



**THE ORGANISATION OF EASTERN CARIBBEAN STATES
IMPROVING EASTERN CARIBBEAN ENGAGEMENT WITH THE GREEN CLIMATE FUND**

TERMS OF REFERENCE

**CONSULTANCY SERVICES
FOR**

Consultancy Services for preparation of a data gap assessment, report on interdependencies of water, power and telecommunications and blueprint of regional private-public platform to support climate action in Eastern Caribbean states.

1. INTRODUCTION

The Organisation of Eastern Caribbean States (OECS) is endeavouring to support Member States in their efforts to access Green Climate Fund (GCF) finance by strengthening the ability of the OECS Commission to support countries. The 4th Council of Ministers on Environmental Sustainability (COMES4, 2017), inter alia: “encouraged Member States, in collaboration with the OECS Commission, to explore opportunities for formulating an integrated OECS climate finance strategy and the establishment of a regional framework for Climate financing...” and “mandated the OECS Commission to “explore opportunities for securing such human, financial and material resources as may be necessary, to enable the Commission to effectively enhance climate finance access in the region to implement the Convention and the Paris Agreement.”

The OECS has secured Green Climate Fund (GCF) resources to assist the OECS Member States of Antigua and Barbuda, Dominica, Grenada, St. Kitts and Nevis, St. Vincent and the Grenadines and Saint Lucia, to: (i) build upon the work and recommendations of the GCF Study titled “Climate Change Adaptation in the Caribbean”; and (ii) enhance Private Sector engagement at all levels of the project cycle in climate finance implementation activities in the Eastern Caribbean.

2. BACKGROUND

Addressing Common Barriers to Adaptation Action

The recently completed GCF study entitled “*Climate Change Adaptation in the Caribbean*” assessed the substantial investment options and developed a preliminary pipeline of project recommendations. This study aimed to set forth a path towards reducing the risk of damage or loss of the island nations in the Caribbean region and increase their adaptive capacity to climate change, including the region’s

resilience to severe weather events, such as those experienced during the 2017 Atlantic Hurricane Season. In that regard, the Study compiled information and analysed information for climate change adaptation recommendations for each country related to power, water, and telecommunication utility infrastructures based on their heightened risk due to climate change consequences. The study notes that *“Data gaps are still substantial and many of them should be addressed before making decisions at the portfolio level.”* “Further work must be done together with local stakeholders to structure and analyse all relevant data at a more detailed level”. “Climate adaptation is still a work in progress and there is not yet a well-established knowledge framework as in many other areas”. Finally, that *“Information on investment options and priorities is still being developed.”* ***On infrastructure interdependencies*** the study notes that *“infrastructure interdependency has become a potential cause of failure itself and these must be fully understood in order to propose appropriate adaptation measures that increase resilience of the infrastructure sectors”*. Infrastructure interdependencies have been identified in the study as a major area for research and one that needs increased awareness and attention within the Caribbean’s infrastructure sectors. It also specifies the need to identify key interdependencies and vulnerabilities within and between the three infrastructure sectors (water, power and telecommunication) before cross sector solutions can be developed. The study also identifies the need to put in place a ***public adaptation platform*** which can facilitate discussion and *raise awareness on the need to invest in adaptation measures* between industry, government and other national *stakeholders*. The study notes that *“Such a public tool could be used to receive public feedback already at an early project stage to build up a broad and solid ownership. Creativity and public know-how could be captured by a tool that is publicly accessible and used by the population.”*

3. OBJECTIVE

The OECS Commission now seeks a Consulting Firm through this readiness proposal, funded with GCF readiness resources to support adaptation action at the national and regional levels through the following actions:

1. Identification of key data gaps with respect to adaptation actions and develop an inclusive strategy to address these at the national and regional levels.
2. Identification of key interdependencies and vulnerabilities within and between the Water, Power and Telecommunications sectors and cross-sector solutions and;
3. Identification of key private sector and civil society stakeholders in the Commonwealth of Dominica as well as the general OECS region.
4. Development of a national and regional private sector engagement strategies and action plans in order to further engage the wider audience in climate change adaptation.
5. Development of a blueprint/proposal for a regional public-private platform to (i) share and discuss climate investment opportunities and to capture and disseminate related information; (ii) assist in the visualisation of risks and an overview of critical infrastructure assets might be useful and (iii) facilitate the exchange of information about risk mitigation and risk transfer opportunities, related knowledge management, stakeholder engagement and transparency.

4. SCOPE OF SERVICES AND DELIVERABLES

This assignment must give consideration to other work being undertaken under the “Improving Eastern Caribbean Engagement with the Green Climate Fund” project. The Consulting firm is to complete the following tasks as part of the assignment:

- Prepare a Data Gaps for Climate Change Adaptation Report which covers the major data gaps as it relates to climate change identified in each of the participating Member States.
- Prepare an inclusive Climate Change Data Collection Strategy for implementation at both the regional and national levels.
- Prepare a report that describes the interdependencies and vulnerabilities of the water, power and telecommunications sectors; this report should also include options for solutions within the OECS region.
- Prepare a baseline assessment report for the private sector in the Commonwealth of Dominica which outlines the various private sector stakeholders within the country and how climate change could affect their businesses.
- Prepare a baseline assessment report for civil society organisations in the Commonwealth of Dominica which outlines the various civil society organizations in the country and how climate change could affect their ability to continue to provide their services.
- Prepare a national private sector and civil society stakeholder engagement strategy and action plan for the Commonwealth of Dominica
- Prepare a baseline assessment report of the private sector in the OECS region. This report should outline the types of businesses within the region, and the various ways that climate change will impact them. A list of known regional and national private sector entities should also be included in this report.
- Prepare a Regional Private Sector Engagement Strategy and Action Plan for the OECS.
- Based on the data gaps identified, as well as the solutions presented, prepare a blueprint document for the establishment of a regional public-private climate change resource platform. This platform will be used to *inter alia*:
 - share and discuss climate investment opportunities and to capture and disseminate related information,
 - assist in the visualisation of risks and an overview of critical infrastructure assets.
 - facilitate the exchange of information about risk mitigation and risk transfer opportunities, related knowledge management, (gender considerate) stakeholder engagement and transparency.
- Prepare an outreach and engagement action for the public-private platform in order to be able reach a wide number of stakeholders in the various Member States.
- Prepare a project concept note for a regional project that addresses the identified gaps in technical, human, and financial gaps as it relates to the resilience of the water, power and telecommunications sectors to climate change.
- Prepare a consultancy completion report. This report should highlight, *inter alia*: a) The nature of the assignment undertaken, noting the level of success and constraints; b) Lessons learned during the assignment; c) any limitations to the outputs and their intended use; and d) Recommendations for capacity building or other support activities that would facilitate

implementation of the engagement and outreach action plan and the private-public platform blueprint prepared under this assignment.

5. OUTPUTS

The following thirteen (13) outputs will be the results of this consultancy:

- **Output 1:** Climate change data gaps assessment report
- **Output 2:** Data collection strategy
- **Output 3:** Report on the nexus between water, power and telecommunications within the Eastern Caribbean
- **Output 4:** Baseline Private Sector Assessment Report for Commonwealth of Dominica
- **Output 5:** Baseline Civil Society Assessment Report for Commonwealth of Dominica
- **Output 6:** Private Sector and Civil Society Stakeholder Engagement Strategy and Action Plan for Commonwealth of Dominica
- **Output 7:** Baseline Private Sector Assessment Report for OECS Region
- **Output 8:** Regional Private Sector Stakeholder Engagement Strategy and Action Plan
- **Output 9:** Blueprint for regional private-public climate change platform.
- **Output 10:** Outreach and engagement strategy on regional platform
- **Output 11:** Reports on consultations and/or workshops held during the implementation of this component of the project.
- **Output 12:** Project Concept Note
- **Output 13:** Completion Report

6. DURATION OF THE ASSIGNMENT

The Assignment is expected to be undertaken within *ten (10) months* and is scheduled to be conducted from *December 2021 to September 2022*. The Consultant shall:

- (1) take all the necessary steps to ensure that the entrusted task is executed properly and on schedule in accordance with the established Terms of Reference;
- (2) undertake to perform the task in accordance with the Terms of Reference and according to internationally accepted standards.

The allocation of days per activity is to be agreed. Table 1 below provides an indicative timetable for undertaking key activities described under the tasks to be accomplished.

Table 1 Indicative Timetable

Milestones and Outputs	Final Output due at end of month	Notes
Award of Contract	0	Contract signed by both parties
Output 1: Climate change data gaps report	2	
Output 2: Data collection strategy and report	3	
Output 3: Report on the nexus between water, power and telecommunications within the Eastern Caribbean	4	
Output 4: Baseline private sector assessment report for Commonwealth of Dominica	4	
Output 5: Baseline civil society assessment report for Commonwealth of Dominica	4	
Output 6: Private Sector and Civil Society Climate Change Engagement Strategy and Action Plan for Commonwealth of Dominica	5	
Output 7: Baseline private sector assessment report for the OECS Region	5	
Output 8: Private Sector Climate Change Engagement Strategy and Action Plan for OECS Region	6	
Output 9: Blueprint for regional private-public climate change platform.	7	
Output 10: Outreach and engagement strategy on regional platform	7	
Output 11: Reports on consultations and/or workshops held during the implementation of this component of the project.	9	
Output 12: Project Concept Note	9	
Output 13: Completion Report	10	

7. SELECTION REQUIREMENTS

The Consulting Firm should comprise key personnel who possess a range of skills and qualifications in order to successfully provide the scope of services identified above. As such, the Consulting Firm will have a core composition of the following:

1. Key Expert: Adaptation Specialist

A. Academic Qualifications

- A Master's Degree or higher in climate change, development studies, natural resource management, economics or other climate change related field from a recognized institution

B. Experience and Knowledge Requirements

- A minimum of five (5) years of experience in climate change working in the private or public sector.
- Demonstrated experience in establishing and/or managing regional knowledge platforms.
- Demonstrated knowledge and experience of climate change in small island states, and regional organizations.
- Experience with climate change related to social, economics, and environmental management.
- Experience developing successfully funded GCF project concept notes, and/or full project proposals

C. Competences

- Strong interpersonal and people skills along with excellent presentation, oral and written communication skills.

2. Key Expert: Private Sector Specialist

A. Academic Qualifications

- A Master's Degree in Entrepreneurial Studies, Business Management, Business Administration, or other business-related field from a recognized institution.

B. Experience and Knowledge Requirements

- A minimum of five years of experience in public and private sector development and management.
- Demonstrated experience in developing stakeholder engagement strategies and action plans in the context of climate change. ee
- Demonstrated experience in establishing and /or managing regional knowledge exchange platforms.

- Demonstrated knowledge and experience in working with Caribbean based private sector entities, within the OECS region would be an advantage.

3. Key Expert: Stakeholder Engagement Specialist

A. **Academic Qualifications**

- A Bachelor's Degree in climate change, natural resources, environmental science, communications, or any other related field.

B. **Experience and Knowledge Requirements**

- A minimum of five years of experience in training, stakeholder consultations, and/or capacity development.
- Demonstrated experience in the development of stakeholder engagement strategies and action plans.
- Being from the CARICOM region is a requirement of this position.

C. **Competences**

- Strong interpersonal and people skills along with excellent presentation, oral and written communication skills.
- Being able to speak Kweyol is considered an asset.

The Firm in general should have:

- Not less than 3 years overall consulting experience, with expertise in climate change and natural resources;
- Successfully completed at least two similar assignments;
- Experience in the Caribbean region and particularly OECS, will be considered an advantage.

8. **REPORTING REQUIREMENTS**

The Consulting Firm will submit the following reports in English:

- **Inception Report** of maximum 10 pages to be produced after **10 working days**, from the start of implementation. In the report the Consulting Firm shall describe e.g. initial findings, progress in collecting data, any difficulties encountered or expected in addition to the work programme and staff travel. The Consulting Firm should proceed with his/her work unless the OECS sends comments on the inception report.
- **Technical Report 1** - Report on identification of known climate change data gaps in current data sets of the OECS Member States (MS) and non-independent Member States shall be submitted within **two (2) months** of commencement of the consultancy.
- **Technical Report 2** – Data collection strategy for the OECS Region, this should include all climate change data gaps identified in the previous report. Further recommendations for regulatory,

and institutional changes and/or arrangements for best practices should be highlighted within this strategy. This report shall be submitted within **three (3) months** of commencement of the consultancy.

- **Technical Report 3** – Report on the nexus between water, energy and telecommunications within the OECS. Report 3 should have the current interdependencies of these sectors within the member states. This report should identify strengths, weaknesses, threats and opportunities for adaptation to these sectors in the OECS. Technical Report 3 shall be submitted within **four (4) months** of commencement of the consultancy.

- **Technical Report 4** - Report on the baseline assessment of the private sector in the Commonwealth of Dominica. This report should include as many stakeholders within the private sector in the country as possible, along with how climate change threatens the ability of these entities to develop. Technical Report 4 shall be submitted within **four (4) months** of commencement of the consultancy.

- **Technical Report 5** – Report on the baseline assessment of civil society organization in the Commonwealth of Dominica. This report should include civil society organisations, as well as analysis of how climate change impacts can affect the ability of these organisations to provide important services to members and society at large. Technical Report 5 shall be submitted within **four (4) months** of commencement of the consultancy.

- **Technical Report 6** – Private Sector and Civil Society Climate Change Stakeholder Engagement Strategy and Action Plan for the Commonwealth of Dominica. This report should clearly outline strategy for engagement with various stakeholders, as well as an action plan for this engagement. This should include the various means for engagement with differing stakeholders. Technical Report 6 shall be submitted within **five (5) months** of commencement of the consultancy.

- **Technical Report 7** – Report on the baseline assessment of private sector entities within the OECS region. This report should include a mapping exercise of the types of private sector entities within the OECS region, and also should highlight regionally owned and operating entities. Further, the report should include analysis of how climate change can impact operations of these entities and recommendations for adaptation and resilience initiatives that can minimize these impacts. Technical Report 7 shall be submitted within **five (5) months** of commencement of the consultancy.

- **Technical Report 8** – Regional Private Sector Engagement Strategy and Action Plan. This report should include an outline of the various stakeholders, as well as multiple approaches for engagement. Further this should include a detailed costing of implementation of the action plan and various timeframes for engagement. Technical Report 8 shall be submitted within **six (6) months** of commencement of the consultancy.

- **Technical Report 9** – Blueprint for regional private-public climate change platform. This platform would be used to share and discuss climate change investment opportunities, to exchange

ideas and to capture lessons learnt in various sectors as related to climate change events throughout the OECS region. Technical Report 9 shall be submitted within **seven (7) months** of commencement of the consultancy.

- **Technical Report 10** – Outreach and engagement strategy for regional platform. This document will guide how the OECS will market and utilize the new platform to the various user groups throughout the region. It should include information on sustainability of the platform and make recommendations on how to maintain engagement with varying user groups. Technical Report 10 shall be submitted within **seven (7) months** of commencement of the consultancy.
- **Technical Report 11** – Reporting on all consultations and meetings held. This report shall be an amalgamation of all the meetings and consultations held throughout the consultancy. This should include a list of all participants, and meeting reports and minutes. If meetings are held virtually, recordings should also be provided. Technical Report 11 shall be submitted within **nine (9) months** of commencement of the consultancy.
- **Technical Report 12** – Project Concept Note. Based on the findings of all of the above tasks, a funding-ready project concept note should be prepared to meet the various needs outlined throughout this consultancy. Project concept note must be approved by all National Designated Authorities (NDAs) in participating countries in the OECS. The concept note should also be in the approved GCF format, and meet all requirements of the GCF project concept template. Technical Report 12 shall be submitted within **nine (9) months** of commencement of the consultancy.
- **Technical Report 13 – Completion Report.** This report should highlight, inter alia: a) The nature of the assignment undertaken, noting the level of success and constraints; b) The quality of participation in consultations; c) Lessons learned during the assignment; d) any limitations to the outputs and their intended use; and e) Recommendations for capacity building or other support activities that would facilitate implementation of the policies, legislation, guidelines, and programs prepared under the assignment. The Completion Report shall be submitted within **ten (10) months** of commencement of the consultancy.

All reports shall be submitted and acceptable to the OECS' Project Technical Team (PTT) in the name of the Project Manager. The OECS shall circulate all reports to the respective National Committees (including climate change and land management agencies) across all Member States for review and comments.

All reports shall be submitted in PDF format, along with relevant editable formats (MS Word, MS Excel, MS Project, MS PowerPoint, etc). All Reports shall include an Executive Summary and MS PowerPoint presentation.

All comments, if any, on each report (except the Final Technical Report) must be provided to the Consulting Firm by and via the OECS within 10 working days from submission of the respective report. Final versions of all reports (taking into account relevant comments and proposed changes) shall be submitted by the Consulting Firm within 10 working days from receipt of comments.

9. MANAGEMENT

The Green Climate Fund Readiness Project falls under the Project Management Unit and is technically supported by the Climate and Disaster Resilience Unit within the Environmental Sustainability Division. The Project Director is the head of the Portfolio Management Unit (PMU), and the Project Manager reports directly to them. The Consulting Firm will report directly to the Project Manager but will work closely with the technical team in the Climate and Disaster Resilience Unit (CDRU) unit on all technical aspects of the undertaking.

The PMU will ensure that experts are adequately supported and equipped. The Project Manager will facilitate any initial contact with Governments of the Member States as and when necessary. The Consulting Firm will manage time and responsibilities to ensure timely delivery of outputs required under this Terms of Reference.

GUIDELINES FOR SUBMISSION OF EXPRESSIONS OF INTEREST

Eligible Consulting Firms are invited to indicate their interest in providing the services. Interested Consulting Firms must provide information on their capability and suitability to undertake the assignment. Consultants may associate to enhance their qualifications.

To obtain the maximum degree of comparison among Expressions of Interests (EOIs) and facilitate the evaluation process, the EOI should include the following information presented in the order and format shown below:

- 1. Title page:** should contain the subject of the assignment, name of firm (or joint venture and/or a sub-consultancy, if applicable), address, email, telephone and fax numbers, name of contact person and date of submission.
- 2. Table of contents:** a clear identification of the material by section and page number.
- 3. Expression of Interest:** a one or two page summary stating the Firm's understanding of the work to be done and expressing a positive interest in performing the assignment.
- 4. Profile of the firm:** describe the range of relevant activities performed by the firm(s), paying particular attention to provide information relevant to the required qualifications and experience (including description of similar assignments, experience in similar conditions, availability of appropriate skills among proposed personnel/staff, etc.). In this section also provide proof of legal *incorporation as a firm*.
- 5. A concept note** on the planned framework for undertaking the assignment.
- 6. Additional data:** since the proceeding sections are to contain data that is specifically requested, any additional information considered essential to the project should be included in this section. If there is no additional information, state "none".

Key Experts will not be evaluated at the shortlisting stage.

Expressions of Interests submitted should not exceed 30 pages.

Consultants shall bear all costs associated with the preparation and submission of their Expressions of Interest.

The OECS is not bound to accept any Expression of Interest and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Consultants.

For more information or to submit Expressions of Interest, please contact:

Procurement Unit
Organisation of Eastern Caribbean States
Morne Fortune
P.O. Box 1383
Castries
SAINT LUCIA

At the following email address:

procurementbids@oecs.int

copied to: vernon.obrien@oecs.int

A Consultancy firm will be selected in accordance with the Quality and Cost-Based Selection (QCBS) Method as detailed in the procedures set out in the Procurement Manual of the OECS, dated November 2013 Revised June 2017.

Expressions of Interest will be evaluated, and a shortlist of consulting firms will be selected and requested to submit proposals.

The criteria to evaluate the Expressions of Interest received in relation to this assignment may include:

- Specific experience of the Consultant Firm relevant to the assignment;
- Appropriate staff/skills composition;
- Experience in similar assignments;
- Planned framework submitted for undertaking the assignment.

It is expected that the services will commence December 2021 and be completed no later than September 2022, in keeping with the terms outlined in the Reporting Requirements above.

An electronic copy of the Expression of Interest should be submitted by **September 30, 2021**, addressed to:

Mrs. Carlyn Prospere

Procurement Officer

At the following email address:

procurementbids@oecs.int

copied to: vernon.obrien@oecs.int

The email submissions should include the name and address of the Consultant and shall be clearly marked in the subject line as “Expression of Interest – **Consultancy Services for preparation of a data gap assessment, report on interdependencies of water, power and telecommunications and blueprint of regional private-public platform to support climate action in Eastern Caribbean states.**”