



**Caribbean Community
Climate Change Centre**

DONOR: GREEN CLIMATE FUND (GCF)

**PROJECT: Capacity Building to support Accreditation, Planning, Programming and
Implementation of GCF-funded activities in St. Kitts and Nevis**

**CONTRACT: Capacity Development Consultant
Contract #/46/2021/GCF/ST.Kitts/CCCCC**

July 2021

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This contract is made between the **Caribbean Community Climate Change Centre**, having its principal place of business at **2nd Floor, Social Security Commercial Building, Bliss Parade, of Belmopan City, Belize** (*hereinafter referred to as “the Centre”*) acting hereinafter and represented by Colin Young, PhD, Executive Director on the one Part and _____ (*name of consultant/firm*), having his principal place of business at _____ (*hereinafter referred to as “the Consultant”*) acting hereinafter and represented by _____ on the other Part

Individually referred to as “the Party” and collectively as “the Parties”.

WHEREAS the Caribbean Community Climate Change Centre, has received financing from the the Green Climate Fund (GCF) toward the cost of the project titled “**Capacity Building to support Accreditation, Planning, Programming and Implementation of GCF-funded activities in St. Kitts and Nevis**”.

AND WHEREAS the **Department of Economic Affairs and Public Sector Investment Planning, St. Kitts and Nevis** is the direct beneficiary under this Contract (*hereinafter referred to as “the Beneficiary”*);

AND WHEREAS in pursuance of the objectives of the project the Centre intends to apply part of the proceeds of the project towards this contract titled: “**Capacity Development Consultant**”;

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Nature of Services and obligation of Consultant	<p>a) The Centre engages the Consultant to:</p> <ul style="list-style-type: none">• Support the delivery of sensitization sessions to potential DAEs and the identification of two entities for nomination, working with an identified consultancy firm• Ensure that the training products submitted by the firm meet the requirements of the NDA.• Coordinate training activities including providing logistical support for virtual sessions and engagement of participants.• Work along with identified firm who will deliver the sensitization training to moderate and where necessary, co-facilitate sensitization session.• Administer pre and post training assessment tools that will help the NDA and the Centre to determine the extent of knowledge increase and retention of course participants. The intention of this action is twofold to:<ol style="list-style-type: none">1. gauge learning immediately following the trainings and;
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	<p>2. Determine retention of knowledge at approximately 3 months following the trainings</p> <ul style="list-style-type: none"> • Facilitate potential DAEs who have been identified by the NDA with completing the GCF Online Self-assessment questionnaire. • Conduct a mapping of potential DAEs based on the pre-existing criteria and results of the self-assessment questionnaire completed above. The mapping will also consider the strategic direction of the entity and its alignment with overarching strategic objectives of St. Kitts and Nevis climate change priorities. The consultant is expected to make recommendations to the NDA on the best entity to nominate for accreditation. • Provide support to national capacity building efforts for climate finance coordination and strengthened adaptation planning. • Provide coordination and logistical support for development of gap assessments for the two nominated DAEs. • Support the NDA on a day-to-day basis to ensure efficient implementation of the proposed activities under the project and provide monthly update reports. • Work closely with all consultants to ensure that they are performing according to their ToRs and to identify and foster synergy in project activities. • Provide logistical support to event management for workshops and meetings. • Other capacity strengthening and GCF Readiness related activities, not explicitly stated in this section, but deemed necessary by NDA and/or the Centre and mutually agreed between all parties. <p>as outlined in <i>Annex I “Terms of Reference,” (hereinafter referred to as “the Services”)</i></p> <p>b) The Consultant shall submit to the Centre the deliverables in the form and within the time periods specified in Annex II, “Consultant’s Reporting Obligations”.</p> <p>c) Confidentiality Agreement, Annex III (hereinafter referred to as “the Confidentiality Agreement”)</p>
<p>2. Representations and Warranties</p>	<p>(a) The Consultant warrants to the Centre that:</p> <ul style="list-style-type: none"> i. the service will be provided in a timely, professional and competent manner, with all due skill and care, and in accordance with applicable professional standards;

	<p style="text-align: center;">ii. It has the authority and capacity to enter into this Contract.</p> <p>(b) The Consultant shall, if requested by the Centre, provide the Centre and/or its authorized Representative(s) with all such information in connection with the service to be provided hereunder as the Centre may from time to time reasonably require it to do.</p> <p>(c) The Consultant acknowledges that nothing contained in this Contract shall prejudice or affect its liability in tort to any person.</p> <p>(d) The Consultant acknowledges that the Centre's appointment of the Consultant relies on the Consultant's representations to the Centre in relation to the Consultant's competence to perform the service contracted herein. The Consultant confirms that such representations are true and accurate. The Consultant shall notify the Centre immediately of any difference between such representations and the true and accurate position.</p> <p>(e) The Consultant undertakes to the Centre that it has performed and that it will continue to perform the Service with the intent that no act, omission or default of the Consultant in relation thereto shall constitute, cause or contribute to any breach by the Centre of any such obligations as aforesaid.</p>
<p>3. Obligations of the Centre and the Beneficiary</p>	<p>The Centre and the Beneficiary shall fulfill the following obligations:</p> <ul style="list-style-type: none"> <i>i.</i> Provide the Consultant with any relevant documents requested that are readily available and accessible in such time as may be reasonable having regard to the time and nature of any such request. <i>ii.</i> Organize meetings between the Consultant and the project core team to address any questions or concerns and to receive updates about the progress made pursuant to the Consultant's obligations under this Contract. <i>iii.</i> Provide consolidated feedback on Consultant's deliverables within five (5) working days of submission.
<p>4. Term</p>	<p>This Contract shall take effect from the date of its execution <u>July 2021</u> ("the Effective Date") and shall automatically terminate on <u>July 2022</u> ("the Expiration Date") or any other period as may be</p>

	subsequently agreed by the Parties in writing. The Consultant shall perform the Services during the Effective and Expiration Dates.
5. Remuneration	<p>A. <u>Ceiling</u></p> <p>For Services rendered pursuant to Annex I the Centre shall pay the Consultant an amount not to exceed _____ (USD) This amount includes Professional fees, non-travel related costs, travel related expenses, tax obligation and profits.</p> <p>B. <u>Schedule of Payments</u></p> <p>In consideration of the services performed under this Contract, the Centre agrees to pay the Capacity Development Consultant a professional fee of gross (USD_____) per month upon the Centre’s acceptance of deliverables stated in Annex II, “Consultant’s Reporting Obligations”.</p> <p>C. <u>Payment Conditions</u></p> <p>Payment shall be made in United States Dollars, no later than 30 days following submission by the Consultant of invoices approved by the All invoices must be recommended for payment by the Capacity Building to support Accreditation, Planning, Programming and Implementation of GCF-funded activities in St. Kitts and Nevis Project Manager.</p>
6. Performance Standards	The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.
7. Confidentiality	The Consultant shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, Beneficiary or the Centre business or operations without the prior written consent of these agencies.
8. Contract Coordination	The Consultant shall report to Centre’s designee for contractual and administrative purposes. The Centre’s designee shall be responsible for the coordination of activities under this Contract and for the receipt and acceptance of all reports as set out in Annex II of this Contract. The project core team of the Centre shall provide additional technical advice and inputs, day-to-day coordination and oversight for the performance of the Services under this Contract.
9. Liquidated Damages	If the Consultant fails to complete any Tasks of the Services by the date(s) outlined in Annex II, and provided such delays are not occasioned by delays on the part of the Centre in fulfilling contingent

	<p>obligations as outlined in Clause 3 of this Contract, the Centre may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to two percent (2%) of the Contract price for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of ten percent (10%) of the contract price. Once the maximum is reached, the Centre may terminate the Contract pursuant to Clause 17 of this Contract.</p>
<p>10. Conflict of Interest</p>	<p>The Consultant:</p> <p>(a) Represents and warrants that neither it nor it’s duly authorised representative has been previously contracted by the Centre to supply goods or execute works or provide services (other than the Services) for a project that has originated from the Services or is closely related to them.</p> <p>(b) Agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, may be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.</p> <p>(c) Agrees that, during the term of this Contract not to enter into any other contract for the provision of services that, by its nature, may be in conflict with the Services assigned to the Consultant.</p> <p>(d) Represents and warrants that he/she does not have a business or Family relationship with a member of the Centre’s staff who are directly or Indirectly involved in any part of:</p> <ul style="list-style-type: none"> (i) the preparation of the TOR of the Contract, (ii) the selection process for such Contract, or (iii) supervision of such Contract, unless the conflict stemming from this relationship has been resolved in an acceptable manner.
<p>11. Liability</p>	<p>No liability shall be attached to the Centre for any negligence, omission or default on the part of the Consultant or for any act or omission by the Consultant in the performance of the Contract.</p>
<p>12 Rights and Obligations</p>	<p>The rights and obligations of the Consultant are strictly limited to the terms and conditions of this Contract. Accordingly, it shall not be entitled to any benefit, payments, subsidy, compensation, entitlement or other expenses except as expressly provided in this Contract.</p>
<p>13. Ownership of Material</p>	<p>All studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Centre under the Contract shall belong</p>

	to and remain the property of the Centre. The Consultant may retain a copy of such documents and software but shall not be allowed to disclose such information without the express written approval of the Centre
14. Indemnity	<p>The Consultant hereby undertakes to indemnify, defend and save harmless the Centre and its directors, officers, employees, agents and other representatives from and against any and all losses, claims, demands, debts, actions, causes of actions, damages, penalties, interest, costs or expenses (including legal fees and disbursements) or liability of any kind whatsoever resulting from:</p> <ul style="list-style-type: none"> (a) the negligent or willful acts or omissions of the Consultant, arising in connection with this Contract; (b) any and all breaches by the Consultant, of any representations, warranties, covenants, terms or conditions of this Contract; (c) any employee source deduction, employer contribution or other employer/employee obligation, including interest and penalties thereon, which the Centre may be assessed or otherwise may incur under any law as a result of any, authority or competent tribunal determining that the Representative is considered an employee of the Centre; and (d) any claim that the Services infringe the intellectual property rights of any Copyright and confidentiality. (e) any action of the Consultant under this Contract.
15. Assignment	The Consultant shall not assign or transfer the benefit of this Contract or any right or obligation under this Contract to any person without the prior written consent of the Centre and, in particular, but without limitation, the Consultant shall not, without the prior written consent of the Centre sub-contract to any person the performance of any of the Services. The Centre shall be entitled to assign charge or transfer the benefit of this, all or any of its rights and obligations under this Contract
16. Performance Review	The Parties will meet at the end of the first six (6) months to review the progress services against the TOR's objectives, service standards, performance measures and activity levels. The Parties will use their good faith efforts to resolve any issues concerning service standards or performance measures.
17. Leave Entitlement	All leave shall not exceed fifteen (15) working days per annum and shall be approved by the Centre. Sick leave entitlement shall be in accordance with the Saint Kitts and Nevis policy of self-employed persons.

<p>18. Dispute Resolution</p>	<p>(a) If any dispute or difference arises in respect of this Contract, the Consultant and the Centre shall attempt in good faith to resolve such dispute or difference promptly through negotiations between their respective representatives having authority to settle the same.</p> <p>(b) Subject to the above the Parties agree that all differences or disputes of whatever nature arising under this Contract shall be referred to arbitration in accordance with the Laws of Belize.</p> <p>(c) Unless the Centre determines or suspends the operation of this Appointment the Consultant shall be obliged to continue to perform and complete the Services during the course of any proceedings.</p>
<p>19. Notice of Termination</p>	<p>(a) This Contract may be terminated:</p> <ul style="list-style-type: none"> i. By the Centre without cause and without liability, by giving two weeks’ written notice of such termination to the Consultant. ii. By either Party by giving two weeks’ written notice of such termination to the other Party in the event of a material breach by the other Party. “Material breach” shall include any breach that a Party has failed to cure within five business days after receipt of written notice by the other Party and an act of gross negligence or wilful misconduct of a Party. iii. As a result of agreement of the Parties to terminate and force majeure. If the Contract is terminated upon these grounds, the Centre shall pay the Consultant for any deliverables submitted for Services satisfactorily performed in accordance with Clause 5 and Annexes I and II. <p>Upon the effective date of termination of this Contract, all legal obligations, rights and duties arising out of this Contract shall terminate except for such legal obligations, rights and duties as shall have accrued prior to the effective date of termination and except as otherwise expressly provided in this Contract.</p>
<p>20. Force Majeure</p>	<p>(a) “Force Majeure” shall mean any event beyond the reasonable control of the Parties, and which is unavoidable notwithstanding the reasonable care of the party affected, and shall include but not be limited to war, insurrection, riot, civil unrest, sabotage, boycott, embargo, explosion, fire, earthquake, flood, unavoidable accident, epidemic, act of God, action or inaction of any</p>

	<p>governmental official or agency (civil or military) and refusal of any licences or permits, if properly applied for.</p> <p>(b) If either Party is prevented from or delayed in performing any of its obligations under this Contract by an event of Force Majeure, then it shall notify the other in writing of the occurrence of such event and the circumstances thereof within fourteen (14) days after the occurrence of such event.</p> <p>(c) The Party who has given such notice shall be excused from the performance or punctual performance of its obligations under this Contract for so long as the relevant event of Force Majeure continues and to the extent that such Party's performance is prevented or delayed. The occurrence of any event of Force Majeure affecting either party shall not give rise to any claim for damages or additional costs and expenses suffered or incurred by reason of Force Majeure.</p>
<p>21. Relationship</p>	<p>(a) The Parties hereto expressly acknowledge and agree that the Consultant shall render the Services hereunder as an independent Contractor agency and that the employees and/or agents, including the Representative, are not employees of the Centre. As such, neither the Consultant nor any of its employees and/or agents, including the Representative, shall have any right to any Centre employee benefit, entitlement or advantage.</p> <p>(b) Nothing in this Contract shall be construed as creating a partnership, joint venture or agency relationship between the Parties, or as authorizing either Party to act as agent for the other or to enter into any contracts on behalf of the other Party. As such, neither the Consultant nor the Representative is authorized to bind or commit the Centre, either actually or apparently, in any manner whatsoever, without express prior written authority from the Centre to do so.</p>
<p>22. Applicable Law</p>	<p>22.1 The Contract shall be governed and construed in accordance with the Laws of Belize.</p> <p>22.2 All disputes between the parties as to the validity, execution, performance, interpretation or termination of this Contract shall be submitted to Arbitration in accordance with the Laws of Belize.</p> <p>22.3 All Schedules attached to this Contract are incorporated herein and shall be part of this Contract.</p> <p>22.4 Except as otherwise provided herein, neither party may assign this</p>

	Contract or any of its rights, interests or obligations hereunder without the prior written consent of the other party.
23. Alterations	<p>(a) All additions, amendments and variations to this Contract shall be binding only if in writing and signed by the duly authorised representatives both of the Centre and the Consultant.</p> <p>(b) This Contract supersedes any previous Contract or arrangements between the Parties in respect of the Services (whether oral or written) and represents the entire understanding between the Parties in relation thereto.</p> <p>(c) Notwithstanding the date of this Contract, it shall have effect as if it had been executed upon the actual commencement of the services by the Consultant.</p>
24. Entire Agreement	This Contract and the Annexes attached hereto constitute the entire agreement between the Parties and supersede all previous negotiations, understandings and agreements, verbal or written with respect to any matters referred to in this Contract except as specifically set out in this Contract. the Annexes hereto form an integral part of this Contract and are incorporated by reference herein.
25. Counterparts	This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which taken together shall constitute one agreement. To evidence the fact that it has executed this Agreement, a party may send a copy of its executed counterpart to the other party by electronic transmission and the signature transmitted by such transmission shall be deemed to be that party's original signature for all purposes.

IN WITNESS WHEREOF, this Contract has been signed on behalf of the **Caribbean Community Climate Change Centre** by its duly authorised representatives and _____.

For: the Centre

For: the Consultant

COLIN YOUNG (PhD)
EXECUTIVE DIRECTOR
CARIBBEAN COMMUNITY
CLIMATE CHANGE CENTRE

Witness _____

Witness: _____

Date: _____

Date: _____

Annex I
“Terms of Reference,”

Annex II
“Consultant Reporting Obligations”

Annex III
Confidentiality Agreement

This CONFIDENTIALITY AGREEMENT forms part of the agreement it is attached to (the “Agreement”) Annex III.

Both the CCCCC and the Contractor may disclose information to one another which they each desire that the other hold in confidence in accordance with the terms of this CONFIDENTIALITY AGREEMENT and the Agreement. As a result, the parties agree that:

1. Except as otherwise provided in this CONFIDENTIALITY AGREEMENT, the party receiving confidential information (the “Recipient”) will neither:

- (a) release to any person other than its employees, officers and directors, agents, auditors, consultants, advisors and legal counsel who, without compromising the disclosure of information required for employees’ normal use of internal information systems, need to know such information for the purpose of fulfilling the terms and conditions of the Agreement (it being understood that such persons shall be informed of the confidential nature of such information and shall be directed to treat such information in accordance with the terms of this CONFIDENTIALITY AGREEMENT and the Agreement); nor
- (b) use in any manner not connected with the Agreement, any non-public information, received from the party disclosing confidential information (the “Disclosing Party”) pertaining to the Agreement (including any documentation, spreadsheets, correspondence, memoranda, notes, analyses or financial data and including information provided in electronic form or by oral communication) which is legibly marked or otherwise clearly identified by the Disclosing Party, either in writing or verbally (including by electronic means) as confidential at the time of its receipt by the Recipient (“Confidential Information”).

2. The Recipient shall exercise in relation to the Confidential Information no lesser security measures and degree of care than that which a commercial corporation acting reasonably under similar circumstances would exercise in relation to its own confidential information.

3. This CONFIDENTIALITY AGREEMENT shall not apply to any Confidential Information which is:
- (a) disclosed by a Party or its Representatives pursuant to the requirements of law, regulation, or instruments thereunder or in connection with any legal proceedings;
 - (b) disclosed by a Party or its Representatives pursuant to the requirements of CCCCC's international commitments;
 - (c) requested by any governmental agency or other regulatory authority (including any self-regulatory organization having or claiming to have jurisdiction);
 - (d) in the public domain at the time of its disclosure, or subsequently made available to the general public by a person other than the Recipient, or by the Recipient, but only to the extent that in making such information public, the Recipient was not in breach of this Agreement;
 - (e) independently developed by the Recipient;
 - (f) already in the possession of the Recipient at the time of its disclosure by the Disclosing Party to the Recipient under this Agreement;
 - (g) disclosed to the Recipient (or substantially identical to information disclosed to the Recipient) by a source other than the Disclosing Party, provided that the source of information is not known to the Recipient to be bound by any obligations of confidentiality which prohibit disclosure of such information;
 - (h) used or disclosed by the Recipient with the prior written approval of the Disclosing Party; or
 - (i) required to be disclosed pursuant to CCCCC's Disclosure Policy. Nothing in this CONFIDENTIALITY AGREEMENT shall prohibit CCCCC's disclosure, following the signing of the Agreement, of the following information: the name of the Contractor Firm, the amount of the total fees paid by CCCCC to the Contractor under the Agreement; and a general description of the Services and Deliverables;

and any such information shall be deemed not to be Confidential Information for the purpose this CONFIDENTIALITY AGREEMENT; provided that if any portion of the Confidential Information falls within any one of the above exceptions, the remainder of such Confidential Information will continue to be subject to the prohibitions and restrictions set forth in Section 1.

4. Specific items and details of Confidential Information shall not be deemed to be within any of the exceptions in Section 3 only because such item or detail is generally referred to in more general information that falls within such exception.
5. The parties consent to the Recipient's non-exclusive use of e-mail and any other electronic means of transmission for any disclosure of Confidential Information that is allowed by the terms of this CONFIDENTIALITY AGREEMENT and agree that unauthorized third party interception of Confidential Information so transmitted will not constitute a breach

of the Recipient's obligations under this CONFIDENTIALITY AGREEMENT. For greater certainty, this Section is not intended to limit disclosure by any other means.

6. The Recipient shall be responsible only for direct damages caused to the Disclosing Party by any disclosure of Confidential Information in breach of this CONFIDENTIALITY AGREEMENT. The Disclosing Party shall not be entitled to recover from the Recipient any amount on account of any indirect, special or consequential damages as a result of any action or failure to act under or in respect of this CONFIDENTIALITY AGREEMENT.
7. The parties agree that the party which has suffered or would suffer by the breach of this CONFIDENTIALITY AGREEMENT by the other, may, subject to applicable law, be entitled to immediate equitable relief, including injunction and specific performance, as remedies for any such breach. Such remedies shall, subject to applicable law, not be deemed to be the exclusive remedies available for any such breach but shall be in addition to all other remedies available at law or in equity. By entering into this Agreement, the CCCCC is not waiving any rights which it may have pursuant to applicable law.
8. All documents, drawing, spreadsheets, data and writings (including electronic materials) disclosing Confidential Information and all copies thereof shall be returned promptly by the Recipient upon receipt of a written request from the Disclosing Party or at any time by the Recipient in its discretion and any copies that have been made will (subject to the requirements of applicable law and internal audit purposes in the case of which the terms of this CONFIDENTIALITY AGREEMENT shall continue to apply to the Confidential Information not so dealt with) be destroyed in accordance with the Recipient's procedure for destruction of similar confidential material; however, the undertakings set forth in this section shall not apply to Confidential Information furnished to the CCCCC in connection with transactions entered into by the CCCCC including any financing, insurance or other arrangements whatsoever. The Parties' obligation to protect Confidential Information in accordance with this CONFIDENTIALITY AGREEMENT shall survive such return or destruction of the Confidential Information.
9. This CONFIDENTIALITY AGREEMENT constitutes the entire understanding and agreement of the Parties relating to the protection of Confidential Information. No rights or obligations other than those expressly recited herein are to be implied from this Agreement, or otherwise, and the Parties, to the extent permitted by the governing law of this CONFIDENTIALITY AGREEMENT, agree that this CONFIDENTIALITY AGREEMENT shall be the sole and exclusive source of their rights against each other in relation to Confidential Information.
10. This CONFIDENTIALITY AGREEMENT may be terminated at any time by mutual agreement of the parties and unless earlier terminated, this CONFIDENTIALITY AGREEMENT shall expire three (3) years from the Effective Date. On a single occasion, at any time before its expiration or termination, either party may extend this CONFIDENTIALITY AGREEMENT for one year by written notice (by electronic means or otherwise) to the other party, which notice shall be effective upon receipt.

The parties hereto have each executed this CONFIDENTIALITY AGREEMENT by their respective duly authorized officers.

Agreed to:
Caribbean Community Climate Change Centre
By _____
Authorized Signature
Date
Name: Colin Young (PhD)

Agreed to:
By _____
Authorized Signature
Date
Name: