



## Caribbean Community Climate Change Centre

### TERMS OF REFERENCE AND SCOPE OF SERVICES REQUEST FOR EXPRESSION OF INTEREST

<b>Country:</b>	Commonwealth of Bahamas
<b>Donor:</b>	Green Climate Fund (GCF)
<b>Project Name:</b>	Building Blocks for Strengthening The Bahamas Country Programme
<b>Contract Title:</b>	Digitization and Storage of Climatological Data in The Bahamas
<b>Contract #:</b>	Contract #81/2020/GCF/Bahamas/CCCCC
<b>Type of Consultant</b>	Individual
<b>Type of Contract:</b>	Fixed Price – Individual Consultant
<b>Estimated value of the services</b>	US\$120,000 (inclusive of all fees and expenses)
<b>Estimated Start Date:</b>	September 2020
<b>Contract Duration:</b>	18-month
<b>Deadline for Submission of EoIs:</b>	on or before 2:00pm (GMT-6), Wednesday 9 September 2020.

#### 1. BACKGROUND

This Readiness and Preparatory Support Project entitled “Building Blocks for Strengthening The Bahamas Country Programme” 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.

It follows three previously approved Readiness Projects for The Bahamas:

- The first, “NDA Strengthening and Country Programme” was aimed at strengthening the NDA operations and procedures for engaging stakeholders including accredited entities and the GCF. It also enabled the NDA to plan, access, mobilize and track GCF related activities

in the country as well as develop country programme identifying strategic investment priorities for GCF funding through a consultative process.

- The second, which is a strategic framework is being implemented by The United Nations Industrial Development Organisation (UNIDO) on behalf of The Climate Technology Centre and Network (CTCN), is specifically geared towards the energy sector and will deliver a customized plan of recommended practices and technologies to improve The Bahamas grid's ability to accommodate significantly more clean energy.
- The third focuses on the development and implementation of an MRV system, the accreditation of a suitable national direct access entity and engage and mobilise the private sector to implement transformative climate change projects.

Building on the first readiness project and considering the complementarity of the activities set out in the second and third readiness projects, this readiness project aims to advance The Bahamas Country Programme and to address some of the previously identified gaps. The Country Programme and associated stakeholder consultations under the first readiness identified several gaps related to technical and institutional capacity at the national level. These gaps and limitations can be summarized as follows:

- (1) The Bahamas does not have a National Adaptation Plan, Nationally Appropriate Mitigation Action (NAMA) report, or climate change Technical Needs Assessment (TNA);
- (2) The development of a pipeline of climate change adaptation and mitigation projects for the GCF is at a very nascent stage in The Bahamas;
- (3) The data required to build the climate rationale for many projects is not in formats accessible to the public, especially the climatic data for the other islands besides Nassau; and
- (4) While there is a desire to see climate action in The Bahamas, there is limited capacity within each sector to develop GCF Projects.

The objective of this consultancy, which is being implemented under this Green Climate Fund (GCF)'s Readiness and Preparatory Support Project, is to digitize fifty-five years of un-interrupted meteorological observations/data and reports collected from 15 observation stations throughout the archipelago of The Bahamas.

The issues surrounding climatic data and project development are closely connected. The climatic data that is needed to build the climate rationale for climate projects is not readily available and where they are available, they are not in a form that allows for quick and tailored analysis. The Bahamas Department of Meteorology is the national agency within The Bahamas responsible for the collection, authentication and storage of meteorological data. The department currently maintains a network of 23 automated and 2 manual weather observing stations throughout the country. Prior to the installation of the existing observation network, data was collected from 14 manual observation stations and stored on paper. As a result, approximately 55 years of meteorological data from 12 sites throughout The Bahamas is stored on paper that is gradually deteriorating. The 55 years of meteorological data now stored on paper are useful to analyze trends in temperature, precipitation and other climatic variables. The importance of this data and the analysis for building the climate rationale for The Bahamas and specific sectors give rise to the need to rescue the data from its current medium and have it digitized. Once digitized, the data

would then be easily accessible for use in climate change related research and queries. Digitization of the data will be accomplished through the services of Data Entry Clerks within the Department of Meteorology. The digitized work would then undergo quality assurance and quality control (QA/QC) by the trained Meteorologists and Climatologists within the Climatological Section of the Department before being placed on the Data Storage server. Additionally, existing reports of all extreme weather events, including hurricanes that affected The Bahamas, will be captured and stored on the server. Upon completion of the project, data sets of more than 50 years of meteorological data for 16 islands in The Bahamas would be readily available in a format that can be easily queried. Information derived, such as changes in return patterns of extreme weather events can be identified as well as trends in wind, temperature and precipitation among others, would be available for inclusion in future development strategies and plans as well as projects addressing developmental challenges. The availability of a robust local climate database with historical information on the weather, is invaluable in the decision-making process for developers and policy makers. This data is also important from a regional perspective and as such will also be shared with the Caribbean Institute for Meteorology and Hydrology, who also collect, analyse, and publish meteorological and hydrological products in their role as the Region's Climate Services Center.

## **2. SCOPE OF WORK**

The consultancy is aimed at delivering Outcome 1, which is associated with Activity 1.1.1 of the Readiness Project, titled "Building Blocks for Strengthening The Bahamas Country Programme". In carrying out this assignment, the consultant is required to employ a collaborative approach and close engagement with The Bahamas Department of Meteorology to ensure that the deliverables are consistent with the Department's requirements and needs.

The Consultant will:

1. Participate in an inception meeting with the CCCCC and The Bahamas Department of Meteorology and produce an Inception Report and workplan that includes the methodology and timeline for the execution of the consultancy, any preliminary results, and minutes of the inception meeting.
2. Provide the services of data entry clerks for the delivery of this assignment (data entry clerks should preferably be at least University students and experience in the use of scanning software and entering data.).
3. Scan and store 50 plus years of meteorological data in an organized manner to create a fail-safe mechanism in the event of a system failure and allow for ease of reference respectively.
4. Input the 50 plus years of meteorological data into a previously designed database by the data entry clerks for eventual migration to and population into a web-based platform to be developed by the Department of Meteorology.

5. Supervise the data entry process, data storage and perform quality checks of the data entered in the data management system.
6. Deliver two 1-day Training/Validation Workshop to present the scanned data sets and the Data Management System with digitized climate data to the Department of Meteorology
7. Manage and oversee the day-to-day activities inclusive of these duties
8. Capture lessons learnt during project implementation – lessons learned log could be used in this regard.

### **3. LOGISTICAL SUPPORT**

The CCCCC and the Bahamas Meteorological Office 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 data management system.
- 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 an 18-month period from contract effective date.
- b. Location: The consultant is expected to work from his own office space except for the data entry personnel who will work from the office of the Department of Meteorology. If consultant is located outside of The Bahamas, he/she will be responsible for travel to conduct the training/validation workshops.
- c. Start date: The proposed commencement date is September 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 Bahamas Meteorological Office. The Head, PDMU will coordinate internally among the respective Project Managers to provide additional technical advice and oversight for this consultancy.

All draft documents 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 documents.

## 6. DELIVERABLES

The main deliverables of this consultancy shall include:

1. An **Inception Report and detailed workplan** to be submitted within two (2) weeks 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. **Directory/Catalogue of scanned data sets** by site, meteorological parameter and time for ease of access.
3. Previously designed **database with climatological data sets** including data digitized by site, meteorological parameter and time
4. **Data Entry Manual** that provides a guide to the final data management system
5. **Final Database with Climatological Data Sets** – including data digitized by site, meteorological parameter and time,
6. Deliver two 1-day **Validation Workshop** to meteorological personnel to present the scanned data sets and final Data Management System with digitized climate data

## 7. QUALIFICATIONS AND KEY EXPERTISE

### Minimum Qualifications Requirements:

- Bachelor's degree in Meteorology, Atmospheric Sciences, Physical Sciences, Mathematics or related field.

### Specific Experience

- A minimum of 3 years of pertinent experience and proven track record in analyzing climatological data
- A minimum of 3 years relevant working experience and expertise in the transfer of paper-based files into digital medium.
- A minimum of 3 years proven experience in the performance of data quality verification

### General Experience

- Working knowledge of the principles of project monitoring and reporting
- A minimum of 3 years supervisory experience
- Ability to mobilize the services of data entry clerks

## **8. LANGUAGE**

- Excellent oral and written communication skills in English.

## **9. APPLICATION PROCESS AND DEADLINE**

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.
- b) Curriculum vitae or Résumé with full details of experience, achievements, qualifications and names
- c) CVs of minimum of 3 data entry clerks
- d) Contact details of three (3) references

EOI's should be addressed to the Executive Director, Caribbean Community Climate Change Centre and be clearly identified as – “**Consultancy for the Digitization and Storage of Climatological Data in The Bahamas**” 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), Wednesday 9 September 2020.**

## 10. EVALUATION AND SELECTION CRITERIA

Candidates applying for this consultancy shall meet a **minimum score of 75 points** on the evaluation a scale below:

#	Description	Points
<b>Qualifications</b>		
A.	Bachelor's degree in Meteorology, Atmospheric Sciences, Physical Sciences, Mathematics or related field	15
<b>B</b>	<b>Specific Experience</b>	
	A minimum of 3 years of pertinent experience and proven track record in analyzing climatological data	20
	A minimum of 3 years proven experience in the performance of data quality verification	20
	A minimum of 3 years relevant working experience and expertise in the transfer of paper-based files into digital medium.	15
<b>C</b>	<b>General Experience</b>	
	Knowledge of the principles of project monitoring and reporting	10
	A minimum of 3 years supervisory experience	10
	Ability to mobilize the services of data entry clerks (based on CV of potential data entry clerks)	10
	<b>TOTAL</b>	<b>100%</b>