

TERMS OF REFERENCE

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| Country: | Belize |
| Donor: | Green Climate Fund (GCF) |
| Project Name: | GCF Readiness - Building Capacity for Direct Access to Climate Finance (Readiness II). |
| Contract Title: | Recruitment of Consultancy Services to Conduct an Institutional Gap Assessment and Develop an Action Plan for the Belize Social Investment Fund (BSIF). |
| Contract #: | Contract# 67/2020/GCF/Belize/CCCCC |
| Type of Contract: | Fixed Price - Professional Services |
| Estimated Start Date: | December 2020 |
| Contract Duration: | 45 Days within 4 consecutive months |
| Main Duty Station: | Belize |
| Deadline for Submission of EoI: | <u>on or before 2:00pm (GMT-6), Friday 27 November 2020</u> |

1. INTRODUCTION

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

This Readiness and Preparatory Support Project is the second for Belize, titled, “Building Capacity for Direct Access to Climate Finance (Readiness II)” and complements the previously approved and implemented Readiness and Preparatory Funding Support project received by Belize from the GCF. Both projects support efforts to strengthen the NDA’s coordinating mechanism including the non-objection procedure and associated platforms.

Building on the previous readiness project, Readiness II also seeks to strengthen the country's capacity to access, manage, disburse, and monitor financing for the purpose of fulfilling the country programme and build Belize's climate resilience. The Caribbean Community Climate Change Centre (CCCCC), which has the mandate 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, the CCCCC will execute the activities as set out in the Readiness Proposal approved by the GCF, which includes procuring goods and material, professional services and consultants as is necessary.

As set out in the approved project, Outcome 1: "Institutional Capacity and coordination mechanism strengthened to govern and coordinate climate finance" and Sub-Outcome 1.2: "Monitoring and verification systems for climate finance flows" are to be achieved through Activity 1.2.1 which will assist the Belize Social Investment Fund (BSIF) to conduct an institutional gap assessment and develop an action plan aligned with the GCF accreditation standards. This activity will enable BSIF to identify institutional gaps and develop an action plan to address the identified gaps, which will contribute to the preparation of an application to the GCF for accreditation as a Direct Access Entity.

2. BACKGROUND

The Belize Social Investment Fund (BSIF) was incorporated by the Government of Belize in March 1996 to promote, appraise, finance, and supervise projects which are designed to increase physical, human and social capital in poor communities throughout Belize. BSIF's objective is to contribute towards the Belize National Sustainable Development Goals through the implementation of social and infrastructure projects and programmes, which focuses on improving the quality of life of communities through their active participation and provision of opportunities.

The resources of BSIF are used to finance programmes and projects which are sponsored by central and local government agencies, Non-Governmental Organizations (NGOs), community-based organizations (CBOs) and private sector organizations. Over the years, BSIF has emerged as one of the two largest implementing agencies in Belize for infrastructure projects, with a comparative advantage in implementing small-medium sized social and infrastructure projects, mainly in education, health and water and sanitation sectors, in urban and rural areas including remote villages. The BSIF relies heavily on the demand from communities as a way of identifying needs, while collaborating with the respective sector ministries such as local government, health, and education.

Given BSIF's critical role, its accreditation to the GCF would further enhance the country's capacity to access, manage, disburse, and monitor climate financing effectively and efficiently. For this purpose, the activities under this consultancy will aid BSIF to meet GCF accreditation standards, with the consideration of areas such as fiduciary criteria, environmental and social safeguards (ESS), and gender. The execution of a gap assessment and the development of an action plan will therefore provide a roadmap in the capacity of BSIF (technical and financial) to be well positioned to play an active role in facilitating climate financing investments and delivering gender-responsive climate finance directly towards building Belize's climate resilience and contributing towards fulfilling the country's national sustainable development goals.

3. OBJECTIVE

The objective of this consultancy is to conduct a gap assessment to support the strengthening of BSIF institutional governance that will measure the GCF accreditation standards and operations and make recommendations that will support the BSIF in its' preparation to submit their Accreditation Application as a Direct Access Entity (DAE) to the GCF.

Specific Objectives:

1. To undertake a gap assessment of BSIF potential application against the GCF both basic and specialized fiduciary standards
2. To undertake a gap assessment of BSIF potential application against the GCF Environmental and Social Safeguards System
3. To undertake a gap assessment of BSIF potential application against the GCF Gender Standards
4. To develop a detailed Action Plan that will support the BSIF to address the gaps and must allow the applicant to meet Stage 1 review of the GCF accreditation process

4. SCOPE OF WORK

This consultancy is to be undertaken by a qualified team of experts. In carrying out this assignment, the team is required to employ a collaborative approach and close engagement with National Authorities, Stakeholders, and their focal points on climate change in ensuring that the deliverables are consistent with National Standards and National Protocols.

The exercise is to be undertaken in two phases as indicated below:

Phase 1: Institutional Gap Assessment

The development of a gap assessment is aimed at assessing BSIF institutional framework to identify the various gaps that may exist in relations to the GCF accreditation standards. This consultancy assessment of BSIF will emphasize on fiduciary criteria (basic and specialized fiduciary), environmental and social safeguards (ESS), gender policies, operational systems including project development, management, monitoring and evaluation and stakeholder management and engagement. In addition, based on the entities track record and capacity, guidance will be provided to the BSIF by recommending the appropriate financial capacity category and the risk level under the ESS categories.

The Consultant will:

Task 1: Engage and liaise with BSIF, CCCCC and MED through a “kick off” virtual

conference (such as Zoom, Microsoft Teams, Google Meet) to confirm the review of scope and priorities, identify and request key documents required and, meet with the BSIF management by either conducting a site visit at the BSIF office or communicating with management via virtual means.

Task 2: The objectives of the GCF Accreditation Self-Assessment Tool is to provide guidance by outlining the minimum requirements that an institution must meet before receiving accreditation. Based on the outcome of the Self-Assessment, the Consultant(s) should review and provide guidance to BSIF to improve chances of accreditation.

Task 3: Collect and review all the initial information regarding BSIF's institutional management processes, especially its fiduciary (basic and specialized fiduciary), ESS, gender policies and track record.

Task 4: Conduct one (1) three-day site visit at BSIF to gather all information stated in Task 3 to prepare the gap assessment and action plan. The visit should interview relevant management and staff of BSIF to collect information and to discuss BSIF's institutional management process, especially the fiduciary, ESS, and gender considerations. This activity should include a session to guide BSIF through the fiduciary and ESS management approach with examples of documents and processes from organizations like BSIF. BSIF recently completed an Institutional Assessment which is reasonably related to this exercise. Therefore, this activity should include a review of the Institutional Assessment Report for the purpose of comprehensive information gathering and sharing and preliminary results sharing to minimize any conflicts with sample documents and processes. The consultant(s) is expected to liaise with BSIF and the consulting team of the Institutional Assessment Report to obtain a deeper insight of the Assessment.

Task 5: Determine and recommend the appropriate financial capacity category and the risk level under the ESS categories for BSIF.

Task 6: Prepare and submit a draft gap assessment to the BSIF, CCCCC and the NDA for review, which clearly outlines where and what are the gaps for BSIF.

Phase 2: Action Plan

The action plan is geared towards addressing the gaps identified in the Institutional Gap Assessment. The action plan will provide clear implementable steps/actions needed to achieve the objectives. It is expected that the action plan will provide detailed recommendations on how to address each gap with specific timelines, assignment of responsibility, outputs, and support resources. It is expected that this action plan should be reconciled with the BSIF Strategic Plan created in the last Institutional Assessment.

The Consultant will:

Task 7: Prepare and submit a draft Action Plan for review by BSIF, CCCCC and the NDA; which details how each identified gap will be addressed.

Task 8: Validation of Action Plan

Task 9: Prepare and submit a Final Report

5. DELIVERABLES

1. **Inception Report and detailed Work Plan**
2. **Institutional Gap Assessment** endorsed and approved by the NDA, BSIF and the CCCCC (As outlined in Phase 1: Institutional Gap Assessment).
3. **Action Plan** endorsed and approved by the NDA, BSIF and the CCCCC (As outlined in Phase 2: Action Plan).

6. REPORTING

The Consultant will report to the Project Development and Management Unit (PDMU) of the CCCCC and will work in close coordination and collaboration with BSIF, NDA and the Project's National Coordinator. All deliverables should be submitted to CCCCC for review and no-objections by BSIF and support from MED.

7. LOCATION and DURATION OF ASSIGNMENT

This consultancy has a duration of 45 days, where the number of days may be spread within a period of 4 consecutive months. Due to the current COVID-19 pandemic, time can be spread between home based with at least one site visit at BSIF office in Belize.

8. MANAGEMENT ARRANGEMENT

The consultancy is commissioned by the CCCCC. The Consultant(s) will report to CCCCC for contractual and administrative purposes. Members of the project core team from the Ministry of Economic Development and Petroleum (MEDP) and the Belize Social Investment Fund (BSIF) will provide additional technical advice and inputs, overall coordination and oversight for this consultancy. The Consultant(s) will liaise with everyone from the project core team but will ultimately report to the CCCCC.

9. PAYMENT SCHEDULE

The total allocated budget for this consultancy is USD\$20,000. Payment arrangement is as follows; in three (3) instalments shown in Table 1: (i) 20% after contract signature and delivery and acceptance of inception report and detailed work plan, (ii) 40% after the delivery and approved review of deliverables the draft Institutional Gap Assessment and Action Plan; (iii) 40% after the delivery and acceptance of deliverables finalized Institutional Gap Assessment and Action Plan.

Table 1: Deliverable Payment Schedule

| # | Deliverable Output | Percentage |
|---|--|------------|
| 1 | After contract signature and delivery and acceptance of Inception Report and Work Plan | 20% |
| 2 | Delivery and approved review of draft Institutional Gap Assessment and Action Plan | 40% |
| 3 | Delivery and acceptance of the finalized Institutional Gap Assessment and Action Plan | 40% |

10. QUALIFICATIONS AND EXPERIENCE

The consultant(s) must demonstrate the following:

It is the consultant's responsibility to ensure that their team has an appropriate mix of key and non-key experts required to satisfy the full requirements of the Terms of Reference (TOR). Attention should therefore be given that the assignment require skillset in economics/business, institutional development, social/gender, and environmental climate/change. Together Lead and other experts should possess a good mix of these.

Therefore, as a guide only, it is considered that the consulting team should include a Lead Expert (the candidate must have performed the function of team leader on at least two similar projects within the past five (5) years. It would also be advantageous if the Lead Expert have worked as part of a team on a similar assignment, especially if such led to an entity receiving accreditation.

(a) The Lead Consultant must:

- Possess a minimum of an advanced degree (Master's Degree or equivalent) in Economics, Finance, Business Management, International Development/Relations, Environmental Science, Social Science, Gender, or related fields from recognized and reputable institutions.
- Demonstrate experience in the capacity of leadership role of assignments similar in nature to the scope of this assignment. Therefore, the Lead Consultant is asked to provide an outline of most recent experience of assignments/projects executed.
- Clearly demonstrate experience in organizational assessment exercises and knowledge in organizational assessment methodologies related to development, climate/green finance.
- Have a minimum of cumulatively ten years (10) years regional professional expertise and working experience, preferably in the Caribbean, with climate finance related organizations or multilateral financial institutions such as, but not limited to the Green Climate Fund, Caribbean Development Bank, World Bank, the European Union, the Adaptation Fund, Global Environmental Facility, etc.

(b) Other expertise required (the intent is that the expertise will only be used as needed, thus whilst the contribution will be important, it is expected that the level of effort would be minimal relative to the Lead Expert).

- A minimum of a bachelor's degree in Economics, Finance, Business Management, International Development/Relations, Environmental Science, Social Science, Gender that would complement the qualifications of the Lead Expert.
- A minimum of four (4) years practical experience related to conducting gap assessments and developing action plans that includes fiduciary, environmental and social safeguard, and gender standards.
- A minimum of five (5) years of knowledge and demonstrative experience in strategic planning
- Experience working with a cross-section of stakeholders, including senior government officials in small and vulnerable states (SIDS and LDCs), donor governments and organizations, as well as regional organizations.

11. LANGUAGE

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

12. EVALUATION GRID ON QUALIFICATION AND EXPERIENCE

| # | Description | Weighing |
|---|--|----------|
| A | | 5 |
| | Proposed Methodology and Workplan | 5 |
| B | Lead Consultant | 45 |
| 1 | Master's Degree or equivalent) in either, but not limited to, Economics, Finance, Business Management, International Development/Relations, Environmental Science, Social Science, Gender, or related fields | 20 |
| 2 | Demonstrate experience in the capacity of leadership role of assignments similar in nature to the scope of this assignment. Therefore, the Lead Consultant is asked to provide an outline of most recent experience of assignments/projects executed. | 10 |
| 3 | Clearly demonstrate experience in organizational assessment exercises and knowledge in organizational assessment methodologies related to development, climate/green finance. | 10 |
| 4 | Have a minimum of cumulatively ten years (10) years regional professional expertise and working experience, preferably in the Caribbean, with climate finance related organizations or multilateral financial institutions such as, but not limited to the Green Climate Fund, | 10 |

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|----------|--|------------|
| | Caribbean Development Bank, World Bank, the European Union, the Adaptation Fund, Global Environmental Facility, etc. | |
| C | Other expertise required | 45 |
| 4 | A minimum of a tertiary degree in Fiduciary, Environmental Science, Social Science and, and Gender (<i>if not specifically identified in the Lead consultant</i>) | 15 |
| 5 | A minimum of four (4) years practical experience related to conducting gap assessments and action plans that includes fiduciary, environmental and social safeguard, and gender standards. | 10 |
| 6 | A minimum of five (5) years of knowledge and demonstrative experience in strategic planning | 10 |
| 7 | Experience working with a cross-section of stakeholders, including senior government officials in small and vulnerable states (SIDS and LDCs), donor governments and organizations, as well as regional organizations. | 10 |
| | TOTAL | 100 |

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:

- a. Letter of motivation outlining motivation and how 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; ***the Lead consultant must be clearly identified.***
- c. Contact details of three (3) references
- d. A two-page document outlining the Technical Approach and Proposed Methodology
- e. Work Plan for the consultancy showing the implementation schedule, timelines, and milestones for all activities; and
- f. Indicative cost proposal broken down by professional fees (aggregated for consultant and any sub-consultants)

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:
 1. Name of Consultant (Company)
 3. Contract Reference
 4. Contract Title
 4. 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/>.**
8. The subject matter of the submission must read: "**Recruitment of Consultancy Services to Conduct an Institutional Gap Assessment and Develop an Action Plan for the Belize Social Investment Fund (BSIF)**".

The deadline for the submission of EOI's is 2:00pm (GMT-6), Friday 27 November 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.