

**Terms of Reference- Local Consultant  
Individual Consulting Services- Data Management Officer**

<b>Country:</b>	Belize
<b>Donor:</b>	Green Climate Fund (GCF)
<b>Project Name:</b>	National Adaptation Planning for Integrated Water Resource Management in Belize.
<b>Contract Title:</b>	Data Management Officer to assist Hydrogeologist to develop the climate impacts and coastal influences analyses on ground water resources for improved decision making.
<b>Contract #:</b>	Contract #22,23,24/2022/GCF/BELIZE/CCCCC
<b>Number of Positions:</b>	3
<b>Type of contract:</b>	Fixed Price - Individual Consultant
<b>Maximum budget</b>	USD 24,000
<b>Estimated Start Date:</b>	March 2022
<b>Contract duration:</b>	Twelve (12) Months
<b>Main duty station:</b>	Belize
<b>Deadline for Submission:</b>	<b><u>on or before 2:00pm (GMT-6), Friday, 18<sup>th</sup> March 2022</u></b>
<i>The CCCCC is an Equal Opportunity Employer</i>	

## 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 Belize to the Green Climate Fund (GCF), which is the Ministry of Finance, Economic Development and Investment 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. Therefore, this Readiness request will support the capacitation and empowerment of the Government of Belize, specifically the National Hydrological Service (NHS), to manage Belize's water resources in a changing climate. Indirect beneficiaries of the project are vulnerable

groups, women, children, rural, population affected by floods; research and educational institutions; students and researchers; non-governmental organizations; civil society organizations; and the private sector. Activities under this readiness are designed to support:

- Outcome 3.1: Adaptation planning governance and institutional coordination strengthened.
- Outcome 3.2: Evidence basis produced to design adaptation solutions for maximum impact.
- Outcome 3.4: Adaptation finance increased.

The outputs which will support these outcomes are as follows.

- 3.1.1: Climate responsive National Adaptation Plan and Monitoring Evaluation and Learning Framework for the water resources management developed.
- 3.2.1: Climate impacts and coastal influences analyses on ground water resources produced via a gender inclusive and participatory process, to inform adaptation solutions for improved decision making.
- 3.2.2: Observation, monitoring and forecasting systems for integrated water resources management strengthened through improved adaptation knowledge management, information sharing, and communication systems.
- 3.4.1: Concept notes and financial sustainability action plan developed for adaptation priorities.

## **2. Scope of Services**

The consultant(s) will assist with the data collection to successfully complete Output 3.2.1: Climate impacts and coastal influences analyses on ground water resources produced via a gender inclusive and participatory process, to inform adaptation solutions for improved decision making. The activities under output 3.2.1 are as follows:

- Activity 3.2.1.1 Assess the groundwater flow regime through the aquifer in Northern Belize (Orange Walk and Corozal) to inform adaptation measures for water resources management.
- Activity 3.2.1.2 Conduct an analysis to determine the hydraulic properties of the aquifer. This will include a. Transmissivity b. storage value c. porosity of an aquifer
- Activity 3.2.1.3 Conduct analyses to determine the effect of climate impacts and coastal influences (e.g., saline intrusion) and other anthropogenic activities on water resources (e.g., quality and quantity).
- Activity 3.2.1.4 Conduct gender and socially inclusive stakeholder consultations sessions (in person or virtually as appropriate) in conducting Activity 3.2.1.1, 3.2.1.2 & 3.2.1.3.

## **3. Duties and Responsibilities**

The consultant's responsibilities will encompass the following:

- Field work for the collection hydrogeological data needed upon constructed or available tools.
- Measure the level (stage), movement, distribution, and quality of surface water in an attempt to maintain, conserve, and manage this invaluable resource.
- Measure stream discharges at all stages.

- Chart surface water flows to determine peak periods and need for drainage or structures such as flood protection barriers.
- Assist in the installation of Surface Water Hydrological Stations, in order to ensure that water levelling (stage) readings are consistent and accurate.
- Conduct research into availability of surface water within a geographic land area, examining form, location, and consistency of occurrences.
- Configure, install and maintain a wide variety of recording and communicating instrumentation
- Setup equipment and devices for use, ensuring safety procedures are adhered to and after completion of use, proceeds to clean and properly store equipment and devices.
- Participate in the installation and maintenance of gauges and supporting structures to ensure accurate data collection.
- Perform full range of water quality measurements to aid in establishing water quality baseline.
- Count and reconcile data in terms of quality and quantity.
- Make all data available in electronic version for analysing procedure
- Any other duties required by higher authorities (Hydrogeologist and NHS Office) in accordance with laws, regulations, and objectives of the Centre.

#### 4. Deliverables

- Hand over all collected data at the end of the working day
- Monthly reports

#### 5. Reporting

The Consultant will report to CCCCC for contractual and administrative purposes and report to the National Hydrological Service or his/her designate for the technical and implementation aspects of this consultancy. 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.

#### 6. Location of Assignment

The Consultant will work within the Office of the National Hydrological Service under the Ministry of Natural Resources. Majority of the work will be done in the field. **The consultant will be responsible for securing a laptop to collect data.**

#### 7. Payment

The consultant will submit Monthly reports which will be approved by the NHS for processing.

#### 8. Qualifications and Experience

##### Academic Qualifications:

- Minimum of an Associate's degree in Hydrology, Environmental Science, Natural Resources, Water Resources, Hydraulics, Chemistry, or relevant field.

##### Required Experience:

- Minimum of two (2) years' experience in the field of Water Resources Management.

- Minimum of two (2) years' experience in field data collection. Ground/surface water data collection will be considered an asset.

### **Professional Skills and Competencies**

- Excellent analytical and report writing skills
- Technical competency in operating, installing hydrological equipment.
- Basic working knowledge of hydrological principles, procedures, standards, practices, trends and information.
- Ability to undertake water quality measurements

### **9. Language**

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

### **10. Logistical Support**

The Centre and the National Hydrological Service 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 in the National Hydrological Service Office in Belize.
- Provide necessary timely logistical support for the successful completion of the activities detailed in Terms of Reference.

### **11. Evaluation Criteria**

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

#### **Technical Qualifications Evaluation Criteria**

<b>#</b>	<b>Description</b>	<b>Points</b>
<b>Academic Qualification</b>		
A	Minimum of an Associate degree in Hydrology, Environmental Science, Natural Resources, Water Resources, Hydraulics, Chemistry, or relevant field.	20
<b>EXPERIENCE</b>		
B	Minimum of Two (2) years' experience in the field of Water Resources Management	20
C	Minimum of Two (2) years' of working experience in field data collection. Ground/Surface water data collection will be considered an asset.	20
<b>INTERVIEW</b>		
D	Interview	40
	<b>TOTAL</b>	<b>100</b>

## 12. APPLICATION SUBMISSION PROCEDURE

**Suitably qualified Individual Consultants 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.
- Curriculum vitae or resume with full details of experience, achievements, qualification, and contact details of project references.
- Contact details of three (3) professional references.

The Centre's electronic-procurement system shall be used to manage the submission, withdrawal, substitution, or modification of EOI's.

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](http://www.caribbeanclimate.bz/bid-submission).

1. Prior to EOI Submission, Consultants will be required to complete the submission form with fields that include:
  - i. Name of Consultant (Company):
  - ii. Contract Reference:
  - iii. Contract Title:
  - iv. Name and Email address of uploader
2. Consultants can upload 1 PDF file maximum 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

### Submissions of EOIs

- (i) EOI should be addressed to Colin Young (PhD), Executive Director, Caribbean Community Climate Change Centre
- (ii) EOI's must be uploaded as files to <http://www.caribbeanclimate.bz/bidsubmission/>.
- (iii) The subject matter of the submission must read: "**Data Management Officer**"
- (iv) EOI's must be secured with a password. Such password must be emailed to [atillet@caribbeanclimate.bz](mailto:atillet@caribbeanclimate.bz) no later than 15 minutes prior to the deadline for bid submission. The subject matter for email containing password must read "**Data Management Officer**" (Consultant's Name).

Requests for Clarification: email: [procurement@caribbeanclimate.bz](mailto:procurement@caribbeanclimate.bz) Attention: Ms. Andrea Tillett, Procurement Officer. Requests for clarification should be received by the Centre no later than: **Wednesday, March 9, 2022**. Consultants are advised that the responses to the requests for clarification will be only posted on the Centre's Webpage at: <https://www.caribbeanclimate.bz/category/opportunities/>

**The deadline for the submission of EOI's is on or before 2:00pm (GMT-6), Friday, 18<sup>th</sup> March 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 to consultants.