**TERMS OF REFRENCE**
GCF Climate Change Technical Officer – The Bahamas

<table>
<thead>
<tr>
<th><strong>Country:</strong></th>
<th>Commonwealth of The Bahamas</th>
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<tbody>
<tr>
<td><strong>Donor:</strong></td>
<td>Green Climate Fund (GCF)</td>
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<tr>
<td><strong>Project Name:</strong></td>
<td>Building Blocks for Strengthening The Bahamas Country Programme</td>
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<tr>
<td><strong>Contract Title:</strong></td>
<td>GCF Climate Change Technical Officer – The Bahamas</td>
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<tr>
<td><strong>Contract #:</strong></td>
<td>Contract #92/2020/GCF/Bahamas/CCCCC</td>
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<tr>
<td><strong>Type of Contract:</strong></td>
<td>Fixed Price</td>
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<tr>
<td><strong>Expected Duration of the Services</strong></td>
<td>12 months in the first instance (contract renewal is subject to the availability of funds and successful performance evaluation)</td>
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<tr>
<td><strong>Expected Start Date</strong></td>
<td>November 2020</td>
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<tr>
<td><strong>Duty Station</strong></td>
<td>Ministry of the Environment and Housing, Government of the Bahamas</td>
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<tr>
<td><strong>Deadline for Submission of EOI</strong>s</td>
<td>2:00pm (GMT-6), Friday 23 October 2020</td>
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1. **Background**

The Green Climate Fund (GCF) is a unique global platform to respond to climate change by investing in low-emission and climate-resilient development. GCF was established to limit or reduce greenhouse gas (GHG) emissions in developing countries, and to help vulnerable societies adapt to the unavoidable impacts of climate change. Given the urgency and seriousness of this challenge, the Fund is mandated to make an ambitious contribution to the united global response to climate change. Through a country driven approach, the GCF works directly with Nationally Designated Authority (NDA) in individual countries to improve their access to climate financing to developing climate change adaptation and mitigation programming.

As such, the GCF has developed a variety of funding windows and programmes. This includes funding windows for mitigation and adaptation, the Private Sector Facility (which also
encompasses pilot programmes for mobilizing resources at scale, and for support to micro, small and medium sized enterprises), the Readiness and Preparatory Support Programme (which includes a Project Preparation Facility and a programme providing support for adaptation planning); a REDD plus results-based payment programme; and an Enhanced Direct Access Programme designed to enhance Fund access by sub-national, national and regional, public and private entities.

The National Designated Authority (NDA) of The Bahamas to the Green Climate Fund (GCF), which is the Ministry of the Environment and Housing has requested the Caribbean Community Climate Change Centre (CCCCC) to serve as delivery partner for a Readiness and Preparatory Support Programme provided by the GCF. The program seeks to complement other Readiness and Preparatory Funding Support already received by The Bahamas from the GCF and to address readiness gaps related to technical and institutional capacity at the national level. It will also strengthen the country’s technical and institutional capacity to effectively implement the projects already approved by the Fund and to efficiently deliver the projects in the country programme. The Readiness and Preparatory Support Programme seeks to enhance country ownership and to increase opportunities to access the Green Climate Fund. The programme supports five general outcomes that are driven by national processes including strengthening country capacity, engaging stakeholders in consultative process, realizing direct access, providing access to finance and mobilizing the private sector.

CCCCC, under the leadership and guidance from the NDA, will be responsible for the overall execution of the readiness project and for the timely achievement of project results which are guided by GCF Monitoring and Accountability Framework for Accredited Entities, its Accreditation Master Agreement and terms to be agreed in the funding agreement. This includes the recruitment and selection of consultants, provide financial and technical oversight services for the outcomes and outputs, project monitoring, reporting and evaluation. CCCCC has also the responsibility for fiduciary management and delivery of the readiness funding, and supports the NDA to implement the program, and identify, recruit and manage technical experts required for the implementation of this Readiness Project.

2. Objectives

Against the above background, the CCCCC is looking for a GCF Climate Change Technical Officer for The Bahamas, to work in collaboration with the GCF National Project Coordinator and the Ministry of the Environment and Housing to support the NDA in implementing this GCF Readiness Project.

In accordance with the Ministry of the Environment and Housing priorities and GCF strategic outcomes areas for Readiness and Preparatory Support, this consultancy will directly contribute to:

- Outcome 2 which focuses on “Country Programming Process” with emphasis on achieving Sub-Outcome 2.2, which specifically deals with “Periodic participatory review and updating of the climate finance Country Programme” and;
• Sub-Outcome 2.3 which specifically which deals with “Stakeholder Engaged in a Consultative Process”.

The consultancy is also expected to support the identification of appropriate Climate technology solutions identified and prioritized in accordance with national strategies and plans for climate change adaptation and mitigation and development of concept note for submission to the GCF and other climate financing mechanism.

3. Duties and Responsibilities

The consultant’s responsibilities are:

• Assist the NDA’s technical staff and primary stakeholders to identify project opportunities and priorities.
• Provide technical review of and inputs into project concepts and/or proposal packages including all supporting documents such as consultation reports and environmental, social and gender assessments.
• Ensure that technical comments from stakeholders and donors are reflected in concepts and/or proposal packages.
• Draft and review ToRs, technical project documents/deliverables and assist in the evaluation of proposals.
• Provide inputs into the development and dissemination of communication and knowledge sharing products.
• Assist in the development of the GCF Country Programming and Project Assessment Manual, which details procedures for the periodic review and updating of the climate finance country programme and steps for assessing projects submitted to the NDA.
• Assist in the updating of The Bahamas and the GCF Country Programmes
• Assist in the updating of the Monitoring Reporting and Verification system
• Provide support to the development and maintenance of a database of climate change projects in Bahamas
• Provide support for the coordination, planning, development and implementation of all GCF related project activities.
• Facilitate and provide support where necessary for the successful execution of training activities and awareness sessions
• Prepare and submit monthly reports and work plans, ensuring that accurate records are provided to support operational, financial and results-based monitoring of the project.
• Support the coordination and information sharing among stakeholders, the CCCCC and the NDA.
• Assist in the preparation of Risk Management Plans.
• Document and share lessons learnt.
• Assist in the preparation of semi-annual progress reports for onward transmission to the GCF.
• Any other relevant tasks directly associated with the delivery of the technical aspects of the project.

4. Key Results Expected and Measurable Outputs

• Proposal packages (e.g., Readiness and or Concept Notes) with costing and budgets, cost benefit analyses, log frame frameworks, M&E plans, and Risk Management plans completed for endorsement by the NDA
• Stakeholder Engagement Plan in place for The Bahamas
• Mechanism in place to harness and track project ideas and opportunities that feeds into proposal packages

5. Reporting

The position will be commissioned by the Centre who is the Contracting Authority for the purpose of the assignment. The GCF Climate Change Technical Officer will report to the Project Development and Management Unit (PDMU) in the Caribbean Community Climate Change Centre (CCCCC) and work in very close collaboration and coordination with the National Designated Authority of The Bahamas. In executing his/her duty, the GCF Climate Change Technical Officer will also coordinate and collaborate closely with consultants delivering other aspects of the Readiness Project as well as other relevant stakeholders and staff and members of the National Designated Authority of The Bahamas.

6. Performance Indicators for Evaluation of Results

• Project activities implemented effectively as per approved Annual Work Program;
• Quality of outputs delivered including progress reports, technical documents and proposal packages, among others;
• Effective communication with stakeholders active in climate, public financing and project development
• Successful dissemination of experience acquired, and lessons learnt
• Documented advice provided to the project partner on issues relating to climate change, public financing in general and climate financing and governance mechanisms in particular.

7. Minimum Qualifications, Skills and Experience

The selected consultant is required to possess the minimum competency requirements listed hereunder and should describe in detail in the CV, experience in the successful completion of similar engagements, relevant to the scope of the consultancy.
Qualifications and Experience

- A Bachelor’s degree, preferably in the field of Project Planning/Development, Economic Development, Natural Resource Management, Sustainable Development, or a relevant field directly related to Environmental Sustainability and Climate Change.
- Minimum of three years’ professional experience in any of the academic fields listed above or other relevant fields.
- Two (2) years prior experience in the development and/or management of medium-sized projects/programs.
- Professional training in any project management area would be an asset.
- Demonstrated knowledge of The Bahamas’ National Policy for the Adaptation to Climate Change, Nationally Determined Contribution (NDC) and other commitments under the Paris agreement.

Required Specific Experience and Skills

- Working knowledge of general guidelines and procedures of international multilateral donors.
- Knowledge of global or regional climate finance landscape.
- Experience working with a wide cross-section of stakeholders, including non-governmental organisations.
- Ability and willingness to travel within and outside of The Bahamas
- Proven experience in institutional and skill-based capacity development

Due to the time sensitivity of the consultancy and the need for immediate start up, exacerbated by the border closures due to containment measures for COVID 19 pandemic, candidates who currently reside in The Bahamas will be given priority.

8. Language

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

9. Functional Competencies

- Excellent knowledge of project management, particularly climate change project.
- Demonstrates strong analytical skills.
- Promotes teamwork, contributes towards building team consensus
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Good teamwork skills
- Demonstrates openness to change and ability to manage complexities
10. Development and Operational Effectiveness

- Ability to lead strategic planning, results-based management and reporting.
- Ability to lead formulation, implementation, monitoring and evaluation of development program and projects.
- Good knowledge of Results Management.
- Good ICT skills.
- Ability to implement new systems and affect staff behavioural/attitude change.

11. Remuneration Package and Payment

Payment will be made in monthly instalments upon the Centre’s acceptance of a monthly progress report and work plans for subsequent periods.

12. Duration of Contract

This contract is expected to commence in October 2020 a duration of 12 months in the first instance and renewable for up to an additional 6 months based on availability of funds and performance review.

13. Logistical Support

The Centre and the NDA will provide the following inputs and facilities:
- Available background documents and information relevant to the assignment, as necessary.
- Issue the relevant Introductory Letters and facilitate contact with the relevant stakeholders, as necessary.
- Provide logistical support for travel and field visits associated with this assignment, if possible.
- Provide Office space and utilities in The NDA’s Office in The Bahamas.
- Provide necessary timely logistical support for the successful completion of the activities detailed these Terms of Reference.

14. Application Submission Procedure

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. (no longer than 2 pages)

b. Curriculum vitae or Résumé with full details of qualifications, full description of activities and experience, and achievements.
c. Be a national of one of the CARICOM Member States living in and eligible to work in The Bahamas
d. Contact details of three (3) professional references.

15. Evaluation and Selection Criteria

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

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Telephone interview (or equivalent):

The evaluation committee may interview the experts short-listed, after having written provisional conclusions but before concluding the technical evaluation.

The interview shall be conducted by telephone or other electronic media and the date and time of these interviews will be confirmed or notified to the consultant at least 5 days in advance. If a consultant is unable to participate in an interview by force majeure, a mutually convenient alternative date and time is arranged with the tenderer. If the consultant is unable to participate in this second scheduled time, he/she will be eliminated from the evaluation process.
16. Submissions of Expression of Interests (EOIs).

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

1. 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.

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

3. Consultants should upload one (1) file 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.

4. An automatic receipt time stamped email will be sent to the uploader’s email account as a receipt and proof of submission.

5. Each submission will be given a confirmation number.

6. EOI’s should be addressed to the Executive Director, Caribbean Community Climate Change Centre.

7. **EOI must be uploaded as files to** http://www.caribbeanclimate.bz/bid-submission/.
   The subject matter of the submission must read: “Recruitment of Consultant - GCF Climate Change Technical Officer – The Bahamas”.

The deadline for the submission of EOI’s is 2:00pm (GMT-6), Friday 23 October 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.