



Caribbean Community Climate Change Centre

REQUEST FOR EXPRESSIONS OF INTEREST
SINGLE CONSULTANT

Country:	Belize
Donor:	Green Climate Fund (GCF)
Project Name:	GCF Readiness - Building Capacity for Direct Access to Climate Finance (Readiness II).
Contract Title:	Recruitment of Consultancy Services to Conduct an Institutional Gap Assessment and Develop an Action Plan for the Belize Social Investment Fund (BSIF).
Contract #:	Contract# 96/2019/GCF/Belize/CCCCC
Type of Contract:	Fixed Price-Professional Services: Single Consultant
Estimated Start Date:	January 2020
Contract Duration:	45 Days within 4 consecutive months
Main Duty Station:	Belize
Deadline for Submission of EoI:	<u>on or before 2:00pm (GMT-6), Monday 23 December 2019.</u>

The Caribbean Community Climate Change Centre (CCCCC) has received financing from **Green Climate Fund (GCF)**, toward the cost of the project titled “**Belize GCF Readiness II (Building Capacity for Direct Access to Climate Finance)**” and intends to apply part of the proceeds towards the contracting of a **consultant for Institutional Gap Assessment and Develop an Action Plan for the Belize Social Investment Fund (BSIF)**. .

The Institutional Gap Assessment and Action Plan (“the Services”) include but are not limited to:

- Engage and liaise with BSIF through a “kick off” telephone conference to confirm the review of scope and priorities, identify and request key documents required and plan a site visit with management.
- Provide review and guidance to BSIF on the results of the GCF Accreditation Self-Assessment Tool.



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- Collect and review all the initial information regarding BSIF's institutional management processes, especially its fiduciary (basic and specialized fiduciary), ESS, gender policies and track record.
 - Conduct a one (1) three-day site visit at BSIF to gather all the necessary information to prepare the gap assessment and action plan.
 - Determine and recommend the appropriate financial capacity category and the risk level under the ESS categories for BSIF.
 - Prepare and submit a draft gap assessment to the BSIF, CCCCC and the NDA for review; which clearly outlines where and what are the gaps for BSIF.

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The Caribbean Community Climate Change Centre now invites eligible Consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

Consultants will be selected in accordance Consultants' Qualifications Selection (CQS), meaning that a consultant will be selected based on experience and competence relevant to the assignment.

Further information can be obtained at the email address below during office hours 8.00 a.m. to 12.00 noon, and 1.00 p.m. until 5.00 p.m.

EOI's should be addressed to the **Executive Director, Caribbean Community Climate Change Centre** and should be clearly identified as – **“Recruitment of Consultancy Services to Conduct an Institutional Gap Assessment and Develop an Action Plan for the Belize Social Investment Fund (BSIF)”** 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), Monday 23 December 2019.

The Caribbean Community Climate Change Centre (CCCCC) reserves the right to accept or reject any tender and to annul the process and reject all tenders at any time prior to the contract signature, without thereby incurring any liability.