



**INTER-AMERICAN INSTITUTE FOR COOPERATION
ON AGRICULTURE (IICA)**

INSTITUTIONAL BIDDING PROCESS No. 01-2021

**Trade Off and Cost Benefit Modelling Specialist
“Strengthening the foundation for a climate responsive agricultural sector in the
Caribbean”**

June 2021

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AGRICULTURE (IICA)**

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The Saint Lucia Representation of the Inter-American Institute for Cooperation on Agriculture (IICA) will receive financial and technical bids, in electronic (PDF) format, in English language, from July 1st, 2021 until 16:30 hours (Saint Lucia Time) on July 15th, of 2021, from companies/individuals interested in participating in the Institutional Bidding Process No.01-2021 “*Trade Off and Cost Benefit Modelling Specialist - “Strengthening the foundation for a climate responsive agricultural sector in the Caribbean””* (international). The Bidding process is international in scale.

The Call of Tender should be requested in digital form to the following e-mail, Caribbean.AgReady@iica.int from July 1st, 2021 until 16:30 hours (Saint Lucia Time) on July 15th, of 2021.

IICA will provide any complementary information, clarifications related to the Call for Tenders, and replies to queries from potential bidders to all interested parties by email.

OBJECTIVE OF THE INSTITUTIONAL BIDDING PROCESS

The objective of this consultancy is to develop science-based information on the co-benefits of agricultural adaptation & mitigation actions in countries’ NDCs, and demonstrate a stakeholder-driven, multi-disciplinary methodology to assess climate change impacts on multiple-dimensions in at least one representative farming system in the region.

I. GENERAL CONDITIONS

1. Interested companies/individuals should send their technical and economic offers electronically to the address Caribbean.AgReady@iica.int until the date indicated above, with the following legend:

Inter-American Institute for Cooperation on Agriculture (IICA)

Administrative Services Management/Corporate Purchasing Committee

Institutional Bidding Process No. 01/2021

Trade Off and Cost Benefit Modelling Specialist

*“Strengthening the foundation for a climate responsive agricultural sector
in the Caribbean”*

IICA will confirm receipt of the bids as soon as they arrive.

2. Bidders should provide and attach to their bids the following information:
 - a. Legal Name of Company/Individual(s)
 - i. Company’s Authorized Representative(s) (Name/Title) (in the case of a Firm)
 - ii. Full address
 - iii. Telephone
 - iv. Skype Address
 - v. Email address
 - vi. Website
 - vii. Number of technical persons in the company
 - viii. A copy of their corporate ID as an artificial person, or identity document (if the bidder is participating as a natural person)
 - b. A list of recent clients and at least three written references from clients using a service like the one offered to IICA.
 - c. Description of types of operation and service
 - d. Recent audited financial statements (2019 – 2020, 2020–2021)
 - e. Certification stating that they are up to date with their social security and other related payments.

- f. In addition to their offer, bidders must submit a notarized sworn statement that indicates that no lawsuits have been filed against the company; otherwise, it should indicate and describe the nature of those legal proceedings.
3. Based on its regulations and procedures, IICA establishes that it has up to 30 days to settle the invoices presented under the terms of the contract, which means that bidders should include in their bid a minimum period of 30 days for the settlement of invoices, which should not include taxes. The contractor should submit bills in United States dollars and the Institute will settle them in the same currency. Payment will be made via bank transfer, following the presentation of the invoices.
4. The Institute reserves the right to accept any or all the bids received, or to reject them if they do not meet the requirements described in the Call for Tenders.
5. The presentation and signing of the bids are expressly understood to mean that the bidder has carefully read the requirements, which it expressly accepts without reservations, and that, if the bidder is awarded the Contract, its bid will be an integral part thereof.
6. National Purchasing Committee in a private forum, without the presence of the public or bidders will open bids via email given Covid-19 restrictions. Communication by IICA of the awarding act will be no later than August 13th, 2021. Subsequently, bidders will have 7 business days to submit any inquiries.
7. The National Purchasing Committee will follow the guidelines established in IICA's regulations and procedures to ensure impartiality in its analysis of the bids and decision regarding the awarding of the contract.
8. In its decision, IICA will call for a Contract of 12 months and will also specify that a thorough review be carried out 2 months after the Contract has been signed and implemented.
9. Once awarded, IICA may rescind the Contract signed before its expiration date if it is not satisfied with the services received. IICA shall inform the corresponding legal representative 30 days or advance.

II. SPECIFIC CONDITIONS

1. The bid for the provision of services and the financial bid should fulfil all the requirements and characteristics described herein, as they meet the Institute's needs.
2. Description of the action:

The GCF- Readiness Project titled “Strengthening the foundation for a climate responsive agricultural sector in the Caribbean” (GCF CARICOM AgReady, in short) is funded through a Grant Agreement with the Green Climate Fund (GCF) with The Bahamas - The Ministry of Environment and Housing as the lead National Designated Authority (NDA) and the Inter-American Institute of Cooperation on Agriculture (IICA) as the delivery partner.

The AgReady project seeks to raise the profile of the agricultural sector in GCF's climate financing prioritization processes by implementing an evidence-based and inter-sectoral strategy for developing and rebranding Caribbean agriculture as “low-emissions”, to enhance market opportunities and attract private sector investments. The project logic is premised on a vision of developing “A Climate responsive agricultural sector in the Caribbean that supports food security, livelihoods and uses natural resources sustainably” by addressing barriers of ineffective mechanisms and engagement with agricultural experts and stakeholders in GCF climate programming processes, policy gaps, and limited or fragmented data/information to inform climate risks planning, programming, and action in the sector.

The IICA-GCF Readiness Project targets nine countries (The Bahamas, Belize, Dominica, Haiti, St. Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, and Trinidad and Tobago) in the CARICOM sub-region, with specific objectives and activities related to:

- To improve the enabling conditions to design, implement and evaluate options for enhanced climate action in the agricultural sector by strengthening policies, capacities, frameworks, methods and institutional arrangements for the collection, monitoring, measuring, reporting, verifying (MRV) and analyzing agricultural and associated activity data from the sector.
- To increase the number of projects identified for development and investment in a pipeline of evidenced-based and bankable projects aligned with regional and national priorities as informed by climate risk assessments of the agriculture sector.
- To disseminate best practices for institutional capacity building, coordination, and pipeline development of more robust proposals for building climate-resilience along prioritized agricultural value chains, with a focus on cultivating the innovative capacity of the region's youth.

1. Objective of the consultancy:

The overall objective of this consultancy is to develop science-based information on the co-benefits of agricultural adaptation & mitigation actions in countries' NDCs, and demonstrate a stakeholder-driven, multi-disciplinary methodology to assess climate change impacts on multiple-dimensions in at least one representative farming system in the region. This approach and the improved capacity of local scientists and stakeholders will contribute to the GST and NDC revision processes.

2. Minimum Qualifications and Requirements*:

1. Graduate degree, preferably PhD, in agricultural or environmental economics with significant experience working on integrated assessments with focus on economic analysis using foresight and economic modelling tools related to agriculture and the environment
2. 10+ years at developing and implementing stakeholder driven multi-disciplinary assessments that identify designed to support decision making, especially co-benefits and trade-offs of different technologies on multiple development goals.
3. Experience with capacity development and technical backstopping processes in developing countries to develop and implement ex ante and ex post economic analyses that support decision making
4. Ability to communicate difficult concepts into accessible language to facilitate understanding and adoption of results by decision makers
5. Excellent written and oral communication skills in English; ability to communicate in French a plus.
6. Excellent team player with good communication and interpersonal skills.
7. Ability to manage workload with minimum supervision
8. Display cultural, gender, religion, nationality sensitivity and adaptability

*Teams that wish to apply must ensure these qualifications are met by the team as a whole

3. Description of Duties:

The Trade-off Consultant will provide consulting services at the regional and national level, under the direct supervision of the Project Manager.

4. Activities / Products:

Estimate the agriculture co-benefits, trade-offs and synergies - for adaptation and mitigation actions in current NDCs for Caribbean SIDS in a representative farming system for the region

1. Contextualize and implement a virtual training program to improve local capacities in target countries to implement economic analysis to assess trade-offs and co-benefits of agricultural systems.
2. Develop short videos targeted towards decision makers to enhance understanding of the potential of this type of analysis and tools and how results can be applied and used to inform decision making for inclusion in a virtual course
3. Give talks during dissemination events (virtual) targeted at policy makers and the general public
4. Compile relevant documents, projects, policies, studies, programs for inclusion in agriculture and climate change portal
5. Provide ideas for project pipeline and contribute to the development of the two full multi-country proposals

5. Contract Period:

The Consultant will be hired for a working period of 130 working days in total, or until the specific assignments for the required services are completed, whichever is sooner. This is a consultancy, and the contract will begin once the contract is formalized and signed by all parties.

6. Payment:

The Consultant will be paid upon submission of deliverables as outlined in the Payment Schedule (Section 7.1)

- a) Source of Funding: GCF Readiness Project
- b) Payment currency: USD
- c) Payment method: 15% sign on fee and payments upon deliverables (See payment schedule)

7.1 Payment schedule with deliverable:

ACTIVITY	DELIVERABLE	PAYMENT	DUE DATE FOR DELIVERABLES
Sign on/Initiation	Detailed workplan and strategy for implementation	15%	August 16 th , 2021
2.2.1.2 Estimate the agriculture co-benefits, trade-offs and synergies for adaptation and mitigation actions in current NDCs for Caribbean SIDS using representative farming systems to identify finance gaps and support needs. The analysis will provide science-based information on the co-benefits of agricultural adaptation &	Case study report on the estimation of NDC co-benefits of agriculture actions (mitigation and adaptation) in the Caribbean. Includes	35%	May 30, 2022

<p>mitigation actions in countries' NDCs and demonstrate a stakeholder-driven multi-disciplinary methodology to assess climate change impacts on multiple-dimensions.</p>			
<p>1.3.2.2</p> <p>Training to public and private sector technicians to use the methodologies, tools and analyses in Output 2.2.1 for developing a more climate responsive agricultural sector.</p>	<p>Consultant will contribute to a regional virtual training program on multi-dimensional trade-off and co-benefit analysis for climate change measures in the Caribbean agriculture sector. This training is based on the analysis, methods and tools used in Activity 2.2.1.2. to estimate potential co-benefits and trade-offs using an AgMIP workflow.</p> <p>Pre and Post survey with participants to measure impact</p> <p>Training report</p>	<p>30%</p>	<p>December 30th, 2021</p>
<p>Collation of relevant documents, projects, policies, studies, programs for inclusion in agriculture and climate change.</p> <p>Provide ideas for project pipeline and contribute to the development of the two full multi-country proposals</p>	<p>Folder with all documents organized and titled using guidance provided.</p> <p>Strengthened project pipeline</p>	<p>10%</p>	<p>July 29th, 2022</p>

<p>Develop short videos targeted towards decision makers to enhance understanding of the potential of this type of analysis and tools and how results can be applied and used to inform decision making for inclusion in a virtual course</p>	<p>At least two short videos for virtual course (1 on tool/methods and 1 on findings and lessons learned in the region)</p>	<p>10%</p>	<p>March 30th, 2022</p>
<p>Give talks during dissemination events (virtual) targeted at policy makers and the general public</p>	<p>Presentations and participation in 9 national and at least 2 regional workshops</p>		
<p>Contribution to 2 Concept notes</p>	<p>2 Concept Notes finalized</p>		

7. Unit responsible for monitoring:

Climate Change, Natural Resources and Management of Production Risks Program.

8. Position of the officer responsible for monitoring:

1. Shalini Maharaj, Project Manager, AgREADY GCF Project

The consultant will also accountable to:

2. Chaney St. Martin, International Specialist in Water and Soil Management, IICA Delegation in Trinidad y Tobago; and
3. Kelly Witkowski, Manager-Climate Change and Natural Resource Program, Directorate of Technical Cooperation

9. Travel:

Any travel required will be defined together with the consultancy supervisor, with costs covered by the Project/IICA

10. Submission:

The interest in the consultancy must be submitted by end of business until 16:30 hours (Saint Lucia Time) with bids submitted from July 1st, 2021 to July 15th, 2021. Proposals should be submitted electronically to: electronically to: Caribbean.AgReady@iica.int.

The files submitted should include: a) curriculum vitae; and b) a technical and financial proposal

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