



## TERMS OF REFERENCE

<b>Country</b>	Bahamas
<b>Donor</b>	Green Climate Fund (GCF)
<b>Project</b>	GCF Bahamas Readiness III - Building Blocks for Strengthening The Bahamas Country Programme
<b>Contract Title</b>	GCF National Coordinator – The Bahamas
<b>Contract #</b>	Contract #32/2020/GCF/ Bahamas /CCCCC
<b>Type of Contract</b>	Fixed Price
<b>Expected Duration of the Services</b>	24 months
<b>Duration of the Contract</b>	12 months in the first instance and renewable for an additional 12 months based on the availability of funds and performance review
<b>Expected Start Date</b>	June 2020
<b>Duty Station</b>	Ministry of the Environment and Housing, Government of the Bahamas
<b>Deadline for Submission</b>	2:00pm (GMT-6), Friday 19 June 2020

### 1. Background

The Green Climate Fund (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. Through a country driven approach, the GCF works directly with Nationally Designated Authority (NDA) in individual countries to improve their access to climate financing to developing climate change adaptation and mitigation programming.

As such, the GCF has developed a variety of funding windows and programmes. This includes 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.

The National Designated Authority (NDA) of The Bahamas to the Green Climate Fund (GCF), which is the Ministry of the Environment and Housing has requested the Caribbean Community Climate Change Centre (CCCCC) to serve as delivery partner for a Readiness and Preparatory Support Programme provided by the GCF. The program seeks to complement other Readiness and Preparatory Funding Support already received by The Bahamas from the GCF and to address readiness gaps related to technical and institutional capacity at the national level. It will also strengthen the country's technical and institutional capacity to effectively implement the projects already approved by the Fund and to efficiently deliver the projects in the country programme. The Readiness and Preparatory Support Programme seeks to enhance country ownership and to increase opportunities to access the Green Climate Fund. The programme supports five general outcomes that are driven by national processes including strengthening country capacity, engaging stakeholders in consultative process, realizing direct access, providing access to finance and mobilizing the private sector.

CCCCC, under the leadership and guidance from the NDA, will be responsible for the overall execution of the readiness project and for the timely achievement of project results which are guided by GCF Monitoring and Accountability Framework for Accredited Entities, its Accreditation Master Agreement and terms to be agreed in the funding agreement. 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 has also the responsibility for fiduciary management and delivery of the readiness funding, and supports the NDA to implement the program, and identify, recruit and manage technical experts required for the implementation of this Readiness Project.

## **2. Objectives**

Against the above background, the CCCCC is looking for a GCF National Coordinator for The Bahamas, to work in collaboration with the Ministry of the Environment and Housing to support the NDA in implementing this GCF Readiness Project.

In accordance with the Ministry of the Environment and Housing priorities and GCF strategic outcomes areas for Readiness and Preparatory Support, this consultancy will directly contribute to:

- Outcome 2 which focuses on “Country Programming Process” with emphasis on achieving Sub-Outcome 2.2, which specifically deals with “Periodic participatory review and updating of the climate finance Country Programme” and;
- Sub-Outcome 2.3 which specifically which deals with “Stakeholder Engaged in a Consultative Process”.

The consultancy is also responsible for supporting the identification of appropriate Climate technology solutions identified and prioritized in accordance with national strategies and plans for climate change adaptation and mitigation and development of concept note for submission to the GCF and other climate financing mechanism.

### 3. Duties and Responsibilities

The consultant's responsibilities are:

- Develop GCF Country Programming and Project Assessment Manual, which details procedures for the periodic review and updating of the climate finance country programme and steps for assessing projects submit to the NDA.
- Develop and disseminate communication and knowledge sharing products.
- Update The Bahamas and the GCF Country Programme
- Develop/update Monitoring Reporting and Verification system
- Develop and maintain a database of climate change projects in Bahamas
- Assist with the coordination and implementation of the No objection procedure, Direct Access Nomination procedure and other related process of the NDA office.
- Support coordination, planning, development and implementation of all GCF related project activities.
- Maintaining records of the disaggregation of beneficiary details such as numbers of persons trained and gender, achievement of targets and indicators as necessary.
- Facilitate and provide support, where necessary, for the execution of procurement activities including, but not limited to, drafting and reviewing TORs, soliciting quotations, securing invoices and evaluating proposals.
- Organize regular meetings with stakeholders to provide updates on progress and address potential difficulties for the effective implementation of the project;
- Prepare and submit monthly reports and work plans, ensuring that accurate records are provided to support operational, financial and results-based monitoring of the project.
- Support the coordination and information sharing between the CCCCC and the NDA.
- Document and share lessons learnt
- Support efforts to:
  - a. enhance the capacity of the NDA to manage finance and investment flows of resources for climate change and disaster management projects
  - b. foster greater coordination among stakeholders, monitor and document rebuilding efforts, identify potential for climate finance synergies
  - c. development and revise concept notes for the Bahamas
  - d. organise gender-sensitive stakeholder consultations for selected sectors held to identify appropriate climate technology solutions to inform the development of their respective concept note.
  - e. execution of training activities and awareness building exercises.
  - f. identify, report and mitigate potential risk to the project.
- Review deliverables and project reports for accuracy and quality before onward transmission to the NDA, CCCC and or GCF.

- Assist in the preparation of semi-annual progress reports for onward transmission to the GCF.
- Engage in other capacity strengthening, project development and GCF Readiness related activities as deemed necessary by NDA and/or CCCCC.

#### **4. Key Results Expected and Measurable Outputs**

- GCF Country Programming and Project Assessment Manual developed
- Quarterly Press releases and e-Newsletter, Blogs and Social Media Posts updating the public on The Bahamas' engagement with the GCF and UNFCCC processes
- Updated country programme for The Bahamas
- Updated MRV system and Database of climate change project developed
- Informational briefing notes and booklets including at least 3 case studies from national practices related to GCF activities developed
- Non-objection procedure, DAE selection procedure and associated platforms effectively and efficiently coordinated
- Review manuals and check list for standardizing the review and approval process of concept notes submitted to the NDA developed

#### **5. Reporting**

The position will be commissioned by the Centre who is the Contracting Authority for the purpose of the assignment. The GCF Coordinator will report to the Project Development and Management Unit (PDMU) in the Caribbean Community Climate Change Centre (CCCCC) and work in very close collaboration and coordination with the National Designated Authority of The Bahamas. In executing his/her duty, the GCF Coordinator will also coordinate and collaborate closely with consultants delivering other aspects of the Readiness Project as well as other relevant stakeholders and staff and members of the National Designated Authority of The Bahamas.

#### **6. Performance Indicators for Evaluation of Results**

- Project activities implemented effectively as per approved Annual Work Program and budget;
- Quality of outputs delivered including progress reports, technical documents, workshops and workshop reports and among others;
- Final reports detailing consultations with national stakeholder active in climate, public financing and governance sector to define fields of cooperation and attracting additional financing and in-kind contributions in order to fulfill the project objectives;
- Communication and knowledge products, including lessons learnt, developed and disseminated to wide-cross-section of stakeholders.

- Material provided to support monitoring, learning, adaptive feedback, evaluation, and risk identification and mitigation (including monthly reports, strategic documents and recommendations)
- Feedback from the Government of The Bahamas, through its NDA, and stakeholders including the GCF.
- Documented advice provided to the project partner on issues relating to climate change, public financing in general and climate financing in particular and governance mechanisms.

## **7. Minimum Qualifications, Skills and Experience**

The selected consultant is required to possess the minimum competency requirements listed hereunder and should describe in detail in the CV, experience in the successful completion of similar engagements, relevant to the scope of the consultancy.

### **Professional Experience**

- A Bachelor's degree, preferably in the field of Economic Development, Rural Development, Social Sciences, Physical Sciences, Climate Change, or a relevant field directly related to Climate Change.

### **Required Specific Experience and Skills**

- Three (3) years' professional working experience with adaptation or mitigation projects directly related to climate change impacts in the Caribbean Region.
- Proven capacity to write, apply and/or implement recommendations and actions from climate change adaption plans in the Caribbean, with emphasis on The Bahamas' National Adaptation Plan of Action (NAPA), the Nationally Determined Contribution (NDC) under the Paris agreement.
- Working knowledge of the Green Climate Fund (GCF) modalities for project development, implementation and management
- Proven record of engagement (coordination and working)-with national counterparts (including senior government officials at national and state level), partners or donors in at least three (3) previous assignments

### **Professional Experience and Competencies**

- Professional project management experience of at least three (3) years in economic development, sustainable development, renewable energy, water security, natural resource management or related projects within the Caribbean Region.
- Professional working relationship of at least two (2) years, with at least one climate-finance related organisation, such as the Adaptation Fund, Global Environmental Facility, Caribbean Biodiversity Fund, etc.

- Full command of the English language with prior experience and proven capacity for oral and written communication in the production of technical and strategic documents and public messaging.
- Working knowledge of multilateral agencies and other financial institutions, such as the IDB, World Bank, or Caribbean Development Bank.

## **8. Competencies**

### **Core Competencies**

- Focusing on results
- Adaptability/managing change
- Communication
- Decision making and Conflict resolution
- Honesty-Reliability-integrity

### **Technical/Administrative competencies**

- *Analytical Skills:* Ability to utilise analytical, statistical and MS office tools (project management, research etc).
- *Research & Writing Skills:* able to plan and execute situation and needs analysis (questionnaires, surveys etc).
- *Teamwork:* good interpersonal skills and ability to establish/maintain effective working relationships; Builds strong relationships with clients, focuses on impact and results for the client and responds positively to feedback.
- *Flexibility:* able to multi-task and work on concurrent projects.
- *Time Management:* able to work under pressure, prioritise and work within tight and multiple deadlines.
- *Motivation/self-reliance:* works independently with minimal supervision; Consistently approaches work with energy and a positive, constructive attitude.
- Ability and willingness to travel within and outside of The Bahamas.

## **9. Development and Operational Effectiveness**

- Ability to lead strategic planning, results-based management and reporting
- Ability to lead formulation, implementation, monitoring and evaluation of development program and projects
- Good knowledge of the Results Management
- Knowledge and proven capacity to utilise Microsoft Office suite and related project management computer software.
- Ability to implement new systems and affect staff behavioral/ attitude change

## **10. Remuneration Package and Payment**

Payment will be made in monthly instalments upon the Centre's acceptance of a monthly progress report and work plans for subsequent periods.

### **11. Duration of Contract**

This contract is expected to commence in June 2020 a duration of 12 months in the first instance and renewable for up to an additional 12 months based on availability of funds and performance review.

### **12. Logistical Support**

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

- Available background documents and information relevant to the assignment, as necessary.
- Issue the relevant Introductory Letters and facilitate contact with the relevant stakeholders, as necessary.
- Provide logistical support for travel and field visits associated with this assignment, if possible.
- Provide Office space and utilities in The NDA's Office in The Bahamas.
- Provide necessary timely logistical support for the successful completion of the activities detailed these Terms of Reference.

### **13. Application Submission Procedure**

All suitably qualified persons 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 your experience, skills, qualifications and professional networks fit with the required job description. (no longer than 2 pages)
- b. Curriculum vitae or Résumé with full details of qualifications, full description of activities and experience, and achievements.
- c. Contact details of three (3) professional references.

### **14. Evaluation Criteria**

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

#### **Technical Qualifications Evaluation Criteria**

	<b>Description</b>	<b>Weighting</b>
A	A Bachelor's degree, preferably in the field of Economic Development, Rural Development, Social Sciences, Physical Sciences, Climate Change, or a relevant field directly related to Climate Change.	10

	<b><u>Required Specific Experience and Skills</u></b>	
B	Three (3) years' professional working experience with adaptation or mitigation projects directly related to climate change impacts in the Caribbean Region.	20
C	Proven capacity to write, apply and/or implement recommendations and actions from climate change adaption plans in the Caribbean, with emphasis on The Bahamas' National Adaptation Plan of Action (NAPA), the Nationally Determined Contribution (NDC) under the Paris agreement.	15
D	Working knowledge of the Green Climate Fund (GCF) modalities for project development, implementation and management	15
E	Proven record of engagement (coordination and working)–with national counterparts (including senior government officials at national and state level), partners or donors in at least three (3) previous assignments	5
	<b><u>Professional Experience and Competencies</u></b>	
F	Professional project management experience of at least three (3) years in economic development, sustainable development, renewable energy, water security, natural resource management or related projects within the Caribbean Region.	10
G	Professional working relationship of at least two (2) years, with at least one climate-finance related organisation, such as the Adaptation Fund, Global Environmental Facility, Caribbean Biodiversity Fund, etc.	10
H	Full command of the English language with prior experience and proven capacity for oral and written communication in the production of technical and strategic documents and public messaging.	5
I	Working knowledge of multilateral agencies and other financial institutions, such as the IDB, World Bank, or Caribbean Development Bank.	5
<b>TOTAL</b>		<b>100</b>

Telephone interview (or equivalent):

The evaluation committee may interview the experts short-listed, after having written provisional conclusions but before concluding the technical evaluation.

The interview shall be conducted by telephone or other electronic media and the date and time of these interviews will be confirmed or notified to the consultant at least 5 days in advance. If a consultant is unable to participate in an interview by force majeure, a mutually convenient alternative date and time is arranged with the tenderer. If the consultant is unable to participate in this second scheduled time, he/she will be eliminated from the evaluation process.

Further information can be obtained at the email address [awilliams@caribbeanclimate.bz](mailto:awilliams@caribbeanclimate.bz) 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 clearly identified as – **“Recruitment of Consultant - GCF National Coordinator - The Bahamas”** and submitted as PDF files via email to the following email address [procurement@caribbeanclimate.bz](mailto:procurement@caribbeanclimate.bz)

**The deadline for the submission of EOI's is on or before 2:00pm (GMT-6), Friday 19 June 2020**

The Caribbean Community Climate Change Centre reserves the right to accept or reject any submission and to annul the process and reject all submissions at any time prior to the contract signature without thereby incurring any liability.