



Caribbean Community Climate Change Centre

TERMS OF REFERENCE AND SCOPE OF SERVICES REQUEST FOR EXPRESSION OF INTEREST

Country:	Commonwealth of Bahamas
Donor:	Green Climate Fund (GCF)
Project Name:	Developing a Climate Resilient Health System in The Bahamas
Contract Title:	Consultancy to develop policies and procedural manuals for climate SMART community shelter facilities for the islands of New Providence, Grand Bahama and Abaco in The Bahamas
Contract #:	Contract #32/2021/GCF/Bahamas/CCCCC
Type of Consultant:	Individual
Type of Contract:	Fixed Price
Estimated value of the services:	US\$36,000 (exclusive of travel expenses)
Estimated Start Date:	August 2021
Contract Duration:	10 months
Deadline for Submission of Proposals:	The deadline for the submission of EOI's is 2:00pm (GMT-6), Friday, 23 July 2021

1. BACKGROUND

This Readiness and Preparatory Support Project entitled “**Developing a Climate Resilient Health System in The Bahamas**” was developed in collaboration between the Government of The Bahamas, through the Ministry of Health (MOH) and Ministry of Environmental and Housing, which is the National Designated Authority (NDA) and the Caribbean Community Climate Change Centre (the Centre), whose mandate is to coordinate the Caribbean Region’s response to climate change, is accredited to the GCF, and is serving as the Delivery Partner with responsibility for the implementation of aforementioned project.

This project is very timely, as the COVID-19 pandemic comes on the heels of Hurricane Dorian (the country’s worst climate disaster), which impacts The Bahamas. The Bahamas is faced a second wave of COVID-19 cases which threatens the capacity of the country’s health system. The Bahamas is now required to balance and manage preparatory and disaster response

mechanisms during Atlantic Hurricane season while addressing the COVID-19 pandemic. Both COVID-19 and Hurricane Dorian have revealed the urgent need to strengthen the linkages and build capacity to address climate change and health issues across the islands of The Bahamas. These linkages and capacity deficits are visible in the areas of 1) climate change, health and a gender inclusive policy, 2) health workforce, 3) community/civil society engagement, 4) climate resilient health infrastructure, 5) data collection, information & technology, and 6) financing for climate change and health issues.

To this end, the readiness project was designed to build upon and strengthen national bodies, communities and human resources with new mechanisms for the preparation, coordination and response to climate change, gender inclusiveness and health issues on The Bahamas' health system, national shelters, and general population (inclusive of vulnerable individuals). The Government recognizes, that as the country seeks to recover (from both the pandemic and recent hurricanes), it may consider fiscal stimulus measures that may lead to further GHG emissions, which may further negatively impact air quality. However, this proposal recognizes that a 'greening' of the COVID19 recovery response is essential and will require the need to develop an integrative governmental assessment and response system to the proposed fiscal stimulus measures. Therefore, the objectives of the "Developing a climate resilient health system in The Bahamas" readiness project include:

- To develop a 'climate SMART health' in all policies systems framework with cross cutting national policies, procedures and practices and interventions to build a climate resilient, gender inclusive and health care system in The Bahamas;
- To enhance the national public health surveillance systems of healthcare facilities (hospitals and primary care clinics) in the Ministry of Health and for community shelters; and
- To strengthen coordinated mechanisms, communication across agencies (governmental, private sector, and civil society) and human capacity to respond to climate change effects.

This consultancy is directly related to the development of a 'climate SMART health' in all policies systems framework to build a climate resilient health care system in The Bahamas. The Bahamas National Health System Strategic Plan (NHSSP), 2010-2020, published in 2010, was designed to provide direction for the management and development of all aspects of the health system over the years 2010-2020, to mixed results. Preliminary work is currently underway to develop the next iteration of the NHSSP. However, it must be noted that within the NHSSP 2010-2020, there were only two direct references to climate change. Furthermore, The *Bahamas* lacks a driving body or adequate number of trained personnel, embedded within the Ministry of Health, that are engaged and can conduct the legwork necessary to mainstream climate change and health into policy frameworks and day-to-day operations of the Ministry, its health facilities and its end-user patients (patients are inclusive of those with multiple vulnerabilities – disabled, elderly, pregnant women etc.). As a result, The Ministry has not

managed to align their policies, plans and strategies, within a Climate SMART health framework¹.

Moreover, The Bahamas has not developed a Climate Change and Health Country Profile, a Health-National Adaptation Plan, or a Health and Climate Change Vulnerability and Adaptation Assessment, nor does it have any institutionalized provider/patient/community advocacy networks to address climate change and health matters from a multiple marginalized vulnerabilities perspective. Additionally, when The Ministry of Health was invited in 2019 to assess its position and respond to 4 Strategic Lines of Action for the Caribbean Action Plan on Health and Climate Change (2019-2023), the Ministry identified that all of the indicators were at baseline. Therefore, we can conclude that other than broad based recognition of health and climate change challenges found in the country's NPACC, previous NCs, NDC or NDP, there are no specific, driving policy interventions and initiatives which comprehensively combat climate change and health issues with a gender conscious lens for The Bahamas.

Although the Ministry has developed several strategies, policies, and plans, in addition to gap analyses/reports conducted by national and international partners (around climate SMART health delivery/facilities), there is however, an incongruence/misalignment between the gap analyses/reports and the strategies, policies and plans which guide the MOH's work. They are not all aligned within a climate SMART healthcare framework (which has been recommended to improve climate resilience of the health sector in a small island developing states context). It is anticipated that this proposal will validate and build upon those previous studies (reducing duplication of efforts and consolidating data) and assist in the development of appropriate strategies, policies, plans, that are based in a climate SMART framework and concept notes to increase the number of climate SMART facilities in the country.

With the reduction of hurricane shelters from previous storms, it is critical that policies and procedures for climate SMART community shelters are identified, strengthened and developed, from a gender inclusive perspective. Baseline data and gap analysis conducted under this project will prove useful not only for the Ministry of Social Services' mandate to manage national hurricane shelters, but also aid in prioritization of funding and protection of individuals in the selection of hurricane shelters [and in the context of current national evacuation procedures.] To ensure that appropriate policies and procedures are in place, this activity will assist in identifying and developing such policies and procedures for climate SMART community shelters. Therefore, the policy and procedural manuals will be used in the management of community shelters to enhance their resiliency in the face of frequent climate disasters.

2. OBJECTIVE

The main objective of this consultancy is to **develop policies and procedural manuals for Climate SMART Community Hurricane Shelter facilities**. This activity should present

¹ Smart health facilities seek to strike a balance between safety and an environmentally-sustainable setting, thereby reaching for the goal of health facilities that are climate-smart and disaster resilient, that protect the lives of patients and staff and that continue to function when they are most needed. The policy on smart Health Facilities builds on established principles and priorities that governments in the Caribbean are using to improve the resilience of Health facilities. PAHO (2013), A Model Policy for SMART Health Facilities. Retrieved from: https://www.paho.org/disasters/index.php?option=com_docman&view=download&category_slug=smart-hospitals-toolkit&alias=2141-a-model-policy-for-smart-health-facilities&Itemid=1179&lang=en

models and recommendations for a framework to develop a **Comprehensive Policy and Procedural Manual** for Climate SMART **Community shelters** and identify mechanisms to make the implementation of these policies and procedures a sustainable process, including: information on the role and needs (including technology) of the institutions involved, resource mobilization and financial sustainability plan.

3. SCOPE OF WORK

The consultancy is aimed at delivering Outcome 2, which is associated with Outputs 2.2.1 and 2.2.2 of the **Readiness Project**, titled “Developing a Climate Resilient Health System in The Bahamas”. In carrying out this assignment, the consultant is required to employ a collaborative approach and close engagement with the Ministry of Health focal points, Ministry of Social Services, National Authorities and other relevant Stakeholders (including the National Climate Change Committee and GCF Task Force and the Caribbean Community Climate Change Centre) ensuring that all deliverables are consistent with National Standards, National Protocols and with their respective requirements and needs.

The Consultant will:

1. Participate in an inception meeting with the Centre, the Ministry of Health (MoH), the Department of Environmental Planning and Protection (DEPP) within the Ministry of Environment and Housing (MoEH) and the Ministry of Social Services (MoSS) and produce an Inception Report and as needed, updated workplan, methodology and timeline for the execution of the consultancy and any preliminary results relevant to the execution of the assignment.
2. Review relevant national documents and reports, policies, and plans for context when executing the assignment.
3. Conduct a Gap Analysis for Climate SMART Community Hurricane shelters in collaboration with the Ministry of Social Services and other agencies and produce a draft report including an implementation plan and policy recommendations for Climate SMART Community Hurricane Shelters with a gender conscious lens.
4. Deliver at least a one-day workshop to obtain stakeholders’ feedback and validate the draft Gap Analysis report findings including the proposed implementation plan and policy recommendations.
5. Based on feedback on the Gap Analysis report, produce draft models and updated recommendations for a framework to develop a Comprehensive Policy and Procedural Manual for Climate SMART Community shelters, and identify mechanisms to make the implementation of these policies and procedures a sustainable process, including: information on the role and needs (including technology) of the institutions involved, resource mobilization and financial sustainability plan

6. Conduct at least two (2) stakeholder and validation workshops on the policy and procedural manual for Climate SMART community shelters and the implementation plan.
7. Present the final Comprehensive Policy and Procedural Manual for Climate SMART Community shelters including the plan for its implementation to key stakeholders.
8. Manage and oversee the day-to-day activities inclusive of these duties.
9. Capture lessons learnt during project implementation – lessons learned log could be used in this regard.

4. DELIVERABLES

The main deliverables of this consultancy shall include:

1. An **Inception Report and detailed workplan** to be submitted within one (1) week of contract effective date that includes the methodology and timeline for the execution of the consultancy, any preliminary results, and minutes of the inception meeting.
2. **Draft Gap Analysis Report, including an implementation plan and policy recommendations**, for Climate SMART Community Hurricane Shelters with a gender conscious lens.
3. **At least one workshop to obtain stakeholders' feedback** on draft Gap Analysis report findings including the proposed implementation plan and policy recommendations and **associated workshop report and materials**.
4. **Draft models and updated recommendations for a Comprehensive Policy and Procedural Manual** for Climate SMART Community shelters with a gender conscious lens.
5. **At least two (2) workshops (including workshop materials, power point presentations and post workshop reports)** with key stakeholders on the models and updated recommendations for a comprehensive policy and procedural manual and the implementation plan for Climate SMART Community shelter.
6. **Final Comprehensive Policy and Procedural Manual** for Climate Smart Community shelters inclusive of implementation plan presented to key stakeholders and capture any lessons-learnt during the execution of the assignment.

5. LOGISTICAL SUPPORT

The Centre, the MoH and the MoSS will provide the following inputs and facilities:

- Background documents and information relevant to the assignment that are readily available and readily accessible.

- Issue the relevant Introductory Letters and facilitate contact with the relevant stakeholders, as necessary.
- Organize conference call meetings with the consultant to address any questions or concerns and to receive updates about progress made on the activities under the consultancy.
- Provide necessary timely logistical support for consultations and other engagements with stakeholders and in general, logistical support for the successful completion of the activities detailed in these Terms of Reference.

6. CHARACTERISTICS OF THE ASSIGNMENT

- a. Duration of Contract: This assignment is expected to be completed over a 10-month period from contract effective date.
- b. Location: The consultant is expected to work from his/her own office space except for stakeholder consultations and workshops, which are to be held in The Bahamas. If consultant is located outside of The Bahamas, the consultant will be required to travel to conduct the consultations and facilitate workshops and, in such case, the consultant will be facilitated with entry visa requirements, as appropriate.² Payment will be in accordance with the Centre's principal spending guidelines.³
- c. Start date: The proposed commencement date is August 2021.

7. MANAGEMENT ARRANGEMENT AND REPORTING

The consultancy is being commissioned by the Centre. The Consultant will report to the Head, Programme Development and Management Unit, of the Centre or his designated representative for contractual and administrative purposes and will also work in close coordination and collaboration with the MoH who shall supervise the day-to-day activities of the consultant. The consultant will also work in close collaboration with the MoSS. The Head, PDMU will coordinate internally among the respective Project Managers to provide additional technical advice and oversight for this consultancy.

All draft documents are to be submitted electronically, in both their original software formats as well as PDF documents, to the Centre by the agreed deadline. The Centre, in collaboration with the MoH and MoSS (through the MoH), will provide written consolidated feedback within 10 working days of receiving these draft documents.

8. QUALIFICATIONS AND EXPERTISE

The selected consultant is required to possess the minimum competency requirements listed hereunder and should describe in detail in the CV, experience in the successful completion of similar engagements, relevant to the scope of the consultancy.

² Depending on travel restrictions at the time of implementation, alternative methods for achieving the deliverable of the forum and training will be decided.

³ The Centre's principal spending guidelines establish the limits and documentation required for all reimbursable expenses.

Academic Qualifications

- A Bachelor’s degree in Health, Social or Earth Sciences, Architecture, Engineering or disciplines related to disaster.

Required Specific Experience and Skills

- Demonstrate at least 5 years of national experience in public health, social services, planning or public administration.
- Minimum of five (5) years’ experience and demonstrated in-depth knowledge in conducting Gap Assessments related to climate SMART facilities.
- Proven record of engagement (coordination and working)–with national counterparts (including senior government officials at national and state level) and partners in the Caribbean Region.
- At least 2 years’ demonstrated experience directly related to disaster risk reduction particularly in the health and/or welfare sectors.
- Proven record of at least two (2) assignments related to the development of policy and procedural manuals.

9. PAYMENT SCHEDULE

Deliverable	Timeframe	Payment Schedule
D-1	1 week after contract signing	10%
D-2	12 weeks after contract signing	20%
D-3	16 weeks after contract signing	10%
D-4	22 weeks after contract signing	20%
D-5	26 weeks after contract signing	20%
D-6	36 weeks after contract signing	20%
		100%

Final timelines for the consultancy will be negotiated and agreed upon with the consultant and project team.

10. LANGUAGE

- Excellent oral and written communication skills in English.

11. APPLICATION PROCESS AND DEADLINE

All suitably qualified persons are invited to submit their Expression of Interest (EOI) covering the points outlined in the TOR and accompanied by the following application documents:

- a) Letter of motivation outlining motivation and how your experience, skills, qualifications and professional networks fit with the required job description.
- b) Curriculum vitae or Résumé with full details of experience, achievements, qualifications and names.
- c) Contact details of three (3) references.
- d) The Ministry of Health as the executing agency expects that all applicants complete:
 - i. The Bahamas PSC 7 form
 - ii. The Bahamas Security Questionnaire
- e) The Ministry of Health as the executing agency expects that the successful consultant will:
 - i. Sign a declaration related to the Ministry of Health's Secrecy Act at the commencement of the contract.
 - ii. Participate in an orientation session.
 - iii. Complete the Exit Survey Form at the completion of the contract.

The Centre's electronic-procurement system shall be used to manage the submission, withdrawal, substitution, or modification of EOI's.

Consultants must first register by creating a Username, profile and password before accessing the bid submission form at the URL: www.caribbeanclimate.bz/bid-submission.

1. Prior to EOI Submission, Consultants will be required to complete the submission form with fields that include:

- ii. Name of Consultant (Company):
- iii. Contract Reference:
- iv. Contract Title:
- v. Name and Email address of uploader

2. Consultants can upload **1 PDF file maximum** with maximum file size of 60 MB per file.

The following types of files are currently allowed: JPEG, PNG, JPG, GIF, PDF, DOC, DOCX, PPT, PPTX, EXCEL and ZIP.

3. An automatic receipt time stamped email will be sent to the uploader's email account as a receipt and proof of submission.

4. Each submission will be given a confirmation number.

Submissions of EOIs.

(i) EOI must be uploaded as files to <http://www.caribbeanclimate.bz/bidsubmission/>.

(ii) The subject matter of the submission must read: “**Consultancy to develop policies and procedural manuals for climate SMART community shelter facilities in The Bahamas**”

(iii) EOI’s must be secured with a password. Such password must be emailed to atillet@caribbeanclimate.bz no later than 15 minutes prior to the deadline for bid submission. The subject matter for email containing password must read: **Consultancy to develop policies and procedural manuals for climate SMART community shelter facilities in The Bahamas** (Consultant’s Name).

Requests for Clarification: email: procurement@caribbeanclimate.bz Attention: Ms. Andrea Tillett, Procurement Officer. Requests for clarification should be received by the Centre no later than: **Wednesday July 14, 2021**. Consultants are advised that the responses to the requests for clarification will be only posted on the Centre’s Webpage at: <https://www.caribbeanclimate.bz/category/opportunities/>

The deadline for the submission of EOI’s is 2:00pm (GMT-6), Friday, 23 July 2021

The Caribbean Community Climate Change Centre reserves the right to accept or reject any submission and to annul the process and reject all submissions at any time prior to the contract signature without thereby incurring any liability.

12. EVALUATION AND SELECTION CRITERIA

Consultants will be selected in accordance Individual Consultant Selection (ICS), meaning that a consultant will be selected based on qualifications and experience relevant to the assignment.

Responsive candidates will be evaluated as per the evaluation grid below.

Candidates applying for this consultancy shall meet a minimum score of 75 points on the evaluation a scale below:

#	Description	Points
A. Academic Qualifications		
	A Bachelor’s degree in Health, Social or Earth Sciences, Architecture, Engineering or disciplines related to disaster	10
B Required Specific Experience and Skills		
	Demonstrate at least 5 years of national experience in public health, social services, planning or public administration	20
	Minimum of five (5) years’ experience and demonstrated in-depth knowledge in conducting Gap Assessments related to climate SMART facilities	20

#	Description	Points
	Proven record of engagement (coordination and working) with national counterparts (including senior government officials at national and state level) and partners in the Caribbean Region	15
	At least 2 years' demonstrated experience directly related to disaster risk reduction particularly in the health and/or welfare sectors	15
	Proven record of at least two (2) assignments related to the development of policy and procedural manuals	20
	TOTAL	100

13. TELEPHONE INTERVIEW (or equivalent)

The evaluation committee may interview the experts short-listed, after having written provisional conclusions but before concluding the technical evaluation. The interview shall be conducted by telephone or other electronic media and the date and time of these interviews will be confirmed or notified to the consultant at least 5 days in advance. If a consultant is unable to participate in an interview by force majeure, a mutually convenient alternative date and time is arranged with the tenderer. If the consultant is unable to participate in this second scheduled time, he/she will be eliminated from the evaluation process.