



Caribbean Community Climate Change Centre

REQUEST FOR EXPRESSIONS OF INTEREST INDIVIDUAL CONSULTANT

Country:	Commonwealth of The Bahamas
Donor:	Green Climate Fund (GCF)
Project Name:	Developing a Climate Resilient Health System in The Bahamas
Contract Title:	Communications Specialist Consultant – The Bahamas
Contract #:	Contract #24/2021/GCF/Bahamas/CCCCC
Number of Positions:	1
Type of contract:	Fixed Price
Estimated Start Date:	July 2021
Expected Duration of Services:	Up to 18 months
Expected Duration of Contract:	12 months in the first instance (contract renewal is subject to the availability of funds and successful performance evaluation)
Estimated Value of the Services:	USD36,000.00
Main duty station:	The Ministry of Health's Office in The Bahamas
Deadline for Submission:	<i>on or before 2:00pm (GMT-6), Friday 18 June 2021</i>

1. BACKGROUND

The Caribbean Community Climate Change Centre (the Centre) has received financing from **Green Climate Fund (GCF)**, toward the cost of the project titled “**Developing a Climate Resilient Health System in The Bahamas**” and intends to apply part of the proceeds towards the contracting of a **Communications Specialist Consultant**.

The Communication Specialist Consultant (“**the Services**”) will include but not limited to:

- Develop a National Communication Strategy and Implementation Plan specific to climate change and public health.
- Develop tailored communication products for the public awareness campaign and disseminate via at least one (1) traditional media (including public events), one (1) digital/ social media initiative (including a website).
- Monitoring and evaluation of the impact of the campaign on the general public.
- Support coordination, planning, development and implementation of all communications and stakeholder engagement related project activities including the preparation of materials for workshops and training exercises, etc.
- Prepare and submit monthly reports and work plans, ensuring that accurate records are provided to support operational, financial and results-based monitoring of the project.



Caribbean Community Climate Change Centre

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- Facilitate and provide support, where necessary, for the execution of procurement activities including, but not limited to, drafting and reviewing TORs and specifications, soliciting quotations, securing invoices and evaluating proposals.
 - Deliver periodic presentations to the Ministry of Health on the results of the activities undertaken as part of the consultancy.
 - Document and share lessons learnt.
 - Support efforts related to execution of training activities and awareness building exercises.
 - Engage in other communications capacity strengthening and GCF Readiness related activities as deemed necessary by the Ministry of Health and/or the Centre.

The Caribbean Community Climate Change Centre now invites suitably qualified consultants to submit an Expression of Interest which should include 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. (no longer than 2 pages)
- b. Curriculum vitae or Résumé with full details of qualifications, full description of activities and experience, and achievements.
- c. Be a national/permanent resident of a CARICOM Member State living in or eligible to work in The Bahamas.
- d. Contact details of three (3) professional references.
- e. The Ministry of Health as the executing agency expects that all applicants complete:
 - i. The Bahamas PSC 7 form
 - ii. The Bahamas Security Questionnaire
- f. 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.

Consultants will be selected in accordance with Individual Consultant Selection, meaning that a consultant will be selected based on qualification and experience relevant to the assignment.

Submissions of EOI's.

- I. EOI's must be uploaded as a PDF file to <http://www.caribbeanclimate.bz/bid-submission/>.



Caribbean Community Climate Change Centre

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- II. The subject matter of the email must read: “Communications Consultant Specialist.”
- 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 the email containing password must read:
Communication Specialist Consultant (Consultant’s Name)

Request for Clarification: email: procurement@caribbeanclimate.bz Attention: Andrea Tillett, Procurement Officer. Request for clarification should be received by the Centre no later than **Monday June 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/>.

Deadline for submission of EOI is ***on or before 2:00pm (GMT-6), Friday 18 June 2021.***

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