

**TERMS OF REFERENCE
REQUEST FOR EXPRESSION OF INTEREST (EOI)**

Country:	Belize
Donor:	Green Climate Fund (GCF)
Project Name:	Building Capacity for Direct Access to Climate Finance (Belize Readiness II)
Contract Title:	Recruitment of a communications firm/team for the expansion of the National Designated Authority Online Platform.
Contract #:	Contract# 73/2019/GCF/Belize/CCCCC
Team composition:	2 member team
Type of Contract:	Fixed Price
Estimated Start Date:	October 2019
Contract Duration:	5 Months
Main Duty Station:	Belize
Deadline for Submission of EoI:	<u>on or before 2:00pm (GMT-6), Friday 4th October 2019</u>

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, response 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 engaging the GCF for the implementing 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.

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 the Readiness Proposal approved by the GCF, which includes procuring goods and material, professional services and consultants as is necessary.

As set out in the approved project, Outcome 1: *"Institutional Capacity and coordination mechanism strengthened to govern and coordinate climate finance"* and Sub-Outcome 1.1: *"Institutional coordination capacity enhanced"*, are to be achieved through Activity 1.1.1 which will expand the NDA website (created under previous readiness project) to support an online platform of best practice and lessons learned. The knowledge sharing platform will capture and disseminate best practices from among accredited direct access entities. This includes the redesigning of the NDA web page layout, uploading web content, launching the online platform, and updating the content based on consultations and availability of new materials (i.e., gender engagement strategy). Additionally, the NDA website will be linked to the Direct Action Climate Platform (DACP) to further facilitate the identification best practices and lessons learned from the experiences of other countries. Furthermore, this activity will develop informational booklets to highlight the activities accomplished under the past and current Readiness and Preparatory Funding Support received by Belize, develop a national content sharing agreement to coordinate data accessibility between the NDA and stakeholders, create an NDA logo that is reflective of the NDA's role, and a national project registry. In this context, CCCCC is seeking the services of a Consultancy Firm, to work in collaboration with the NDA and the CCCCC to execute this activity.

2. SPECIFIC OBJECTIVE

This consultancy seeks to contribute towards strengthening the NDA's institutional capacity and coordinating mechanism. The objective of this consultancy is to provide support to the NDA by accomplishing outcome 1 and sub-outcome 1.1 of the Readiness Project, titled "Building Capacity for Direct Access to Climate Finance (Readiness II)".

3. SCOPE OF WORK

The Consulting Firm will execute the following 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: update and expansion of the NDA's online platform, NDA logo design, National Project Registry, Content Sharing agreement and GCF case studies. 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 Consultancy Firm will:

i. Redesign and Update the NDA Online Platform (Duration: 60 days)

The NDA is seeking to update its website to enhance the synergy with the GCF. The website is expected to demonstrate the linkages between the functions of the NDA and the GCF. Emphasis will be placed on the NDA online platform, housed in the NDA's website, to disseminate best practices and lessons learned from among accredited direct access entities. The online platform will also provide access to updated resources and activities from the GCF and the NDA. In executing this consultancy, the consultant is expected to:

- Liaise with the CCCCC, NDA and the Central Information Technology Office (CITO) and other relevant personnel from the Ministry of Economic Development and Petroleum for the acquisition of information and guidance necessary with regards to the expectations and features of the NDA website, in particular the National Authorizing Office (NAO) and Policy and Planning Unit (PPU), and the online platform.
- Provide an updated website and develop additional pages according to the latest web development techniques.
- Develop a new or revise online platform along with its accompanying tools/systems to improve and guide the platforms technical architecture.
- Integrate a feedback and enquiry form on the online platform.
- Integrate a feature for up-to-date headlines on the online platform.
- A knowledge management system to store and synthesize relevant information on the states of GCF funded activities for public dissemination on the online platform.
- Link the NDA online platform to the Direct Action Climate Platform to further facilitate for the identification of best practices & lessons learned from the experience of other countries.
- Train relevant staff on procedures for uploading and updating the online platform, and suggest a revision and update strategy for the inclusion of any new GCF developments and materials as they become available.
- Perform proper backup, restore, data validation, and security procedures of source code of the existing website to ensure data integrity and availability.
- Ensure data security and consistency of online applications utilized.

ii. Design of NDA logo (Duration: 15 days)

The NDA, as the national focal point to the GCF, aims to develop a logo that will symbolize the partnership with the GCF. The intention of the logo is to also reflect the NDA's coordination for climate change programmes and financing for Belize. Additionally, the logo should have Belize's signature to demonstrate country ownership and contribution to Belize's development. In executing this consultancy, the consultant is expected to:

- Design a NDA logo to effectively visually communicate the identity of the Green Climate Fund's NDA in Belize.
- Liaise with the NDA and the CCCCC to finalize the logo.
- Submit an electronic copy of the logo in a format that is compatible to the NDA online platform and Microsoft Office applications (e.g. Word, PowerPoint, etc.).

iii. Develop a National Project Registry (Duration: 30 days)

The development of a National Project Registry will enable the NDA to track and monitor GCF funded activities and other sources of finance for climate change projects, including Global Environment Facility, Adaptation Fund, Bilateral and multilateral donors. In executing this consultancy, the consultant is expected to:

- Design a National Project Registry as an online database to track and monitor GCF funded activities and other sources of finance for climate change projects.
- Liaise with the NDA and the CCCCC for design considerations.
- Produce a National Project Registry prototype for testing.
- Train relevant staff on the use and update of the National Project Registry.

iv. Develop a Content Sharing Agreement (Duration: 15 days)

The creation of a Content Sharing Agreement is geared towards allowing the accessibility and use of information derived from GCF Readiness and Preparatory Funding Support received by Belize. The agreement is intended to benefit national stakeholders, the NDA, Direct Access Entities (DAE) and other beneficiaries associated with the GCF. In executing this consultancy, the consultant is expected to:

- Develop a content sharing agreement to set out the terms under which nominated Direct Access Entities, partners and beneficiaries of support provided by the GCF via the NDA agree to share content with the NDA for publication on the NDA online platform. This will include but is not limited to written content, photographs, graphics, multimedia, future collaborations and future partnerships.
- Consult with the CCCCC and the NDA during the development of the Content Sharing Agreement.
- Prepare and submit a first draft of the Content Sharing Agreement for review by the CCCCC and the NDA.
- Submit the Content Sharing Agreement, inclusive of an electronic and printed copy.

v. Design and Publish GCF Booklets (Duration: 30 days)

The production of a Belize GCF Case Studies booklet is geared towards showcasing the accomplishments resulting from the collaboration between the GCF, the NDA and the CCCCC. The booklets should highlight the successfully completed activities which were financed by the GCF, especially through the GCF Readiness and Preparatory Funding Support. The following items should be considered:

- Liaise with the CCCCC, NDA and other relevant stakeholders for guidance and to collect all the information required for the booklet. This includes documents, pictures, interviews, lessons learnt, best practices and other required contextual content required for the booklet.
- Design and submit a first draft of the booklet. The booklet will contain 3 cases studies.
- Publish booklets including at least 3 case studies from national practices related to GCF activities in Belize. Submit at a minimum of 100 printed color copies of the booklets.
- Provide an electronic copy of the booklet in PDF and Word Format.

4. DELIVERABLES

1. Inception report and detailed work plan for the duration of the engagement by the consultancy firm.
2. Updated NDA website and online platform.
3. Relevant staff trained to manage and update online platform.
4. NDA Logo endorsed by the NDA.
5. Electronic and printed copy of the logo with full description of the image, including color codes for all colors used in the design.
6. National Project Registry.
7. Relevant staff trained to manage and update National Project Registry software program.
8. Content Sharing Agreement, inclusive of an electronic and printed copy.
9. Information booklet of at least 3 case studies designed and published.

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 the Project's National Coordinator.

6. LOCATION AND DURATION OF ASSIGNMENT

This consultancy will be spread over a period of 150 days from **October 2019 to February 2020**.

7. MANAGEMENT ARRANGEMENT

The consultancy is commissioned by the CCCCC. The Consultant 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 Consultant will liaise with everyone from the project core team but will ultimately report to the CCCCC.

8. PAYMENT SCHEDULE

Payment arrangement is as follows: Payment will be made in (3) instalments (i) 10% after contract signature and delivery of inception report and detailed work plan, (ii) 45% after the delivery of deliverables 2 to 7; (iii) 45% after the delivery of deliverables 8-9.

9. QUALIFICATIONS AND EXPERIENCE

i. Academic Qualifications:

- The firm must demonstrate the availability of two experts, one in the field of Information Technology (IT) and other in Journalism.
- The IT personnel should have a bachelor degree in one or more of the following fields of study: Information Technology (IT), Computer Science, or any other related discipline. The IT personnel is expected to accomplish all activities related to the website development, programming, and graphic design.
- The Journalist should have a bachelor degree in one or more of the following fields of study: Journalism, Communications, Publishing, Marketing or any other related discipline. The Journalist is expected to achieve the production of the booklets and content sharing agreement.
- Be a reputable firm/team with at least 3 years of proven experience in the field of communication, web design, content design, graphic design, and publishing;
- Knowledgeable of activities, actions, projects and programs related to the GCF.

ii. Required Skills and Professional Experience:

- Solid understanding of the concepts of user experience, user interface design principles and conceptual design;

- Familiarity and experience in using different content management systems (CMS), particularly WordPress;
- Expert knowledge in HTML, CSS and JavaScript, bootstrap, jquery and angularJS;
- Knowledge of industry standard design tools such as Adobe Photoshop, Illustrator and Dreamweaver;
- Experience with recent trends in graphic design, online platforms, including online video publishing, social media networking and various media productions (booklets, e- Newsletter, Social Medias).
- Experience in developing content-sharing guidelines and manuals; and,
- Experience working with a cross-section of stakeholders, including senior government officials at national and state level.

10. LANGUAGE

- Excellent oral and written communication skills in English.

11. APPLICATION PROCESS AND DEADLINE

All suitably qualified Teams/Firms are invited to submit their Expression of Interest (EOI) covering the points outlined in the TOR and accompanied by the following application documents:

- a. Letter of motivation outlining motivation and how experience, skills, qualifications and professional networks fit with the required job description.
- b. Curriculum vitae or Résumé with full details of experience, achievements, qualifications and names
- c. Contact details of three (3) references
- d. Must be a Belizean Team/Firm

EOI's should be addressed to the **Executive Director, Caribbean Community Climate Change Centre** and be clearly identified as EOI's should be addressed to the **Executive Director, Caribbean Community Climate Change Centre** and be clearly identified as – **“Recruitment of Consultant - Recruitment of a communications firm for the expansion of the National Designated Authority Online Platform - Belize GCF Readiness 2”** and submitted as PDF files via email to the following email address: procurement@caribbeanclimate.bz

The deadline for the submission of EOI's is on or before 2:00pm (GMT-6), Friday 4th 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

Evaluation Criteria

Candidates applying for this consultancy shall meet a minimum score of 80 points on the evaluation scale below

#	Description	Points
Qualifications		
A	IT personnel should have a bachelor degree in one or more of the following fields of study: Information Technology (IT), Computer Science, or any other related discipline	10
B	Journalist should have a bachelor degree in one or more of the following fields of study: Journalism, Communications, Publishing, Marketing or any other related discipline.	10
Experience of Team		
C	Firm/team with at least 3 years of proven experience in the field of communication, web design, content design, graphic design, and publishing	25
D	Knowledgeable of activities, actions, projects and programs related to the GCF	5
E	Demonstrate solid understanding of the concepts of user experience, user interface design principles and conceptual design	10
F	Demonstrate experience in using different content management systems (CMS), particularly WordPress	10
G	Proven experience in HTML, CSS and JavaScript, bootstrap, jquery and angularJS, Adobe Photoshop, Illustrator and Dreamweaver	10
H	Experience with recent trends in graphic design, online platforms, including online video publishing, social media networking and various media productions (booklets, e- Newsletter, Social Medias	10
I	Experience in developing content-sharing guidelines and manuals	5
J	Experience working with a cross-section of stakeholders, including senior government officials at national and state level	5
Total		100