

TERMS OF REFERENCE

International Consultancy – Finance Expert

Project:	Mobilizing Private Sector to Support Low-Carbon and Climate Resilient Development in Jamaica and Other CARICOM States
Location	Jamaica (with three missions to other CARICOM States)
Grant No.:	JAM-RS-002
Duration of contract:	5 months (July 2018-July 2019)
Type of contract:	Consultancy Firm (Sub-contracting and/or joint submissions are allowed)
Language:	English
Expected start date:	July 2018

1 BACKGROUND

Climate change is a serious threat for the island nations of the Caribbean and the over 40 million people who live there. Due to their small size, geographic location and vulnerable economies, they are highly vulnerable to the impacts of climate change, particularly increased intensity of hurricanes, sea level rising and higher temperatures and longer drought periods. Adapting to these adverse impacts of climate change will be an enormous challenge for these nations, requiring public and private sector coordination to transition to a low-carbon and climate resilient development.

In the Caribbean while climate change has been mainly the focus of the public sector, the private sector must be a significant partner in helping nations to mitigate and adapt to climate change. The private sector in the region is mostly comprises micro, small medium enterprises (MSMEs) who constitute 70%-80% of enterprises in the Caribbean region. MSMEs contribute 60%-70% to the gross domestic product (GDP), accounting for 50% employment in the Caribbean. In its Strategic Plan for the Caribbean Community 2015-2019, the CARICOM Secretariat has indicates that the Private Sector *“is essential for activating and ultimately realizing the goals of the Community as it relates to economic development”*. These sentiments were echoed during the Green Climate Fund (GCF) Structured Dialogue with the Caribbean in June 2017 in Placencia, Belize. National Designated Authorities (NDAs) from across the region also emphasized the urgency of engaging the private sector with a view to providing them with the required support to understand and access GCF resources. Jamaica was nominated by the NDAs to lead a regional initiative, which would assist in addressing these issues.

In August 2017 the Climate Change Division- Ministry of Economic Growth and Job Creation of the Government of Jamaica engaged the GCF to leverage resources to support private sector mobilization for the development of climate change adaptation and mitigation projects/programmes, which would translate into regional and national benefits. The proposal seeks to investigate barriers to private sector investment, with particular focus on micro-small-medium enterprises (MSMEs); support the accreditation of the selected private sector entities in the region; inform the best strategy for investment at the regional and country level and; promote south-south cooperation among other CARICOM States.

The proposal will complement Jamaica’s first readiness grant under the Green Climate Fund, as it will lay the foundation for supporting a regional accredited private sector entity to allow Jamaica and CARICOM States to take advantage of the GCF Private Sector Facility (PSF).

The Ministry of Economic Growth and Job Creation of the Government of Jamaica now invites eligible Consultancy Firms to indicate their interest in providing technical support for the above-captioned project. Teams are encouraged to have balanced, equally qualified male and female members.

2 OVERALL OBJECTIVES

The overall objective of this consultancy is to undertake a local and regional scoping study to identify the barriers to private investment and capital mobilization for climate change action, specifically mitigation and adaptation, particularly pertaining to MSMEs, and put forward recommendations to improve access to GCF resources.

3 SCOPE OF WORK

The main responsibilities of the Consultant/Consultancy Firm will be as follows:

1. Conduct desk study and a stakeholder mapping exercise of MSMEs in Jamaica (particularly micro-finance institutions or finance intermediaries, associations or cooperatives, small-scale businesses), examining opportunities for climate investment
2. Conduct scoping study to identify barriers to investment for MSMEs in Jamaica and prepare report of findings
3. Convene a MSME consultation with the private sector in Jamaica to validate findings and prioritise project ideas aligned with the GCF's investment criteria and its Private Sector Facility (PSF)
4. Scale-up study above through undertaking a regional scoping study targeting CARICOM States which will include the following:
 - a. identifying and mapping potential regional private sector entities for GCF accreditation (long-list of applicants, inclusive of MSMEs such as cooperatives, credit unions),
 - b. analysing the barriers (such as policy/regulatory, local markets, access to finance, technology) through surveys/interviews/consultations tailored to each country context,
 - c. conducting site visits in three CARICOM States, based discussions with regional entities and also an agreed criteria for selection (including data availability)
 - d. proposing recommendations, crowding-in and maximizing the engagement of the Caribbean's private sector in climate change initiatives
 - e. preparing country chapters/summaries based on findings
5. Liaise with the Project Administrator at the Climate Change Division for the GCF Caribbean Private Sector Engagement Workshop and coordinate and facilitate the GCF Structured Dialogue with Private Sector Organisations and NDAs in the Caribbean
6. Convene a GCF-Caribbean Private Sector Engagement Workshop in Jamaica to (i) validate the findings of the Regional Private Sector Scoping Study and Regional Action Plan, (ii) increase awareness and disseminate information on opportunities under the GCF, specifically the PSF (including Requests for Proposals (RFPs), and (iii) identify two (2) regional private sector entities to receive GCF accreditation support.
7. Increase awareness and disseminate information on opportunities that will unlock private sector investment in low-carbon, climate-resilient development in the Caribbean i.e. the GCF Private Sector Facility

8. Develop a Regional Action Plan (short-, mid- and long-term timeframes) outlining the priority initiatives to overcome the barriers identified in the scoping study with support from the GCF

4 MAIN DELIVERABLES

The expected deliverables of this consultancy are as follows:

- a) An Inception Report describing the agreed methodology to be taken to complete the scope of works outlined, as well as defining the work plan and implementation plan within the first 10 days of commencing the assignment to be taken to complete the scope of works outlined. The report will be based on the in-country Inception Meeting convened with the Climate Change Division. Consideration may be given to a virtual meeting.
- b) A Report on Stakeholder consultation of MSMEs in Jamaica on project ideas aligned the GCF, along with preliminary findings on the barriers faced by MSMEs in climate investment and recommendation to crowding-in and maximising engagement of the private sector in climate change initiatives, two weeks after the MSME consultation
- c) Innovative knowledge products (e.g. brochures) on engagement with the GCF Private Sector Facility that are tailor-made for the Caribbean, three weeks before Validation Workshop
- d) A draft Report with Preliminary Findings of the Regional Scoping Study and Presentation of Findings
- e) Workshop Proceedings/Validation Report on GCF-Caribbean Private Sector Engagement Workshop, two weeks after the Validation Workshop
- f) A Regional Scoping Study Report, draft Regional Action Plan, draft readiness request for addressing capacity needs and gaps

5 COMPETENCIES

- Excellent analytical skills, and ability to rapidly analyse and integrate diverse information from varied sources and stakeholders
- Ability to communicate effectively orally and write in a clear and concise manner
- Ability to prioritise activities and work in a deadline driven environment
- Strong interpersonal, organizational and good time management skills
- Client-oriented
- Ability to work within multi-disciplinary teams

6 PROFESSIONAL QUALIFICATIONS AND EXPERIENCE

- At least an advanced degree (Masters Degree or equivalent) in Finance, Economics, Business Management, and Climate Policy. A Ph.D. will be an asset.
- Lead Consultancy with at least five years of working experience with the private sector, of which at least 4 years should be in the Caribbean. Working experience in other Small Island Developing States would be an asset
- Proven experience providing similar services, of which three years should be in Climate Finance
- Experience in gap analyses and action planning
- Experience with stakeholder engagement, particularly with the Micro, Small, Medium Enterprises
- Candidate should have experience undertaking research at the regional level
- Preference will be given to suitably qualified candidate who has working experience with GCF or

similar type of organizations (Global Environment Facility, Climate Investment Funds, Adaptation Fund)

- Experience developing knowledge products for a wide audience
- Candidate must be fluent in both written and spoken English

7 TIMEFRAME FOR DELIVERABLES

This consultancy will be spread over a period of 5 months (~July 2018 – July 2019)

8 REPORTING REQUIREMENTS

The Consultant or Consultancy Firm will report directly to the Principal Director of the Climate Change Division of the Ministry of Economic Growth and Job Creation, for contractual and administrative arrangements. Feedback will also be obtained from participating NDAs in the region on the regional action plan.

The Consultant or Consultancy Firm is expected to submit electronic versions in Microsoft Word and PDF as well as three (3) hard copies of each deliverable. All submissions must be completed in English. The NDA is responsible for approving all submissions.

9 SCHEDULE OF PAYMENT

The contract price is a fixed output-based price regardless of extension of consultancy duration. The following percentages are contemplated for payments:

No.	Deliverable	% contract value
1	Upon signature of both parties, convening Inception meeting and submission of Inception Report	25%
2	Upon submission of Report on Stakeholder consultation of MSMEs in Jamaica, including preliminary findings, Findings of the Regional Scoping Study and Workshop Proceedings/Validation Report on GCF-Caribbean Private Sector Engagement Workshop	50%
3	Upon submission of Final Regional Scoping Study Report, draft Regional Action Plan, and knowledge products (e.g. brochures) on engagement with the PSF.	25%

10 EVALUATION CRITERIA

Proposals will be evaluated based on quality; suggested approach; general and specific experience; demonstration of similar work previously conducted. The price/cost effectiveness will also be considered.

11 CONFLICT OF INTEREST

No Consultancy Firm involved in this assignment shall have conflict of interest. Accordingly, it is required that the Consultancy Firm

- i. Provide impartial, objective and professional advice;
- ii. Hold the interest of the Government and people of Jamaica as paramount;
- iii. Provide advice that does not conflict with other assignments nor their corporate interests;

- iv. Assigned to this activity should not be in conflict with any prior or current obligations/assignments to/with other clients and must be in a position to complete the assignment in a manner consistent with 'ii' above;
- v. Shall not hire personnel who has a close business or family relationship with a professional staff of this client that is involved (directly or indirectly) in any part in: 1) the preparation of the ToR related to this assignment; 2) the selection process for the award of contract and 3) the supervision of the contract.

12 SUBMISSION REQUIREMENTS

Please submit applications no later than **3:00 pm (UTC-5) on June 11, 2018** to the address below. Late submissions will not be accepted.

Ms. Una May Gordon,
Principal Director, Climate Change Division,
Ministry of Economic Growth & Job Creation,
16A Half-Way-Tree Road, Kingston, Jamaica
Email: unamay.gordon@megic.gov.jm