



# Caribbean Community Climate Change Centre (CCCCC)

## REQUEST FOR EXPRESSION OF INTEREST FOR CONSULTING SERVICES

### BELIZE

**PROJECT:** Caribbean Regional Resilience Development Implementation Plan (IP) Aries Project: 202595; Component Code: 202595-101

**SPECIFIC PROCUREMENT NOTICE:- Consulting Services for the Development and Implementation of a Monitoring and Evaluation Instrument and Reporting Framework in the Caribbean**

**FUNDING AGENCY:** United Kingdom Department for International Development (DFID)

#### 1.0 Purpose

The consultancy is geared towards enabling the CARICOM Region and the Caribbean Community Climate Change Centre (CCCCC) to: (i) design and establish a monitoring and evaluation framework to measure the progress towards achieving outcomes and value for money; (ii) strengthen the institutional capability of the CCCCC to sustainably manage the monitoring and evaluation system, and (iii) produce a user-friendly reporting instrument to support the Regional Coordinating Committee for Climate Change

The monitoring framework should be designed to operate within existing national and international systems, be flexible and pragmatic taking into account country circumstances and establish baselines, targets and core indicators to assist aggregate country level results.

#### 2.0 Background

Caribbean Community (CARICOM) countries have considerable cause for concern as the threats posed by a changing climate to their development prospects are severe and adaptation will require a sizeable and sustained investment of resources that governments are unable to provide on their own. Specifically, global climate change is expected to result in a more intense weather events and rising sea levels. Rising sea levels, together with the associated coastal erosion and saltwater intrusion, an escalation in the frequency and intensity of tropical storms and hurricanes, and disruptions in rainfall and fresh-water supply threaten the very existence of the CARICOM countries.

The imperative for transformational change is embedded within the call to action of the *Liliendaal Declaration on Climate Change and Development* which was issued from the thirtieth meeting of CARICOM Heads in Liliendaal, Guyana, July 2-5, 2009. The Declaration makes a number of commitments,

endorsements and specific declarations on the actions needed globally to manage the effects of climate change and development.

In response to the region's vulnerability, political leaders, climate change scientists, planners, policy makers and other professionals, articulated a shared and common vision for the region that would underpin its economic and social development to the end of the twenty-first century. This strategic vision is reflected through the '*Regional Framework for Achieving Development Resilient to a Changing Climate*' that was approved by the CARICOM Heads of Government at their meeting in Georgetown, Guyana in July 2009. The Implementation Plan (IP) for the Regional Framework, which defines the regional strategy for coping with climate change over the period 2011-2021, was approved by the Twenty Third Inter-Sessional Meeting of the Conference of Heads of Government of the CARICOM, held in Suriname 8-9 March, 2012.

It is one of the first regional strategies drafted in developing nations, joined by a common purpose to face the climate challenge and takes forward the call for transformational change articulated in the *Liliendaal Declaration*.

As the region therefore positions itself to build a robust response to the impacts of climate change and delivers on the IP, it will be necessary to determine the effectiveness of these responses through indicators of Greenhouse Gas reductions, delivering minimum carbon economies, resilience building and adaptive capacity, as allocation of resources will ultimately be targeted and justified on the basis of agreed criteria, including value for money, that are both rigorous and transparent. The articulation therefore of a coherent, effective, and robust but user-friendly Monitoring and Evaluation Framework is fundamental to measuring the performance of the region to building adaptive capacity and programmes and directing to deficiencies and gaps that would require priority treatment.

### **3.0 Objectives**

There are two main objectives:

1. Support climate compatible development in the Caribbean by enabling the effective implementation of key activities outlined in the IP;
2. Establish one monitoring and evaluation (M&E) framework to measure progress, transparency and value for money, and derive lessons learnt at both regional and national levels.

A twin-track approach to implementation is required which ensures that building resilience and creating low carbon economies become part of the wider sustainable development and growth agenda. Convergence between the strategic elements and goals of the Regional Framework and those set out in the wider sustainable development and growth strategies and policies at regional and national level stakeholders will be necessary.

**Track One:** The Implementation Plan focuses on the specific institutional and governance building process improvements, technical and physical, and cross-cutting actions to be undertaken within the next 2-5 years. These provide the foundation on which transformational change can be delivered.

**Track Two:** Implementation of the Regional Framework through and as part of wider regional and national sustainable development and growth planning initiatives. The ultimate goal has to be that countries and organisations build resilience as an integral part of their development and growth

planning, rather than as an add-on. This includes all planning and policy initiatives by the Caribbean Community, regional organisations, and Government departments.

The review and alignment of national strategies and policies must also develop a common approach to monitoring and evaluation. This will ensure that the combined implementation efforts through tracks one and two can be monitored and their combined contribution to transformational change evaluated. Each country should develop its own national targets reflecting their national priorities. This should be based on an informed risk assessment. Monitoring and evaluation of the targets can then be based on national and sub-national measures, ideally based on data sets that currently exist.

The M&E process should focus on delivering transformational change through delivery of the Regional Framework strategic elements and goals. This should be a process looking at actions undertaken at a national level.

At the regional level, the Plan recommends that CARICOM adopts the ‘three-ones’ approach to resource mobilisation, co-ordination, planning and monitoring by forming a new sub-committee of the Heads of Government to be known as the **Regional Coordinating Committee (RCC) on Climate Change**. The ‘Three-ones’ approach will be deployed as the coordinating framework for the Implementation of the Regional Framework and is elaborated as:

1. **One plan** that provides the framework for co-ordinated action by all partners. (Note ‘One Plan’ means one agreed set of shared and common goals and objectives that can be contained within various individual documents).
2. **One co-ordinating mechanism** to manage the process (the Implementation Plan speaks to a Regional Co-ordinating Body and separate national co-ordinating institutions in each country).
3. **One monitoring and evaluation framework** to measure progress, transparency and value for money (each country to define its own targets, defined by risk assessments and national priorities, and M&E measures).

#### **4.0 Specific Purpose**

More specifically, the CCCCC and the Regional Coordinating Committee will use the Monitoring and Evaluation instrument to ensure that:

- a. The combined implementation efforts through tracks one (cross cutting process improvements ) and two (national programme outcomes) can be monitored and their combined contribution to transformational change evaluated;
- b. The alignment of reports on the performance of the region and Member States towards the attainment of the goals identified in the Regional Framework;
- c. The promotion of a standardised framework, inclusive of establishing monitoring regimes, timelines, targets, and baselines within which responses to the potential future impacts of climate change and climate variability can be measured;
- d. The identification of the appropriate indicators for use at regional and national levels that reflect intermediate and long-term outcomes;

- e. Provision of a feedback mechanism to inform improvements to regional and national responses to climate change and climate variability;
- f. Appropriate adaptation and mitigation measures to address impacts of climate change and climate variability are applied/adopted and their effectiveness and contribution to building resilience are measurable;
- g. Capacity constraints for data capture as well as other policy, legal and institutional barriers at national and regional levels are clearly articulated and that solutions are proposed for addressing the constraints.
- h. The identification of appropriate environmental adaptation and mitigation measures.

## **5.0 Task Methodology**

The IP recognises that climate change is a complex and long-term challenge and suggests further that although the region is still at an early stage in its understanding of what constitutes 'effective' resilience and mitigation action, M&E is clearly vital to assessing progress. It is understood that there may be long intervals between the time when adaptation or mitigation interventions are implemented, and the measurable impact of these is felt, and this lag will need to be taken into account in the design of indicator frameworks. The IP further acknowledges that recent discussions (UKCIP 2011) have also highlighted the fact that there is no 'end point' to adaptation, and thus 'success' should be defined in terms of continuous progress, rather than achievement of a particular state of adaptation. The statement concludes that there is the challenge (common to M&E frameworks for many issues besides climate change) of quantifying change against a moving (or poorly understood) baseline. Each of these challenges must be addressed in the design of an M&E strategy that builds on previous work and is flexible enough to be applicable to each of the Member States.

It is therefore, within the above context that the consultancy is expected to be undertaken by a multi-disciplinary team with the requisite expertise in developing monitoring and evaluation frameworks/instruments. The contracted firm will consult widely with all pertinent stakeholders at all levels not limited to policy/decision makers, technical personnel, private sector, Statutory and Non Governmental Organisations, and regional institutions, to ensure comprehensive and representative input, and will involve all CARICOM Countries. The consulting firm shall use whatever appropriate data capture and information gathering approaches that are considered transparent, rigorous, beneficial to the project and should include but not be limited to: focus groups discussions; the application of survey instruments; consultations with: national, regional and international organisations; stakeholders in the public and private sectors; civil society; communities; and undertaking literature reviews.

The assignment should at a minimum comprise the following:

### **Task 1: Inception Meeting and Finalization of work plan**

A working inception meeting between the Caribbean Community Climate Change Centre and the Consulting firm will be held to review and discuss the process for conducting the assignment as well as logistic support, roles and responsibilities. The work plan should:

- I. Review and discuss the process for conducting the assignment as well as logistic support;
- II. Clarify roles and responsibilities;

- III. Identify preliminary background information related to the exercise and its interventions at the regional and national levels, and to provide relevant documentation and information pertinent to this exercise;
- IV. Determine how collaboration will be established between the consulting firm, the Centre, Member States and other regional institutions;
- V. Identify the major evaluation objectives and questions in accordance with evaluation criteria such as: relevance, validity of design, effectiveness, efficiency, sustainability, impact, factors affecting performance;
- VI. Provide a schedule of deliverables
- VII. Consider alternative strategies and unanticipated results; and
- VIII. Finalise for submission, the draft work plan within two weeks following the inception meeting.

**Task 2: Review of pertinent Monitoring and Evaluation Instruments internationally, regionally and nationally**

A review of current M&E frameworks in use internationally, regionally and at national levels will be undertaken to determine the relevance, complementarity, and potential application or customisation to a standardised and common methodology for M&E in the region.

In undertaking this task the consultant will:

- I. Review appropriate international and regional M&E instruments, indicators and other pertinent documentation, either developed, in use or in the process of development by organisations operating in or outside of the region, but not limited to the: Department for International Development (DFID); United States Agency for International Development (USAID); Australian Agency for International Development (AusAID); the United Nations Development Programme (UNDP); the United Nations Environment Programme (UNEP) as well as Climate Investment Funds like Pilot Programme for Climate Resilience (PPCR).
- II. Visit at least two countries with differing capacities to review national M&E instruments, indicators and other pertinent documentation to determine relevance and application to the regional M&E instrument and to ensure alignment of the regional instrument to national ones.
- III. Consult the *Regional Framework for Achieving Development Resilient to a Changing Climate* and the *Implementation Plan for the Regional Framework for Achieving Development Resilient to a Changing Climate* to ensure alignment with stated goals.

**Task 3: Develop an M&E Instrument**

The M&E instrument will be used to measure the performance of the region and its compliance with the *Liliendaal Declaration* and the *Regional Framework*. The consulting firm will be responsible for the development of:

- I. *Baselines*. These baselines would serve to benchmark the performance of the region in meeting their obligations under the *Liliendaal Declaration* and the *Regional Framework*. The consulting firm will consult with all stakeholders to ensure agreement with identified baselines.
- II. *Targets*. In the development of targets, the consulting firm will use information pertinent to the objectives of this M&E instrument and will consult with all pertinent stakeholders in their development and finalisation.

- III. *Indicators.* In order to determine the effectiveness of responses to climate change, there is a requirement to develop indicators that are transparent, realistic and robust. These are to be developed in broad consultation with development organisations, Member States of the Community, regional organisations and universities, Civil Society, the Private Sector, Governments, and other pertinent entities as well as the Climate Change Centre. Indicators should be informed by the goals identified under the *Liliendaal Declaration* as well as the *Regional Framework*. In many cases the monitoring and evaluation of progress on adaptation may not be very different from monitoring and evaluation of progress towards development goals (or indeed other areas). The development of adaptation indicators is a new field, and best practice is still emerging. While initial suggestions for adaptation indicators are convenient because they are easily quantified, they do not necessarily provide a robust measure of adaptive capacity. Consideration therefore must also be given to the emerging development of sustainable development indicators for Small Island Developing States as a progressive evolution of the Millennium Development Goals (MDGs). The Barbados Plan of Action (BPOA), reports emerging from Rio+20 as well as preparatory documents for BPOA+20, including other regionally pertinent work on indicators (see DFID for example), are also to inform the development of these regional indicators. These indicators should also consider the specific circumstances of the continental countries, such as Belize, Guyana and Suriname.
- IV. *Monitoring and Evaluation Instrument.* This is to be developed in full consultation with all the entities mentioned above. The consultant will draw from international best practice and tools to inform the development of the M&E instrument and will undertake the necessary analyses and synthesis of information to present conclusions and recommendations. The consultant will confer with Staff of the CCCCC, relevant stakeholders in Member States, Development Partners such as DFID/UKAID, AusAID, and other development partner agencies, Members of the Regional Coordinating Committee, in addition to other key regional stakeholders, in the finalisation of the monitoring and evaluation instrument. This instrument is intended to be user-friendly for the purposes of reporting to the Regional Coordinating Committee.
- V. *Design of the M&E Instrument.* The design of the M&E instrument will be informed by, but not limited to, the purpose for which it is intended as identified in Section 3 of this Terms of Reference.
- VI. *Online Version.* An online version of the M&E instrument will be developed together with the appropriate platform for its use by Member States and its management by the Climate Change Centre.

#### **Task 4: Public Outreach**

It will be essential to get the various target publics sensitised to the Monitoring and Evaluation process and their contribution to its management. This will be particularly strategic to decision-making as the involvement and role of key persons at all levels within the public and private sectors is defined.

- I. The consultant will therefore develop a public outreach strategy and implementation plan for engaging with all key stakeholders and which will provide, *inter alia*, information on: the background to the key foundations of the M&E instrument (the Liliendaal Declaration, the Regional Framework, the Implementation Plan, the BPOA and others), the importance of the M&E within the context of building resilience to the impacts of climate change and climate variability, the roles of all key stakeholders, modalities and messages for outreach, and a plan to ensure continuity of the public outreach and education interventions.

- II. The consultant will also develop a training package for the management of and implementation of the M&E instrument within the context of the M&E Framework, and will conduct a training exercise to build competences of the staff of the CCCCC in the management of the M&E Instrument.

### **Task 5: Recommendations**

The consulting firm will deliver a report outlining the recommendations for the maintenance of the M&E framework, requirements for data capture and reporting, data quality assurance, articulating the roles and responsibilities of all stakeholders who will be engaged in the management of the framework.

## **6.0 Outputs and Timeline**

The Consulting firm will be required to deliver:

1. A proposed work plan for undertaking the consultancy following consultations with the Caribbean Community Climate Change Centre within 2 weeks of signing the contract.
2. A Review Report on existing Monitoring and Evaluation instruments in the region within 1 month of signing the contract.
3. A Monitoring and Evaluation framework with regionally agreed baselines and indicators. The M&E instrument will also include a structure for updating both indicators and the M&E instrument itself. Lastly, the Consultant will submit a draft of the public outreach strategy and implementation plan and training module 5 months of signing the contract.
4. A final report outlining recommendations for maintaining the M&E framework and its functionality, including the roles and responsibilities of all entities to be involved in the process inclusive of an online version of the M&E framework, the public outreach strategy and implementation plan and conduct training on the M&E framework developed 6 months after the signing of the contract.

The **Caribbean Community Climate Change Centre (CCCCC)** invites eligible consulting firms/ consortium to indicate their interest in technical assistance to facilitate execution of the project

## **7.0 Consultant Requirements**

Developing the Monitoring and Evaluation Instrument will require external support and additional technical expertise international best practice consultancy support (with a proven record of developing these tools) working in partnership with the Centre, Caribbean countries, CARICOM mandated regional organizations, research and census /statistical institutions and other organizations.

The consultants will work in close collaboration with the Executive Director and technical staff of the Climate Change Centre and will report to the Executive Director. The consulting firm will be required to travel to the Centre's offices in Belize and attend such other meetings as required by the Director. In-country visits in support of the tasks identified above are a key element of the project.

The appointed consultant must be able to demonstrate:

Essential experience:

- Demonstrated knowledge and practical application of monitoring and evaluation methodologies and experience in evaluating development projects, programmes or organisations.
- At least 5 years relevant and successful work experience of developing and implementing climate related monitoring and evaluation instruments.
- Understanding of the linkages between climate change and social and economic development.
- International best practice experience in developing monitoring and evaluation instruments for climate change in a variety of organizational and institutional situations including for example:
  - Governments and government departments
  - Regional/local governments
  - Multilateral development banks
  - Corporate business sector
  - Financial institutions
- Sound knowledge of, as well as application and analysis of economic tools and instruments.
- Strong technical skills in social science research design, management, analysis and reporting. A balance of quantitative and qualitative research skills is required.
- Excellent facilitation and training skills.
- Excellent project management skills and an ability to work in politically challenging situations.
- Demonstrated ability to think strategically and develop effective and practical solutions to complex issues.

Highly desirable experience

- Relevant experience working in the Caribbean on monitoring and evaluation instruments.
- A comprehensive understanding of the impacts of a changing climate in the Caribbean, and the policy initiatives being undertaken to build resilience.
- A thorough understanding of development and organisational issues in the Caribbean.
- Experience working in institutional development and on operational challenges associated with implementation of strategies/plans at a national and regional level.

## **8.0 Contract terms**

The contract period will run for 6 months. An invoicing schedule will be agreed with the appointed consultant.

The consultant will be expected to commence work immediately on appointment. The inception week visit to the CCCCC's office will take place within 2 weeks of appointment.

## **9.0 Proposals**

Interested firms/ consortium are invited to submit their Expressions of Interest in writing to the Executive Director of the CCCCC for consideration. Short listed firms or consortium will be asked to submit full technical and financial proposals.

Consultants will be selected using the [CQS] method of procurement, that is, the Consultant will be selected based on the qualifications as well as experience and competence relevant to the assignment, and is open to all eligible firms/ consortium The contracts will be executed under the DFID-Financed Caribbean Regional Resilience Development Implementation Plan (IP) Project.

Selection criteria include, but are not limited to, the following:

- An understanding of the work required
- General experience in the required area of work in the target countries
- Specific experience in development of M & E instruments
- Financial capability and commitment
- The submission of a satisfactory work plan and schedule.

Interested eligible firms/ consortium may obtain further information from the **Caribbean Community Climate Change Centre (CCCCC)** at the address stated at the end of the document, during office hours 8.00 a.m. to 5.00 p.m. Mondays through Fridays.

All sealed Expressions of Interest must clearly marked **“Expressions of Interest for Consulting Services for the Development and Implementation of a Monitoring and Evaluation Instrument and Reporting Framework in the Caribbean”**, and be delivered to the address below no later than 4:00 p.m. on Friday December 7, 2012. **Late submissions will not be accepted.**

### **Office for Comments/ Queries**

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### **Office for Bid Submission**

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