Terms of Reference
National Readiness Consultant- Saint Lucia

Country: Saint Lucia
Donor: Green Climate Fund (GCF)

| Project Name: | Enhancing Saint Lucia’s understanding, capacity, institutional and strategic frameworks to access climate finance for low-emission climate resilient pathways |
| Contract Title: | National Readiness Consultant for coordination of knowledge management, communications, digitization and stakeholder engagement activities. |
| Contract #: | Contract #19/2021/GCF/Saint Lucia/CCCCC |
| Number of Positions: | 1 |
| Type of contract: | Fixed Price - Individual Consultant |
| Estimated Start Date: | April 2021 |
| Expected Duration of Project: | 18 months |
| Contract duration: | 14 months (Contract renewal is not expected) |
| Main duty station: | Saint Lucia |
| Deadline for Submission: | on or before 2:00pm (GMT-6), Friday 19 March 2021 |
| Nationality Requirement | Be a national of one of the Caribbean Community (CARICOM) Member States. |

The CCCCC is an Equal Opportunity Employer

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 National Designated Authorities (NDAs) 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 support for adaptation planning), a Project Preparation Facility Grant, 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 Saint Lucia to the Green Climate Fund (GCF), which is the Department of Economic Development, Transport and Civil Aviation 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 readiness grant seeks to complement other Readiness and Preparatory Funding Support already received by Saint Lucia from the GCF by addressing five major barriers to Saint Lucia’s progress to enhance its access to climate finance:

1. The varying proficiency and availability of the National Designated Authority (NDA) team, the National Climate Change Committee (NCCC) and other key stakeholders on Green Climate Fund processes are compounded by a lack of systems available to fully operationalise NDA processes and tools from the NDA toolkit, particularly those for reviewing concept notes and funding proposals.
2. The absence of a coordinated or long-term approach to identifying and delivering readiness needs to support the development of a robust investment pipeline that responds to national needs and priorities.
3. The limited capacity of the nominated Direct Access Entity (DAE) to address capacity gaps highlighted in its gap assessment to achieve the required accreditation status and establish itself as an attractive partner for project development.
4. The absence of a coordinated, centralised system to consolidate, monitor and verify climate finance flows.
5. The limited capacity of the NDA thus far to raise awareness, produce knowledge products, and engage multiple stakeholders on GCF related matters in a sustained and consistent manner as articulated in its Country Programme.

2. Duties and Responsibilities

The National Readiness Consultant’s responsibilities will encompass the following:

- Provide support to national capacity building efforts for climate finance coordination and strengthened adaptation planning.
- Provide support to national communication, knowledge management, and stakeholder engagement processes.
- Provide support to strengthening the online presence of the NDA and Saint Lucia Development Bank (SLDB).
- Provide support to addressing gaps for accreditation of the SLDB.
- Work closely with all consultants and Project Steering Committee (including the NDA, National Climate Change Focal Point and CCCCC)
- Provide logistical support to event management for workshops and meetings
- Manage the overall implementation of the project in collaboration with the CCCCC Project Manager.
- Support the NDA on a day-to-day basis to ensure efficient implementation of the proposed activities and provide monthly update reports to the Project Steering Committee.
- Other capacity strengthening and GCF Readiness related activities, not explicitly stated in this section, but deemed necessary by NDA (DETC), The Ministry of Climate Resilience and/or CCCCC and mutually agreed between all parties.

3. Scope of Activities

The National Readiness Consultant is expected to support the delivery of the following:
Knowledge Management and Communication

- Sharing of best practices with and from the NDA. This support includes but is not limited to organization of south-south cooperation session and dissemination of knowledge products from the NDA.
- Facilitate online learning, knowledge sharing and communications.
- Coordinate effort to support stakeholder engagement planning and facilitation.

Institutional Capacity Building

- Provide local support to the development of online learning modules, training facilitation support and development of audio visual/learning materials for the NDA.
- Provide local support to the consultants/firm who will undertake activities to address Accreditation Capacity Gaps of SLDB.
- Support identifications of Saint Lucia’s long-term readiness need.
- Ensure that pre and post evaluations are conducted for all training sessions.

Identification of Appropriate Climate Technology Solutions

- Provide local support to consultants/firm(s) who will recommend data platforms and tools for digitisation solutions for the NDA and SLDB.
- Support development of comprehensive climate finance monitoring and verification system and online platform for all climate finance flows.

Project Management Support

- Collaborate with the CCCCC Project Manager to prepare and review the implementation work plan for the achievement of activities outlined in the proposal in the allocated timeframe.
- Keep abreast of implementation schedule, disbursement schedule and reporting in collaboration with the CCCCC Project Manager to ensure timely submission to GCF.
- Draft the Terms of Reference (ToR) for consultants in consultation with the Project Steering Committee and facilitate the recruitment and selection process with NDA and CCCCC.
- Support preparation/revision of financial plans as required by CCCCC.
- Support Request for Proposals, quotations, specification sheets and evaluation reports for the procurement of goods and services.
- Support NDA & CCCCC in timely preparation and submission of documents for audit at end of project.
- Prepare monitoring reports and support CCCCC in submission of evaluation documents and reports as required by GCF Secretariat.

4. Deliverables

In addition to the monthly reports required for payment, the National Readiness Consultant will submit the following deliverables at month 14 of the consultancy:

- A comprehensive final report on the capacity building and knowledge exchange session conducted through the life of the project, including recommendations for future training and evaluation results.
• A final report highlighting lessons learned in the process of identification of climate technology solutions and to include recommendations for future climate technology needs.

5. Reporting

The National Readiness Consultant will report to CCCCC for contractual and administrative purposes. The National Readiness Consultant will report to the NDA or his/her designate for the technical aspects of this consultancy. The National Readiness Consultant will work in close coordination and collaboration with the staff and members of the Office of the NDA, consultants delivering other aspects of the Readiness Project and other relevant stakeholders.

Additionally, the National Readiness Consultant will report project results, delays or difficulties encountered during implementation to the Project Steering Committee, which consists of the NDA, National Climate Change Focal Point and CCCCC. Where issues or bottleneck arise in the implementation of the project, the National Readiness Consultant will escalate those issues to the PSC in a timely manner.

6. Location of Assignment

The National Readiness Consultant will work within the Office of the NDA, Saint Lucia.

7. Performance Indicators for Evaluation of Results

• Project activities implemented effectively and efficiently as per approved work program and budget;
• Quality of outputs delivered including progress reports, technical documents, workshops and workshop reports and among others;
• Material provided to support monitoring, learning, adaptive feedback, evaluation, and risk identification and mitigation (including monthly reports, strategic documents and recommendations)
• Feedback from the Government of Saint Lucia, through its NDA, the Project Steering Committee and stakeholders.

8. Payment

Payment will be made in monthly instalments upon the submission and acceptance of a monthly project highlight report. Payment in month 14 will be made after submission and acceptance of the deliverables identified in section 4 of this ToR.

9. Qualifications and Experience

The National Readiness 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.

Academic Qualifications:

• Candidate should have a minimum of Bachelor’s Degree in Project Planning/Development, Development Studies, Business Administration, Communication Studies, Environmental Science/Management or related discipline.
Required Specific Experience and Skills:

- A minimum of four (4) years proven experience in project/programme development and project cycle management, preferably in the Caribbean;
- Working knowledge of the Public Service processes and procedures;
- Must demonstrate significant knowledge of climate change and development issues in Saint Lucia;
- Working knowledge of the Green Climate Fund (GCF) or other Climate Finance International Finance Institutions (IFIs) modalities for project development, implementation and management.

Professional Experience and Competencies

- Experience with results-based communication would be an asset;
- Proven expertise and experience in implementing climate change strategies would be an asset;
- Proven record of engagement (coordination and working) with national counterparts (including senior government officials at national and state level), partners or donors in at least two (2) previous assignments;
- Ability to work under pressure and time constraints;
- Ability to work independently and self-manage deadlines and deliverables;
- Ability to work cooperatively as part of a multi-disciplinary team including working across different project partners;

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, eligible candidates who currently reside in St. Lucia will be given priority.

10. Language

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

11. 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 necessary.
- Provide office space, equipment, and utilities in the NDA’s Office in Saint Lucia.
- Provide necessary timely logistical support for the successful completion of the activities detailed in Terms of Reference.

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:
• 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)
• Curriculum vitae or resume with full details of qualifications, full description of activities and experience, and achievements.
• Contact details of three (3) professional references.

**Evaluation Criteria**
Responsive candidates will be evaluated as per the evaluation scale below:

**Technical Qualifications Evaluation Criteria**

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s Degree in Project Planning/Development, Development Studies, Business Administration, Communications Studies, Environmental Science/Management, or related discipline.</td>
<td>15</td>
</tr>
<tr>
<td><strong>Required Specific Experience and Skills</strong></td>
<td></td>
</tr>
<tr>
<td>A A minimum of four (4) years proven experience in project/programme development and project cycle management, preferably in the Caribbean;</td>
<td>15</td>
</tr>
<tr>
<td>C Working knowledge of the Public Service processes and procedures;</td>
<td>10</td>
</tr>
<tr>
<td>D Must demonstrate significant knowledge of climate change and development issues in Saint Lucia;</td>
<td>15</td>
</tr>
<tr>
<td>E Working knowledge of the Green Climate Fund (GCF) or other Climate Finance International Finance Institutions (IFIs) modalities for project development, implementation, and management.</td>
<td>10</td>
</tr>
<tr>
<td><strong>Professional Experience and Competencies</strong></td>
<td></td>
</tr>
<tr>
<td>F Experience with results-based Communication would be an asset;</td>
<td>10</td>
</tr>
<tr>
<td>G Proven record of engagement (coordination and working) with national counterparts (including senior government officials at national and state level), partners or donors in at least two (2) previous assignments;</td>
<td>10</td>
</tr>
<tr>
<td>H Proven expertise and experience in implementing climate change strategies would be an asset;</td>
<td>10</td>
</tr>
<tr>
<td>I Ability to work cooperatively as part of a multi-disciplinary team including working across different project partners;</td>
<td>5</td>
</tr>
</tbody>
</table>