



## Caribbean Community Climate Change Centre

### TERMS OF REFERENCE AND SCOPE OF SERVICES

#### REQUEST FOR PROPOSAL

<b>Country:</b>	Commonwealth of Bahamas
<b>Donor:</b>	Green Climate Fund (GCF)
<b>Project Name:</b>	GCF Readiness and Preparatory Support in the Bahamas (Phase II)
<b>Contract Title:</b>	Accreditation of Direct Access Entity in the Bahamas
<b>Contract #:</b>	Contract#55/2020/GCF/Bahamas/CCCCC
<b>Type of Consultant</b>	Firm
<b>Project Beneficiary</b>	Ministry of Environment and Housing (MoEH), Commonwealth of Bahamas
<b>Type of Contract:</b>	Unit Price
<b>Estimated Start Date:</b>	August 2020
<b>Contract Duration:</b>	12-month
<b>Deadline for Submission of Proposal:</b>	on or before 2:00pm (GMT-6) Wednesday, 15 July 2020

#### 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. As such, the GCF has made available several windows for financing and technical support for a programmatic approach to engaging the GCF for implementing climate actions. These include (i) funding windows for mitigation and adaptation; (ii) the Private Sector Facility (which also encompasses pilot programmes for mobilizing resources at scale, and for support to micro, small and medium sized enterprises); (iii)

the Readiness and Preparatory Support Programme (which includes a Project Preparation Facility and a programme providing support for adaptation planning); (iv) a REDD plus results based payment programme; and, (v) an Enhanced Direct Access Programme designed to enhance Fund access by sub-national, national and regional, public and private entities.

This Readiness and Preparatory Support Project entitled “GCF Readiness and Preparatory Support in the Bahamas (Phase II)” was developed in collaboration between the Government of the Bahamas, through the Ministry of the Environment and Housing, which is the National Designated Authority (NDA) and the Caribbean Community Climate Change Centre (CCCCC), whose mandate is to coordinate the Caribbean Region’s response to climate change, is accredited to the GCF, and is serving as the Delivery Partner with responsibility for the implementation of this Project.

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 Readiness Project seeks to achieve the following:

- 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;
- Support the accreditation of a suitable national direct access entity through the provision of technical assistance; and
- Build on efforts from the Regional Private Sector Readiness and as such, embark on initiatives aimed at engaging and unlocking the local private sector’s potential to contribute to climate action in the Bahamas. Additionally, it will assist in driving the necessary reform where these 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.

The objective of this consultancy, which is being implemented under this Green Climate Fund (GCF)’s Readiness and Preparatory Support Project, is to support a suitable Direct Access Entity’s (DAE) Accreditation to the Fund.

Various barriers currently hinder the Bahamas’ ability to secure direct access of resources from the GCF including: (i) Low levels of awareness and understanding among prospective National Implementing Entities (DAEs) on the Fund’s accreditation processes and standards, and (ii) Lack of a comprehensive analysis of potential applicants’ compliance with the Fund’s Fiduciary Standards and Environmental and Social Safeguards (ESS) (and possible gaps) to inform DAE nomination. This GCF Readiness and Preparatory Support Proposal therefore seeks to address

these two (2) critical barriers. Readiness support will be used to identify and prioritize a suitable national entity with an in-depth assessment of its institutional capacity, fiduciary, ESS and gender standards to meet the GCF accreditation requirements. Among the outputs from this exercise will include the creation of an in-depth assessment of the entity, followed by support to create an action plan to advance its application for GCF accreditation.

Direct access to climate finance is a longstanding expectation of the Government of the Bahamas, as this demonstrates recognition of the strength of the country's national institutions in global standard. The Bahamas is keen on accreditation of its potential DAEs with the GCF so that accredited DAEs can start implementing climate change-related projects immediately. The activities included in this GCF readiness support proposal will provide the much needed assistance in navigating the complexities of accreditation for potential implementing entities in the Bahamas with a view to achieving direct access of funds from the GCF in the near future, and thus support the transformation of the country's development landscape into one that is both low-emission and climate resilient.

Moreover, direct access to the GCF will serve to enhance the level of country ownership, oversight, and involvement in GCF-related activities, and create stronger accountability between the Bahamas and the Fund. In doing so, this will remove the intermediary role by transferring the implementing agency functions from third parties to accredited entities in the Bahamas.

Further, it is expected that direct access will (i) enable proper reliance on and harmonisation with national systems, plans, and priorities; (ii) help increase the speed of delivery of desired outcomes; (iii) eliminate transaction costs by 'domesticating' core activities; and (iv) potentially achieve better targeting of national priorities. In addition, this Readiness Proposal is fully consistent with the GCF's Readiness Support Programme's objective, and will directly contribute to its target area, specifically, activity iii: - Selection of implementing entities or intermediaries, and support for accreditation.

## **2. SCOPE OF WORK**

The consultancy is aimed at delivering Outcome 3.1, which is associated with Activities 3.1.1 to 3.2.5 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 Consultancy Firm will:

1. Participate in an inception meeting with the CCCCC and the Ministry of Environment and Housing (MoEH) and produce an Inception Report that includes the methodology and timeline for the execution of the consultancy, any preliminary results, and minutes of the inception meeting.

2. Deliver 2-day training workshop to potential DAEs on the GCF Accreditation process and requirements. Specifically, the workshop should focus on raising awareness of the GCF's accreditation requirements and provide an opportunity for potential applicants to engage with the Fund's accreditation self-assessment questionnaire. The training should also seek to build the capacity of potential DAEs on how to develop and implement an Environment and Social Management System (ESMS) and related Environmental and Social Safeguards (ESS) policy, and enhance applicants' overall understanding of the Fund's manual on mainstreaming gender in GCF programmes
3. Based on the screening criteria/procedure developed under Readiness #1, conduct comprehensive profiling/mapping of potential DAEs and recommend the nomination of a suitable candidate entity to the NDA and assist the NDA in completing the requisite DAE nomination template for submission to the GCF
4. Conduct an institutional gap analysis of the selected DAE candidate for compliance with the GCF's accreditation requirements in terms of fiduciary standards, ESS and gender policy, and prepare a personalized capacity building action plan. The gap assessment should be informed by the following sub-activities:
  - (i) Organise and conduct a kick-off teleconference with the NDA and the nominated DAE applicant to confirm the review scope, priorities, request key documentation and prepare a mission plan.
  - (ii) Undertake a completeness check on the entity's fiduciary, ESS and gender management processes. This should include the following tasks:
    - Review baseline documentation from the entity (e.g. institutional capacity self-assessments, governance structures, policies and procedures)
    - Review any relevant public information to understand the entity's track record
    - Understand activities and product lines
    - Understand key additional documents required for review
    - Identify key management/staff to be interviewed during the mission
  - (iii) Conduct evidence-gathering mission (5 days) to the entity to facilitate preparation of the gap assessment and action plan for assessing compliance with basic and specialized fiduciary standards and areas of competence for compliance with the IFC's performance standards. Key activities will include:
    - Conduct management/staff interviews
    - Collect and review detailed documentation where available
    - Discuss the fiduciary and ESS management approach based on the current status of the entity's pipeline of projects

- Identify potential challenges and needs for DAE support in effectively undertaking fiduciary functions and meeting ESS/gender requirements
  - provide preliminary feedback and observations to the entity, NDA and CCCCC based on the completeness check and evidence-gathering mission.
- (iv) Prepare the gap assessment and personalised capacity building plan outlining specific measures the entity may choose to undertake to address the gaps.
- (a) The gap assessment should cover the following core operational areas related to basic and specialised fiduciary standards:
- Financial management and accounting systems
  - General management and existing administrative capacities
  - Internal and external audit capacities
  - Control Frameworks
  - Procurement
  - Project management
  - Grant award mechanisms
  - On-lending and/or blending
- (b) For the ESS and Gender standards gap assessment, the following 6 areas of competence will be assessed for compliance against the 8 IFC performance standards:
- Policy
  - Identification of risks and impacts
  - Management Programme
  - Organizational capacity and competency
  - Monitoring and review
  - External communications
5. Provide direct technical assistance to strengthen internal mechanisms of the DAE candidate to address the identified gaps (based on item 4 (iv) above). This may include the development/revision of policies, procedures and guidelines, etc
6. Facilitate a 2-3-days workshop (working group meeting) in Antigua and Barbuda to engage with the DAE (Department of Environment) and facilitate south-south cooperation, knowledge and experience exchange related to the GCF accreditation process. This exchange visit should allow the nominated DAE to interact with the DoE to better understand the operational requirements of the DAE, including the relevant policies and procedures in place to effectively undertake its fiduciary and ESS/gender responsibilities. The mission report should document the lessons learnt from the DoE via the GCF accreditation process and extract relevant best practices.

7. Assist the DAE candidate to draft, assemble and submit GCF accreditation application via the Online Accreditation System (OAS)<sup>1</sup>. This will be achieved by undertaking the following sub-activities:
  - Complete the full online accreditation application, by inputting relevant information and documents provided by the nominated DAE; and
  - Validate and update relevant accreditation documents to align with GCF accreditation requirements whilst working with relevant stakeholders to update documentation.
8. Assist the DAE candidate in responding to any queries from the GCF during the accreditation process. This will be achieved through the following tasks:
  - Address any follow-up comments received by GCF Secretariat, Accreditation Panel and GCF Board on the accreditation application submitted. Comments and clarifications will be requested by the GCF Secretariat and Accreditation Panel in the first instance after the application is submitted. The comments and feedback are to be addressed before the application is submitted to the GCF Board. The GCF board will provide final comments/decision to the DAE applicant for consideration; and
  - Prepare a detailed completion report after GCF Board feedback and comments have been addressed
9. Support the DAE in the drafting of the Accreditation Master Agreement (AMA)<sup>2</sup>.
10. Liaise and coordinate stakeholder consultations across all levels of government and other relevant stakeholders
11. Manage and oversee the day-to-day activities inclusive of these duties
12. Capture lessons learnt during project implementation – lessons learned log could be used in this regard.

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<sup>1</sup> The completed application form will be submitted to the GCF in the OAS. Application fees are paid at this point. Readiness support will not cover the cost of the application fee. This amount varies according to the fiduciary functions and the size of financing for project or programmes the accreditation applicant is proposing to receive GCF funding. Some of the fees will be waived for sub-national, national and regional organizations based in Small Island Developing States (SIDS) and Least Developed Countries (LDCs) for certain financing amounts.

<sup>2</sup> AMAs are legal agreements that set out the terms and conditions for an entity's use of GCF resources. They formalise the Accredited Entity's accountability in carrying out GCF-approved projects appropriately.

### **3. LOGISTICAL SUPPORT**

The CCCCC and the NDA will provide the following inputs and facilities:

- Background documents and information relevant to the assignment that are readily available and readily accessible.
- Issue the relevant Introductory Letters and facilitate contact with the relevant stakeholders, as necessary.
- Organize conference call meetings with the consultant to address any questions or concerns and to receive updates about progress made on the accreditation process.
- Provide necessary timely logistical support for the successful completion of the activities detailed in these Terms of Reference

### **4. CHARACTERISTICS OF THE ASSIGNMENT**

- a. Duration of Contract: This assignment is expected to be completed over a 12-month period from contract effective date.
- b. Location: The consultant's assigned experts are expected to work from their own office space 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.<sup>3</sup>
- c. Start date: The proposed commencement date is August 2020.

### **5. MANAGEMENT ARRANGEMENT AND REPORTING**

The consultancy is being commissioned by CCCCC. The Consultant will report to the Head, Programme Development and Management Unit, CCCCC or his designated representative for contractual and administrative purposes and will also work in close coordination and collaboration with the NDA's Office. 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, in both their original software formats as well as PDF documents, to the CCCCC by the indicative deadline. The CCCCC will provide written consolidated comments within 10 working days of receiving these draft reports.

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<sup>3</sup> Depending on travel restrictions at the time of implementation, alternative methods for achieving the deliverable of the forum and training will be decided.

## 6. DELIVERABLES

The main deliverables of this consultancy shall include:

1. An **Inception Report** to be submitted within one (1) week of contract effective date that includes the methodology and timeline for the execution of the consultancy, any preliminary results, and minutes of the inception meeting.
2. **Workshop Material and Report** associated with the Two-day Training Workshop to engage potential DAEs on the Accreditation process and requirements
3. **DAE Profiling/Mapping Report**, including recommended entities for Accreditation.
4. **Mission Report (Stakeholder Consultation Report) and DAE Gap Assessment Report and Capacity Building Action Plan** as part of the entity's preparedness for the GCF accreditation process.
5. **Revised/Updated Policies, Procedures and Guidelines** based on previously identified gaps
6. **Workshop Material and Mission Report** associated with the Three-day workshop/meeting with Department of Environment, Antigua and Barbuda.
7. **DAE Accreditation Application**, including responding to **GCF comments** during the accreditation process, if comments are received during the duration of this consultancy.
8. **Draft Accreditation Master Agreement (AMA)**.

## 7. MINIMUM QUALIFICATIONS, SKILLS AND EXPERIENCE

**The assignment is to be undertaken by a suitably qualified Consulting Firm.** The selected Consultant(s) is required to possess the minimum competency requirements listed hereunder. The selected Consultant may sub-contract any portion of the assignment with the written consent of the Centre, but will be ultimately responsible for all required/specified deliverables to the Centre, as well as assume responsibility for all activities geared towards achieving the objectives of these terms of reference.

General Areas of Expertise/Experience of the Consulting Firm.

- Minimum of five (5) years' experience and demonstrated in-depth knowledge in conducting Institutional Gap Assessments, developing Strategic Plans and institutional and skill-based capacity development.
- Minimum of five (5) years' experience with climate finance mechanisms and donor assistance programmes for development/climate change financing.
- Proven record of at least three (3) assignment related to the GCF Accreditation process or similar accreditation processes associated with the Adaptation Fund, International Finance Corporations, and development agencies in the past 5 years.
- Demonstrated ability to provide the following expertise (assessing and updating policies,

procedures and guidelines) for the components of the accreditation process: Fiduciary Expert, Environmental and Social Safeguards Specialist, and Gender Expert.

- Proven record of engagement (coordination and working)–with national counterparts (including senior government officials at national and state level), partners and donors in SIDS and LDCs.

**Bids from International Firms must include a balanced group of experts (national and international) as part of their team in order for their submissions to be responsive.**

### **Key Expert**

#### **Expert #1: Team Leader**

- Minimum of a Master’s Degree in Strategic Planning, Strategic Management, Business Administration, Economics, Development and Planning, or a related field.
- At least 10 years’ experience in strategic planning or other similar institutional assessments, institutional monitoring (tracking) and performance evaluation, project management, adaptive planning/management.
- Experience in coordination and working with national counterparts (including government officials at national and state level), partners or donors in the CARICOM Region.
- Experience with managing a Multisectoral Team in at least 3 assignments.
- Demonstrate knowledge of Adaptation Fund and/or GCF or other institutional accreditation process will be an asset.

### **8. LANGUAGE**

- Excellent oral and written communication skills in English.

### **9. EVALUATION AND SELECTION CRITERIA**

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

<b>#</b>	<b>Description</b>	<b>Points</b>
The Consulting Firm must demonstrate the following:		
A	Proposed Methodology and Work Plan	10
General Areas of Expertise/Experience		
B	Minimum of five (5) years’ experience and demonstrated in-depth knowledge in conducting Institutional Gap Assessments, developing Strategic Plans and institutional and skill-based capacity development.	10
	Minimum of five (5) years’ experience with climate finance mechanisms and donor assistance programmes for development/climate change financing.	10

#	Description	Points
	Proven record of at least three (3) assignment related to the GCF Accreditation process or similar accreditation processes associated with the Adaptation Fund, International Finance Corporations, and development agencies in the past 5 years.	15
	Demonstrated ability to provide the following expertise (assessing and updating policies, procedures and guidelines) for the components of the accreditation process: Fiduciary Expert, Environmental and Social Safeguards Specialist, and Gender Expert.	15
	Proven record of engagement (coordination and working)–with national counterparts (including senior government officials at national and state level), partners and donors in SIDS and LDCs.	5
<b>C</b>	<b>Key Expert</b>	
	<b>Expert #1: Team Leader</b>	
	Minimum Master’s Degree in Strategic Planning, Strategic Management, Business Administration, Economics, Development and Planning, or a related field.	5
	At least 10 years’ experience in strategic planning or other similar institutional assessments, institutional monitoring (tracking) and performance evaluation, project management, adaptive planning/management.	15
	Experience in coordination and working with national counterparts (including government officials at national and state level), partners or donors in the CARICOM Region	5
	Experience with managing a Multisectoral Team in at least 3 assignments	5
	Demonstrate knowledge of Adaptation Fund and/or GCF or other institutional accreditation process will be an asset.	5
	<b>TOTAL - Minimum Average Technical Score 70 Points</b>	<b>100</b>

## 10. APPLICATION PROCESS AND DEADLINE

In order to be responsive to the requirements of the Request for Proposal (RFP), Interested firms are required to submit the documents listed in the RFP, Instruction to Consultants, 3.4 and 3.6 (page 22) on or before the deadline for submission.

**The Centre’s electronic-procurement system shall be used to manage the Submission, withdrawal, substitution, or modification of Bids.**

Bidders must first register by creating a Username, profile and password before accessing the bid submission form at the URL: [www.caribbeanclimate.bz/bid-submission](http://www.caribbeanclimate.bz/bid-submission).

1. Prior to Bid Submission, Bidders will be required to complete the bid submission form with fields that include:

- ii. Name of Bidder (Company):
  - iii. Contract Reference:
  - iv. Contract Title:
  - v. Name and Email address of uploader
1. Bidders can upload up to **2 files maximum** in one submission with maximum file size of 60 MB per file. The following types of files are currently allowed: JPEG, PNG, JPG, GIF, PDF, DOC, DOCX, PPT, PPTX, EXCEL and ZIP.
  2. An automatic receipt time stamped email will be sent to the uploader's email account as a receipt and proof of submission.
  3. Each submission will be given a confirmation number.

**Submissions of Bids.**

- (i) ***Bids must be uploaded as two (2) PDF files (Technical Proposal and Financial Proposal) to <http://www.caribbeanclimate.bz/bid-submission/>.***
- (ii) The subject matter of the submission must read: **Accreditation of Direct Access Entity in the Bahamas**

**DEADLINE for submission of Proposals: on or before 2:00pm (GMT-6) Wednesday, 15 July 2020**