

## TERMS OF REFERENCE AND SCOPE OF SERVICES

### REQUEST FOR PROPOSALS

#### FUNCTIONAL TITLE:

#### DEVELOPMENT OF AN IMPLEMENTATION PLAN, FINANCING STRATEGY AND M&E FRAMEWORK FOR OPERATIONALIZING THE REGIONAL FRAMEWORK FOR ACHIEVING DEVELOPMENT RESILIENT TO CLIMATE CHANGE IN THE CARIBBEAN (2019-2029)

<b>Country:</b>	CARICOM Region
<b>Donor:</b>	Green Climate Fund (GCF)
<b>Project Title:</b>	Strategic Actions for advancing climate action in CARICOM Member States
<b>Contract Title:</b>	Development of an Implementation Plan, Financing Strategy and M&E Framework associated with the Regional Framework for Achieving Development Resilient to Climate Change in the Caribbean (2019-2029).
<b>Contract #:</b>	Contract #48/2022/GCF/Regional/CCCC
<b>Type of Consultant:</b>	Professional Company/Firm
<b>Type of Contract:</b>	Lumpsum
<b>Estimated value of Services:</b>	USD 118,000 (inclusive of travel expenses)
<b>Estimated Start Date:</b>	May 2022
<b>Estimated Contract Duration</b>	10 Months
<b>Deadline for Submission of Proposal:</b>	<b><u>on or before 2:00pm (GMT-6), Friday 6 May 2022</u></b>
<b>THE CCCCC IS AN EQUAL OPPORTUNITY EMPLOYER</b>	

#### BACKGROUND

The Caribbean Community Climate Change Centre (CCCCC) is serving as the Delivery Partner for a Green Climate Fund (GCF) funded Regional Readiness & Preparatory Support Project entitled “Strategic Actions for advancing climate action in CARICOM Member States”. This GCF Readiness Project was developed in collaboration with the Government of Jamaica, The Bahamas, Barbados, Grenada, Saint Lucia, and Trinidad and Tobago. The Ministry of Housing, Urban Renewal, Environment and Climate Change, Jamaica serves as the lead National Designated Authority (NDA) and main implementing partner to the CCCCC for this project. This 30-month project aims at enhancing the capacity of CARICOM member states to scale up actions to adapt, manage and reduce the effects of climate change through increased access to climate data and innovative tools for evidence-based decision making, increased ability of member states to fulfil their commitments as signatories to the UNFCCC, and increased access to climate finance to address national and regional climate change adaptation and mitigation priorities. Beyond the six primary beneficiary countries, some project components will result in added capacity building for an additional 8 CARICOM Member States and several regional non-State regional climate partners including the CCCCC, UWI- Climate Studies Group Mona (UWI-CSGM), Caribbean Institute for Meteorology & Hydrology (CIMH), Caribbean Disaster Emergency Management Agency (CDEMA) and the Institute of Meteorology Cuba (INSMET).

Climate change poses an existential threat to countries of the Caribbean region. Primarily, comprised of small islands and low-lying coastal developing states (SIDS), the Caribbean region is considered amongst the most vulnerable in the world to climate change. Adaptation requires a sizeable and sustained investment of resources that governments of the Caribbean region are unable to provide on their own due in part to capacity constraints, limited fiscal space and limited access to concessional financing. This is compounded by the fact that CARICOM Member States are still grappling with overcoming several barriers to empower its citizens to develop bankable projects needed to catalyse the paradigm shift for mitigating, and adapting to, climate change. These barriers include:

Less than optimal policy environment nationally and regionally, including an outdated Implementation Plan for the Regional Strategy that identifies the actions and financing needed for the region's priorities.

Lack of an established national and regional coordinating mechanisms to support countries in the revision of their NDCs and for implementing the actions set out, including financing and monitoring.

Limited access to, and understanding of, climate science and tools relevant for realising evidence-based decision making and developing the climate rationale needed to unlock climate financing.

Inadequate capacity to identify and develop impactful, transformative, and replicable projects and programmes.

In response to the first barrier, in 2019 the Caribbean Community Climate Change Centre (CCCCC), began leading and coordinating the process of revising and updating strategic climate change frameworks for the region. It achieved the updating of the **Climate Change and the Caribbean: The Revised Regional Framework for Achieving Development Resilient to Climate Change (2019-2029)** (hereinafter referred to as "the Regional Framework"). The original strategy, "Climate Change and the Caribbean: A Regional Strategy for Achieving Development Resilient to Climate Change (2009-2015)" was developed by CCCCC in 2009 at the request of CARICOM Heads of State. Both the development of the original framework and the updated version were made possible through intensive consultation with CARICOM Member States and development partners. The updated framework compiles a comprehensive list of eleven Strategic Elements and associated Goals to inform a path towards enhancing the resilience of the region and ensuring that the welfare of Caribbean residents is not adversely impacted by the multi-faceted impacts of climate change. It offers Member States of CARICOM the opportunity to align national goals and targets to those included in the framework and to establish a platform for executing actions defined by the goals. The revised Regional Framework (2019-2029) identifies strategic elements that were not considered priorities during consultations when the original framework was developed such as the integration of security into climate change, integration of ocean governance into decision making, loss and damage management and extra-regional cooperation on climate change. As was the case with the Regional Strategy 2009-2015, the updated Regional Strategy should be complemented by an Implementation Plan, which align with the framework's strategic elements and informs specific actions aimed at achieving the goals; as well as aligns with other developments such as the Green Climate Fund (GCF) country programmes and the updated NDCs of Caribbean Member States. Much like the revised regional framework, there is now a need to prepare a revised Implementation Plan that guides the operationalization of the regional framework at both national and regional levels.

The revise of the Implementation Plan is critical to avoid delaying and compromising the region's ability to achieve the goals defined in the Revised Regional Framework. At this juncture, a comprehensive Implementation Plan identifying all the adaptation and mitigation needs over the short and medium term, with actions to address climate change in CARICOM Member States costed and reflected in a Financing Strategy; a Monitoring, Evaluation and Reporting Framework is critical and urgent to catalyse, coordinate and synchronize the activities and financing necessary to build the Region's resilience. Furthermore, under

the ‘Three-Ones’ Approach of the Regional Framework, the Regional Coordinating Committee on Climate Change (RCCCC) is recognized as the ‘one’ co-ordinating mechanism to manage its implementation. The RCCCC includes representatives of CARICOM specialised agencies, academic institutions, and regional financial institutions with a mandate in areas related to climate change mitigation and adaptation. The Regional Coordinating Committee has the overall responsibility for driving transformational change guided by the framework and the associated implementation plan. The Committee is also expected to:

- Review progress of Members in delivering Strategic Elements and Goals
- Assess execution of the implementation of the framework
- Provide guidance/advice on advancing resilience-building

Although established in 2014, there is need to re-establish the RCCCC with a revised mandate and workplan to facilitate the effective implementation and monitoring of the Revised Regional Framework and its associated implementation plan. The RCCCC should be used as the vehicle for advancing the transformational agenda within CARICOM’s strategic framework, aligning pillars of Economic Resilience with that of Environmental Resilience. Recognizing that the RCCCC is pivotal to the above-mentioned processes; it must be strengthened and supported to meet the many challenges in fulfilling its mandate including co- opting additional membership and resources as necessary. Within the scope of the framework, the CCCCC has the primary responsibility for providing technical support and guidance as required by the Regional Coordinating Committee on Climate Change (RCCCC), implementing agencies and countries; and coordinating the mobilization of financial and other resources required for successful its implementation.

### **SPECIFIC OBJECTIVE**

Against the above background, the CCCCC is seeking a professional firm to work in collaboration with the CCCCC to undertake consultation with fourteen (14) CARICOM Member States and develop an appropriate comprehensive Implementation Plan, Financing Strategy, M&E Framework and re-establishment of a RCCCC towards operationalizing the Climate Change and the Caribbean: The Revised Regional Framework for Achieving Development Resilient to Climate Change (2019-2029). The development process should be such that the regional framework, and the deliverables of this consultancy, are considered living documents owned by a cross section of stakeholders including Governments, non-state actors, communities. It is necessary as well for this development process to be gender sensitive and culturally appropriate. It is the expectation that the deliverables of this assignment will be presented to the CARICOM Community Council and the Heads of Government as such should be audience appropriate.

### **SCOPE OF WORK**

The Consultant will execute activities that contribute towards operationalizing the Revised Regional Framework for Achieving Development Resilient to Climate Change (2019-2029). Specific activities include the following:

Undertake a comprehensive desk review based on existing information and data on the various Climate Change related adaptation and mitigation strategies being carried out nationally, regionally across CARICOM and at the international level. This should be inclusive of an analysis of the latest developments and context surrounding the COVID-19 pandemic, environmental sustainability, geo-politics, gender equality and social inclusion consideration and other elements that may enhance or negatively impact the role out of this exercise.

Based on desk review, prepare for and execute an Inception meeting with the CCCCC representatives from CARICOM Member States, and other regional partners and institutions. The consultant should expect to present and subsequently include, at minimum, the following in an Inception Report:

Contextual Analysis of the CARICOM countries in relation to the development and endorsement of the Regional Framework, COVID-19 pandemic, climate adaptation/mitigation as defined in national development strategies and NDCs, Environmental, Social and Gender (ESG) considerations and how ESG risks will be addressed in the development of the revised implementation plan. Furthermore, the consultant must seek to contextualize international climate change and development frameworks such as the UN Millennium Development Goals, the UNFCCC Paris Agreement and associated efforts 2030 targets and 2050 Net-Zero Emissions target, UNFCCC framework for National Determined Contributions, and most recently the preliminary outcomes of the UNFCCC COP26 (Glasgow 2021), etc., and implications for the CARICOM region on implementation of the Regional Framework.

The proposed methodology and approach for the development of the revised implementation plan and associated deliverables.

Stakeholder mapping to identify existing capacities across the region, key resource persons/institutions to be consulted and/or drive implementation of regional framework. This mapping exercise should also define the extend of stakeholder consultation required<sup>1</sup>, consultation approach and tools (in the context of gender/cultural realities across the region), risk mitigation strategies and considerations for logistics.

A detailed work plan with indicative dates and resources required for stakeholder consultations, deliverable development, and revision.

Develop appropriate content, consultation material and communication products on the Revised Regional Framework and components of a Revised Implementation Plan to guide stakeholder consultations. This should be inclusive of audio-visual presentations, a one-page infographic containing the salient components of the Regional Framework, and a short technical brief summarizing context of regional framework, methodology for revising implementation plan and sub-components, approach for stakeholder consultation, timeline, and outputs.

Undertake stakeholder consultations (virtual where necessary and appropriate) in accordance with stakeholder mapping exercise. Consultations should aim to investigate, assess, and document mitigation and adaptation measures and or actions taken by various sectors, both nationally and regionally, and their contribution/importance/benefits towards the implementation of the Revised Regional Framework. Stakeholder Consultations should target Government Agencies, NGOs, organizations, and groups working on women's empowerment, youth groups, women's councils and local women's networks involved in the different sectors related to climate change mitigation and adaptation initiatives. All perceptions, measures/actions and concerns should be documented in stakeholder consultation reports with data disaggregated by sex and age (where applicable). Stakeholder consultations should also aim to assess the linkages between the Regional Framework and key entities with a regional developmental mandate, such as the Caribbean Development Bank, Caribbean Institute for Meteorology & Hydrology, Caribbean Development Fund, Caribbean Community Climate Change Centre, etc.

Produce a Revised Implementation Plan (IP) along with an associated Financing Strategy (FS) and a Monitoring, Evaluation & Reporting Framework (MERF) aimed at operationalizing the Revised Regional Framework for Achieving Development Resilient to Climate Change (2019-2029). The revised IP should

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<sup>1</sup> In consideration that extensive consultation had already been undertaken during the development to the Regional Framework.

aim to be pragmatic to the socio-economic realities of the region but also illustrates regional ambition. Furthermore, the revised IP should identify specific activities to be carried out under each strategic element and subsidiary goals of the regional framework on climate change, with synergies identified across activities. Consequently, the IP should illustrate sequencing and/or dependencies across activities. Additionally, the plan should identify stakeholders with responsibility for, beneficiaries and the timeframe over which each activity will be carried out. The Financing Strategy should provide realistic information on the cost structure for effective implementation of each activity within the IP as well as identify existing and potential sources of funding. The Monitoring, Evaluation & Reporting Framework should complement the IP with the identification of both Implementation and Impact Indicators and Means of Verifications (MoVs), communication actions, and requisite reporting structure.

Collectively, the Revised Implementation Plan, Financing Strategy and Monitoring, Evaluation & Reporting Framework should at the very least:

Compile a list of additional goals as necessary that represent the comprehensive treatment of the 11 Strategic Elements (SEs) of the Regional Framework. This may require further investigation and elaboration of these SEs.

Identify activities that must be pursued within the IP responding to and in fulfilment of the specific strategic elements and goals of the regional framework,

Describe coordination and governance arrangements across various regional entities, relevant governments, CARICOM sectoral bodies and working groups required for the effective implementation of the Framework,

Identify the key institution(s) (whether regional or national) with the mandate and the capacity to lead and/or contribute to implementing each identified activity – with a clear demonstration of their comparative advantage,

Outline the criteria for successful completion of each activity -

Outline an indicative timeline for the effective but practical implementation of each activity considering resource mobilization and logistical requirements.

Identify linkages, dependencies and prerequisites across activities necessary for the implementation of the regional framework.

Identify resources required to accomplish the various activities, being cognizant of where resources might be shared and the possible source of these resources.

Provide a provisional budget for the implementation of the regional framework inclusive of detailed cost estimations for each activity; this should include realistic estimates that are substantiated with budget notes, real-world cost calculations, analysis of existing service providers (for professional services, non-consulting services, goods and works identified in the budget), and incorporation of inflation and other economic considerations.

Undertake an extrapolation to determine indicative financial costs to execute the regions climate adaptation strategies and commitments in maintaining global temperature within 2 degrees Celsius and 1.5 degrees Celsius above pre-industrial levels. These benchmarks are detailed in Article 2, Clause 1a of the Paris Agreement.

Outline overall planning and coordination for the implementation of the Regional Framework.

Identify SMART indicators to be used to assess the successful implementation of the strategic framework and the achievement of intended impacts. Furthermore, detail a monitoring framework guiding this process.

Develop a uniform reporting (monitoring & evaluation) system on the activities to be carried out in the IP to meet national/ regional partner and donor requirements. This system should take into

consideration existing reporting processes/frameworks, data sharing arrangements and data formats.

Outline any needed technical assistance at national and regional level towards effective monitoring, evaluation, and reporting on the regional framework,

Identify strengths and weaknesses within the national and regional organizations that may enhance or impede implementation efforts, including those of the CCCCC.

Development a risk management matrix cognizant of the above-mentioned strengths and weaknesses.

In supporting an operational structure for the implementation of the Regional Framework and associated Implementation Plan, propose recommendations for the reconfiguration of the implementation structure; the Regional Coordinating Committee on Climate Change (RCCCC). This reconfiguration should include an updated Terms of Reference (TOR) with clearly articulated scope, membership, roles and responsibilities, decision making procedures, operational guidelines and other secretarial and/or logistical arrangements. This work should be complemented by the development of an Annual Work Plan (AWP) for the RCCCC geared towards actioning the revised Implementation Plan and updated TOR. The AWP developed must take into consideration existing context and reporting requirements of the CARICOM Secretariat on regional institutions like the CCCCC.

Organize and execute a Regional Dialogue to i) validate the revised Implementation Plan, Financing Strategy and M&E Framework; iii) validate the updated TOR and Annual Workplan for the re-configured RCCCC.

Prepare a Final Consultancy Report documenting the outputs, bottlenecks and challenges realized, whether risks and assumptions remained as planned, a comparative analysis of the initial work plan versus actual timeline, and any recommendations/lessons learnt that can be shared with the CCCCC.

Manage and oversee the day-to-day activities inclusive of these duties in full collaboration with the CCCCC.

## **LOGISTICAL SUPPORT**

The CCCCC will provide the following inputs and facilities:

Background documents and information relevant to the assignment that are readily available and accessible.

Issue the relevant Introductory Letters and facilitate contact with the relevant stakeholders, as necessary.

Organize conference call meetings with the consultant to address any questions or concerns and to receive updates about progress made on the data management system.

Provide necessary timely logistical support for the successful completion of the activities detailed in these Terms of Reference

## **CHARACTERISTICS OF THE ASSIGNMENT**

Duration of Contract: This assignment is expected to be completed over a 10-month period from contract effective date.

Location: The Firm is expected to work from their own office space. Within the context of COVID-19 the consultant shall use the most appropriate, effective and efficient modes of consultation<sup>2</sup>.

Start date: The proposed commencement date is May 2, 2022.

## MANAGEMENT ARRANGEMENT AND REPORTING

The consultancy is being commissioned by the CCCCC. The Firm will report to the Head, Programme Development and Management Unit (PDMU), CCCCC or his designated representative for contractual and administrative purposes. The Head, PDMU will coordinate internally among the respective Project Managers to provide additional technical advice and oversight for this consultancy. The CCCCC, through the designated project contacts, will provide technical advice and inputs, overall coordination, logistical support and oversight (as applicable) for this consultancy.

All draft documents/deliverables are to be submitted electronically, in both their original software formats as well as PDF documents, to the CCCCC and the Lead NDA by the indicative deadlines. The CCCCC will provide written consolidated comments within 10 working days of receiving these draft documents.

## DELIVERABLES

Specific tasks	Deliverables
Undertake a comprehensive Desk Review, execute an inception meeting and subsequently prepare an Inception report including desk review findings, a detailed methodology, timelines and delivery milestones, stakeholder mapping and risk management strategies	<b>D1- Inception Report</b> and desk review findings, detailed methodology and workplan, stakeholder mapping and risk management strategies
Undertake stakeholder consultations in accordance with stakeholder mapping and consultation plan to investigate, assess, and document mitigation and adaptation measures and or actions taken by various sectors, both nationally and regionally, towards the implementation of the Revised Regional Framework.	<b>D2a-</b> Production of appropriate content, training material and <b>communication products</b> on Revised Regional Framework  <b>D2b- Consultation Reports</b> documenting the proceedings of all consultation sessions organized and executed by the consultants. Reports should be inclusive of gender-sensitive and sector specific participation data.
Produce an Implementation Plan (IP) along with an associated Financing Strategy (FS) and a Monitoring, Evaluation & Reporting Framework (MERF) aimed at operationalizing the Revised Regional Framework for	<b>D3a- Draft Implementation Plan</b>  <b>D3b- Draft Financing Strategy</b>  <b>D3c- Draft Monitoring, Evaluation &amp; Reporting Framework</b>

<sup>2</sup> Depending on travel restrictions at the time of implementation, alternative methods for achieving the deliverables of the stakeholder workshops and training will be determined. Notwithstanding, such consultative processes will most likely be held utilizing a virtual or hybrid approach as appropriate depending on the available technology and capacity needs of participants.

Achieving Development Resilient to Climate Change (2019-2029).	
Develop a draft Terms of Reference and an Annual Work Plan (AWP) of the RCCCC that actions the Revised Implementation Plan and updated TOR in line with existing reporting structure of the CARICOM Secretariat.	<p><b>D4 a – Draft Terms of Reference (TOR)</b> for a reconfigured Regional Coordinating Committee on Climate Change (RCCCC)</p> <p><b>D4 b-</b> Produce a Draft <b>Annual Work Plan for the RCCCC</b></p>
Organize and deliver a Regional Dialogue to determine interest and resource availability for framework implementation and to validate the revised Implementation Plan, Financing Strategy, M&E Framework, and an updated TOR and AWP of the RCCCC	<p><b>D5a – Regional Dialogue/Validation Report</b> inclusive of gender sensitive and sector-specific participation data.</p> <p><b>D5b-</b> Produce a final version of i) <b>Implementation Plan</b>, ii) <b>Financing Strategy</b> and iii) <b>Monitoring, Evaluation &amp; Reporting Framework</b> that incorporated feedback from Regional Dialogue.</p> <p><b>D5c-</b> Produce a final version of i) <b>updated Terms of Reference for the RCCCC</b> and ii) <b>Annual Work Plan for the RCCCC</b> that incorporated feedback from Regional Dialogue.</p>
Prepare a final consultancy report summarizing project execution, analysis of proposed and realized timelines, outputs, and documentation of bottlenecks, challenges and lessons learnt.	<b>D6- Final Consultancy Report</b>

NB: All material produced by the consulting firm are:

- the exclusive property of the CCCCC and the respective CARICOM Member States and cannot be used for any other purpose without the expressed permission of the proprietors. Furthermore, 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 CCCCC
- to be supplied in its final format to be disseminated/ printed and its raw original format to allow editing by the client at any time
- all images and raw files used are to be supplied to the client after creation of the materials
- confidential and not be disseminated until approved or unless instructed to by the client.
- To be produced in formats allowing for use via physical workshops and virtual/hybrid workshops where appropriate.

## PAYMENT SCHEDULE

Payments will be based on the CCCCC's acceptance of Deliverables (*see table 1 below*). Deliverables and payment schedules to be finalized during contract negotiations. All deliverables are considered final upon written acceptance from the CCCCC.

**Table 1: Indicative Deliverables Schedule**

#	Indicative Deliverables Schedule	Payment
1	Inception Report inclusive of Desk Review, Detailed Methodology, Work Plan, Stakeholder Mapping and Risk Management Strategies	15%
2	Development of communication products on the Regional Framework, inclusive of Audio-visual presentations, one-page infographic and one technical brief	15%
3	Stakeholder Consultation Reports inclusive of participants list	
4	Draft IP, FS and MERF associated with revised regional framework	25%
5	Draft Terms of Reference (TOR) and Annual Work plan (AWP) of the RCCCC	15%
6	Regional Dialogue Report and i) Final Revised IP, FS and MERF ii) Final TOR and AWP of the RCCCC	20%
7	Final Consultancy Report	10%

## QUALIFICATIONS, SKILLS AND EXPERIENCE

The assignment is to be undertaken by a suitable qualified Consulting Firm. The consulting firm will be required to provide the requisite expertise to perform the services outlined in the scope of work. In the context of COVID-19 and regional ownership, for this assignment the CCCCC encourages regional expertise and/or key experts with at least 5 years professional practice within the CARICOM region. The consulting firm may sub-contract any portion of the assignment with the written consent of the CCCCC but is ultimately responsible for all required/specified deliverables to the CCCCC, as well as assume responsibility for all activities geared towards achieving the objectives of these terms of reference. The firm will select a Team Leader from among the identified experts below and that individual shall have experience being a team leader. The Team Leader will coordinate the work of the team and have primary responsibility for the deliverables of the assignment.

### 8.1 General Areas of Expertise/Experience for Consulting Firm

**The Consulting Firm is expected to demonstrate competence and experience in the following area:**

Demonstrated experience (at least 2 similar assignments within the last five years) in conducting Climate Adaptation/Mitigation related Institutional Assessments or Institutional Planning Frameworks, and institutional and skill-based capacity development for government and non-governmental organizations; preferably in the CARICOM region.

## **8.2 Qualifications and Experience for specific Expertise**

The team should comprise individuals with the minimum qualification and experience as follows:

### **i. Expert 1 – Climate Change Adaptation/Mitigation Planning Specialist:**

#### **a. Academic Qualifications**

Graduate Degree (Masters) in International Relations, Strategic Planning, Political Science, Policy Studies, Climate Change Adaptation/Mitigation, or other related Environmental or Social Sciences discipline.

#### **b. General Experience**

At least five (5) years' experience coordinating similar climate change adaptation/mitigation planning assignments, M&E and cost-benefit analysis in the CARICOM region or other comparable Small Island Developing States (SIDS).

#### **c. Specific Experience**

Demonstrated previous leadership, technical knowledge and/or involvement in coordinating the development of planning frameworks with national counterparts (including senior government officials at national and state level), partners and donors in SIDS and LDCs; preferably in the CARICOM region.

### **ii. Expert 2 – Climate Finance Specialist:**

#### **a. Academic Qualification**

Minimum Master's Degree in Social Studies, Finance, Development and Planning, Business Administration, or a related discipline.

#### **b. General Experience**

At least five (5) years' experience in the banking, financing, development and planning; preferably experience related to fundraising and resource mobilisation in the CARICOM region.

#### **c. Specific Experience**

Demonstrated technical knowledge of international climate finance issues, and current climate finance architecture, mechanism and donor assistance programmes for development/climate change financing including the Green Climate Fund and private sector sources.

### **iii. Expert 3 – Economist**

#### **a. Academic Qualification**

Minimum Master's Degree in Economics, Economic Development or specialization in Environmental, Green, Developmental, Regional, other related Economics subdisciplines.

#### **b. General Experience**

At least five (5) years' knowledge and experience working with policy makers in strengthening the CARICOM economy; preferably with significant technical knowledge of economic policies, private sector markets, and public spending trends across in the CARICOM region.

c. Specific Experience

Demonstrated technical knowledge of international and regional economic (macro and micro) issues, methodologies and approaches in undertaking spending quality analysis, fiscal risk management, and policy analysis in the context of sustainable development and climate adaptation.

**iv. Expert 4 - Communications/Stakeholder Engagement Specialist**

a. Academic Qualification

Minimum Bachelor's degree in Social Science, Environmental Science, Sustainable Development, public relations/communications, or related discipline.

b. General Experience

At least five (5) years of relevant working experience and proven track record in generating and sustaining consultations and meaningful participatory processes with a wide cross section of stakeholders with due consideration to gender-inclusiveness; preferably in the CARICOM region.

c. Specific Experience

Demonstrated technical knowledge deploying stakeholder analysis methodologies and tools, consultation reporting formats, and in developing public awareness and training material.

**LANGUAGE**

Excellent oral and written communication skills in English.

**APPLICATION PROCESS AND DEADLINE**

To be responsive to the requirements of the Request for Proposal (RFP) interested firms are required to submit the documents listed in the RFP, Instructions to Consultants, 3.4 and 3.5 (page 23) on or before the deadline for submission.

**The CCCCC's electronic-procurement system shall be used to manage the Submission, withdrawal, substitution, or modification of Bids.**

Bidders 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).

Prior to Bid Submission, Bidders will be required to complete the Bid submission form with fields that include:

- Name of Bidder (Company):
- Contract Reference:
- Contract Title:
- Name and Email address of uploader

Consultants can upload up to **2 files maximum** in one submission 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.

An automatic receipt time stamped email will be sent to the uploader's email account as a receipt and proof of submission.

Each submission will be given a confirmation number.

### **Submissions of Proposals.**

1. Proposals must be addressed to **Colin Young (PhD), Executive Director, Caribbean Community Climate Change Centre (the Centre)**
2. **Proposals must be uploaded as two (2) PDF files (Technical Proposal and Financial Proposal) to <http://www.caribbeanclimate.bz/bid-submission/>.**
3. The subject matter of the email must read: **Development of an Implementation Plan, Financing Strategy and M&E Framework**
4. Proposals must be secured with a password. Such password must be emailed to [awilliams@caribbeanclimate.bz](mailto:awilliams@caribbeanclimate.bz) no later than 15 minutes prior to the deadline for Bid submission. The subject matter for email containing password must read: **Development of an Implementation Plan, Financing Strategy and M&E Framework [consultants 's name]**

**Requests for Clarification:** email: [procurement@caribbeanclimate.bz](mailto:procurement@caribbeanclimate.bz) Attention: **Ms. Allison Williams, Procurement Officer.** Requests for clarification should be received by the Centre no later than **Friday, 22 April 2022.** Consultants are advised that the responses to the requests for clarification will be posted on **Thursday 28 April 2022** to the Centre's Webpage at: <https://www.caribbeanclimate.bz/category/opportunities/>

**Deadline for submission of Proposals: on or before 2:00pm (GMT-6), Friday 6 May 2022**

Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation.

**The Centre is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.**

### **EVALUATION AND SELECTION CRITERIA**

**Responsive firms will be evaluated as per the evaluation grid below:**

Section	Description	Points
<b>Proposed Methodology and workplan</b>		
	Content, clarity of proposed methods and approaches to be used, their feasibility, soundness, and practicability to online delivery. Work Plan demonstrating key milestones. Responsivity to the instructional quality of modules as outlined in the TOR.	15
<b>Consulting Firm Qualifications</b>		
	Demonstrated experience (at least 2 similar assignments within the last five years) in conducting Climate Adaptation/Mitigation related Institutional Assessments or Institutional Planning Frameworks, and institutional and skill-based capacity development for government and non-governmental organizations; preferably in the CARICOM region	10
<b>Key Experts</b>		
<b>Expert #1: Climate Change Adaptation/Mitigation Planning Specialist</b>		
Academic	Graduate Degree (Masters) in International Relations, Strategic Planning, Political Science, Policy Studies, Climate Change Adaptation/Mitigation, or other related Environmental or Social Sciences discipline.	5
General	At least five (5) years' experience coordinating similar climate change adaptation/mitigation planning assignments, M&E and cost-benefit analysis in the CARICOM region or other comparable Small Island Developing States (SIDS).	10
Specific	Demonstrated previous leadership, technical knowledge and/or involvement in coordinating the development of planning frameworks with national counterparts (including senior government officials at national and state level), partners and donors in SIDS and LDCs; preferably in the CARICOM region.	5
<b>Expert #2: Climate Finance Specialist</b>		
Academic	Minimum Master's Degree in Social Studies, Finance, Development and Planning, Business Administration, or a related discipline.	5
General	At least five (5) years' experience in the banking, financing, development and planning; preferably experience related to fundraising and resource mobilisation in the CARICOM region or other SIDS.	10
Specific	Demonstrated technical knowledge of international climate finance issues, and current climate finance architecture, mechanism and donor assistance programmes for development/climate change financing including the Green Climate Fund and private sector sources.	5
<b>Expert #3: Economist</b>		
Academic	Minimum Master's Degree in Economics, Economic Development or specialization in Environmental, Green, Developmental, Regional, other related Economics subdisciplines.	5
General	At least five (5) years' knowledge and experience working with policy makers in strengthening the CARICOM economy; preferably with significant technical knowledge of economic policies, private sector markets, and public spending trends across in the CARICOM region.	10
Specific	Demonstrated technical knowledge of international and regional economic (macro and micro) issues, methodologies and approaches in undertaking	5

	spending quality analysis, fiscal risk management, and policy analysis in the context of sustainable development and climate adaptation.	
<b>iv.</b>	<b>Expert #4: Communications/Stakeholder Engagement Specialist</b>	
Academic	Minimum Bachelor's degree in Social Science, Environmental Science, Sustainable Development, public relations/communications, or a related discipline.	5
General	At least five (5) years of relevant working experience and proven track record in generating and sustaining consultations and meaningful participatory processes with a wide cross section of stakeholders with due consideration to gender-inclusiveness; preferably in the CARICOM region.	5
Specific	Demonstrated technical knowledge deploying stakeholder analysis methodologies and tools, consultation report writing, and in developing public awareness and training material.	5
<b>Total (total score should be 100)</b>		<b>100</b>

**Minimum Technical Score of 75 points.**

**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.