



## Caribbean Community Climate Change Centre

### TERMS OF REFERENCE AND SCOPE OF SERVICES

### REQUEST FOR EXPRESSION OF INTEREST

<b>Country:</b>	Saint Lucia
<b>Donor:</b>	Green Climate Fund (GCF)
<b>Project Name:</b>	GCF Readiness and Preparatory Support in Saint Lucia
<b>Contract Title:</b>	Accreditation Gap Assessment and Preparation of an Action Plan for the Saint Lucia Development Bank (SLDB) to achieve GCF Accreditation as a Direct Access Entity [DAE]
<b>Contract #:</b>	Contract #74/2020/GCF/SLU/CCCCC
<b>Type of Consultant</b>	Individual Consultant
<b>Type of Contract:</b>	Fixed Price – Budget US\$58,200 ( <i>inclusive of professional fees, cost of workshops and expenses required to complete the services</i> )
<b>Estimated Start Date:</b>	September 2020
<b>Contract Duration:</b>	4-month
<b>Deadline for Submission of Proposal:</b>	<u>on or before 2:00pm (GMT-6), Friday 21 August 2020</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, 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.

The Government of Saint Lucia in collaboration with the Caribbean Community Climate Change Centre (CCCCC) has received funding from the GCF to implement a Readiness Project titled LCA-RS-001. A key objective of Readiness Agreement LCA-RS-001 is to strengthen the critical infrastructure in Saint Lucia to ensure the efficient, effective and transparent use of climate finance leading to concrete adaptation and mitigation interventions that can lead to transformative and impactful results. Consequently, Readiness activities are focused on:

- a) Strengthening the institutional capacity of the NDA to undertake its GCF-related roles and responsibilities;
- b) Elaborating a strategic framework (country programme) for engagement with the GCF; and,
- c) Paving the way for direct access to be realized through technical assistance and capacity building support of a suitable national institution to gain GCF accreditation.

Specifically, with respect to c) above activities undertaken to date include: (i) definition and adoption of the initial process for nomination of DAEs seeking GCF accreditation (ii) the Procedure and Criteria for evaluating and selecting delivery partners has been defined as part of the GCF coordination mechanism

Pursuant to the overall objective of the Readiness, the Government of Saint Lucia has initiated steps to attain Direct Access Entity accreditation for at least one nominated local entity thus far, namely the Saint Lucia Development Bank (SLDB). A formal accreditation application was submitted to the GCF by the NDA on behalf of the nominated entity. An amount of 58,200 US dollars is available as part of the **LCA-RS-001** budget to finance this undertaking.

The accreditation- seeking process provides for a rigorous assessment of an entity's overall capabilities, policies, procedures and process as they relate to the GCF's Fiduciary principles and standards, ESS and Gender Policy. An entity must also demonstrate a track record of its capabilities, processes and policies, as well as its ability to comply with GCF prohibited practices and transparency, antifraud policies, etc. The accreditation framework – as a means to an end of delivering on GCF objectives – and fit-for-purpose approach will assess whether the entity has the institution-wide systems, policies and procedures in place to safeguard projects/programmes from fiduciary, environmental, social and gender-related risks and impacts as well as a track record of implementing such systems. The process seeks to balance the need to uphold standards while at the same time providing the flexibility of a fit-for-purpose approach.

**The Saint Lucia Development Bank (SLDB)** was re-established by an Act of Parliament Act No. 12 of July 2008 as a body corporate with an initial share capital of twenty million dollars (\$20.0 million). The Bank formally opened its doors for business on February 24, 2009. The head office of SLDB is in Castries with a satellite office in Vieux Fort. The bank has 26 employees and is led by a senior management team of 5 persons. Under the instrument of establishment, the Bank is mandated:

- a) to mobilize and provide finance to facilitate the expansion and strengthening of the economy of Saint Lucia and to foster the development of the money and capital market in Saint Lucia and member states of the Organization of Eastern Caribbean States (OECS)".

- b) to engage in normal development banking activities, such as accepting deposits; negotiating and accepting loans and credits; making loans and credits for “development enterprises” in the areas of agriculture, fishing, forestry, manufacturing/industry, tourism, education, services and other areas deemed a development enterprise by the responsible Government Minister; provide technical assistance to development enterprises; and such other things considered necessary in the pursuit of socio- economic and capital market development in Saint Lucia and the sub-region.

With significant challenges in the socio-economic landscape of Saint Lucia, the bank is expected to continue to play a vital role in promoting national sustainable development. The bank developed a new strategic plan for the period 2020-2023 focused on portfolio growth in 6 strategic areas: Housing for poverty alleviation, climate adaptation and environmental resilience building, Human Resource development – Youth Skills Training and Education, Infrastructure Development, Industry and Tourism and Agriculture and Fisheries. Portfolio growth will be supported by an emphasis on gender mainstreaming, climate resilience, product and service innovation, operational efficiency and a results-driven HR team.

SLDB exists in a dynamic financial space as the sole development bank in Saint Lucia. The Bank was established to support vulnerable households and help business’ deal with economic challenges, and to provide resources to the productive sectors that were previously underserved by the commercial banks. As such, the Bank’s development strategy has a strong emphasis on social sectors like education and housing, as well as SMEs in the productive sectors, particularly, industry tourism, agriculture, and fishing. By virtue of its mandate, the Bank has been forced to stay abreast of economic developments to ensure that its products and services remain relevant to the local market as it continues to support viable enterprises and encourage new, potentially viable enterprises in the productive and social sectors. The reach and depth of the bank’s business portfolio spans the entire St. Lucian economic landscape making it an integral player in the development process.

Over the years, the Bank has made a significant contribution supporting the expansion of existing economically and financially viable enterprises and supporting new potentially viable enterprises in the productive sectors, the majority being MSME and social sectors. Loan disbursements over the last five years were approximately \$200.00 million.

In the local landscape, SLDB is considered to as the “Climate Bank”, being a pioneer in advocating for Adaptation and mitigation measures in the fight against the threat of Climate Change. At the current time Climate adaptation loans are available and starts as low as 4.5%.

SLDB is seeking to become an accredited entity in the small to medium size category. This will enable the Bank to become an executing entity in its effort to contribute to increased climate resiliency in the country. The SLDB’s attainment of accredited entity status will expand the diversity of accredited entities (AEs) and choice of partners at the disposal of the country to meet its climate change financing needs and priorities.

Consequently, the services of competent consultants or consultancy firms is being sought to undertake the assignment defined by this Terms of Reference. The Caribbean Community Climate Change Centre (“5Cs”)- the entity charged with coordinating the Caribbean’s response to climate change- will oversee the conduct of this consultancy.

## **2. OBJECTIVE**

The objective of this Consultancy is to undertake an accreditation gap assessment and develop an action plan to enable the SLDB to achieve GCF Direct Access Entity Accreditation. To achieve this objective, a clear understanding of the requirements to achieve compliance with GCF fiduciary, environmental, and social safeguards is needed and crucial for SLDB to successfully complete the accreditation process. The SLDB must identify the gaps between its policies and the GCF requirements and address these either by amending existing policies or otherwise developing the appropriate fiduciary related policies, manuals and grievance mechanisms.

The assignment will ensure that SLDB's gender policy and action plan, the current ESS plan and management framework are aligned to GCF standards. Special attention will be given to gaps such as Performance Standard 7 (Indigenous people) and Performance Standard 8 (Cultural Heritage). Measures must be proposed to enhance the effectiveness of the appraisal and project development process and importantly project design and implementation. On successful accreditation SLDB would have the capacity to develop an entity program that is aligned to the country program.

## **3. SCOPE OF WORK**

In summary there are two facets/dimensions of the assignment: (i) To conduct a review/comparison of the applicant's (SLDB) procedure and operations against the GCF's Fiduciary standards, ESS and Gender policy, including both a completeness check to ensure that relevant policies and procedures exist, in addition to ascertaining the entity's track record of implementing such policies and procedures (ii) to determine whether on the basis of said policies, procedures and track record that the applicant can satisfy the aforementioned GCF standards and can therefore qualify to become a DAE. and (iii) on the basis of the preceding (i) and (ii), develop an Action Plan to enable the SLDB to achieve DAE Accreditation. The consultant will be required to:

1. Undertake an assessment of:
  - a. The entities conformity with the GCF's fiduciary standards at the institutional level  
**[Deliverable: Fiduciary Gap Assessment Report]**
  - b. The entity's capacity to be able to conform to the GCF's environmental and social safeguards  
**[Deliverable: ESS Gap Assessment Report]**
  - c. The SLDB's capacity to be able to conform with the GCF's Gender Policy  
**[Deliverable: Gender Gap Assessment Report]**
  - d. Complete and upload supporting documents for online accreditation. This activity will be undertaken in conjunction with the activities (assessments) under 1 above  
**[Deliverable OAS completed]**
2. Plan and undertake capacity building initiatives [workshops, seminars, webinars, etc] as needed to equip the organization with the capacity to perform the role and function of an accredited entity. This is to include as necessary sensitization and public education activities with pertinent stakeholders of the institution.

#### **4. OBLIGATIONS AND 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.
- Participate in structured discussions with the consultant to address any questions or concerns and to provide updates about progress made on the Assignment.

The SLDB will provide inputs:

- All relevant policies and documents pertinent for the consultant to achieve the objectives of this Terms of Reference.
- Review draft reports within 7-10 working days of submission, providing feedback to the consultant.
- Assign the requisite resources- personnel, time, access to pertinent documentation, etc to enable the Consultant to carry out the assignment.

#### **5. CHARACTERISTICS OF THE ASSIGNMENT**

- a. Duration of Contract: This assignment is expected to be completed over a 4-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 Saint Lucia. If consultancy team is located outside of Saint Lucia, the team will be responsible for travel, if possible, to conduct stakeholder consultations.

Given the current Covid-19 scenario that may impact the consultant's ability to conduct face to face stakeholder consultations the use of virtual platforms may be an option. If the team is located in Saint Lucia there is the possibility to work to engage the SLDB in person, adhering to the Government of Saint Lucia social distancing guidelines.

- c. Start date: The proposed commencement date is September 2020.

#### **6. 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 SLDB and 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.

CCCCC will constitute a core team to provide additional technical advice and inputs, overall coordination and oversight for this study. Changes to the TORs can be made subject to and only after written mutual agreement between the Consultant and CCCCCC after consultation with the Saint Lucia NDA.

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 7-10 working days of receiving these draft reports.

## 7. DELIVERABLES

The following deliverables should be furnished to the AE, the NDA and the GCF by the Consultant. The Deliverables stem from the scope of work described in section 4 (Description of Work):

- i. **Inception Report** that includes the work plan and schedule of all activities for the assignment, any revision to the approach and methodology to undertake the assignment, matters for decision making and any initial findings. This is to be submitted within Two (2) week of contract signing.
- ii. **Fiduciary Gap Assessment Report** of no more than 30 pages plus appendices and including an executive summary (maximum 2 pages) that highlights the most important findings.
- iii. **ESS Gap Assessment Report** of no more than 15 pages plus appendices and including an executive summary (maximum 2 pages) that highlights the most important findings.
- iv. **Gender Gap Assessment report** of no more than 30 pages plus appendices, incorporating suggestions and feedback from the project core team during the review, and including an executive summary (maximum 2 pages) that highlights the most important findings.
- v. As part of the assessments, **A Readiness and Preparatory Support Plan** will be developed to guide SLDB in addressing the gaps identified including needed capacity building to ensure eventual full compliance with GCF accreditation requirements.
- vi. **A report** in the prescribed format on all capacity building and public sensitization activities undertaken

Final reports for (i) to (vi) above compliant with the format and requirements of the GCF. A Final report on the Assignment detailing the activities undertaken as part of the scope of works and specific activities outlined below.

The report shall provide a basis for future decision making in respect of the project. This report must conform to the following minimum requirements:

- Must be a comprehensive straightforward document that can be used in discussions with potential partners, the community, government, service providers and others to prove/provide evidence of the feasibility of and obtain support for the development of the project.
- It must/should contain a time-bound roadmap/blueprint for pursuing recommendations emanating from this assignment

- Data and information in the report must be presented in an analytical manner and address the issues highlighted below
- A draft copy of the final report must be prepared by the consultant and submitted to the CCCCC for approval and agreement prior to finalization.

## **8. MINIMUM QUALIFICATIONS, SKILLS AND EXPERIENCE**

The assignment is to be undertaken by a suitably qualified Consultant. The selected Consultant 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/specify deliverables to the Centre, as well as assume responsibility for all activities geared towards achieving the objectives of these terms of reference. For the purpose of this assessment, the relevant indicative qualification and experience for the assignment is expected to include but not limited to:

- An advanced degree (Master's Degree or equivalent) in Economics, Finance, Business Management, International Development/Relations, Environmental Science, Social Science, Gender or related fields from recognized and reputable institutions.
- Demonstrated experience in having undertaken previous similar assignments (named entities in which similar assignments have been undertaken successfully);
- Demonstrated knowledge of the accreditation process and requirements of the GCF which includes:
  - previous engagement with potential Direct Access Entities and GCF Accreditation process;
  - an understanding of climate finance issues, at the international and regional scales; and,
  - knowledge of the current climate finance architecture of the Green Climate Fund;
- Recognition by the GCF as having the capacity to undertake an assignment of this nature e.g. is/was an empaneled service provider would be an asset;
- Can demonstrate among the expert(s) designated to perform the assignment, the availability of the expertise, skills-set and track record needed to undertake the various stipulated assessments and facets of the assignment
- Previous working experience with a cross-section of pertinent stakeholders and an understanding of the Caribbean culture;
- Strong track record of preparing high-level documents and reports on climate change related issues
- Strong oral and written communication skills in English;
- Previous experience working with the Green Climate Fund would be an asset.

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

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

#	Description	Points
<b>Qualifications and Key Expertise</b>		
1	Advanced degree (Master's Degree or equivalent) in Economics, Finance, Business Management, International Development/Relations, Environmental Science, Social Science, Gender or related fields from recognised and reputable institution	20
2	Demonstrated experience in having undertaken previous similar assignments	20
3	Demonstrated knowledge of the accreditation process and requirements of the GCF against the GCF accreditation, which includes: <ul style="list-style-type: none"> <li>• Engagement with potential Direct Access Entities and GCF Accreditation process;</li> <li>• Understanding of climate finance issues, at the international and regional scales; and,</li> <li>• Knowledge of the current climate finance architecture of the Green Climate Fund</li> </ul>	30
4	Strong track record of preparing high-level documents and reports on climate change	10
5	Recognition by the GCF as having the capacity to undertake an assignment of this nature e.g. is/was an empaneled service provider would be an asset	10
6	Previous experience working with the Green Climate Fund and other multi-lateral institutions particularly in relation to climate change finance matters	5
7	Previous working experience with a cross-section of stakeholders and an understanding of the Caribbean culture	5
<b>Total</b>		<b>100</b>

## 10. APPLICATION PROCESS AND DEADLINE

All suitably qualified Consultants 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. Methodology
- e. Work Plan including duration of activities and key milestones
- f. Breakdown of the budget demonstrating indicative costs for each activity

EOI's should be addressed to the **Executive Director, Caribbean Community Climate Change Centre** and should be clearly identified as – **“Recruitment of Consultant to Conduct the Accreditation Gap Assessment and Preparation of an Action Plan for the Saint Lucia Development Bank (SLDB) to achieve GCF Accreditation as a Direct Access Entity [DAE]”** 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 21 August 2020**