



Caribbean Community Climate Change Centre (the Centre)
3rd Floor, David L. McKoy Business Center, Bliss Parade, PO Box 563,
City of Belmopan, Belize
Tel: +(501)822-1104/1094
www.caribbeanclimate.bz

REQUEST FOR EXPRESSION OF INTEREST (REOI)
INDIVIDUAL CONSULTANT

Country	St. Kitts and Nevis
Donor	Green Climate Fund (GCF)
Project Name	Capacity Building to support Accreditation, Planning, Programming and Implementation of GCF-funded activities in St. Kitts and Nevis
Contract Title	Strategic Planning Consultant to Conduct a Comprehensive Long-term Readiness Needs Assessment and Develop an Associated Action Plan
Contract No.	Contract #11/2022/GCF/ST.Kitts & Nevis/CCCCC
Number of Positions	1
Type of Consultant	Individual Consultant
Type of Contract	Lump Sum
Contract Duration	6 Months
Max Budget	USD 36,000.00
Deadline for Submission	<i>on or before 2:00pm (GMT-6), Friday, 11th March 2022</i>

1. The Caribbean Community Climate Change Centre (the Centre) has received financing from Green Climate Fund (GCF), toward the cost of the project titled **“Capacity Building to support Accreditation, Planning, Programming and Implementation of GCF-funded activities in St. Kitts and Nevis”** and intends to apply part of the proceeds towards the contracting of a **“Strategic Planning Consultant”**
2. The Consultancy (herein after referred to as (**“the Services”**)) include but are not limited to:
 - I. Produce an Inception Report based on review of documentation and inception meeting
 - II. Develop stakeholder engagement plan for consulting key stakeholders on readiness needs assessment, priorities, and long-term plan.

-
- III. Conduct at least three consultations (One in Nevis and two in St. Kitts) with all relevant stakeholders across sectors and groups to inform the development of GCF readiness needs assessment and work plan.
 - IV. Undertake an assessment of readiness needs, including analysis of consultations conducted and develop a long-term vision and work plan for implementation of readiness needs identified.
 - V. Conduct validation workshop for the Readiness Needs Assessment and Workplan to agree on a roadmap for future-readiness priorities.
3. Suitably qualified Individual Consultants are invited to submit an Expression of Interest which should include the following application documents:
 1. Letter of motivation outlining motivation and how your experience, skills, qualifications, and professional networks fit with the required job description.
 2. **Technical Proposal** to include:
 - i) The Approach, Methodology and Work Plan (5 pages maximum)
 - ii) Curriculum vitae or resume with full details of experience, achievements, qualification, and contact details of project references.
 - iii) Contact details of three (3) professional references.
 3. **Financial Proposal** to include:
 - i) Budget breakdown for key activities (*The amount should include Professional fees, non-travel related costs, travel related expenses, tax obligation and profits*).
 4. Consultants will be selected in accordance with **Individual Consultant Selection (ICS)** process meaning that a consultant will be selected based on qualification and experience relevant to the assignment.
 5. **Submissions of EOIs**
 - i. EOI should be addressed to Colin A. Young, Ph.D., Executive Director, Caribbean Community Climate Change Centre
 - ii. **EOI must be uploaded as two (2) PDF files to <http://www.caribbeanclimate.bz/bid-submission/>.**
 - iii. The subject matter of the email must read:”**Strategic Planning Consultant**”

-
- iv. EOI must be secured with a password. Such password must be emailed to atillett@caribbeanclimate.bz no later than 15 minutes prior to the deadline for bid submission. The subject matter for email containing password must read: **Strategic Planning Consultant (*Consultant's Name*)**.

 - v. **Requests for Clarification:** email: procurement@caribbeanclimate.bz Attention: **Andrea Tillett, Procurement Officer**. Requests for clarification should be received by the Centre no later than: **Tuesday, March 1, 2022**. 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/>

 - vi. **Deadline for submission of EOI, on or before 2:00pm (GMT-6), Friday, 11th March 2022**

 - vii. **Attachments to the REOI**

For additional information, please pursue the following attached documents.

1. Terms of Reference
2. Bidders Eligibility
3. Draft Contract

The Centre reserves the right to accept or reject any EOI and to annul the procurement process and reject all EOIs at any time prior to contract award, without thereby incurring any liability to consultants.

The Centre is an equal opportunity employer.