



Caribbean Community Climate Change Centre (CCCC)
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REQUEST FOR EXPRESSION OF INTEREST (EOI)
INDIVIDUAL

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/CCCC
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

The Caribbean Community Climate Change Centre (CCCC) 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 “**Consultant 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**”.

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2. The Consultancy (herein after referred to as “**the Services**”) include but are not limited to:
- 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.
 - Review relevant national documents and reports, policies, and plans for context when executing the assignment.
 - 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.
 - 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.
 - 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
 - Conduct at least two (2) stakeholder and validation workshops on the policy and procedural manual for Climate SMART community shelters and the implementation plan.
 - Present the final Comprehensive Policy and Procedural Manual for Climate SMART Community shelters including the plan for its implementation to key stakeholders.
 - Manage and oversee the day-to-day activities inclusive of these duties.
 - Capture lessons learnt during project implementation – lessons learned log could be used in this regard.
3. Suitably qualified consultants are invited to submit an Expression of Interest which should include the following application documents:

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- 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.
4. Consultants will be selected in accordance with **Individual Consultant Selection (ICS) Process** meaning that a consultant will be selected based on experience and competence 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 PDF file to <http://www.caribbeanclimate.bz/bid-submission/>.**
- iii. The subject matter of the email must read: **Consultancy to develop policies and procedural manuals for climate SMART community shelter facilities in The Bahamas**
- 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: **Consultancy to develop policies and procedural manuals for climate SMART community shelter facilities in The Bahamas (Consultant's Name).**

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- 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: **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/>
- vi. **Deadline for submission of EOI. On or before 2:00pm (GMT-6), Friday 23 July 2021.**
- vii. **Attachments to the REOI**

For additional information, please pursue the following attached documents.

- Terms of Reference
- 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.