

# TERMS OF REFERENCE

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## 1. BACKGROUND INFORMATION

### 1.1. Country background

Saint Vincent and the Grenadines, a small island developing state (SIDS), is an archipelago in the Eastern Caribbean. The country is comprised of the main island, Saint Vincent, while the Grenadines consists of 32 islands and cays, of which eight (8) are inhabited: Young Island, Bequia, Mustique, Canouan, Mayreau, Union Island, Palm Island and Petit St. Vincent. The total area of the country is 150 square miles (389 km<sup>2</sup>), of which Saint Vincent is 133 square miles (344km<sup>2</sup>). The population of Saint Vincent and the Grenadines is estimated at 109,991<sup>1</sup> with a life expectancy at birth of 74.9 years.

The country is classified as lower-middle income, with a small open economy that is highly vulnerable to external shocks and natural disasters. The major economic sectors are agriculture, tourism, construction, manufacturing, financial intermediation and real estate, renting and business services. Specifically, the agriculture and tourism sectors continue to generate income through the creation of jobs and foreign exchange earnings.

Preliminary estimates show that in 2016, the economy of Saint Vincent and the Grenadines grew marginally by 0.86 percent in real terms, relative to 2015. Consequently, per capita GDP was US\$5,922.00 compared with US\$5,807.00 in 2015. At the end of 2016, total public sector debt was US\$629m (EC\$1.7b) compared with US\$590m (EC\$1.6b) in 2015, an increase of 6.3 per cent. Additionally, an average inflation rate of negative 0.1 per cent was realised in 2016.

According to the 2007/2008 Country Poverty Assessment (CPA), 2.9 percent of the population lived in abject poverty, 30.2 percent was below the poverty line, while 48.2 percent of the population was considered to be vulnerable.

Saint Vincent and the Grenadines is highly dependent on the resilience of its natural resources - which supports key economic sectors and activities such as agriculture, tourism, and fisheries – to the impacts of climate change, climate variability and land degradation. Over the last few decades, increased coastal erosion, droughts, troughs, floods and landslides have negatively affected livelihoods. More specifically, within the last ten (10) years, the country has suffered from adverse weather events, notably, hurricane Tomas in October 2010; excessive rains and resulting landslides in April 2011; a Christmas Eve trough system in 2013; two prolonged droughts in early 2010 and 2014; and a series of trough systems in 2016. In terms of economic impact, the 2013 Christmas Eve storm resulted in an estimated loss of US\$108.4 million (EC\$291.4 million), equivalent to 15% of the country's GDP. Most of the flood damage was sustained in the infrastructure sector (97%) - followed by the social and productive sectors<sup>2</sup>. In the case of the 2016 troughs, the damage is estimated to be over US\$100 million. With per capita GDP among the lowest in the Caribbean, severe weather events caused by anthropogenic climate change could restrict economic growth and development.

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<sup>1</sup> 2012 Population and Housing Census

<sup>2</sup> Rapid Damage and Loss Assessment (DaLA), December 24-25, 2015 Floods. A report by the Government of Saint Vincent and the Grenadines. (January 16, 2014).

## 1.2. Current situation in the sector

The Government of Saint Vincent and the Grenadines has identified climate change as a development challenge in its National Economic and Social Development Plan (NESDP) 2013-2025. Specifically, Development Goal No. 4 -“*Improving Physical Infrastructure, Preserving the Environment and Building Resilience to Climate Change*” - seeks to address this challenge. Further, one of the strategic interventions highlights “public education and awareness of the potential negative effects of climate change.”

The Government of Saint Vincent and the Grenadines ratified the UN Framework Convention on Climate Change (UNFCCC) in 1996, the Kyoto Protocol in 2004 and the Paris Agreement in 2016. In 2015, Saint Vincent and the Grenadines developed and submitted its Intended Nationally Determined Contributions (INDC) to the UNFCCC. In this document, the government pledged to achieve an unconditional, economy-wide reduction in greenhouse gas (GHG) emissions of 22 percent by 2025 compared to its business-as-usual (BAU) scenario. The transport sector has been identified as the fastest growing contributor to GHG emissions. Accordingly, international support for a nationally appropriate mitigation action (NAMA) has been sought for the transport sector through the Japan-Caribbean Climate Change Partnership Programme (J-CCCP). Further, there are several projects being implemented to address elements of climate risk and resilience in Saint Vincent and the Grenadines, the largest of which is the Pilot Programme for Climate Resilience (PPCR). The PPCR proposes to enhance climate risk management through four areas of intervention: climate vulnerability, risk assessments and risk reduction; data collection, analysis and information management; strengthening of existing policy, legal and institutional framework; and, design and implementation of a public education capacity building programme. Although the PPCR has far reaching climate risk management implications, there are several gaps which the project does not cover. For instance, considerable work needs to be done on the impact of climate change on the health of Vincentians and the consequent need to strengthen existing health infrastructure.

In order to ensure that Saint Vincent and the Grenadines is well positioned to access climate financing, it is important that the requisite capacity be built and that strong systems are in place to improve the coordination of funds, ultimately leading to attainment of national goals and objectives. The National Designated Authority/Focal Point’s (NDA/FP) ability to effectively perform its role as GCF coordinator is constrained by a number of factors. One of these factors is the limited understanding within the NDA/FP of its roles, responsibilities and operational policies vis- à-vis the Green Climate Fund. Further, there is the absence of a strategic framework which will act as the main guide for the NDA/FP’s engagement with the GCF.

Accordingly, this project will facilitate the building of the requisite technical capacity of the NDA/FP to perform its roles and responsibilities. In addition, the completion of a strategic framework will allow the NDA/FP to better able to align the GCF’s requirements with the NESDP and the Sustainable Development Goals (SDGs).

## **2. OBJECTIVE, PURPOSE & EXPECTED RESULTS**

### **2.1. Overall objective**

To strengthen Saint Vincent and the Grenadines' readiness to access and receive climate financing, mainly through capacity building of the NDA/FP and to develop a strategic framework for engagement with the Green Climate Fund including the preparation of a country programme.

### **2.2. Purpose**

The purposes of this contract are as follows:

- I. Strengthening the capacity of the NDA/FP;
  - To build the capacity within the office of the NDA/FP, which has overall responsibility for coordination of activities related to engagement with the GCF, to carry out its roles and responsibilities
  - To develop a communication strategy for engagement with the GCF by all stakeholders including the design and implementation of a public awareness campaign;
- II. To develop a strategic framework for engagement with the GCF; and
  - To develop a country programme which is consistent with the NESDP, the SDGs, Nationally Determined Contributions (NDCs), the National Environment Management Strategy (NEMS) and other policy and strategic documents.

### **2.3. Results to be achieved by the Contractor**

- I. Strengthen the capacity of the NDA/FP:
  - Roles and responsibilities of the NDA/FP established;
  - Operational guidelines for the functioning of the NDA/FP developed, approved and published;
  - NDA staff and key stakeholders trained in the operational procedures of the GCF;
  - Knowledge of climate change and financing priorities of the NDA/FP strengthened;
  - Communication strategy for engagement with the GCF developed, approved and published;
  - Public awareness campaign designed and implemented;
  - No-objection procedure for funding proposal and nomination letters to entities seeking accreditation established;
  - Capacities and systems to monitor, evaluate and report on the activities of the GCF are enhanced.

## II. Develop a strategic framework for engagement with the GCF:

- Country strategic framework for engagement with the GCF, inclusive of a country programme consistent with the NESDP, the SDGs, NDCs, the NEM and other policy and strategic documents, developed;
- Existing policy and strategic documents reviewed and gaps identified;
- Participatory and gender inclusive national stakeholder consultations to identify investment priorities, coordinated and conducted;
- Opportunities for the private sector to execute the programming priorities of Saint Vincent and the Grenadines identified;
- Projects and programmes, including public-private partnerships, consistent with GCF's investment criteria and aligned with the investment priorities of Saint Vincent and the Grenadines, identified and prioritised;
- Synergies between GCF and other development partners identified;
- Any other activities, formally requested by the NDA and relevant to the project, considered and incorporated.

## 3. SCOPE OF THE WORK

### 3.1. General

#### 3.1.1. Project description

The project will strengthen the NDA/FP's capacity to effectively engage with the GCF. It will also enhance the capacity of the Ministry of Economic Planning, Sustainable Development, Industry, Information and Labour (MoEP) to collaborate with key stakeholders, including the private sector and civil society, in relation to the GCF. In addition, the project will enable the development of a country strategic framework for engagement with the GCF that includes a country programme.

#### **Specific Tasks and Outcomes**

##### A. Strengthening the capacity of the NDA/FP:

- Strengthen the NDA/FP's capacity to carry out its roles and responsibilities. Strengthening will be achieved through engagement in active communication with the GCF and all stakeholders, and through training provided to the NDA staff, the scope of which will not be limited to:
  - i. Increase knowledge of climate change and finance priorities
  - ii. Establish capacity and systems to monitor, evaluate and report on the activities of the GCF and other relevant finance mechanisms and institutions
  - iii. Develop operational guidelines for the functioning of the NDA/FP

- iv. Support the NDA/FP in understanding its roles and responsibilities
  - v. Establish a no-objection procedure for screening GCF funding proposals and a mechanism for the nomination of prospective Direct Access Entities (DAEs) seeking GCF accreditation
  - Develop a communication strategy for engagement with the GCF by all stakeholders including the design and implementation of a public awareness campaign
  - Other activities may be added in accordance with the GCF's defined scope of works for strengthening of the NDA/FP
- B. Development of a strategic framework for engagement with the GCF:
- Develop a country programme that includes draft concept notes of the top five (5) identified priority projects. This programme must be consistent with the NESDP (2013-2025), the SDGs, NDCs, the NEMS and other policy and strategic documents
  - Review existing policy and strategic documents and identify and reduce gaps
  - Identify opportunities for the private sector to execute the programming priorities of Saint Vincent and the Grenadines
  - Identify and prioritise programmes and projects, including public private partnerships consistent with the GCF's investment framework
  - Identify synergies between the GCF and other development partners
  - Coordinate national stakeholder consultations to include, among other things, identification of investment priorities
  - Ensure that there is coherence between funding proposals and national priorities

### **3.2. Project management and payment arrangement**

#### **3.2.1. Responsible body**

The consultancy firm will report to the NDA/FP for contractual and administrative arrangements. The MoEP has responsibility for implementing the readiness programme, through the Director of Planning who is the focal point for the GCF.

The Director of Planning is the principal advisor to the Prime Minister and the Cabinet on macroeconomic issues. This allows for close cooperation with other ministries, project implementation units, the private sector and civil society. In addition, the Director of Planning has responsibility for coordinating donor funds from the World Bank, the EU and the UN among others. The daily operational management will be performed by a projects officer who will support the Director of Planning by performing the role of project manager.

The project will be located within the Public Sector Investment Programme Management Unit (PSIPMU) of the Ministry of Economic Planning, Sustainable Development, Industry, Information and Labour. This Unit has direct responsibility for preparing, implementing, managing, coordinating and monitoring various bilateral and multilateral funded projects and programmes.

## 4. LOGISTICS AND TIMING

### 4.1. Location

The project will be based in Saint Vincent and the Grenadines.

### 4.2. Start date & period of implementation

The intended start dates are:

- Strengthening the capacity of the NDA or Focal Point: **1<sup>st</sup> December, 2017**
- Development of a strategic framework for engagement with the GCF: **1<sup>st</sup> March, 2018**

The period of implementation of the contract will be **twelve (12) months** from these intended start dates. Note that it is mandatory that all training and consultations are administered face-to-face.

## 5. REQUIREMENTS

### 5.1. Staff

#### 5.1.1. Key experts

##### Qualifications

- Advanced university degree in development studies, economics or equivalent with specialization or relevant experience in climate change, environment/natural resources. A PhD will be an asset.

##### Work Experience/Skills

- Have at least 7 years' experience in developing relevant national priorities, strategies, and plans
- Proven experience working with a cross-section of stakeholders, including senior government officials in small and vulnerable states (SIDS and LDCs) and donors
- Exhibit knowledge of GCF modalities and procedures, including reporting requirements and guidelines
- Demonstrate experience with the development of operational manuals and communication strategies including raising public awareness
- In depth understanding of climate finance issues, at the international and regional levels, with knowledge of the current climate finance architecture of the Green Climate Fund

- Proven experience in institutional and skills-based capacity development
- Demonstrate experience in developing country strategic frameworks and/ or related documents
- Possess capability to build on existing strategies, policies, climate change response efforts and identify needs and gaps
- Demonstrate a familiarity with adaptation and mitigation priorities and socio-economic circumstances of Saint Vincent and the Grenadines
- Experience in coordinating and moderating consultations and meetings, and reporting on national stakeholder workshops
- Demonstrate experience in monitoring and evaluation and reporting

Other

- Strong analytical and communication skills
- Ability to work with senior government officials, research institutes, non-governmental organisations (NGOs), and local communities
- Fluency in written and spoken English

### 5.1.2. Evaluation Criteria

The evaluation criteria and weightings that will be applied to these terms of reference are as follows:

Table 1: Evaluation criteria

#	Description	Weighting
<b>Main (technical) criteria (80 points total)</b>		
<b>A</b>	Advanced university degree in development studies, economics or equivalent with specialization or relevant experience in climate change/environment/natural resources. A Ph.D. will be an asset	<b>10</b>
<b>B</b>	At least 7 years' experience in developing relevant national priorities, strategies, and plans	<b>8</b>
<b>C</b>	Proven experience working with a cross-section of stakeholders, including senior government officials in small and vulnerable states (SIDS and LDCs), donors, and regional organisations	<b>6</b>



<b>D</b>	Proven knowledge of GCF modalities and procedures, including reporting requirements and guidelines (6 points)  Completion of at least three (3) operational manuals and communication strategies including the raising of public awareness (8 points)  Understanding of climate finance issues, at the international and regional levels, with knowledge of the current climate finance architecture of the Green Climate Fund (6 points)  Demonstrated experience in institutional and skills-based capacity development (6 points)	<b>26</b>
<b>E</b>	Demonstrated experience in developing country strategic frameworks and/ or related documents	<b>12</b>
<b>G</b>	Familiarity with adaptation and mitigation priorities and socio-economic circumstances of SIDS	<b>4</b>
<b>H</b>	Experience in coordinating and moderating consultations and meetings, and reporting on national stakeholder workshops	<b>4</b>
<b>I</b>	Experience in monitoring and evaluation and reporting	<b>5</b>
<b>J</b>	Proficiency in written and spoken English	<b>5</b>
<b>Financial criteria (20 points total)</b>		
<b>K</b>	Competitive fee rates and expenses in relation to the market and demonstration of value for money.	<b>10</b>
<b>L</b>	Clear and effective financial approach and methodology that is aligned to the deliverables highlighting any financial risks	<b>10</b>
	<b>Total</b>	<b>100</b>

## 5.2. Office accommodation

Office accommodation of a reasonable standard will be provided by the NDA/FP.

## 5.3. Facilities to be provided by the Contractor

The consultancy firm must ensure that experts are adequately supported and equipped. In particular it must ensure that there are sufficient administrative and secretarial provisions to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.

## 6. REPORTS

### 6.1. Reporting requirements and payment structure

All reports under this consultancy must be provided in English. Within two (2) weeks of commencing the contract, the consultancy firm will present a detailed technical inception report outlining the proposed approach and detailed work plan (see table 2 below).

**The consultancy firm will submit to the NDA/FP progress reports in accordance with table below.**

The NDA/FP will provide the following documents to the consultancy firm before starting the assignment:

- National strategic documents;

**Payment arrangement:**

Payment will be made in at least four (4) instalments as follows:

Table 2: Deliverables and payment

Time	Tasks/Deliverables	Readiness area no.1: Percentage to be paid	Readiness area no.2: Percentage to be paid
<b>Week 2</b>	Submission and acceptance of the inception report including: <ul style="list-style-type: none"> <li>• a detailed work plan and</li> <li>• potential recommended refinements to the existing TOR where necessary (see appendix A)</li> </ul>	20 %	20%
	Review of existing: <ul style="list-style-type: none"> <li>• GCF documents</li> <li>• Strategic Documents: including the NESDP (2013-2025), NDCs, the NEMS</li> </ul> (Duration: 4 – 6 weeks)		
<b>Month 5</b>	<b>I. Strengthening the capacity of the NDA/FP</b> Submission and acceptance of 1 <sup>st</sup> draft operational manual (including the no-objection procedure for funding proposals and direct access entities nomination) and communication strategy (including an outline of a public awareness campaign)	30%	
<b>Month 6</b>	<b>II. Developing a strategic framework for engagement with the GCF</b> Submission and acceptance of 1 <sup>st</sup> draft country strategic framework, including an outline of the priority projects.		30%
<b>Month 7</b>	<b>I. Strengthening the capacity of the NDA/FP</b> Submission and acceptance of 2 <sup>nd</sup> draft operational manual (including the no-objection procedure for funding proposals and direct access entities nomination) and communication strategy	20%	
<b>Month 9</b>	<b>I. Strengthening the capacity of the NDA/FP</b> Submission and acceptance of final operational	20%	

Time	Tasks/Deliverables	Readiness area no.1: Percentage to be paid	Readiness area no.2: Percentage to be paid
	manual and communication strategy		
	<p><b>II. Developing a strategic framework for engagement with the GCF</b></p> <p>Submission and acceptance of 2<sup>nd</sup> draft country strategic framework, including an outline of the priority projects, and the completion of the stakeholder consultations on investment priorities. The 2<sup>nd</sup> draft country strategic framework will include draft costing and implementation plan.</p> <p>Note: The 2<sup>nd</sup> draft country strategic framework will be presented by the consultancy firm to the Cabinet<sup>3</sup> for comments and approval.</p>		30%
Month 10-12	<p><b>I. Strengthening the capacity of the NDA/FP</b></p> <p>Training of the NDA/FP in the operational procedures of the GCF (including the no-objection procedure for funding proposals and direct access entities nomination) and communication strategy</p>	10%	
Month 12	<p><b>II. Developing a strategic framework for engagement with the GCF</b></p> <p>Submission and acceptance of final country strategic framework that includes:</p> <ul style="list-style-type: none"> <li>a. draft concept notes for the top three (3) identified priority projects.</li> <li>b. Costing and implementation plan</li> </ul>		20%

## 6.2. Submission & approval of reports

Three (3) hard copies (and an electronic copy in MS Word and PDF) of the reports referred to above, must be submitted to the NDA/FP at the address (including email) as identified in the contract. All submissions must be done in **English**, in one (1) original and one (1) copy. **The NDA is responsible for approving all submissions.** In the absence of comments or approval by the NDA within twenty (20) business days, the reports are deemed to be approved.

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<sup>3</sup> Executive branch of the GoSVG

## **APPENDIX A**

### Inception Report Template

The Consultancy firm is free to format the inception report to its normal presentation, but the report shall contain the following minimum content:

- Executive Summary
- Project Introduction
- Background and Description of various project elements by readiness area
- Understanding of project objectives by readiness area
- Contract signing and project commencement
- Team mobilisation and project activities to date
- Data collection and proposed methodologies
- Data gaps
- Assumptions, Risks and Mitigation Strategies for data gaps
- Comments on ToR
- Policy criteria
- Proposed task report formats
- Project Organisation / Lines of communication
- Detailed workplan /Project scheduling
- Appendices; e.g. inception meeting minutes, organisation chart, copy of ToR, etc.