



Caribbean Community
Climate Change Centre

TERMS OF REFERENCE

FUNCTIONAL TITLE: CONCEPT NOTE DEVELOPMENT

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

1. BACKGROUND

The National Designated Authority (NDA) of Grenada to the Green Climate Fund (GCF), which is the Division of Economic & Technical and Cooperation (DETC), has requested the Caribbean Community Climate Change Centre (CCCC) to serve as delivery partner for Grenada's Readiness and Preparatory Support Program provided by the GCF. The program seeks to complement the two Readiness and Preparatory Funding Support already received by Grenada 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.

Furthermore, this program will enable Grenada to fulfill its climate change (adaptation and mitigation) goals and commitments as outlined in its Intended National Contributions (INDC) 2015 and its National Adaptation Plan (NAP) by developing suitable projects in line with its country Programme. Actions under this program are expected to reduce Grenada's level of vulnerability and build the country's resilience and adaptive capacity by making advancements both directly or indirectly on the areas of capacity building, human resources, technology, financial resources, data, knowledge and awareness, low carbon economy and climate finance mobility.

CCCC, under the leadership and guidance from the NDA, will be responsible for the overall execution of the 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 consultant(s), 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.

In this context, CCCCC is looking for consultants to work in collaboration with the NDA in implementing this GCF Project. In accordance with GCF priorities, this consultancy is expected to execute activities aimed at fulfill Outcome 4, which focuses on “*Climate Finance Strategies and Project Pipeline Strengthened*” with emphasis on achieving Sub-Outcome 4.3: “*Project Concept Notes Development*”. The consultancy will also support the achievement of Outcome 2.5, which focuses on “*Country Programming Process*” with emphasis on Sub-Outcome 2.3 which pertains to “*Appropriate Climate technology solutions identified and prioritized in accordance with national strategies and plans for climate change adaptation and mitigation*”.

The Consultants will work closely with the CCCCC Project Manager for the Readiness Project, Grenada’s NDA, members from the Environment Division from the Ministry with responsibility for Climate Resilience, national and international stakeholders to develop concept notes, a climate change vulnerability report, and a Gap Analysis of existing Legislative Framework and Action Plan for Grenada.

2. OBJECTIVE

The purpose of the consultancy is to deliver a climate vulnerability report and a gap analysis of the legislative framework and action plan in support, and the development, of two (2) GCF Concept Notes. The submission of the concept notes must be in aligned with climate change priorities of Grenada and the GCF requirements as are set out in the [GCF Programming Manual](#).

The Government of Grenada has identified the Health, Energy, Transport and Tourism sectors as priorities; therefore, this consultancy is expected to: identify the appropriate technologies for adaptation and mitigation for aforementioned sectors. While the Health and Transport sectors are the key sectors for the concept notes, the Energy and Tourism sectors have been identified as sectors that will work in unison with the key sectors to achieve the goal of the concept notes. In this regard, both the Energy and Tourism sectors will also be assessed similarly to Health and Transport sectors. Coupled with a consultative process, which should include at least two (2) stakeholder consultation workshops, the appropriate technologies for adaptation and mitigation for aforementioned sectors should guide the development and completion of 2 concept notes.

3. SCOPE OF WORK

The consultants will execute the following activities that contribute towards enhancing Grenada’s capacity to effectively access climate finance in an effort to achieve the goals and objectives outlined in national strategies and actions plans. The consultants will execute the following activities:

- (1) prepare an Inception Report;
- (2) conduct a Climate Change Vulnerability Assessment for the Health, Energy, Transport and Tourism sectors;

- (3) conduct a Legislative Framework Gap Assessment and an Action Plan for addressing the gaps;
- (4) conduct at least two (2) workshop with various stakeholders, including representatives of women and vulnerable groups in the formulation of the concept notes;
- (5) develop Concept Notes for Two (2) selected sectors; and
- (6) prepare a Completion Report including Lessons Learnt.

Activity 1: Inception Report and Meeting

An inception meeting with the CCCCC and the NDA shall be convened by the Consultants 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. Prior to the meeting the consultants are expected to undertake a review of all pertinent strategies, plans, reports and papers on climate change and Grenada. Subsequently, the consultants will prepare 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. information required; summary of agreed issues to be investigated; administration requirements and roles of CCCCC personnel and that of the consultants; potential barriers to the conduct of the assignment and suggested approaches to mitigating the impacts. The document should be no more than 20 pages.

Activity 2: Conduct a Climate Change Vulnerability Assessment for the Health, Energy, Transport and Tourism sectors

This activity is geared towards strengthening the country programming process by identifying appropriate climate technologies for the sectors being highlighted in the two concept notes. These sectors include health, tourism, energy, and transport. This activity will complement the climate change vulnerability assessments that have been developed over the years for Grenada. Grenada, with the assistance of GIZ (German Federal Ministry for Economic Cooperation and Development), conducted the most recent vulnerability assessment for the Health sector in 2016. It is expected that this activity will help to identify the vulnerabilities and risks for the health sector by taking into account the implications of the novel COVID 19 pandemic and address vulnerability risks to the sector from the impact of climate change on infectious diseases. Furthermore, this activity will contribute towards enhancing the tourism sector vulnerability assessment which was conducted in 2010 and will also contribute towards the identification of vulnerabilities and risks associated with the Energy and Transport sectors.

This activity is expected to be conducted via desk review of the climate change vulnerability and risks data and reports for the various sectors. The review conducted should lead to the identification of specific climate change vulnerabilities and risks and the appropriate climate technology solutions, which should be prioritized in alignment with the national strategies and plans for climate change adaptation and mitigation. This will also inform the development of the concept notes associated with Activity 5 as described below and contribute to building the climate rationale for investment in the selected sectors.

Specific activities include:

- a. Review relevant literature (strategies, plans, policies, assessments, reports) which is in context with climate change, legislative frameworks, and sectors (health, tourism, energy, and transport).
- b. Conduct consultations virtually with key stakeholders, including representatives of women, youth and vulnerable groups.
- c. Prepare and submit a climate vulnerability and risk report

Activity 3: Conduct a Legislative Framework Gap Assessment and develop an Action Plan for addressing the gaps

The purpose of this activity is to identify the adequacy of climate risk provision in legislations pertaining to development and planning, budgeting, coastal and marine environment, and building and construction codes within the Health, Energy, Transport and Tourism sectors. The Gap assessment and action plan should also consider the adequacy of legislative provisions to protect women and vulnerable populations from climate risk.

Specific activities include:

- a. conduct a desk review of existing policies and legislations, identify gaps in the legislative framework
- b. gather recommendations from various state and non-state actors, including from representatives of women, youth and vulnerable groups on how best to address these gaps.
- c. Prepare and submit a legislative framework Gap Assessment and Action Plan

Activity 4: Conduct two at least (2) workshops with various stakeholders in the formulation of the concept notes

Conduct at least two (2) stakeholder consultation/ training workshops for the formulation of the concept notes. The Workshop Consultations will be carried out separately of each other and each workshop should focus on 1 concept note at a time. The workshops will also focus towards engaging key stakeholders to brief them on the focus of the concept note, and to garner their inputs, contextual data and information necessary for the completion of the concept notes. Persons consulted in these workshops will be representative of various groups, entities and gender. To complete both concept notes, the consultants are expected to carry out the following activities:

- a. Inform the stakeholders on the current status of the concept notes.
- b. Gather contextual data and information to identify current and proposed solutions/measures/responses and, adaptation and mitigation initiatives for sectors which are pivotal to the concept notes.
- c. Prepare and submit stakeholder engagement reports that align to GCF's Sustainability Guidance Note: Designing and ensuring meaningful stakeholder engagement on GCF-financed projects <https://www.greenclimate.fund/sites/default/files/document/sustainability-guidance-note-designing-and-ensuring-meaningful-stakeholder-engagement-gcf-financed.pdf>

Activity 5: Develop Concept Notes for Two (2) selected Sectors

This consultancy is expected to complete 2 project concept notes, including a detailed budget, (Concept Note ([template provided](#)) and Budget ([template provided](#)) that meets the requirements of the GCF. These concept notes are included in Grenada's GCF Country Programme pipeline. The

successful delivery of the concept notes will contribute towards fulfilling Grenada's commitment to the GCF and fulfilling its climate resilience goals. The NDA has made significant advancement towards the development of these concept notes and has conducted various consultations with relevant stakeholders inclusive of GCF Accredited Entities to date. The two concept notes to be completed with this consultancy are: (i) [Enhancing Climate Resilience in Grenada's Health Sector](#) and, (ii) [Accelerating the introduction of low-emission and climate-resilient electric mobility in Grenada](#). Both concept note titles are hyperlinked for them to be accessed as reference resources.

i. Enhancing Climate Resilience in Grenada's Health Sector

The NDA has partnered with the Pan American Health Organization (PAHO)/World Health Organization (WHO) to develop a concept note for Grenada's Health Sector which integrates both adaptation and mitigation interventions. The overall goal of the project is to take an integrated approach to manage the impacts of climate change on the health sector in Grenada. The project is expected to make a meaningful impact on Grenada's health sector by enhancing regulatory frameworks, healthcare systems, knowledge management and infrastructure so that the sector can become responsive to unavoidable impacts of climate change. It is anticipated that the project will reduce emissions by at least 60-80% and ensure that facilities are functional by at least 90% after natural disasters.

ii. Accelerating the introduction of low-emission and Climate-Resilient electric mobility in Grenada

The NDA is currently working with the United Nations Environmental Program (UNEP) to develop a project titled 'Accelerating the introduction of low-emission and climate-resilient electric mobility in Grenada' which is financed by the Global Environment Facility (GEF) under its the GEF-7 Program. The project will: (1) Develop institutions and build capacity for promoting coordinated development of electric mobility; (2) Demonstrate electric vehicles for transport usage in combination with the generation of renewable power for recharging; Prepare for the large-scale introduction of electric mobility and low-emission power charging through the development of supportive policies, incentives and strategies and context-specific finance schemes and business models; and Facilitate the long-term environmental sustainability of electric mobility.

The transitioning to Plug-In Electricity PEV is intended to complement and scale up the outputs from the e-mobility project and focus on the development of a financing instrument and facilities to incentivize investments by both the public and private sector to invest in the infrastructure (solar PV systems, solar charging stations, carports with charging facilities, repair facilities, etc.), importation of electric vehicles (land, sea, air) and other support systems that would facilitate the transition process. Initial targets are tour operators in the tourism sector, the Government Fleet, possible public transport service, transport operators, and private users.

To complete both concept notes, the consultants are expected to carry out the following activities:

- a. Liaise with the NDA and Accredited Entities together with the Climate Change Focal Points, Project Officers, and Permanent Secretaries in respective Line Ministries (Ministry of Health, Ministry with responsibility for transport, Ministry with responsibility for Energy, and other technical personnel) to be briefed on the status of the concept note, stakeholder consultations, and identify the gaps to advance the development of the concept note.

- b. Review relevant literature (strategic documents, plans, policies papers and briefs, and other published papers) on the governance, management and trajectory of the sectors including those that address and prioritize climate change mitigation, adaptation and resilience, challenges and policy direction in Grenada.
- c. Work in close collaboration with the NDA, relevant Government Ministries and Departments, and key stakeholders to develop a Theory of Change and Log frame.
- d. In addition to consultations in Activity 4, the consultants will undertake consultations with key stakeholders, including from representatives of women, youth and vulnerable groups, to support the development of the concept notes.
- e. Prepare and submit draft concept notes
- f. Work in close collaboration with Project Development Specialists within the NDA and CCCCC to complete the concept notes.

Activity 6: Completion Report including Lessons Learnt

This report will include a synopsis of all the work undertaken under the consultancy, summarizing 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 Consultants are expected to support the delivery of the following:

- I. Inception Report and Detailed Work Plan
- II. Climate Change Vulnerability Assessment
- III. Legislative Framework Gap Assessment and an Action Plan
- IV. Stakeholder Engagement Reports
- V. Concept Notes for the Two (2) selected Sectors
- VI. Completion Report including Lessons Learnt

5. MANAGEMENT ARRANGEMENT

The Consultants will report to CCCCC for contractual, administrative, and technical purposes. The CCCCC and the NDA will work in collaboration to ensure that all deliverables are satisfied by the consultants. Members of the project core team from the CCCCC and the NDA will provide technical advice and inputs, overall coordination, and oversight for this consultancy.

This consultancy is geared towards providing direct support to NDA. All deliverables are to be submitted to CCCCC and the NDA for review. CCCCC will approve all deliverables, once there are no-objections from the NDA.

6. LOCATION AND DURATION

Location

The selected Consultants are expected to work from their own office space. If international or regional consultants are selected, the assigned experts will be expected to travel to Grenada. The consultancy can be carried out in-country via face to face engagement or via virtual means in compliance with the Grenada's COVID-19 Health Safety Protocols and Guidelines.

Expected Commencement Date and Duration

The intended commencement date is December 7th 2020 with a 30 weeks' duration.

7. PAYMENT SCHEDULE

The total allocated budget for this consultancy is USD\$57,000. Payment arrangement is as detailed in Table 1 below:

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

#	Deliverable Output	Percentage
1	Inception Report and Detailed Work Plan	10%
2	Climate Change Vulnerability Assessment	20%
3	Legislative Framework Gap Assessment and developing an Action Plan	20%
4	Two (2) training workshop and report	20%
5	Concept Notes for Two (2) selected Sectors	20%
6	Completion Report including Lessons Learnt	10%

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

8. QUALIFICATION AND EXPERIENCE

The selected consultants are required to possess the minimum competency requirements listed hereunder and should describe in detail in their CV experience in the successful completion of similar engagements that are relevant to the scope of the consultancy.

It is the lead consultant's responsibility to ensure that the team has an appropriate mix of key and non-key experts required to satisfy the full requirements of the Terms of Reference (TOR). Therefore, as a guide only, it is considered that the consulting team should include a Leader Expert.

(a) The lead consultant must possess:

- A minimum of an advanced degree (Master's Degree or equivalent) in either, but not limited to, Economics, Finance, International Development/Relations, Environmental Science, Social Science 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.

(b) The consortium must possess:

- Candidates should have a graduate degree in Project Planning/Development, Development Studies, Social Science, Law, Business Administration, Environmental Science/Management, or related discipline (*if not specifically identified in the Lead consultant*).
- 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;
- Working knowledge of the Green Climate Fund (GCF) modalities for project development, implementation and management;
- Proven capacity to write, apply and/or implement recommendations and actions from climate change adaption plans in the Caribbean, with emphasis on Grenada’s climate change policies, such as National Adaptation Plan of Action (NAPA), and the Nationally Determined Contribution (NDC) under the Paris agreement;
- Proven experience conducting Climate Change Vulnerability Assessments in the Caribbean;
- Proven experience conducting Legislative Framework Gap Assessments and Action Plan;
- Experience working with a cross-section of stakeholders, including senior government officials at a national and regional level, experience working with Government of Grenada would be an asset; and,
- Demonstrate experience producing technical and strategic documents - excellent communication skills.

9. EVALUATION AND SELECTION CRITERIA

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

#	Description	Points
1	Work Plan for the consultancy showing the implementation schedule, timelines, and milestones for all activities	10
A	Lead Consultant	
2	A minimum of an advanced degree (Master’s Degree or equivalent) in either, but not limited to, Economics, Finance, International Development/Relations, Environmental Science, Social Science or related fields from recognized and reputable institutions.	20
3	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
B	Other Expertise/Experience required	

4	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;	10
5	Working knowledge of the Green Climate Fund (GCF) modalities for project development, implementation and management;	10
6	Proven capacity to write, apply and/or implement recommendations and actions from climate change adaption plans in the Caribbean, with emphasis on Grenada's climate change policies, such as National Adaptation Plan of Action (NAPA), and the Nationally Determined Contribution (NDC) under the Paris agreement;	10
7	Proven experience conducting Climate Change Vulnerability Assessments in the Caribbean;	10
8	Proven experience conducting Legislative Framework Gap Assessments and Action Plan;	10
9	Experience working with a cross-section of stakeholders, including senior government officials at a national and regional level, experience working with Government of Grenada would be an asset	5
10	Demonstrate experience producing technical and strategic documents - excellent communication skills	5
	Total	100

10. 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 Grenada will be given priority.

11. 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. Work Plan for the consultancy showing the implementation schedule, timelines, and milestones for all activities.

- d. Contact details of three (3) references.

Submission of Expression of Interest (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)
 2. Contract Reference
 3. 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 Consultant - Consultancy to Development of Two (2) Concept Notes, Grenada"**.

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.