

TERMS OF REFERENCE

Strategic Planner - St. Kitts and Nevis

1. PROJECT SUMMARY

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
Project Duration:	24 Months
Contract Title:	Strategic Planning Consultant to Conduct a Comprehensive Long-term Readiness Needs Assessment and Develop an Associated Action Plan
Contract #:	Contract #11/2022/GCF/St. Kitts/CCCCC
Type of contract:	Lumpsum - Individual Consultant
Estimated Start Date:	March 2022
Contract duration:	6 Months
Budget:	\$36,000.00
Main duty station:	Home Based
Deadline for Submission:	<u>On or before 2:00 pm (GMT-6), Friday, 11th March 2022</u>

The Centre is an Equal Opportunity Employer and encourages people of diverse backgrounds to apply.

2. BACKGROUND/RATIONALE

The Green Climate Fund (GCF) is a unique global platform to respond to climate change by investing in low-emission and climate-resilient development. GCF was established to limit or reduce greenhouse gas (GHG) emissions in developing countries, and to help vulnerable societies adapt to the unavoidable impacts of climate change. Given the urgency and seriousness of this challenge, the Fund is mandated to make an ambitious contribution to the united global response to climate change. Through a country-driven approach, the GCF works directly with National Designated Authorities (NDAs) in individual countries to improve their access to climate financing to developing climate change adaptation and mitigation programming.

As such, the GCF has developed a variety of funding windows and programmes. This includes funding windows for mitigation and adaptation, the Private Sector Facility (which also encompasses pilot programmes for mobilizing resources at scale, and for support to micro, small and medium-sized enterprises), the Readiness and Preparatory Support Programme (which includes support for adaptation planning), a Project Preparation Facility Grant, a REDD-plus results-based payment programme, and an Enhanced Direct Access Programme

designed to enhance Fund access by sub-national, national and regional, public and private entities.

The Government of the Federation of St. Kitts and Nevis is committed to tackling the adverse impacts of climate change through the implementation of ambitious policies and actions enshrined in its NDCs. However, to enable St. Kitts and Nevis to achieve its desired national goals and to access climate finance, there is a need to identify the institutional gaps and needs and strengthen institutional capacity and effective coordination mechanisms. The main barrier hindering St. Kitts and Nevis ability to implement the policies and climate actions identified in its NDC include:

- (1) limited institutional capacity of the National Designated Authority thus far to raise awareness, produce knowledge products, and engage multiple stakeholders on GCF related matters in a sustained and consistent manner
- (2) the absence of an effective mechanism to meaningfully support the mainstreaming of climate change programmes;
- (3) the absence of an institutional apparatus to access the GCF and other dedicated climate change financing mechanisms.
- (4) inexperience with developing or implementing large-scale climate projects; and,
- (5) the inadequate level of climate change awareness and ownership at the national level.

This Readiness and Preparatory Support Project entitled “Capacity Building to support Accreditation, Planning, Programming and Implementation of GCF-funded activities in St. Kitts and Nevis” was developed in collaboration with the Government of St. Kitts and Nevis, through the Department of Economic Affairs and Public Sector Investment Planning, which is the National Designated Authority (NDA) and the Caribbean Community Climate Change Centre (CCCCC), whose mandate is to coordinate the Caribbean Region’s response to climate change. The Centre is accredited to the GCF and is serving as the Delivery Partner with responsibility for the implementation of this Readiness Project. This project will also enable the NDA to coordinate and prioritize these needs, in collaboration with the NCCC, over a longer timeframe and develop a multi-year approach to accessing readiness funds. Also expected will be the increased ability of the NDA coordinate and implement GCF and related projects in the Federation, thereby ensuring more efficient use of resources.

This Readiness Project will address the identified barriers developing a robust long-term visioning exercise assist in articulating readiness needs beyond the immediate term. The NDA has recognized this is a critical step to ensuring a coordinated, long-term approach to delivering readiness needs and develop a robust investment pipeline that responds to national priorities. This will also enable the NDA to coordinate and prioritize these needs and facilitate the NDA’s ability to respond to the absence of a national institutional apparatus to access climate finance from the GCF and other dedicated climate change financing mechanisms. The Readiness Project will build the capacity of potential Designated Accredited Entity (DAE) applicants and identify gaps to be filled and needs to be met, to increase the likelihood of accreditation to the GCF. Additionally, the project is important for realizing a policy, an Operation Plan, and Capacity Building Plan to support the establishment of a National Meteorological Service. Further, this project will enable the NDA to apply a Programmatic Approach to Readiness financing.

Resources under this Readiness Project will be used to Conduct a Comprehensive Readiness Needs Assessment and Develop an Associated Action Plan in keeping with St. Kitts and Nevis's Long-term Readiness Needs Under the GCF Framework. The process will involve stakeholder consultation and validation exercises which includes the NDA who will be the major beneficiaries of the project.

Through delivery partnership with the Caribbean Development Bank, The NDA has also engaged a Climate Finance Expert who is inter alia performing the following tasks:

- Conduct a gap assessment of the policy, legislative and institutional frameworks governing the NDA's operations to undertake its GCF-related roles and responsibilities.
- Develop a Toolkit/Manual containing operational guidelines for the NDA to perform its GCF related roles and responsibilities.
- Elaborate a procedure and criteria for the transparent selection of readiness delivery partners.
- Elaborate a nationally appropriate no objection procedure, to review and issue no-objection letters for funding proposals/concept notes received from Accredited Entities (AEs).
- Elaborate an initial process for the nomination of Direct Access Entities (DAEs) seeking accreditation to the GCF.
- Assess the existing or lack of a climate coordination and consultation mechanism(s).
- Develop and determine the country's climate profile, identifying the climate change-related vulnerabilities and the potential opportunities to reduce greenhouse gas (GHG) emissions in comparison to current GHG emission standards building on existing policy and planning such as the National Determined Contributions (NDCs), the National Communications etc.
- Undertake institutional, market and policy gap analysis through actions such as, the mapping of existing policies, mechanisms and other initiatives for mobilising and deploying climate finance resources, including public private partnerships at the national level; review of the current roles and jurisdictions of public and private sector agents; mapping existing national and international institutional partners and in-country capacity; mapping of the private sector in regard to structure and capacity of the market and financial system including the national credit rating system where relevant; and summarise identified gaps, weaknesses and opportunities.
- Define a transparent prioritisation mechanism for GCF funding proposals/review no objection procedure to facilitate the formulation and selection of projects and programmes consistent with GCF policies, principles and access modalities.
- Establish a monitoring and evaluation system for Country Programme and Implementation outlining key steps in the updating, monitoring and evaluation of the country programme and it related activities.
- Develop a draft Country Programme based on assessments and consultations with the public and private sectors, and civil society stakeholders.

Outcomes of the Climate Finance Expert's work, along with dialogue with consultants currently undertaking development planning consultancies may yield critical inputs to

inform a readiness needs assessment and accompanying action plan. These will be provided to the consultant as necessary input as they become available.

The Centre in support of the NDA, is therefore desirous of contracting the services of an Individual Consultant to Conduct a Comprehensive Long-term Readiness Needs Assessment and Develop an Associated Action Plan in Keeping with St. Kitts and Nevis’s Long-term Readiness Needs Under the GCF Framework.

3. OBJECTIVE OF WORK

The Consultant will be responsible for supporting the NDA in achieving the main output of the project which involves a consultative process to identify St. Kitts and Nevis's Long-term Readiness Needs using the resources from St. Kitts and Nevis's Readiness Grant. The consultant will conduct three (3) consultations and two (2) workshops to enable the NDA to undertake a programmatic approach toward the utilization of GCF readiness funding by executing multi-year projects.

The Consultant's work will be informed by the guidance provided in the GCF Readiness and Preparatory Support Programme Guidebook ¹, and align with the prioritized sectors and actions in St. Kitts and Nevis's Country Programme, NDC, and the National Climate Change Adaptation Strategy (NCCAS)². A work plan will define the functions and actions that are critical to strengthening the NDA, national agencies (including DAEs, executing entities), civil society organisations, and private sector actors. This will aim to enhance engagement with the GCF and facilitate the implementation of transformational projects along low-emission, climate-resilient pathways.

The Centre in support of the NDA, is therefore desirous of contracting the services of a Strategic Planner Consultant (SPC) to perform the identified tasks as elaborated in Section 4. 'Scope of Work'.

4. SCOPE OF WORK

TASK 1
Specific Activity: <i>Produce an Inception Report based on a review of documentation and inception meeting</i>
Task outcome: <i>Inception report outlining the finalized methodology and work plan.</i>
In carrying out this assignment, the SPC is required to employ a collaborative approach and close engagement with National Authorities and to ensure that the products generated under this consultancy reflect national priorities and ownership. The SPC will:

¹ Green Climate Fund (March 2020) Readiness and Preparatory Support Programme Guidebook: A practical guide on how to prepare readiness proposals for the Green Climate Fund, 'Defining Readiness Needs', page 7.

² The National Climate Change Adaptation Strategy provides guidance on priorities and appropriate measures for adaptation to reduce vulnerability to the impacts of climate change and build resilience over the long term in St. Kitts and Nevis

Work to be completed:

1. Review of Pertinent Documentation relevant to this assignment.
2. undertake a review of all pertinent reports and papers and technical documents for the two concepts prepared thus far.
3. Convene a virtual inception meeting with the Centre, NDA, and other relevant stakeholders. The inception meeting will discuss the programme of work, confirm work schedules and activity requirements, seek clarification on issues pertinent to the assignment, discuss the remuneration schedule, and plan the logistics of implementation.
4. Prepare an inception report of no more than 20 pages to include: (i) a detailed work plan for the execution of the assignment, (ii) methodology to be followed, and (iii) the timeline for the accomplishment of the tasks of the assignment (iv) milestones; (v) information required; (vi) summary of agreed issues to be investigated; (vii) administration requirements and roles of Centre personnel and that of the Strategic Planner Consultant; (viii) potential barriers/challenges to the conduct of the assignment and suggested approaches to mitigating the impacts.

TASK 2

Specific Activity:	<i>Develop stakeholder engagement plan for consulting key stakeholders on readiness needs assessment, priorities, and long-term plan.</i>
Task outcome:	<i>Approved stakeholder engagement plan for consulting key stakeholders on readiness needs assessment, priorities, and long-term plan</i>

Work to be completed:

1. Develop stakeholder engagement plan for consulting key stakeholders on readiness needs assessment, priorities, and long-term plan for addressing climate finance priorities. It is intended that the readiness needs assessment consultations would be aligned to the priorities of the GCF Country Program that is informed by the National Adaptation Plan, National Climate Change Adaptation Strategy and Nationally Determined Contributions and other strategies, policies and legislative frameworks pertinent to the assignment. The consultant will be informed by documents supplied by but not limited to the NDA and the Centre. He/she will be supported by the National Designated Authority's Office in identifying stakeholders for this process. Stakeholders should include but are not limited to representatives from the public sector, private sector, and civil society organizations.
2. The consultant should also draw upon climate change coordination mechanisms and ensure relevant country stakeholders are engaged on national priorities and needs once the plan is executed.
3. Consultations may take the form of key Informant Interviews (KIIs), Focus Groups (FGs), Workshops, Participatory Events, Surveys, etc.

TASK 3

Specific Activity for Output:	<i>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.</i>
Task outcome:	<i>Consultation report summarizing findings of consultations on long-term readiness that will be used to inform the readiness needs assessment developed in output.</i>

Work to be completed:

1. Based on the Stakeholder engagement plan developed in **TASK 2**, conduct consultations with all relevant stakeholders identified, to inform the readiness needs assessment and work plan. In this process the following considerations must be made:

	<ul style="list-style-type: none"> • COVID-19 protocols at the time of consultations need to be considered when deciding on the modality of the consultation. • The stakeholder engagement processes should ensure inclusiveness and gender sensitivity. • Apply the guidance provided in the current GCF Readiness and Preparatory Support Guidebook (page 7). • Pre and post event survey of participants to be conducted. • The consultant should ensure that the role of the NDA is one which includes feedback on ideas, suggestions and options presented as a result of ongoing stakeholder engagement in terms of alignment with national development agenda
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TASK 4	
Specific Activity:	<i>Undertake an assessment of readiness needs, including analysis of consultations conducted in TASK 3, and develop a long-term vision and work plan for implementation of readiness needs identified.</i>
Task outcome:	<i>Readiness needs assessment report including long-term vision and work plan.</i>
Work to be completed:	
<ol style="list-style-type: none"> 1. The Consultant will be required to conduct St. Kitts and Nevis' (the Federation's) readiness needs assessment to set out St. Kitts and Nevis's longer-term readiness needs for GCF replenishment period and beyond. This will be aligned to prioritized sectors in St. Kitts and Nevis Country Programme, Nationally Determined Contribution, and National Adaptation Plan as well as strategies, policies and legislative frameworks that may be deemed relevant or pertinent. The Consultant will utilize inputs from the Federation's Country Programme, Relevant Sector Guides from the GCF, the GCF Programming Manual, GCF's investment criteria, The GCF's Gender, and Environmental and Social guidelines, relevant country plans and strategies including but not limited to the National Climate Change Policy, the NDCs, the Public Sector Investment Strategy and other development strategies to inform the country's long-term readiness needs and plans. 2. The Consultant will also be required to develop a work plan to define the functions and actions that are critical to strengthening the National Designated Authority, national agencies (including potential DAEs, executing entities), civil society organizations, and private sector actors. This will aim to enhance engagement with the GCF and facilitate the implementation of transformational projects along low-emission, climate-resilient pathways. 	

TASK 5	
Specific Activity for Output 2.1.1:	<i>Conduct validation workshop for the Readiness Needs Assessment and Workplan to agree on a roadmap for future-readiness priorities.</i>
Task outcome:	<i>Finalized validation workshop summary report including lists of participants demonstrating a balance of stakeholders (women, civil society, and private sector participants where relevant)</i>
Work to be completed:	
<ol style="list-style-type: none"> 1. The Consultant is expected to conduct a validation workshop for the Readiness Needs Assessment and Workplan to agree on a roadmap for future-readiness priorities. This workshop is expected to be: <ul style="list-style-type: none"> • Conducted virtually. • Aligned with stakeholder consultations conducted in TASK 3 and the Report developed in this TASK is to ensure all relevant stakeholders' needs have been reflected and addressed in a long-term readiness plan. 	

2. Finalized validation workshop summary report reflecting any changes to the Readiness needs assessment, long-term vision, and work plan. The workshop report will include lists of participants demonstrating a balance of stakeholders (women, civil society, and private sector participants where relevant) after the workshop is conducted.

5. PROJECT DELIVERABLES, TIMELINE, AND PAYMENT MILESTONES

As full consideration for the services performed by the Consultant under the terms of the agreement, shall be paid the total offered, verified, and accepted amount upon certification by the project office that the services have been satisfactorily performed and submission of the Deliverables and payment plan detailed below.

Instalment of payment	Deliverable	% Payment upon approval of deliverable
1 st Instalment	An inception report that includes a consultancy timeline and the stakeholder engagement plan.	20%
2 nd Instalment	Consultation report summarizing findings from consultations on long-term readiness that will be used to inform the readiness needs assessment	25%
3 rd Instalment	Draft GCF Readiness Needs Assessment Report and Action Plan	35%
4 th Instalment	Final GCF Readiness Needs Assessment Report and Action Plan	20%

- The total offered amount is expected to cover travel costs (local travel), communication costs, costs of typing and preparing the soft and hard copies of required documents, and any other relevant costs regarding this activity.
- All envisaged travel costs (including, ticket, accommodation, transportation, etc.) must be included in the Offeror's financial proposal.
- The Consultant shall not do any additional work, provide any equipment, materials, and supplies or perform any other services which may result in any cost more than the above-mentioned amounts.
- Based on concurrent from the NDA, the Caribbean Community Climate Change Centre's final approval is a pre-requisite for verification and releasing each payment.

6. LOCATION AND DURATION OF ASSIGNMENT

This Consultancy is expected to be done over a period of 60 consultancy days spread over a period of 6 months from March to September 2022. The Consultant will work from their home base. However, the consultant is expected to undertake at least one in-country mission. The duration of the missions is expected to be a total of 5 working days to facilitate readiness needs validation sessions and debriefing. Travel is dependent on COVID-19 protocols in place, in country at the time of validation. Travel and accommodation arrangements and associated costs will be the responsibility of the consultant and should be reflected as part of the consultancy costs.

7. OBLIGATIONS AND LOGISTICAL SUPPORT

The Centre and the National Designated Authority will provide the following inputs and facilities:

- Background documents and information relevant to the assignment are readily available and 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 assignment.
- Coordinate the Stakeholder Engagement by providing logistics support, local guidance, and related support.
- Participate in structured discussions with the consultant to address any questions or concerns and to provide updates about progress made on the Assignment.
- Review draft reports providing feedback to the consultant within fourteen (14) days of submission.

8. MANAGEMENT ARRANGEMENT

The consultancy is commissioned by the Caribbean Community Climate Change Centre. The Consultant will report to the Centre for contractual and administrative purposes. The Office of the NDA will provide additional technical advice and inputs, overall coordination, and oversight for this consultancy. The Consultant will liaise with the Office of the National Designated Authority but will ultimately report to the Caribbean Community Climate Change Centre.

9. MINIMUM REQUIRED SKILLS AND EXPERIENCE

The assignment is to be undertaken by a suitably qualified Consultant. The selected Consultant will be responsible for all required/specified deliverables to the Centre. The Consultant must specify his /her qualifications and relevant experience.

Candidates are expected to have at least a master's degree in Strategic Planning, Strategic Management, Economics, Finance, Development and Planning, International Development/Relations, Public Policy, Climate Change or Climate Financing, Environment Science / Management or related fields.

General Areas of Expertise/Experience

EDUCATION

- Minimum of a master's degree in Strategic Planning, Strategic Management, Economics, Finance, Development and Planning, International Development/Relations, Public Policy, Climate Change or Climate Financing, Environment Science / Management, or related fields.

DESIRED SKILLS AND EXPERIENCE

- Minimum of 7 years of experience in conducting need assessments and development of Country strategic frameworks and/ or comparative documents for climate change portfolios.

- Minimum of five (5) years' experience with climate finance mechanisms and donor assistance programmes for development/climate change financing.
- Minimum of two (2) assignments demonstrating working knowledge of GCF or similar Climate Finance Institutions Operational Modalities in the past 7 years.
- Proven record of engagement (coordination and working) with national counterparts (including senior government officials at national and state level), partners and donors in SIDS and LDCs and leading/ supporting stakeholder engagement processes
- Be a resident of one of the CARICOM Member States and able to mobilize immediately to execute this assignment.

10. EVALUATION CRITERIA

Responsive candidates will be evaluated as per the evaluation scale below:

#	Description	Points
A	Approach, Methodology and Work Plan for the consultancy showing the implementation schedule, timelines, and milestones for all activities.	20
Education		
B.	Minimum of a master's degree in Strategic Planning, Strategic Management, Economics, Finance, Development and Planning, International Development/Relations, Public Policy, Climate Change or Climate Financing, Environment Science / Management, or related fields.	10
EXPERIENCE		
C	Minimum of Seven (7) years' of experience in conducting need assessments and development of Country strategic frameworks and/ or comparative documents for climate change portfolios	30
D	Minimum of five (5) years' experience with climate finance mechanisms and donor assistance programmes for development/climate change financing.	20
E	Minimum of two (2) assignments demonstrating working knowledge of GCF or similar Climate Finance Institutions Operational Modalities in the past 7 years.	10
F	Proven record of engagement (coordination and working) with national counterparts (including senior government officials at national and state level), partners and donors in SIDS and LDCs.	10
	TOTAL	100%

11. APPLICATION SUBMISSION CRITERIA

Suitably qualified Individual Consultants are invited 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.
- b) **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.
- c) **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*).

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

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:
 - i. Name of Consultant (Company):
 - ii. Contract Reference:
 - iii. Contract Title:
 - iv. Name and Email address of uploader
2. Consultants must upload **separate** password protected PDF files for the Technical Proposal and the Financial Proposal. An automatic receipt time stamped email will be sent to the uploader's email account as a receipt and proof of submission. Each submission will be given a confirmation number.

Submissions of EOIs.

- (i) EOI should be addressed to Colin Young (PhD), Executive Director, Caribbean Community Climate Change Centre
- (ii) EOIs must be uploaded as files to <http://www.caribbeanclimate.bz/bidsubmission/>.
- (iii) The subject matter of the submission must read: "Strategic Planning Consultant"
- (iv) EOIs 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: Strategic Planning Consultant (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: **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/>

The deadline for the submission of EOI's is on or before 2:00pm (GMT-6), Friday, 11th March 2022.

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 to consultants.