

TERMS OF REFERENCE

**GCF Readiness Preparation Support Project for the Enhancement of Belize's Capacity
to Access and Deliver International Climate Finance through Targeted Institutional
Strengthening**

**Recruitment of Consultancy Firm for Capacity Building of National Designated
Authority and Preparation of Country Strategic Framework
Belize**

MINISTRY OF ECONOMIC DEVELOPMENT AND PETROLEUM

JUNE, 2017

Outline for Terms of Reference

Project Title:	GCF Readiness Preparation Support Project for the Enhancement of Belize's Capacity to Access and Deliver International Climate Finance through Targeted Institutional Strengthening
Job Title:	Recruitment of Consultancy Firm for Capacity Building of National Designated Authority and Preparation of Country Strategic Framework
Main Duty Station and Location:	Belize
Mission/s to:	In-country and international travel
Start of Contract (EOD):	1 September, 2017
End of Contract (COB):	02/28/18
Number of Working Months:	Full time 12 months
Type of Contract:	Caribbean Community Climate Change Centre (5C's)

BACKGROUND

In the context of an increasing complex and diversified international climate financing landscape, countries need a new set of capacities to enable them to access and make use of available climate finance effectively and efficiently. The Government of Belize (GoB) recognises the strong demand to establish national mechanisms to ensure that such funds are effectively coordinated, channelled and monitored, and that the results of financed measures can be verified and reported. This is especially critical as the country moves towards a Low Emissions development pathway envisaged in the country's Vision 2030 Strategy.

Various barriers currently hinder Belize's full engagement with the Green Climate Fund (GCF) at effectively undertaking its fund-related responsibilities. These include the absence of a fully operational National Designated Authority (NDA) that is a corollary for: (i) Low levels of awareness and understanding among NDA personnel of the operational policies of the Fund, and their respective roles and responsibilities in relation to Guyana's engagement with the GCF, and (ii) the absence of a strategic tool to support project oversight by the NDA and engagement with the Fund. Belize's GCF Readiness and Preparatory Support Project therefore seeks to address these critical barriers.

This consultancy should therefore enhance Belize's readiness to access and deliver international climate finance through targeted institutional strengthening. Thus, the expected outcomes are threefold, (i) strengthened capacities within the NDA to facilitate efficient planning and administration of fund-related responsibilities, (ii) develop operational guidelines for the functioning of the NDA; and (iii) national priorities elaborated through the development and implementation of a Country Strategic Framework to the GCF. These outcomes will be achieved by examining the existing legislation and where application, drafting of required legal framework for the NDA, delivering training of specialised technical and administrative personnel in order to assist the NDA to effectively execute its mandate, prepare, review, and disseminate user-friendly GCF operational manuals and action plans to key national stakeholders, defining a nationally appropriate process for ascertaining no-objections to funding proposals, and development and elaboration of a Country Strategic Framework of priority interventions for climate change adaptation, mitigation aligned with Belize's vision for a low carbon climate resilient economy for engaging with the GCF.

OVERALL OBJECTIVES

The GCF is supporting readiness through institutional strengthening of capacities of Belize's National Designated Authority (NDA) to effectively fulfil its roles and responsibilities to prepare country programmes through a multi stakeholder engagement process. To this end the overall objective is:

- To enhance Belize's readiness to access and deliver international climate finance through targeted institutional strengthening.

SPECIFIC OBJECTIVES

1. Strengthening the capacities within Belize's National Designated Authority (NDA) to facilitate efficient planning and administration of fund-related responsibilities;
2. Develop operational guidelines for the effective engagement of the NDA with the GCF; and
3. Preparing a Country Strategic Framework for Belize's Engagement with the Green Climate Fund, including a country programme.

Specific Tasks and Responsibilities

1. Develop guidelines for the efficient functioning of the NDA to perform its roles and responsibilities.
2. Train NDA Personnel (and those identified by the NDA) in operational modalities of the GCF and roles and responsibilities.
3. Provide capacity building training for NDA Personnel and Sector Agencies for climate change mainstreaming in planning and budget.
4. Review existing legislation and drafting of legislative framework where applicable for operationalisation of the NDA.
5. Define and elaborate a nationally appropriate process for ascertaining no-objections for submission of proposals for funding from the GCF.
6. Develop and elaborate Belize's Country Strategic Framework for the GCF, including a country programme that identifies a portfolio of short term and longer term priority projects for funding.
7. Design and implement a public awareness campaign on GCF operational modalities, as well as the role, functions and operation of the, and the governance structure for decision-making and no objection.
8. Develop a monitoring, evaluation and learning framework.

Results Expected:

1. Capacity to coordinate across stakeholders and facilitate effective consultation and communication are enhanced.
2. Knowledge on climate and finance priorities is strengthened.
3. System for reviewing proposals and issuing recommendations or no-objections are established.
4. Capacity and systems to monitor, evaluate and report on the activities of the Fund and other relevant finance mechanisms and institutions are established.
5. Information, including in local languages, on procedures of the Fund to disseminate to stakeholders in the country.
6. Engagement of private sector, civil society, government and local stakeholders on priorities for engagement with the Fund.
7. Country programming document developed and published in adherence with the initial guidance from the Fund.
8. Monitoring, reporting and learning framework developed and approved.

Deliverables

1. An inception report outlining the workplan for the duration of the engagement of the consultancy firm
2. Training workshop for NDA personnel held
3. Detailed report outlining the capacity building activities delivered to the NDA personnel; inclusive of succinct materials developed to accompany training activities, analysis of the pre- and post-assessment of participants' capacity, participants' list, workshop agenda and all presentations delivered during the Training Workshop.
4. Stocktake on legislative framework for operation of the NDA and drafting of legislation where applicable for formal operationalisation of the NDA
5. Final Draft Terms of Reference for National GCF Steering Committee
6. M&E Framework developed
7. All Manuals for engaging with the GCF in a fit for purpose approach completed
8. A minimum of four (4) Stakeholder Meetings conducted over the period and Minutes completed;
9. Priority Setting Stakeholder Consultation Workshop held and a Report outlining the workshop's proceedings, inclusive of participants' lists, agenda, and presentations delivered;
10. Draft Country Strategic Framework developed, including a country programme
11. Draft monitoring, evaluation and learning framework;
12. Validation Workshop held and a Report outlining the workshop's proceedings completed;
13. Public awareness Campaign on GCF operational modalities, role functions and operation of the NDA and governance structure for decision making and no objection completed;
14. Final draft Country Strategic Framework completed, including a country programme; and
15. Final monitoring, evaluation and learning framework.

Location and Duration of Assignment

This project will be spread over a period of one year from **September 2017 through August 2018**. **Time can be spread between home based and in Belize. Note at least 60% of the contracted days will be required in Belize.**

Management Arrangement

The consultancy is commissioned by the Caribbean Community Climate Change Centre (CCCCC). The Consultant will report to CCCCC for contractual and administrative purposes. Members of the project core team from the Ministry of Economic Development and Petroleum (MEDP) will provide additional technical advice and inputs, overall coordination and oversight for this

consultancy. The Consulting Firm will liaise with everyone from the project core team but will ultimately report to MEDP and the CCCCC. Payment arrangement can be stated in the following way: Payment will be made in four (4) instalments (i) 20% after contract signature and delivery of inception report and detailed workplan (deliverable 1); (ii) 30% at completion and acceptance of all the institutional capacity related activities (Deliverables 2-9) (iii) 30% on acceptance of the draft Country Strategic Framework, and the completion of the consultations (Deliverable 10-12), and (iii) 20% after acceptance of all final deliverables (deliverables 13 - 15).

Qualifications and Experience

Functional Competencies:

- Highly developed coordination skills
- Strong analytical skills, and ability to rapidly analyze and integrate diverse information from varied sources
- Computer literate.
- Identifies priority activities and assignments.
- Teamwork - excellent interpersonal, organizational and management skills and ability to work within multi-disciplinary teams.

Development and Operational Effectiveness:

- Able to manage complex problems proactively and effectively;
- Ability to operate effectively in a changing, complex and under-stress environment;
- Consistently approach work with energy and a positive, constructive attitude;
- Proven organizational and communication skills;
- Demonstrate strong oral and written communication skills;
- Demonstrate openness to change and ability to manage complexities.
- Strong analytical skills.
- Strong interpersonal and communication skills

Professional Experience:

- The Consultancy Firm should have a minimum of 10 years of experience in capacity development related to climate change development finance and development of national plans and strategies.
- Demonstrated knowledge of GCF modalities and procedures, including reporting requirements and guidelines

- Demonstrated engagement with Country Strategic Frameworks, and/or related document development
- In depth understanding of climate finance issues, at the international and regional scales, with knowledge of the current climate finance architecture of the Green Climate Fund.
- Experience working with a cross-section of stakeholders, including senior government officials in small and vulnerable states (SIDS and LDCs), donor governments and organisations, as well as regional organizations.
- Experience in institutional and skill-based capacity development.
- The professional expertise and background of the consultant firm should cover the requirements of tasks defined in this TOR.

Educational Qualifications:

- Consultants of the selected firm should possess at least advanced degrees (Master's Degree or equivalent) ranging, but not limited to Economics, Finance, International Development/Relations, Environmental Science or related fields from recognised and reputable institutions. Ph.D. will be an asset.

Evaluation Criteria

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

Technical Qualifications Evaluation Criteria

#	Description	Weighting
Main (Technical)criteria (70 marks total)		
A	Consultants of the selected firm should possess at least advanced degrees Masters Degree or equivalent ranging, but not limited to Economics, Finance, International Development/Relations, Environmental Science or related fields from recognized and reputable institutions. Ph.D. will be an asset.	10
B	The Consultancy Firm should have a minimum of 10 years of experience in capacity development related to climate change development finance and development of national plans and strategies. The quality of suggested consultant/consultants team (including back up support/quality assurance where necessary) and availability of named individuals including national experts. The provider will need to demonstrate that it has sufficiently skilled staff to undertake all aspects of the assignment.	15

C	The professional expertise and background of the consultant firm should well cover the requirements of tasks defined in this TOR. Adherence to ToR's specifications and related requirements: a clear understanding of required deliverables.	10
D	Robust, relevant and appropriate proposed approach and methodology including new ideas and use of mixed methods for review and evaluation given potential constraints (e.g. aggregation across focus areas, project level success etc.). Awareness of benefits and limitations of different techniques	15
E	<p>Demonstrated knowledge of GCF modalities and procedures, including reporting requirements and guidelines</p> <p>Demonstrated engagement with Country Strategic Frameworks, and/or related document development</p> <p>In depth understanding of climate finance issues, at the international and regional scales, with knowledge of the current climate finance architecture of the Green Climate Fund.</p> <p>Experience working with a cross-section of stakeholders, including senior government officials in small and vulnerable states (SIDS and LDCs), donor governments and organisations, as well as regional organizations.</p> <p>Experience in working in the Caribbean region will be an advantage.</p>	15
F	Writing skills and language proficiency	5
Commercial criteria (30 marks total)		
G	Competitive fee rates and expenses in relation to the market and demonstration of Value for Money.	15
H	Clear and effective financial plan to deliver output based deliverables and key performance measures	5
I	Financial approach and methodology for ensuring the requirements will be delivered on time and in line with agreed costs, highlighting any financial risks.	10
	Total	100

Required Minimum Technical Score 60 points

Application Process and Deadline

Interested firms are required to submit the documents listed in the Request for Proposal (RFP), Instruction to Consultants, 3.4 and 3.6 (page 22) on or before the deadline. Each submission should include the name and address of the firm and shall be clearly identified as: **“Recruitment of Consultancy Firm for Capacity Building of National Designated Authority and Preparation of Country Strategic Framework, Belize”**.

Technical Proposal and Financial Proposal must be submitted as two (2) separate PDF files, via email to: procurement@caribbeanclimate.bz

The deadline for the submission of proposals is on or before 2:00pm (GMT-6), Wednesday 6th September 2017

For queries regarding the Procurement documents and submission process, email:

Email: awilliams@caribbeanclimate.bz

Attention: Ms. Allison Williams
Procurement Officer (Ag.)
Caribbean Community Climate Change Centre