

TERMS OF REFERENCE

International Consultant – Green Climate Fund (GCF) Project Development Specialist

Project:	Mobilizing Private Sector to Support Low-Carbon and Climate Resilient Development in Jamaica and Other CARICOM States
Location:	Jamaica
Grant No.:	JAM-RS-002
Duration of contract:	2 months
Type of contract:	Individual
Language:	English
Expected start date:	January 2019

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. Micro-small-medium enterprises (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 (CARICOM) 2015-2019, the CARICOM Secretariat 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 Green Climate Fund (GCF) resources. Jamaica was nominated by the National Designated Authorities (NDAs) to lead a regional initiative, which would assist in addressing these issues.

In August 2017 the Climate Change Division (CCD) within the Ministry of Economic Growth and Job Creation (MEGJC), of the Government of Jamaica, engaged the Green Climate Fund (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 Caribbean Community (CARICOM) States.

This proposal will complement Jamaica's first readiness grant under the Green Climate Fund (GCF). A key project component is to support private sector entities in developing a strong business case for climate investment. Given the limited capacity of entities to develop bankable projects, the project will secure a Project Development Specialist to conduct training that will increase the capacity of private sector entities, including Micro-Small-Medium-enterprises (MSMEs) to access climate financing. This will ultimately allow entities to take advantage of the Green Climate Fund (GCF) Private Sector Facility (PSF).

The Ministry of Economic Growth and Job Creation (MEGJC) of the Government of Jamaica, now invites eligible Consultants to indicate their interest in providing technical support for the above-captioned project.

2 OVERALL OBJECTIVES

The overall objective of this consultancy is to provide private sector entities with training in project development, with the aim of enhancing their capacity in building their business case to better access resources of the Green Climate Fund (GCF).

3 SCOPE OF WORK

The main responsibilities of the Consultant will be as follows:

1. Participate in an inception meeting with the National Designated Authority (NDA) staff to discuss the methodology, work plan and clarify key issues.
2. Design and launch a "Request Call for Project Ideas" for regional private sector entities. Project ideas should be aligned with the GCF investment criteria and the GCF Private Sector Facility (PSF)
3. Evaluate and prioritise submitted project ideas using an agreed criteria. In collaboration with the NDA, a short-list of ten private sector entities (project proponents) will be established.
4. Design and develop training modules for short-listed private sector entities (project proponents). The module should focus on the impacts of climate change, criteria for accessing the GCF (including incremental costing methodology), project cycle and an in-depth session on project proposal conceptualisation and development.
5. Present the training module to NDA staff for feedback and approval.
6. Deliver two-day interactive training workshops for up to 10 private sector entities, utilising the training module outlined above, to assist the short-listed project proponents in transforming project ideas to the GCF project concept notes

4 MAIN DELIVERABLES

The Consultant must deliver the following outputs/products:

- a) Deliverable 1: An Inception Report which outlines decisions made in the Inception Meeting regarding the work plan and methodology
- b) Deliverable 2: Report on Request for Call for Project Ideas, along with draft training modules for NDA approval
- c) Deliverable 3: One 2-day training workshop with shortlisted project proponents
- d) Deliverable 4: Workshop proceedings, recommendations for follow-up actions and training materials. A workshop evaluation report should be appended summarising participant's feedback of the training received.

5 COMPETENCIES:

- Works collaboratively with colleagues to achieve organizational goals;
- Ability to work within multi-disciplinary teams;
- Good communication skills, including in workshop and facilitation settings;
- Ability to work independently;
- Exhibit excellent interpersonal, organizational and management skills;
- Strong knowledge of computer management skills and Computer literacy in Microsoft office (MS Word, MS PowerPoint, Excel etc.);
- Very good document drafting and writing abilities, including in the presentation of analysis or research;
- Ability to identify priority activities and assignments and adjust priorities as required especially within a deadline driven environment;
- Familiarity with Green Climate Fund (GCF) policies, templates, requirements for climate financing – including the incremental costing methodology.

6 PROFESSIONAL QUALIFICATIONS AND EXPERIENCE

- The candidate should possess at least an advanced degree (Masters or higher) in Project Management, Environmental Studies, Business Administration, Finance, Climate Policy or a relevant field;
- Candidate must have at least 4-5 years of proven experience in project/programme development and management in climate change, preferably in the Caribbean region or other Small Island Developing States;
- Demonstrate previous success in development and approval of multilateral funded projects (Adaptation Fund, Global Environment Facility and Green Climate Fund). Experience with the GCF is preferred;
- Candidate should provide samples of work that demonstrate the following:
 - i. At least three relevant and successful climate finance projects developed over the last 4-5 years which highlights their experience;
 - ii. Experience in grant proposal writing and project development training;
- Candidate must be fluent in both written and spoken English.

7 TIMEFRAME FOR DELIVERABLES

This consultancy is for a period of two months however, the number of working days may be less.

8 REPORTING REQUIREMENTS

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

The Consultant is expected to submit electronic versions of each deliverable in Microsoft Word and PDF as well as three (3) hard copies. All submissions must be completed in English. The NDAs are 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 contract by both parties and submission of an Inception Report which outlines decisions made in the Inception Meeting regarding the work plan and methodology	10%
2	Upon submission of Report on Request for Call for Project Ideas and draft training modules for NDA for approval	30%
3	Upon delivery of one 2-day training workshop to 10 short-listed project proponents.	40%
4	Upon submission of workshop proceedings, recommendations for follow-up actions and training materials. A workshop evaluation report should be appended summarising participant's feedback of the training received.	20%

10 EVALUATION CRITERIA

Proposals will be evaluated based on price/cost effectiveness, suggested approach and general and specific experience, demonstrated similar work conducted before, and referrals.

11 CONFLICT OF INTEREST

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

- 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 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 be hired 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 Terms of Reference (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 to the address below.

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