

## TERMS OF REFERENCE

<b>Country:</b>	<b>Belize</b>
<b>Donor:</b>	<b>Green Climate Fund (GCF)</b>
<b>Project Name:</b>	<b>GCF Readiness - Building Capacity for Direct Access to Climate Finance (Readiness II).</b>
<b>Contract Title:</b>	<b>Recruitment of Consultancy Services to Conduct an Institutional Gap Assessment and Develop an Action Plan for the Belize Social Investment Fund (BSIF).</b>
<b>Contract #:</b>	<b>Contract# 67/2020/GCF/Belize/CCCCC</b>
<b>Type of Contract:</b>	<b>Fixed Price-Professional Services: Companies/Firm</b>
<b>Estimated Start Date:</b>	<b>August 2020</b>
<b>Contract Duration:</b>	<b>45 Days within 4 consecutive months</b>
<b>Main Duty Station:</b>	<b>Belize</b>
<b>Deadline for Submission of EoI:</b>	<b><u>on or before 2:00pm (GMT-6), Friday 24 July 2020</u></b>

### 1. INTRODUCTION

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. The GCF has made available several windows for financing and technical support for a programmatic approach to engaging the GCF for implementing climate actions. The National Designated Authority (NDA) of Belize to the GCF, the Ministry of Economic Development and Petroleum (MEDP), applied to the GCF for Readiness and Preparatory Support.

This Readiness and Preparatory Support Project is the second for Belize, titled, “Building Capacity for Direct Access to Climate Finance (Readiness II)” and complements the previously approved and implemented Readiness and Preparatory Funding Support project received by Belize from the GCF. Both projects support efforts to strengthen the NDA’s coordinating mechanism including the non-objection procedure and associated platforms.

Building on the previous readiness project, Readiness II also seeks to strengthen the country's capacity to access, manage, disburse and monitor financing for the purpose of fulfilling the country programme and build Belize's climate resilience. The Caribbean Community Climate Change Centre (CCCCC), which has the mandate to coordinate the Caribbean Region's response to climate change and is accredited to the GCF, is the delivery partner for Readiness II. In collaboration with the NDA of Belize, the CCCCC will execute the activities as set out in the Readiness Proposal approved by the GCF, which includes procuring goods and material, professional services and consultants as is necessary.

As set out in the approved project, Outcome 1: "Institutional Capacity and coordination mechanism strengthened to govern and coordinate climate finance" and Sub-Outcome 1.2: "Monitoring and verification systems for climate finance flows" are to be achieved through Activity 1.2.1 which will assist the Belize Social Investment Fund (BSIF) to conduct an institutional gap assessment and develop an action plan aligned with the GCF accreditation standards. This activity will enable BSIF to identify institutional gaps and develop an action plan to address the identified gaps, which will contribute to the preparation of an application to the GCF for accreditation as a Direct Access Entity.

## **2. BACKGROUND**

The Belize Social Investment Fund (BSIF) was incorporated by the Government of Belize in March 1996 to promote, appraise, finance and supervise projects which are designed to increase physical, human and social capital in poor communities throughout Belize. BSIF's objective is to contribute towards the national sustainable goals of Belize through the implementation of social and infrastructure projects and programmes, which focuses on improving the quality of life of communities through their active participation and provision of opportunities.

The resources of BSIF are used to finance programmes and projects which are sponsored by central and local government agencies, Non-Governmental Organizations (NGOs), community-based organizations (CBOs) and private sector organizations. Over the years, BSIF has emerged as one of the two largest implementing agencies in Belize for infrastructure projects, with a comparative advantage in implementing small-medium sized social and infrastructure projects, mainly in education, health and water and sanitation sectors, in urban and rural areas including remote villages. The BSIF relies heavily on the demand from communities as a way of identifying needs, while collaborating with the respective sector ministries such as local government, health and education.

Given BSIF's critical role, its accreditation to the GCF would further enhance the country's capacity to effectively and efficiently access, manage, disburse and monitor climate financing. For this purpose, the activities under this consultancy will aid BSIF to meet GCF accreditation standards, with the consideration of areas such as fiduciary criteria, environmental and social safeguards (ESS), and gender. The execution of a gap assessment and the development of an action plan will therefore recommend and guide the capacity of BSIF (technical and financial) to be well positioned to play an active role in facilitating climate financing investments and delivering gender-responsive climate finance directly towards building Belize's climate resilience and

contributing towards fulfilling the country's national sustainable development goals. Therefore, this consultancy will support the strengthening of BSIF institutional governance against the GCF accreditation standards to ensure the alignment of goals between both institutions and to lay the foundation towards achieving BSIF's GCF accreditation as a Direct Access Entity (DAE).

### **3. SPECIFIC OBJECTIVE**

This consultancy seeks to assess BSIF's institutional governance framework as part of the preparations being made to submit an accreditation application to the GCF. This consultancy is to provide support to BSIF by delivering the intended outcomes and outputs associated with outcome 1 and sub-outcome 1.2 of the Readiness Project, titled "Building Capacity for Direct Access to Climate Finance (Readiness II)".

### **4. SCOPE OF WORK**

The consulting firm will execute the following activities that contribute towards enhancing Belize's capacity to effectively mobilize, manage and monitor climate finance in an effort to achieve the national sustainable goals and objectives outlined in national strategies and actions plans. Specific activities of this consultancy include the development of an institutional gap assessment of BSIF and a corresponding action plan to address the gaps of BSIF as a potential DAE of the GCF. 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.

#### **i. Institutional Gap Assessment**

The development of a gap assessment is aimed at assessing BSIF institutional framework to identify the various gaps that may exist in relations to the GCF accreditation standards. This consultancy assessment of BSIF will emphasize on fiduciary criteria (basic and specialized fiduciary), environmental and social safeguards (ESS), gender policies, operational systems including project development, management, monitoring and evaluation and stakeholder management and engagement. In addition, based on the entities track record and capacity, guidance will be provided to the BSIF by recommending the appropriate financial capacity category and the risk level under the ESS categories.

The Consultancy Firm will:

- 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.
- 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. The visit should interview relevant management and staff of BSIF to collect information and to discuss BSIF's institutional management process, especially the fiduciary and ESS. This activity should include a session to guide BSIF through the fiduciary and ESS management approach with examples of documents and processes from organizations similar to BSIF. BSIF is currently, undergoing an Institutional Assessment which is reasonably related to this exercise. Therefore, this activity should include a session with the entity conducting the Institutional Assessment Consultancy for the purpose of comprehensive information gathering and sharing and preliminary results sharing to minimize any conflicts with sample documents and processes.
- 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.

## **ii. Action Plan**

The action plan is geared towards addressing the gaps identified in the Gap Assessment. The action plan will provide clear implementable actions. It is expected that the action plan will provide detailed recommendations on how to address each gap with specific timelines, assignment of responsibility, outputs and support resources.

The Consultancy Firm will:

- Prepare and submit a draft action plan for review by BSIF, CCCCC and the NDA; which details how each identified gap will be addressed.

## **5. DELIVERABLES**

1. Inception report and detailed work plan.
2. An Institutional Gap Assessment endorsed by the NDA, BSIF and the CCCCC.
3. An Action Plan endorsed by the NDA, BSIF and the CCCCC.

## **6. REPORTING**

The Consultancy Firm will report to the Project Development and Management Unit (PDMU) of the CCCCC and will work in close coordination and collaboration with BSIF, NDA and the Project's National Coordinator.

## **7. LOCATION and DURATION OF ASSIGNMENT**

This consultancy has a duration of 45 days, where the number of days may be spread within a period of 4 consecutive months.

## **8. MANAGEMENT ARRANGEMENT**

The consultancy is commissioned by the CCCCC. The Consultancy Firm will report to CCCCC for contractual and administrative purposes. Members of the project core team from the Ministry of Economic Development and Petroleum (MEDP) and the Belize Social Investment Fund will provide additional technical advice and inputs, overall coordination and oversight for this consultancy. The Consulting Firm will liaise with everyone from the project core team but will ultimately report to the CCCCC.

## **9. PAYMENT SCHEDULE**

Payment arrangement is as follows: Payment will be made in (3) instalments (i) 10% after contract signature and delivery of inception report and detailed work plan, (ii) 40% after the delivery of deliverables the draft Institutional Gap Assessment and Action Plan; (iii) 50% after the delivery of deliverables finalized Institutional Gap Assessment and Action Plan. Travel and accommodation arrangements and associated costs will be the responsibility of the consultancy firm and reimbursable in accordance to Centre's travel policy.

## **10. QUALIFICATIONS AND EXPERIENCE**

**The consulting firm must demonstrate the following:**

- Must be a reputable firm with proven experience in the assessment of institutional management processes, especially fiduciary standards, environmental and social safeguards, gender and other relevant policies and operational systems including project development and management.
- Proven experience in institutional and skill-based capacity development including conducting the production of Gap Assessments and Action Plans.
- Demonstrate proven knowledge and experience on Green Climate Fund (GCF)'s accreditation process and procedures for Direct Access Entities.
- Experience with the engagement with potential Direct Access Entities and GCF Accreditation process.

- Experience working with a cross-section of stakeholders, including senior government officials in small and vulnerable states (SIDS and LDCs), donor governments and organizations, as well as regional organizations.

**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 a Leader Expert (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:

**Lead Expert:**

- Minimum of an advanced degree (Master's Degree or equivalent) in either, but not limited to, Economics, Finance, Business Management, International Development/Relations, Environmental Science, Social Science, Gender or related fields from recognised and reputable institutions.
- Must have at least 5 years proven experience related to climate change development and climate/green finance.
- A minimum of 5 years regional professional expertise and working experience in the Caribbean.
- Demonstrate knowledge of the current climate finance architecture of the Green Climate Fund.

**11. LANGUAGE**

- Excellent oral and written communication skills in English.

**12. APPLICATION PROCESS AND DEADLINE**

All suitably qualified Teams/Firms 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. Proposed Methodology
- e. Work Plan and Budget

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](mailto:procurement@caribbeanclimate.bz)

**The deadline for the submission of EOI's is on or before 2:00pm (GMT-6), Friday 24 July 2020**

For queries regarding the Procurement documents and submission process, email: [awilliams@caribbeanclimate.bz](mailto:awilliams@caribbeanclimate.bz)  
**Attention: Ms. Allison Williams**  
 Procurement Officer  
 Caribbean Community Climate Change Centre

**Evaluation Criteria**

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

#	Description	Points
<b>Qualifications</b>		
A	Proposed Methodology and Work Plan	5
B	Consulting Firm Qualifications	
	Must be a reputable firm with proven experience in the assessment of institutional management processes, especially fiduciary standards, environmental and social safeguards, gender and other relevant policies and operational systems including project development and management	10
	Proven experience in institutional and skill-based capacity development including conducting the production of Gap Assessments and Action Plans	10
	Demonstrate proven knowledge and experience on Green Climate Fund (GCF)'s accreditation process and procedures for Direct Access Entities	10
	Experience with the engagement with potential Direct Access Entities and GCF Accreditation process	10

	Experience working with a cross-section of stakeholders, including senior government officials in small and vulnerable states (SIDS and LDCs), donor governments and organizations, as well as regional organizations	10
<b>C</b>	<b>Lead Expert</b>	
	Minimum of an advanced degree (Master's Degree or equivalent) in either, but not limited to, Economics, Finance, Business Management, International Development/Relations, Environmental Science, Social Science, Gender or related fields from recognised and reputable institutions	10
	Must have at least 5 years proven experience related to climate change development and climate/green finance	15
	A minimum of 5 years regional professional expertise and working experience in the Caribbean	10
	Demonstrate knowledge of the current climate finance architecture of the Green Climate Fund.	10
<b>Total</b>		<b>100</b>