



## 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>	Private Sector Engagement, Investments and Funding in the Bahamas
<b>Contract #:</b>	Contract#56/2020/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>	10-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 the local private sector in its mobilization and engagement efforts with the GCF for climate actions in The Bahamas.

The Bahamas is a highly entrepreneurial society with a relatively large private sector. In 2011 the private sector contributed around 80% of GDP and 78.7% of total employment<sup>1</sup>. Tourism (consisting of the hotel and restaurant sector) and financial services (provided by commercial banks, insurance firms and other financial institutions) are the largest sectors of the economy

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<sup>1</sup> <http://caribbean.cepal.org/content/private-sector-assessment-bahamas>

measured in terms of their shares of GDP and employment. In all sectors of the Bahamas' economy, a significant number of small- and medium-sized enterprises (SMEs) coexist with large domestic and international companies. According to the Bahamas Department of Statistics, at the end of 2011 there were an estimated 4,732 registered SME firms on the island of New Providence. The wholesale and retail trade industry accounted for the largest number of these firms, at 2,031, followed by accommodation and foodservice (493) and mining, quarrying, manufacturing, water supply, waste management and remediation, electricity activities and air-conditioning supply (326 in total).

The 2014 Private Sector Assessment Report (PSAR) identified a number of important obstacles and challenges to private-sector development in the Bahamas, including labour force skills, problems with access to finance, infrastructure and energy issues, customs and tariff rates, environmental issues and gender matters. In terms of access to finance, the World Bank's 2010 Enterprise Surveys noted that only 1.9% of large firms indicated that access to finance was a major obstacle, while 12% of small firms and 18% of medium-sized firms cited it as a major difficulty. In the Bahamas, the level of collateral required from potential borrowers by domestic financial institutions is substantial and prohibitive. The collateral required for business credit can reach 230% of the value of the loan for small firms, while for mid-size companies it can reach 253% and for the largest can be as high as 319%. According to the 2010 Enterprise Surveys, the Bahamas has the highest collateral requirements as a percentage of loan value in the Latin American and Caribbean region. While the 2014 PSAR did not examine the appetite of the Bahamian private sector to invest in climate action, the insights of this study offer a critical starting point for engaging and unlocking the local private sector's potential to contribute to green growth in the country.

Private-sector development remains a high priority for the Bahamas, and is part of the government's latest policy document, Vision 2040: The National Development Plan for the Bahamas. In this document, the government notes the urgent need for economic change and to achieve more public-private synergies. To assist in driving the much-needed reform, readiness resources will be used to engage and mobilise the local 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.

## **2. SCOPE OF WORK**

The consultancy is aimed at delivering the following Outcomes: 5.1, which is associated with Activity 5.1.1; 5.2 having activities 5.2.1 to 5.2.2; and 5.3 consisting of activities 5.2.1 to 5.3.3 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. Facilitate a Public-Private Dialogue Forum (2 days) at the national level<sup>2</sup> with the objective of unlocking the private sector's potential to contribute to green growth in the Bahamas. Specifically, the forum should aim to:
  - (a) Reflect on the role, relevance, and interest of private sector entities in various areas of climate change mitigation and adaptation financing
  - (b) Recognise the contributions of private sector actors to green growth in the Bahamas
  - (c) Raise awareness among private sector actors on GCF procedures and opportunities, including the Private Sector Facility.
  - (d) Endorse the roadmap/action plan for strengthening public-private partnerships in driving climate action in the Bahamas (based on item 4 below)
3. Conduct an assessment of barriers to private sector investments with recommendations to address the identified barriers. This assessment should also include a mapping exercise of the national/international private sector actors<sup>3</sup> in the Bahamas, their climate change portfolio and its alignment with national priorities. The analysis should examine the appetite of the private sector to invest in climate action
4. Elaborate a roadmap/action plan for strengthening public-private partnerships in driving climate action in the Bahamas
5. Design and launch a call for Project Ideas from national private sector entities aligned with the GCF strategic areas (including the Private Sector Facility (PSF), and national priorities enshrined in the Bahamas' Nationally Determined Contribution (NDC) and other related planning documents
6. Evaluate and prioritise project ideas consistent with the GCF's investment criteria and aligned with national priorities defined in the Bahamas' no-objection procedure developed under readiness #1

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<sup>2</sup> Participants may include but not be limited to financial intermediaries, private equity and venture capital funds, technology partners, SMEs and women-led enterprises

<sup>3</sup> Findings from the barrier analysis/mapping exercise may inform the nomination of private sector candidates for GCF accreditation support under the regional readiness project being implemented by Jamaica's NDA. To ensure complementarity with the regional readiness project, the Bahamas' NDA will promote knowledge sharing and communication with Jamaica's NDA throughout the project's implementation. Transparent progress reporting and overall visibility of the project will be ensured through the use of existing communication platforms including the NDA's homepage, CCCCC, and the CARICOM Secretariat.

7. Deliver training (up to 50 participants, 2 days) to assist the short-listed project proponents in transforming project ideas into GCF project concept notes/funding proposals.
8. Manage and oversee the day-to-day activities inclusive of these duties
9. Capture lessons learnt during project implementation – lessons learned log could be used in this regard.

### **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 10-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 the Forum and Training, which are to be held in The Bahamas. If consultancy team is located outside of Bahamas, the team will be responsible for travel to facilitate the dialogue forum and training<sup>4</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

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<sup>4</sup> Depending on travel restrictions at the time of implementation, alternative methods for achieving the deliverable of the forum and training will be decided.

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.

## **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. **Climate Change Private Sector Assessment Report**, which should identify all private sector actors, the barriers to private sector investments in Climate Action and the existing private sector climate change portfolio and its alignment with national priorities.
3. **Roadmap/Action Plan to deliver Climate Action through Public-Private Partnership (PPP).**
4. **Public-Private Dialogue Forum Report.**
5. **Request Call for Project ideas document including guidelines, templates and evaluation criteria.**
6. **List of Project Ideas and an Evaluation report**, including recommendations on the projects to be shortlisted and further developed.
7. **Training Material and Workshop Report** including all **project documents (Concept Notes (CNs)) and/or Full Proposals (FPs))** annexed.

## **7. QUALIFICATION OF THE CONSULTING FIRM AND KEY EXPERTISE**

The consulting firm must demonstrate the following:

- A minimum of 5 years of relevant working experience and expertise in climate change, climate finance and development perspectives evidenced by technical and strategic documents produced.
- Demonstrate knowledge of Green Climate Fund (GCF)'s modalities including Private Sector Facility operational modalities.
- Executed at least 3 projects related to private sector mobilization with a focus on climate change adaptation and mitigation within the last 5 years.
- Experience working with a cross-section of stakeholders in the private and public sector in CARICOM Region.

**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.**

It is the consultant's responsibility to ensure that their team has an appropriate mix of key and non-key experts required to satisfy the full requirements of the Terms of Reference (TOR).

Therefore as a guide only, it is considered that the consulting team should include the following key experts from which a Team Leader (the candidate must have performed the function of team leader on at least two similar projects within the past five (5) years)) shall be selected and proposed:

▪ **Expert 1 - Private Sector Engagement:**

- Minimum of a Master's degree in Economics, Business Management, Social Science, or other relevant related fields.
- A minimum of 5 years of relevant working experience and proven track record in private sector engagement related to climate action, assessment reports on barriers to private sector investments and articulation of clear pathways to climate actions.
- A minimum of 5 years regional professional expertise and working experience in the Caribbean.
- Experience developing or implementing a GCF project would be an asset.

▪ **Expert 2 - Resource Mobilization**

- Master's degree in Business Management, Finance, Investments and Securities or other relevant related fields.
- A minimum of 3 years of pertinent experience and proven track record in the launching of calls for project ideas and preparation of the relevant policies and guideline documents.
- Experience in institutional and skill-based capacity development in private sector in the Caribbean
- A minimum of 3 years proven experience in the preparation of concept notes and project proposals for climate actions in the private sector.

## **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:

	Description	Points
A	Proposed Methodology and Work Plan	10
<b>Consulting Firm Qualifications</b>		
B	A minimum of 5 years of relevant working experience and expertise in climate change, climate finance and development perspectives evidenced by technical and strategic documents produced.	10
	Demonstrated knowledge of Green Climate Fund (GCF)'s modalities including Private Sector Facility operational modalities	10
	Executed at least 3 projects related to private sector mobilization with a focus on climate change adaptation and mitigation within the last 5 years.	10
	Experience working with a cross-section of stakeholders in the private and public sector in the CARICOM Region.	5
C	<b>Key Experts</b>	
<b>Expert #1: Private Sector Engagement</b>		
	Minimum of a Master's degree in Economics, Business Management, Social Science, or other relevant related fields.	5
	A minimum of 5 years of relevant working experience and proven track record in private sector engagement related to climate action, assessment reports on barriers to private sector investments and articulation of clear pathways to climate actions.	10
	A minimum of 5 years regional professional expertise and working experience in the Caribbean.	5
	Experience developing or implementing a GCF project would be an asset	5
<b>Expert #2: Resource Mobilization</b>		
	Master's degree in Business Management, Finance, Investments and Securities or other relevant related fields	5
	A minimum of 3 years of pertinent experience and proven track record in the launching of calls for project ideas and preparation of the relevant policies and guideline documents.	10
	A minimum of 3 years proven experience in the preparation of concept notes and project proposals for climate actions in the private sector.	10
	Experience in institutional and skill-based capacity development in private sector in the Caribbean	5
	<b>TOTAL</b>	<b>100%</b>

**Minimum Technical Score of 80.**

## 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: **Private Sector Engagement, Investments and Funding in the Bahamas**

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