

TERMS OF REFERENCE

Regional Stakeholder Engagement Specialist

Green Climate Fund (GCF) Readiness Support project: “Strengthening the foundation for a climate responsive agricultural sector in the Caribbean”

1. Background:

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 InterAmerican 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, St. 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.

INTER-AMERICAN INSTITUTE FOR COOPERATION ON AGRICULTURE

**Apdo. 55-2200 Coronado, Costa Rica/ Tel.: 2216-0222/ Fax (506) 2216-0133,
IICA HEADQUARTERS**

2. Objective of the consultancy:

The objective of this consultancy is to assess and strengthen the engagement of agricultural sector stakeholders in GCF programming and broader climate related decision making at the regional and national level in project countries.

3. Minimum Qualifications and Requirements:

The individual or lead Consultant of the selected firm should possess at least an advanced degree (Master's Degree or equivalent) in Economics, International Development/Relations, Climate Change or Environmental Science or a similar field from recognised and reputable institutions.

The selected firm should have at least five years of proven experience in climate finance including analysing climate stakeholder engagement together with developing and implementing strategies for engagement in the agriculture sector in low- and middle-income countries, including Caribbean SIDS. Experience working with GCF funding is an asset. Additionally, the firm should have experience in enhancing readiness for delivery of climate and development projects/programmes, and multi-stakeholder engagement in policymaking and planning.

Other core competencies include:

- Proven experience with database and information management systems and use of Microsoft suite of tools, including Microsoft Access
- Strong research and analytical skills
- Strong interpersonal skills and experience working with a cross-section of stakeholders, including senior government officials, CSO practitioners, local communities and resource users, and donor agencies
- Time management and organisational skills
- Excellent oral and written communication skills and fluency in English; French or Spanish is desirable

4. Description of Duties:

The Stakeholder engagement expert will provide consulting services at the regional and national level in the Caribbean, under the direct supervision of the Project Manager. Working in

collaboration with the gender and inclusion specialist and others, this consultant will focus on the following activities,

5. Activities:

- Analyse current GCF engagement processes in relation to the agricultural sector, including review of existing guidelines from other regions
- Processes relevant literature for agriculture sector engagement in climate change processes linked to the GCF and beyond
- Develop virtual course consisting of 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
- Present findings and recommendations at virtual dissemination events which will host policy makers and the general public
- Collect and collate relevant documents, projects, policies, studies, programs for inclusion in agriculture and climate change with specific focus on stakeholder engagement
- Validate then disseminate literature collected on stakeholder engagement to policy makers
- Collaborate with other consultants to develop and submit two concept notes aligned with countries' NDCs and GCF Country Programmes
- Identify at least five potential case studies on climate responsive agriculture development in the region with a specific focus on stakeholder engagement in the following areas: on-farm and in-field good/climate responsive agricultural practices, effective tools, methods, systems/innovations/technologies and pilot projects across the region.

6. Contract Period:

The Consultant will be hired for a working period of 60 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.

7. Payment:

The Consultant will be paid monthly, at the end of each month upon submission of monthly progress reports, which constitutes the products under this contract.

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| a) Source of Funding: | GCF Readiness Project |
| b) Payment currency: | USD |
| c) Payment method: | \$500 per day for 60 working days |
| d) Consultancy total: | \$30,000 |

7.1 Payment schedule with deliverable:

ACTIVITY	DELIVERABLE	PAYMENT	DATE
Sign on/Initiation fee with technical proposal	Detailed workplan	10%	Aug 15 th , 2021
1.3.1.1 Evaluate the effectiveness of current NDA mechanisms for multi-stakeholder engagement to improve the inclusivity of agricultural stakeholders in GCF programming and	Validated Assessment report (including methodology) on the effectiveness of NDAs current engagement and consultative processes of	15%	Oct 1 st , 2021
broader climate-related decisionmaking at the regional and national level. This will be achieved through a regional study led by a stakeholder engagement consultant, supported by a gender/inclusion consultant [collaborating with local IICA technicians/office & coordinators] to identify strengths, gaps, nuances, and inconsistencies in multi-stakeholder engagement processes with a focus on integrating agricultural stakeholders with a gender and youth lens.	agriculture sector stakeholders in GCF and broader climate change programming at national and regional level in the Caribbean with a focus on gender and youth.		
1.3.2.2 Develop and validate sectoral guidelines for NDAs effective engagement with agricultural stakeholders in GCF's programming and broader decision-making processes based on deliverable 1.3.1.1 The stakeholder engagement consultant will be responsible for executing this activity with inputs from gender and youth consultant and national consultants.	Validated guidelines for agriculture stakeholders' engagement with NDAs in GCF programming and broader decisionmaking processes with a focus on gender and youth. Workshop Report with participant listing	15%	November 15 th , 2021

1.3.1.4 Prepare modules for a virtual course on the agriculture sectoral guidelines and opportunities and strategies for enhancing the input and capacity of agricultural stakeholders in GCF programming and broader decisionmaking processes in collaboration with the Gender Specialist	One updatable virtual course on agriculture sectoral guideline and opportunities and strategies for enhancing the input and capacity of agricultural stakeholders in GCF programming	15%	Dec 1 st , 2021 (finalized, draft before)
Collation of relevant documents, projects, policies, studies, programs for inclusion in agriculture and climate change	Folder with all relevant documentation organized according the suggested format	15%	Jan 15 th , 2021
Collaborate with other consultants to provide input in technical areas of expertise GCF concept notes	2 Concept Notes (in collaboration with other consultants)	15%	December 30 th , 2022
Identification of potential case studies (successes and failures) – minimum of 5	Case study file detailing all findings from case studies	15%	February 25 th , 2022

8. Unit responsible for monitoring:

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

9. Position of the officer responsible for monitoring:

1. Shalini Maharaj, Project Manager, CARICOM AgREADY - GCF Readiness Project

The consultant will also be accountable to:

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

10. Travel:

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

11. Submission:

The interest in the consultancy must be submitted by end of business until 16:30 hours (Atlantic Standard Time) on July 14th, 2021. Proposals should be submitted electronically to: caribbean.agready@iica.int.

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

-----*Last line of the Terms of Reference*-----