governments and organizations, as well as regional organizations	10
H	The professional expertise and background of the consultant firm should cover the requirements of tasks defined in this TOR	5

Commercial criteria (30 marks total)		
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
	Total	100

12 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.

RFP's should be addressed to the **Executive Director, Caribbean Community Climate Change Centre**; Must include the name and address of the firm and be clearly identified as: **“Recruitment of Consultancy Firm for Capacity Building of National Designated Authority and Support for the Accreditation of the Social Investment Fund, Belize”**.

Technical Proposal and Financial Proposal must be submitted as two (2) separate PDF files, via email to: procurement@caribbeanclimate.bz

The deadline for the submission of proposals is on or before 2:00pm (GMT-6), Wednesday 9th October 2019

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

awilliams@caribbeanclimate.bz

Attention: Ms. Allison Williams

Procurement Officer

Caribbean Community Climate Change Centre