

**TERMS OF REFERENCE AND SCOPE OF SERVICES
REQUEST FOR EXPRESSION OF INTEREST (REOI)**

FUNCTIONAL TITLE:

Project Assistant

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>
<u>THE CENTRE IS AN EQUAL OPPORTUNITY EMPLOYER</u>	

1. Background

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 engage the GCF for the implementation of climate actions.

The Government of the Republic of Trinidad and Tobago (GORTT) presently accesses the GCF via International and Regional Access Entities; however, by establishing a national Direct Access Entity (DAE) the country will be able to exercise ownership of climate change funding and better integrate these funds with its national climate change action plan. The Environmental Management Authority (EMA) has commenced the process of becoming a national DAE for Trinidad and Tobago. Through previous GCF

Readiness Support, the EMA has taken stock of its existing capacity to become accredited and the critical gaps that must be filled. Specifically, the EMA recorded low capacity in the areas of Environmental and Social Safeguards (ESS), Gender, Basic Fiduciary standards, and Specialized Fiduciary standards (Project Management). Closing these accreditation gaps in a timely manner and in-keeping with the standards of the GCF requires an external intervention. This Readiness Support is intended to assist with providing this external support and strengthening the institutional capacity of the EMA to facilitate engagement with the GCF as Trinidad and Tobago's DAE. The overarching goal of this support is to fully align the operational modalities of the EMA with the GCF accreditation requirements so that an official accreditation request can be made by 2022. The outcomes of this proposed readiness programme are: 1. A GCF compliant Project Management System (inclusive of a Monitoring & Evaluation (M&E) system) enhanced and institutionalized. 2. A GCF compliant ESS policy and system enhanced and institutionalized. 3. A GCF compliant Gender Policy and Action Plan for the EMA enhanced and institutionalized. 4. A suite of policies that satisfy the GCF's fiduciary management requirements. The main beneficiary of this project will be the EMA, who will have their organizational capacity strengthened through this readiness support. Secondary beneficiaries will include the stakeholders in the public, private and non-governmental sectors who will benefit from the newly established policies and systems. Assuming the successful accreditation of the EMA as a result of these new systems, the GORTT and other national stakeholders will also benefit by being able to access the GCF.

This consultancy is intended to assist the EMA with additional logistical support for the institutional capacity strengthening activities that will be undertaken by external consultants.

2. Duties and Responsibilities

Duties and Responsibilities:

The Project Assistant will work in close collaboration with the EMA Focal Point for effective achievement of results, anticipating and contributing to resolving complex programme /project-related issues and information delivery. The incumbent is expected to exercise full compliance with GCF and EMA programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

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;
- Advise all project counterparts on applicable administrative procedures and ensures their proper implementation;
- Contribute to the preparation and implementation of progress reports;
- Prepare agendas and arrange field visits, appointments and meetings both internal and external related to the project activities and write minutes from the meetings;
- Maintain project filing system;
- Act as the administrative focal point to international consultants in the implementation of their tasks for the achievement of project results, on behalf of the EMA and the Centre;

- Assist in logistical organization of meetings, training and workshops;
- Draft minutes of Project Team meetings and other project related meetings.

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;
- Support the preparation of project work-plans and operational and financial planning processes;
- Monitor project activities, to support budget and financial expenditures record-keeping;
- Prepare recurring reports as scheduled and special reports as required for budget preparations and audit;
- Assist in project related procurement activities;
- Undertake other financial and administrative tasks on an ad hoc basis.

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;
- Support the work of consultants and subcontractors to ensure compliance with the agreed work plan;
- Maintain regular contact with the Caribbean Community Climate Change Centre's Project Development and Management Unit (PDMU), through the assigned Project Manager and the EMA through the designated Focal Point on project implementation progress and issues;
- Assume overall responsibility for reporting on project progress vis-à-vis indicators in the log-frame;
- Support the preparation of financial reports for the GCF on-time to ensure timely transfer of funds from the donor for the upcoming activities;
- Undertake any other actions related to the management of the project as required by the Centre or the EMA

3. Scope of Activities

The Project Assistant is expected to support various activities towards the delivery of the following:

1. A GCF compliant Project Management System (inclusive of an M&E system) enhanced and institutionalized.
2. A GCF compliant ESS policy and system enhanced and institutionalized.
3. A GCF compliant Gender Policy and Action Plan for the EMA enhanced and institutionalized.
4. A suite of GCF compliant fiduciary policies enhanced and institutionalized.

4. Deliverables

In addition to the monthly reports required for payment, the Project Assistant will submit the following deliverables at month final month 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 (provided by the relevant technical officers).

5. Reporting

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

Additionally, the Project Assistant will report project results, delays or difficulties encountered during implementation to the EMA and the Centre. Where issues or bottleneck arise in the implementation of the project, the Project Assistant will escalate those issues to the EMA and the Centre in a timely manner.

6. Location of Assignment

The Project Assistant will work within the Office of the EMA, Trinidad and Tobago.

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 EMA.

8. Payment

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

9. Qualifications and Experience

The Project Assistant 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 a Bachelor's Degree in Project Planning/Development, Development Studies, Business Administration, Public Finance, Communication Studies, Environmental Science/Management, Climate Change or related discipline.

Required Specific Experience and Skills:

- At least 3 years' experience in project assistance in the fields of development and/or environment.
- Must demonstrate significant knowledge of climate change and development issues in Trinidad and Tobago;
- Working knowledge of the Green Climate Fund (GCF) or other Climate Finance International Finance Institutions (IFIs) modalities for project development, implementation and management;
- Proven experience of work with international organizations;
- Proven experience of work with national government institutions;
- Significant knowledge in inter-institutional processes

Professional Competencies

- Actively work towards continuing personal learning, act on learning plan and apply newly acquired skills Development and Operational Effectiveness;
- Demonstrate proven ability to problem-solving and creative thinking, to develop and implement smart or innovative solutions;
- To be able to establish and maintain contacts with senior-level officials;
- Effective communication, both orally and in writing, is required to obtain, evaluate and interpret factual data and to prepare accurate and complete reports and other documents;
- Focus on result and responds positively to feedback;
- Remain calm, in control and good humored even under pressure;
- Demonstrate openness to change and ability to manage complexities Job Knowledge/Technical Expertise - In-depth knowledge of the subject-matter;
- Understand more advanced aspects of primary area of specialization as well as the fundamental concepts of related disciplines;
- Keeps abreast of new developments in area of professional discipline and job knowledge and seeks to develop him/herself professionally;
- Demonstrate comprehensive knowledge of information technology and applies it in work assignments;
- Demonstrates comprehensive understanding and knowledge of the current guidelines and project management tools and utilizes these regularly in work assignments;

- Have effective interpersonal and negotiations skills and ability to coordinate complex, multi-stakeholder projects and be able to think in a strategic manner on complex and difficult projects;
- Ability to follow deadlines, accuracy and attention to detail;
- Ability to work under pressure and with tight timelines;
- Strong drafting, presentation and reporting skills;
- Excellent written communication skills.
- Works towards creating an enabling environment for a smooth relationship between the Project Team and consultants;
- Demonstrate understanding of stakeholders' perspective and anticipates stakeholder needs;
- 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.

10. Language

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

11. Logistical Support

The Centre and the EMA 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 EMA's Office in Trinidad and Tobago.
- Provide necessary timely logistical support for the successful completion of the activities detailed in the Terms of Reference.

12. 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.

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)
 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.**

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.

13. Evaluation and Selection Criteria

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.

Candidates applying for this consultancy shall meet a minimum score of 75 points on the evaluation scale below.

Technical Qualifications Evaluation Criteria

	Description	Weight
A	Candidate should have a minimum of Bachelor's Degree in Project Planning/Development, Development Studies, Business Administration, Public Finance, Communication Studies, Environmental Science/Management, Climate Change or related discipline.	15
	<u>Required Specific Experience and Skills</u>	
B	At least 3 years' experience in project assistance in the fields of development and/or environment.	15
C	Must demonstrate significant knowledge of climate change and development issues in Trinidad and Tobago	15
D	Working knowledge of the Green Climate Fund (GCF) or other Climate Finance International Finance Institutions (IFIs) modalities for project development, implementation and management.	15
E	Proven experience of work with international organizations	15
F	Proven experience of work with national government institutions	15
G	Significant knowledge in inter-institutional processes	10
	Total	100

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.