

TERMS OF REFERENCE

Country:	Barbados
Donor:	Green Climate Fund (GCF)
Project Name:	“The R’s (Reduce, Reuse and Recycle) for Climate Resilience Wastewater Systems in Barbados (3R-CReWS)”.
Contract Title:	Consultancy to develop a Funding Proposal for submission to the Green Climate Fund for the 3R-CReWS Project_Barbados.
Contract #:	Contract#100/2020/GCF/3Rs CREWS Barbados/CCCC
Type of contract:	Fixed Price
Estimated Start Date:	January 2020
Contract duration:	28 Weeks
Main duty station:	Barbados
Deadline for Submission of EoI:	2:00pm (GMT-6), Monday 30th November 2020

1. BACKGROUND

The Government of Barbados, Barbados Water Authority (BWA) and the Caribbean Community Climate Change Centre (CCCCC) is developing a Green Climate Fund (GCF) project aimed build climate resilient into the wastewater systems of Barbados. The projects address challenges facing the wastewater systems particularly those caused and exacerbated by climate change. Through a concerted effort, the BWA wastewater division propose to support increased adaptation and resilience to climate change in Barbados by introducing mechanisms which reduce our carbon footprint and greenhouse gas emissions and, in so doing, set a standard and example for the Caribbean in waste to energy utilization and proper wastewater management for reuse.

Barbados is vulnerable to Climate Change and its devastating impacts. Of these, the impact of drought has made a significant impact on Barbados, which is now ranked one of the 15 most water stressed countries worldwide. Over the past 6 years, Barbados has experienced drastically decreasing ground water levels and elevating salt levels. Potable water production has reduced by as much as 3 million gallons per day during the most severe drought periods. Increased salinity has also afflicted Barbados and unprecedented increased salinity has been recorded in several wells, as a result of saline intrusion. During droughts Barbados experience decreasing underground recharge rates of its aquifers, further increasing salt concentrations, which provide 95% of the island's potable water. Sea-level rise for Barbados is projected at ca. 5 to 10 mm/yr and is complicated by vertical crust changes due to tectonic processes, thus decreasing the utilization of coastal aquifers. Increased flash-flooding magnitude and frequency has caused havoc in Barbados. In December 2016 Barbados experienced over 6 inches of rainfall in a couple hours, which was only previously observed in 1995 and this contributed to the failing of the sewerage system.

Excess nutrients contribute to nutrient loading in near-shore environments and negatively impact Barbados natural coral reef defence barriers. Moreover, there has been movement of the coastal topography due to coast and beach erosion, and this is likely to be exacerbated by sea-level rise, that threaten tourism which is important to livelihoods, especially those in the fisheries industry. The coral reefs function as natural breakwaters along the coasts of Barbados. They also provide habitats for marine animals and reef fish, generating significant revenues for many island economies through tourists interested in snorkelling and scuba diving. It is widely understood that much tropical biodiversity is unlikely to survive without adequate above ground freshwater sources, that are reduced due to the decrease in the islands changing topography due to land movement that therefore reduces the ability of the land to retain and maintain the surface waters that support these natural aquatic habitats for these species. To this effect recycling and reuse of water may be necessary to provide water courses for the seasonal birds and other migratory organisms that require inland aquatic habitats.

Barbados, like many small island developing states (SIDS), cannot ignore the overwhelming impact of climate change and the need to engage in adaptive and mitigation strategies to slow or retreat the deleterious effects climate change is having on our land and its development. Barbados has been ranked as one of the 15 most water stressed countries in the world (PAHO 2012). During the drought Barbados experienced decreasing underground recharge rates of its aquifers, which provides some 95 % of the island's potable water. As a result of drought conditions, the Government of Barbados, through the Barbados Water Authority

(BWA), imposed restrictions on the use of potable water, for essential purposes only. This was to mitigate the loss of internal renewable water resources (IRWR), however, to date there is no indication as to whether the measure has been able to deliver the results of improved management of IRWR.

Central to the context presented above is the wastewater systems of Barbados. There are currently two Sewage Treatment Plants on the island – The Bridgetown Sewage Treatment Plant and the South Coast Sewage Treatment Plant. The Bridgetown Plant utilises Secondary Treatment of waste, removing all suspended and dissolved solids by combining them with activated sludge. The South Coast Plant, however, only treats waste to a Primary stage. In the Bridgetown system, there are 4 Lift Stations and 1 Seawater Pump Station, all in St. Michael, while the South Coast system includes 5 Lift Stations – 2 in St. Michael and 3 in Christ Church. Both Treatment Plants discharge the effluent water out to sea but the sludge generated from the Bridgetown Plant is disposed of on land. The waste from the South Coast (rags etc. captured in the system) is collected in a ‘skip’ and disposed of in the island’s landfill. Building resilience and addressing the climate hazard affecting these plants will enable the systems to function efficiently and effectively. On the other hand, adopting systems that enhances the wastewater systems enables the country to access water resources that otherwise would not have been put into productive use. This would help to alleviate some of the water scarcity issues, which are exacerbated by climate change, affecting the island. These actions will also complement ongoing activities aimed at building climate resilience in the water sector of Barbados.

It is against this background that the CCCCC has secured project preparation funding from the Green Climate Fund (GCF) Project Preparation Facility (PPF) to develop a full funding proposal for a project titled, “The R’s (Reduce, Reuse and Recycle) for Climate Resilience Wastewater Systems in Barbados (3R-CReWS)”. The GCF, which is the climate finance mechanism set up under the UNFCCC framework to promote **the paradigm shift towards low-emission and climate-resilient development pathways**, provides a unique opportunity for countries, such as Barbados, to develop and implement climate change directives to adapt to the related impacts. The GCF Project Preparation Facility (PPF) ensures that countries who would like to apply for the GCF’s funding present all the information necessary to make a fair judgment on the merits of their proposed project. In some situations, it may be unusual for some countries, such as Barbados, to have this information readily available with all the requirements that would merit a complete Funding Proposal Application (FPA) to the GCF. To ensure that the 3R-CReWS FPA would have all the studies and information available for presentation to the GCF, the Government of Barbados, BWA and CCCCC requested funds from the GCF PPF to properly conduct these studies.

It is against this background that the CCCCC is seeking a Project Development Specialist to develop the Funding Proposal for submission to the GCF, i.e. to complete the GCF Funding Proposal Template and requisite annexes such as the implementation plan, procurement plan and detailed budget. The outputs of this assignment should be aligned with the funding proposal requirements of the GCF detailed in the [GCF Programming Manual](#) and the [CCCCC’s accreditation credentials](#) to the GCF.

2. OBJECTIVE

The primary objective of this consultancy is to facilitate the development of a complete Funding Proposal with the required annexes (templates given below) for submission to the Green Climate Fund (GCF) which take account of the outputs and findings of the consultancies that:

- conducted the Project Design and Feasibility Study (include Technical, Financial and Economic) including gender and social inclusion considerations and risk assessment;
- conducted an Environmental and Social Impact Assessment (ESIA) and Environmental and Social Management Plan (ESMP);
- conducted Legal Due Diligence (Regulation, taxation and insurance) and prepared a Draft Term Sheet; and,
- developed the budget plan, Financial Model and Plan (Economic and/or financial analyses in spreadsheet format)

The purposes of this consultancy are to:

- (i) Support the development a Funding Proposal that sets out actionable tasks and activities that are in alignment with the requirements of the GCF and the CCCCC accreditation credentials to the GCF.
- (ii) Contribute to the development of Studies and other annexes for submission to the Green Climate Fund.
- (iii) Complete funding proposal template ([template provided](#)) for the project based on the consultations with stakeholders, research and analysis conducted.
- (iv) Complete the project log frame with well-defined indicators, targets, inputs and outputs; make sure that indicators in log frame are fully respond to the GCF indicator framework for adaptation;
- (v) Produce a detailed budget ([template provided](#)), Procurement Plan ([template provided](#)), Monitoring and evaluation plan ([template provided](#)) and implementation timeline ([template provided](#))
- (vi) Support the CCCCC and BWA to secure the NDA no-objection letter(s) ([template provided](#)) and Co-financing commitment letter, if applicable ([template provided](#)); and to complete the term sheet including a detailed disbursement schedule and, if applicable, repayment schedule
- (vii) In coordination with the technical consultants, undertake necessary consultations with relevant government agencies, stakeholders and experts to obtain comments/suggestions and incorporate these comments into the draft documents.

The Consultant is required to:

1. Liaise with Government of Barbados, Barbados Water Authority (BWA) and the CCCCC to advance the Full Funding Proposal Package for 3R-CReWS.
2. Ensure the project proposal addresses climate change and related impacts and in-keeping with the format and content stipulated in the GCF template as a best practice case for detailed investment proposals that will include:
 - a. Reviewing relevant documentation and literature related to the project being developed;
 - b. Defining the project/programme preparation arrangements including the technical coordination of each component/activity as appropriate

- c. Defining the project activities under each Component incorporating all technical comments as they arise from the local stakeholders, PDMU, consultancies and the GCF and related donors, and countries;
 - d. Outlining detailed budgets and possible cost sharing arrangements;
 - e. Defining the baseline and annual targets, and monitoring mechanisms for indicators which are defined in the proposal
 - f. Ensuring alignment of Risk Management Plan, ESMP, Stakeholder Engagement and Management Plan and Gender Action Plan with proposed activities and resource allocation.
 - g. Outlining the processes utilised for the conduct of stakeholders' consultation, gender analysis, feasibility analyses and environmental and social analyses/assessments, and project/programme exit strategy
3. Review and provide feedback on the studies outlined in (g) above are executed and that their findings inform the proposals;
 4. Collaborate with other members of the PDMU in development and management of project proposal;
 5. Liaising with national, regional and international stakeholders and donor institutions to complete the funding proposal;
 6. Organizing and executing, as necessary, stakeholder consultations, national and regional dialogues; and,
 7. Prepare work plans, procurement plans, progress reports and project completion report, which should include lessons learnt.

3. TASKS

Activity 1: Inception Report and Meeting

Sub-activity 1.1: Review of Pertinent Documentation

The consultant(s) will undertake a review of all pertinent reports and papers on the 3R CReWS Barbados Project and all technical documents prepared thus far.

Sub-activity 1.2: Inception Meeting

An inception meeting with the CCCCC and BWA shall be convened by the Consultant virtually to discuss the programme of work, confirm work schedules and activity requirements, seek clarification on issues pertinent to the assignment, discuss remuneration schedule and to plan the logistics of implementation.

Sub-activity 1.3: Preparation of Inception Report

Preparation of an inception report including: (i) a detailed work plan for the execution of the assignment, (ii) methodology to be followed and (iii) the timeline for accomplishment of the tasks of the assignment. The document should be of no more than 20 pages shall specify: the methodology to be deployed for the development of funding proposal; milestones; information required; summary of agreed issues to be investigated; administration requirements and roles of CCCCC personnel and that of the consultant; potential barriers to the conduct of the assignment and suggested approaches to mitigating the impacts.

Activity 2: Development of the Funding Proposal

Based on the findings and analysis carried out by previous and ongoing Consultancies, the consultant shall prepare a Funding Proposal in conformity with the requirements of the GCF detailed in the [GCF Programming Manual](#) and in accordance with CCCCC's accreditation to the GCF. The Funding Proposal shall draw on and be based extensively on the findings of several studies conducted complemented by the consultant's the findings, data and information garnered from further research and stakeholder consultations as well as guidance from the Steering Committee and CCCCC's Programme Development and Management Unit and the GCF. The following sub-activities are a guide to delivering Funding Proposal Package:

Sub-activity2.1: Complete the Funding Proposal Template including the Log-Frame

The Consultant is required to populate the [funding proposal template](#) which includes the following:

- A summary of the project
- Baseline information and description of the project
- Financing information
- The project expected performance against investment criteria of the GCF
- Logical framework
- Risk assessment and management
- Adherence to GCF policies and standards including ESS and Gender considerations.

Sub-Activity 2.2: Complete the Detailed budget, Implementation Plan, Procurement Plan, and Monitoring and Evaluation Plan

The consultant, in collaboration with CCCCC, BWA and the NDA, is expected to utilise the identified and agreed project activities to complete the Produce a detailed budget ([template provided](#)), Implementation timeline (template provided), Procurement Plan ([template provided](#)) and Monitoring and evaluation plan ([template provided](#)).

Sub-Activity 2.3: Presentation of completed Funding Proposal including the Log-Frame, Detailed budget, Implementation Plan, Procurement Plan and Monitoring and Evaluation Plan

The consultant will present the complete final draft of the deliverables associated with Sub-Activities 2.1 and 2.2 to the CCCCC, BWA and NDA. This presentation will provide feedback to the consultant for refinement, if necessary, to the funding proposal.

Activity 3: Completion Report including Lessons Learnt

This report will include a synopsis of all the work undertaken under the consultancy, summarising the outputs, difficulties encountered, the approaches adopted for their mitigation and lessons learnt. It will also contain the stakeholder session notes that reviewed the challenges and/or issues; the proposed solutions/measures/responses and adaption initiatives; and recommendation for further work and follow up actions by the different stakeholders.

4. DELIVERABLES

The main deliverables of this consultancy include:

- I. Inception Report
- II. Completed Funding Proposal Template including Log-frame

- III. Detailed Budget
- IV. Implementation Plan
- V. Procurement Plan
- VI. Monitoring and Evaluation Plan
- VII. Presentation of Final Draft of the Deliverables associated with I-VI.
- VIII. Completion Report

The consultancy will be guided by the following timeframe and payment schedule for each deliverable.

Deliverables	Timeframe	Payment Schedule
1. Inception Report	2 weeks after contract signing	10% upon contract signature and approval of inception report.
2. Draft Funding Proposal including Logical Framework	16 weeks after contract signing	20% upon submission, presentation and approval of draft.
3. Draft Detailed budget, Implementation Plan, Procurement Plan, and Monitoring and Evaluation Plan	18 weeks after contract signing	20% upon submission, presentation and approval of draft
4. Final Funding Proposal including Logical Framework	22 weeks after contract signing	20% upon submission and approval of Final
5. Final Detailed budget, Implementation Plan, Procurement Plan, and Monitoring and Evaluation Plan	24 weeks after contract signing	20% upon submission and approval of the Final
6. Completion Report and Presentation of the Completion Report	28 weeks after contract signing	10% upon submission, presentation and approval Completion Report

5. QUALIFICATIONS AND KEY EXPERTISE

The Consultant shall possess general experience and proven track-record in project development and management, climate change, and have a working knowledge of the requirements of International Finance Institutions (IFIs) and Climate Finance Mechanisms such as the GCF. For this assignment, the relevant indicative experience is expected to include but not limited to:

Qualification

Candidates are expected to have at least a Master's in Project Planning/Development, Development Studies, Finance, Climate Change, Environmental Science/Management, Economics or related discipline.

General Areas of Expertise/Experience

- A minimum of three (3) years proven experience in project/programme development and project cycle management, preferably in the Caribbean and related to climate change, for Bilateral and Multilateral Organizations such as the GCF, Caribbean Development Bank, World Bank and the European Union;
- Demonstrate knowledge of, and experience with, GCF Project modalities and procedures
- Knowledge of the Climate Change threats, development imperatives and socio-cultural dynamics in the Caribbean Region;
- Experience working with a cross-section of stakeholders, including senior government officials at a national and regional level, experience working with Government of Barbados would be an asset;
- Demonstrate the ability to work independently and also within a multi-disciplinary team of experts involved in the project/programme design;
- Demonstrate experience producing technical and strategic documents, and,
- Be a national of one of the CARICOM Member States and able to mobilise immediately to execute this assignment.

6. LOCATION AND IMPLEMENTATION PERIOD

Location

The Consultant's assigned specialists are expected to work from their own office space. If an international or regional consultant is selected, the assigned experts will be expected to travel to Barbados. The minimum timeframe of a mission to Barbados will be 12 weeks out of the 28 weeks' duration.

Expected Commencement Date and Duration

The intended commencement date is January 4th 2021 with a 28 weeks' duration.

7. MANAGEMENT ARRANGEMENT AND REPORTING

The consultancy will be commissioned by the CCCCC. The Consultant will report to CCCCC for contractual and administrative purposes. The CCCCC and BWA will be responsible for the oversight of the deliverables of the TOR. Members of the project core team will provide additional technical advice and inputs, overall coordination and oversight for this assignment. The Consultant will liaise with all relevant stakeholders but will ultimately report to the Head of the Programme Development and Management Unit, CCCCC.

8. EVALUATION AND SELECTION CRITERIA

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

Description	Points
At least a Master's in Project Planning/Development, Development Studies, Finance, Climate Change, Environment Science/Management, Economics or related discipline	20
A minimum of three (3) years proven experience in project/programme development and project cycle management, preferably in the Caribbean and related to climate change, for Bilateral and Multilateral Organizations such as the GCF, Caribbean Development Bank, World Bank and the European Union	15
Demonstrate knowledge of, and experience with, GCF Project modalities and procedures	15
Knowledge of the Climate Change threats, development imperatives and socio-cultural dynamics in the Caribbean Region	10
Experience working with a cross-section of stakeholders, including senior government officials at a national and regional level, experience working with Government of Barbados would be an asset	10
Demonstrate the ability to work independently and also within a multi-disciplinary team of experts involved in the project/programme design	10
Demonstrate experience producing technical and strategic documents	10
Be a national of one of the CARICOM Member States and able to mobilise immediately to execute this assignment	10
Total	100

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.

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 Barbados will be given priority.

9 . 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.
- b) Curriculum vitae or Résumé with full details of experience, achievements, qualifications and names.
- c) Contact details of three (3) references.

EOI's should be addressed to the **Executive Director, Caribbean Community Climate Change Centre**

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.

- i. Consultants must first register by creating a Username, profile and password before accessing the bid submission form at the <http://www.caribbeanclimate.bz/bid-submission/>.
- ii. **EOI must be uploaded as files to <http://www.caribbeanclimate.bz/bid-submission/>.**
- iii. 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. The file name should clearly state the name of the consultant.
- iv. An automatic receipt time stamped email will be sent to the uploader's email account as a receipt and proof of submission.
- v. Each submission will be given a confirmation number.

Deadline for Submission of EoI:	2:00pm (GMT-6), Monday 30th November 2020
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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.

9. ADDITIONAL INFORMATION

- 3R-CReWS [Concept Note](#)
- GCF Funding Proposal Template including links to templates for the relevant Annexes: [\(template provided\)](#)