



Caribbean Community  
Climate Change Centre

**RESPONSE TO CONSULTANT QUERIES**  
**FUNCTIONAL TITLE: CONCEPT NOTE DEVELOPMENT**

<b>Country:</b>	<b>Grenada</b>
<b>Donor:</b>	<b>Green Climate Fund (GCF)</b>
<b>Project Name:</b>	<b>Strengthening Institutional and Implementation Capacity for Delivery of Climate Change Investment Projects: Grenada</b>
<b>Contract Title:</b>	<b>Consultancy to Develop Two (2) Concept Notes</b>
<b>Contract #:</b>	<b>Contract #99/2020/GCF/Grenada /CCCCC</b>
<b>Type of contract:</b>	<b>Fixed Price</b>
<b>Estimated Start Date:</b>	<b>December 2020</b>
<b>Contract duration:</b>	<b>30 Weeks</b>
<b>Main duty station:</b>	<b>Grenada</b>
<b>Deadline for Submission of EoI:</b>	<b>2:00pm (GMT-6), Friday 27 November 2020</b>

Q1. What constitutes a complete concept note? The note itself or any supporting documents?

**A1 The concept note should contain available supporting documents where applicable as listed in section D for the GCF Concept Note Template. Concept Notes must be endorsed by the NDA and the 5Cs to be completed. The Consultant (s) will liaise with the NDA to determine available supporting documents. See Annex I**

Q2. The TORs outline that the assigned experts will be expected to travel to Grenada, however given the COVID-19 global pandemic, is it the expectation that the two (2) workshops for the formulation of the concept notes, be held remotely?

**A2. Yes, the two (2) workshops for the formulation of the concept notes, can be held remotely if social distancing measures due to COVID 19 are still in place. However, face to face meetings with small groups of stakeholders may be permitted.**

Q3. Will contacts for the relevant stakeholder groups be provided by the NDA?

**A3. Yes. Consultation with the NDA is required to identify the stakeholders.**

- Q4. Can the previous vulnerability assessments (Health, 2016 and Tourism, 2010) be made available?
- A4. See attached Health Vulnerability Assessment. Tourism Vulnerability Assessment will be provided within a few days since the NDA will be contacted for the provision of the assessment. See Annex II**
- Q5. Regarding the costing component of the Enhancing Climate Resilience in Grenada's Health Sector concept note, is national localised costing data available within Grenada for this sector, or will proxies have to be utilised?
- A5. Proxies will be used. However, the NDA can be consulted to check on the availability of national localized costing data.**
- Q6. Is this tender open to individual consultants only?
- A6. Refer to the Section 8 TOR where reference is made to a lead and additional resources referred to as " a consortium" i.e team**
- Q7. If it is open to firms as well, will firms based outside of Grenada be considered? Or is the tender reserved to Grenadian firms and nationals?
- A7. Refer to the Section 10 TOR ( paragraph 2) - 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 Grenada will be given priority.**
- Q8. Given the current COVID situation, none of our staff are able to travel. Does the project require at least one consultant to be in the country, or would you consider proposals with all the work conducted remotely?
- A8. See response at A7 directly above.**
- Q9. Could you please confirm it is a full technical and financial proposal that you are expecting (including a detailed methodology and budget), and not a short EoI?
- A9. This is a request for an Expression of Interest (EOI) See Section 11 of the TOR for documents to be submitted.**