



Caribbean Community Climate Change Centre

REQUEST FOR EXPRESSIONS OF INTEREST

Country:	Trinidad and Tobago
Donor:	Green Climate Fund (GCF)
Project Name:	Addressing pre-accreditation gaps for the Environmental Management Authority of Trinidad & Tobago
Contract Title:	Project Assistant for Project pre-accreditation gaps for the Environmental Management Authority of Trinidad & Tobago
Contract #:	Contract #10//2022/GCF/T&T/CCCCC
Type of contract:	Fixed Price - Individual Consultant
Estimated Start Date:	March 2022
Expected Duration of Project:	12 months
Contract duration:	10 months (Contract renewal is not expected)
Main duty station:	Trinidad and Tobago (mix of remote work and office days)
Deadline for Submission:	<u>on or before 2:00pm (GMT-6), Friday 25 February 2022</u>
THE CENTRE IS AN EQUAL OPPORTUNITY EMPLOYER	

The Caribbean Community Climate Change Centre (the Centre) has received financing from **Green Climate Fund (GCF)**, toward the cost of the project titled “**Addressing pre-accreditation gaps for the Environmental Management Authority of Trinidad & Tobago**” and intends to apply part of the proceeds towards the contract “**Project Assistant for the Project Addressing pre-accreditation gaps for the Environmental Management Authority of Trinidad & Tobago (“the Services”)**”.

The Services include but are not limited to:

Administrative management:

- Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project work-plans;
- Maintain project correspondence and communication;
- Collect, register and maintain all information on project activities;



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Financial management:

- Implement financial record-keeping and prepare financial reports required in line with GCF and EMA financial rules and procedures;
- Assist with procurement processes, checking the conformity with GCF and EMA rules and procedures;
- Assist in the preparation of documentation to support payment requests for operational expenses;

Technical management:

- Support adequate information flow, discussions and feedback among the various stakeholders of the project;
- Support adherence to the project's work plan, prepare revisions of the work plan, if required;
- Assume overall responsibility for the proper handling of logistics related to project workshops and events;

A complete list of the required services can be found at #2 “Duties and Responsibilities” of the Terms of Reference.

All suitably qualified persons are invited to submit an Expression of Interest which should include 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.

Consultants will be selected in accordance **Individual Consultants Selection (IQS)**, meaning the selection of the individual expert with the most appropriate qualifications and references will be undertaken, i.e., the expert that scores the highest.

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.



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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 **Colin Young (PhD), Executive Director, Caribbean Community Climate Change Centre.**
7. **EOI must be uploaded as files to <http://www.caribbeanclimate.bz/bid-submission/>.** The subject matter of the submission must read: **“Project Assistant for Project pre-accreditation gaps for the Environmental Management Authority of Trinidad & Tobago”.**
8. EOI's must be secured with a password. Such password must be emailed to awilliams@caribbeanclimate.bz no later than 15 minutes prior to the deadline for EOI submission. The subject matter for email containing password must read: **Project Assistant [bidder's name].**

Requests for Clarification: email: procurement@caribbeanclimate.bz Attention: **Allison Williams, Procurement Officer.** Requests for clarification should be received by the Centre no later than: **Wednesday 16 February 2022.**



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Consultants are advised that the responses to the requests for clarification will be only posted on the on the Centre Webpage at:
<https://www.caribbeanclimate.bz/category/opportunities/>

The deadline for the submission of EOI's is 2:00pm (GMT-6), Friday 25 February 2022.

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.