

## TERMS OF REFERENCE

<b>Country</b>	Belize
<b>Donor</b>	Green Climate Fund (GCF)
<b>Project:</b>	GCF Readiness - Building Capacity for Direct Access to Climate Finance (Readiness II).
<b>Contract Title</b>	Recruitment of Consultancy Services to Develop PACT's Entity Work Plan.
<b>Contract #</b>	Contract #85/2020/GCF/BZE/CCCCC
<b>Type of Contract</b>	Fixed Price
<b>Estimated Start Date:</b>	October 2020
<b>Contract duration</b>	5 Months
<b>Main Duty Station</b>	Belize
<b>Deadline for Submission</b>	on or before 2:00pm (GMT-6) Wednesday 23 September 2020

### 1. INTRODUCTION

The Green Climate Fund (GCF) is a multilateral financing mechanism established to support climate action across the globe and by extension the Caribbean and developing countries. The GCF in fulfilling its mandate, by responding to climate change through strategic investments actions that will result in low emission and climate resilient development. The 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 of financing and technical support as part of a programmatic approach to implementing climate actions. The National Designated Authority (NDA) of Belize to the GCF, which is the Ministry of Economic Development and Petroleum (MEDP) applied to the GCF for Readiness and Preparatory Support.

This Readiness and Preparatory Support Project, the second for Belize titled, "*Building Capacity for Direct Access to Climate Finance (Readiness II)*" complements the previously approved and implemented Readiness and Preparatory Funding Support project received by Belize from the GCF. Therefore, Readiness II seeks to further strengthen the country's capacity to access, manage, disburse and monitor financing for the purpose of fulfilling the country programme and Belize's climate resilience.

The Caribbean Community Climate Change Centre (CCCCC), which has the obligation 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 and Protected Areas Conservation Trust (PACT), the CCCCC will execute the activities as set out in the Readiness Proposal approved by the GCF, which includes procuring goods and materials, professional services and consultants as is necessary.

In October 2018, PACT was accredited by the GCF as a national Direct Access Entity (DAE). This role requires PACT to take on several responsibilities associated with the delivery of impactful projects within the priorities of the Fund, of PACT, and of Belize's national climate change priorities. For this

purpose, PACT and the CCCCC are partnering to acquire the services of individual consultant(s) to support the successful implementation of Outcome 3: “*Direct Access to Climate Finance*” and Sub-outcome 3.1: “*Direct Access Entity (DAE) Work Programme alignment with Country Programme*” which are to be achieved through Activity 3.1.1 which is to “*Provide assistance to the Protected Areas Conservation Trust (PACT) to strengthen the capacity of stakeholders (CBO, NGO, SMEs ect), to identify and develop climate related projects/programmes (taking into account GCF requirements i.e., climate rationale, GCF investment criteria, theory of change, paradigm shift etc.), and develop a Work Programme*”. In this context, the CCCCC is seeking the services of a consortium of consultants to work in collaboration with the PACT and the CCCCC to execute this activity.

## **2. BACKGROUND**

Protected Areas Conservation Trust was established in 1996 for the purpose of financing conservation efforts in Belize’s National Protected Area System (BNPAS). PACT serves as a national implementing entity for multilateral and international funding sources related to the sustainable management of natural resources, climate change and other environmental related issues, in collaboration with other relevant agencies. Currently, there are 103 protected areas that form the vast BNPAS, with categories that encompass forest reserves, nature reserves, national parks, marine reserves, private reserves, wildlife sanctuaries, natural monuments, bird sanctuaries, spawning aggregation reserves and archaeological reserves

In this light, PACT’s accreditation to the GCF sees the Trust moving towards increased operationalization of its role, which includes support to the expansion of existing ecosystem-based adaptation action, supporting national strategies within the Growth and Sustainable Development Strategy (GSDS) to strengthen the resiliency of the economy specifically, the tourism, agriculture and other nature-based sectors by supporting research and development of new products, services and the application of energy efficient technologies within these sectors to boost resiliency.

## **3. SPECIFIC OBJECTIVE**

This consultancy seeks to contribute towards PACT’s coordinating mechanism through the development of its GCF Entity Work Programme (EWP). The objective of this consultancy is to provide support to the PACT by accomplishing outcome 3 and sub-outcome 3.1 of the Readiness Project, titled “Building Capacity for Direct Access to Climate Finance (Readiness II)”.

## **4. SCOPE OF WORK**

This consultancy is to be undertaken by a qualified expert or a team of experts. The consultancy will execute the following activities that contribute towards PACT’s capacity to effectively manage GCF climate finance. Specific activities include the production of an EWP, which will coincide with the development of concept notes for projects/programmes.

In carrying out this consultancy, the consultant(s) is required to employ a collaborative approach and closely engage PACT, national authorities, stakeholders and their focal points on climate change to ensure that the deliverables are consistent with national standards and national protocols.

The Consultancy will:

- i. Develop three (3) GCF Concept Notes for PACT stakeholders.**
- ii. Prepare project concept briefs (using GCF Entity Work Programme template) for the project concepts developed in i. to be included in PACT's Entity Work Programme.**

PACT recently revised its Communication Strategy (2019-2021) which updated PACT's Stakeholders Map and added the use of social media, to effectively communicate PACT investments' impact and mobilize stakeholders in the development and implementation of projects. PACT has also developed a Stakeholder Engagement Plan for its Climate Finance Portfolio. Nested in these strategies, this consultancy is expected to work closely with PACT to identify and develop climate change projects, including mobilizing stakeholder for the development of the climate change projects. As part of the Inception Report, the consultant is expected to present a work plan for developing the GCF concept notes. The work plan should show how the various stakeholders will be consulted and supported to ensure their ideas materialize into the acceptable concept notes. For the development of Inception Report including the work plan, the consortium of consultants is expected to:

- Liaise initially with PACT for all activities, including the stakeholder focus groups and meetings.
- Liaise with stakeholders to identify priorities for advancing project concept notes and funding proposals.
- Conduct and organize working group sessions with stakeholders to develop projects in alignment with the GCF's Results Management Framework, GCF's Investment Framework, Belize's Country Program and PACT's EWP.
- Identifying and share with stakeholders the relevant data resources, contextual documents, tools and models among other resources that will be used for the development of GCF concept notes.

This work plan should inform and demonstrate how the consortium of consultants will work with PACT and other stakeholder to advance project ideas. Building on ongoing efforts, this consultancy will implement the work plan to develop three (3) GCF Concept Notes for PACT's stakeholders. Lessons Learnt during the process should be reflected in the final consultant's report.

Through ongoing efforts, PACT has begun to engage and sensitize stakeholders about the procedures and modalities as well as the project life cycle and requirements of GCF projects. On November 11-12, 2019; PACT, in collaboration with the CCCCC, hosted a GCF project development workshop to aid stakeholders to advance project concept notes. This workshop resulted in the identification of several climate change project ideas that can be advanced for submission to the GCF. This consultancy

is expected to advance some of these project ideas into project concept notes that meets the requirement of the GCF. The three (3) concept notes will contribute to advancing PACT EWP.

PACT has made significant advancement towards the development of their EWP, through the identification to key projects for inclusion. It is endeavored that the EWP to be developed will take a programmatic approach for accessing GCF financing. Once the concept notes are developed, the consultancy is expected to work closely with PACT and its stakeholders to incorporate the project concepts identified and developed into PACT's EWP.

In executing this consultancy, the Consultant(s) is expected to:

- Liaise with PACT to be briefed on the status of the EWP and to determine the support required to advance the development of the EWP.
- Liaise and engage with PACT and its stakeholders for the development of 3 GCF concept notes that are aligned with the GCF results areas and investment criteria and in the GCF concept note templates.
- Conduct at least 12 stakeholder consultation sessions with the at least 3 working groups for the development of concept notes.
- Liaise with PACT and stakeholders to finalize concept notes that are currently being developed.
- Prepare and submit draft concept notes and recommendations for updates to PACT's EWP.

The Consultant(s) will also produce and present a completion report that captures the lessons learnt and provide clear guidance to PACT and stakeholders on the project development cycle.

## **5. DELIVERABLES**

### **1. Inception report**

### **2. Three (3) Concept Notes**

- Including Supplementary Technical Reports to accompany each concept note identifying further studies that may be required including any supporting information (e.g. indicators, more comprehensive contexts, further detail about project/program activities, components etc.).

### **3. Updates for Entity Work Plan**

- Including a Supplementary Technical Report documenting the results of the stakeholder consultation series of meetings, needs (capacity development and support)

### **4. Delivery of the finalized concept notes, technical reports for concept notes and EWP**

### **5. Completion and Assessment Report and Presentation**

- Document and present lessons learnt for the engaging with the stakeholders, best practices for project development and areas of knowledge transfer.

## 6. Reporting

This consultancy is geared towards providing direct support to PACT, the deliverables must be developed in a manner whereby PACT is recognized as an owner of the deliverables. All deliverables are to be submitted to PACT and CCCCC for review and no-objections. CCCCC will approve all deliverables, once there are no-objections from PACT. This consultancy will be in coordination and collaboration with CCCCC, PACT and the NDA.

## 7. Location and Duration of Assignment

The Consultant(s) can work from his/her home base but must identify and mobilise two (2) local experts for the execution of this assignment. The duration of this consultancy is five (5) months starting in October 2020 to February 2021.

## 8. Management Arrangement

The Consultant(s) will report to CCCCC for contractual and administrative purposes. Technical aspects of this consultancy will be reported to PACT. Through the collaboration of PACT, CCCCC and the NDA will ensure that all deliverables are satisfied by the Consultant(s). Members of the project core team from CCCCC and PACT will provide technical advice and inputs, overall coordination and oversight for this consultancy. The NDA will be engaged during this consultancy.

## 9. PAYMENT SCHEDULE

The total allocated budget for this consultancy is USD\$52,500. Payment arrangement is as follows; payment will be made in five (5) instalments as shown in Table 1: (1) 10% after contract signature and delivery of inception report and work schedule, (2) 40% after the delivery of 3 draft Project Concept Notes, (3) 10% after the delivery of draft updates to EWP, (4) 30% after the delivery of the finalized concept notes, technical reports for concept notes and EWP, and (5) 10% upon completion and approval of the Assessment Report.

Costs associated with travel, accommodation and stakeholder for hosting and executing consultations will be the responsibility of the consultant and are non-reimbursable.

Table 1: Allocation of payment percentages (%) for each deliverable.

#	Deliverable Output	Percentage
1	After contract signature and delivery of inception report and work schedule	10%
2	Delivery of 3 draft project concept notes	40%
3	Delivery of a draft updates to EWP	10%
4	Delivery of the finalized concept notes, technical reports for concept notes and EWP	30%
5	Completion and Assessment Report and Presentation	10%

## 10. REQUIRED QUALIFICATIONS AND EXPERIENCE

(a) The lead consultant must possess:

- A minimum of a graduate degree in Project Planning/Development, Development Studies, Finance, Business Administration, Environmental Science/ Management or related discipline;
- A minimum of four (4) years proven experience in project/programme development and project cycle management, preferably in the Caribbean;
- Experience on GCF Activities, projects and program; Financial Capacity Management Assessment under the GCF, institutional capacity building, institutional management, climate finance, public financial management and project development and management;

(b) Other expertise required must possess:

- Experience in the development of proposals in the area of climate change for Bilateral and Multilateral Organizations at the international and regional scale such as Caribbean Development Bank, World Bank and the European Union;
- Experience in climate change and development issues in the Caribbean region;
- A working knowledge of designing and implementing Monitoring and Evaluation systems;
- Experience working with a cross-section of stakeholders, including senior government officials at national and state level;
- Two local experts with 5 (five years) experience and local knowledge of Belize in the areas of conservation, climate change, and the environment.

## 11. LANGUAGE

Excellent oral and written communication skills in English and good capacity in preparing technical documents.

## 12. EVALUATION GRID ON QUALIFICATION AND EXPERIENCE

Evaluation Grid

	Description	Weighting
A	Graduate degree in Project Planning/Development, Development Studies, Finance, Business Administration, Environmental Science/ Management or related discipline	20
B	A minimum of four (4) years proven experience in project/programme development and project cycle management, preferably in the Caribbean	20
B	Experience on GCF Activities, projects and program; Financial Capacity Management Assessment under the GCF, institutional capacity building, institutional management, climate finance, public financial management and project development and management;	10

C	Experience in the development of proposals in the area of climate change for Bilateral and Multilateral Organizations at the international and regional scale such as Caribbean Development Bank, World Bank and the European Union;	10
D	Experience in climate change and development issues in the Caribbean region;	10
E	A working knowledge of designing and implementing Monitoring and Evaluation systems;	10
F	Experience working with a cross-section of stakeholders, including senior government officials at national and state level;	10
G	Two local experts with 5 (five years) experience and local knowledge of Belize in the areas of conservation, climate change, and the environment	10

**Minimum Required Technical Score is 80 points**

### **13. APPLICATION PROCESS AND DEADLINE**

The CCCCC now invites Individual Consultant(s) to submit their Expression of Interest (EOI) covering the points outlined in the TOR and accompanied by the following application documents:

- i. Letter of motivation outlining motivation and how your experience, skills, qualifications and professional networks fit with the required job description;
- ii. Curriculum vitae or Résumé with full details of experience, achievements, qualifications, and names; *the Lead consultant must be clearly identified.*
- iii. Contact details of three (3) references;
- iv. A two-page document outlining the Technical Approach and Methodology;
- v. Work Plan for the Consultancy showing the implementation schedule, timelines and milestones for all activities; and
- vi. Indicative cost proposal broken down by professional fees. (Aggregated for Consultant and any Sub-consultants).

**The Centre's electronic-procurement system shall be used to manage the submission, withdrawal, substitution, or modification of EOI's.**

Consultants 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 EOI Submission, Consultants will be required to complete the submission form with fields that include:
  - ii. Name of Consultant (Company):
  - iii. Contract Reference:
  - iv. Contract Title:
  - v. Name and Email address of uploader

2. Consultants can upload up to **3 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.
3. An automatic receipt time stamped email will be sent to the uploader's email account as a receipt and proof of submission.
4. Each submission will be given a confirmation number.

**Submissions of EOIs.**

- (i) *EOI must be uploaded as files to*  
<http://www.caribbeanclimate.bz/bid-submission/>.
- (ii) The subject matter of the submission must read: **“Recruitment of Consultancy Services to Develop PACT’s Entity Work Plan”**.

**DEADLINE for submission of EOIs: on or before 2:00pm (GMT-6) Wednesday 23 September 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.