

**TERMS OF REFERENCE  
FOR  
CONSULTING SERVICES FOR THREE (3)**

**ASSESSORS OF FULL APPLICATIONS [TECHNICAL ASSESSMENT COMMITTEE] FOR THE COASTAL PROTECTION FOR CLIMATE CHANGE ADAPTATION IN THE SMALL ISLAND STATES IN THE CARIBBEAN  
BMZ PROJECT No: 2012.9762.1**

## **1. Background**

The German Ministry for Economic Cooperation and Development (BMZ) is supporting the Caribbean Community (CARICOM) through a €12.9 million *Coastal Protection for Climate Change Adaptation in the Small Island States in the Caribbean* Project over the next 5 years. The Project seeks to pursue the implementation of Local Adaptation Measures (LAMs) for the sustainable improvement of coastal ecosystems relevant for climate change adaptation in Grenada, Jamaica, Saint Lucia, and Saint Vincent and the Grenadines. The design of the Project is based on an agreement made between KfW (the German Development Bank) and the Caribbean Community Climate Change Centre (CCCCC) through the CARICOM Secretariat. The Project shall follow a bottom-up approach in which governmental and non governmental institutions in participating countries can apply with proposals to pursue Local Adaptation Measures (LAMs). The Local Adaptation Measures (LAMs) will be prepared by the participating organizations with support from the CCCCC.

The Project is comprised of two main components that shall be financed from the Financial Contribution. These are:

***Component 1: Investments for sustainable improvements of coastal ecosystems relevant for climate change adaptation, including:***

- Measures related to the protection and sustainable management of ecosystems relevant for adaptation;
- Measures related to the rehabilitation or substitution of ecosystems relevant for adaptation; and
- Measures related to the monitoring of coastal ecosystems.

***Component 2: Assistance in the preparation and implementation of Local Adaptation Measures, including:***

- Assistance in the preparation and implementation of Local Adaptation Measures;
- Monitoring of Project goals and impacts; and
- Systematization and dissemination of Project experiences (best practices and lessons learnt).

## **2. PROJECT OVERVIEW**

**Purpose:** The Caribbean Community Climate Change Centre (CCCCC), with financial assistance from the German Development Bank (KfW), is seeking to contract the services of at least **three (3) Individual Consultants** to assist the CCCCC in the selection of the best proposals received under our **Call for Proposals <CfPs/LAMs/01-15> Local Adaptation Measures Grant Scheme** and to achieve a transparent, high-quality, complete and coherent selection process of projects, which are in line with the criteria set out in the Guidelines for Applicants.

In July 2015 a call for project concepts was launch targeting eligible entities in the four (4) participating countries of Jamaica, Saint Vincent and the Grenadines, Saint Lucia, and Grenada. Further to the evaluation of these Concept Notes a total of nine (9) applications were preselected. These preselected entities have been invited to prepare and submit full project proposals building on their Concept Notes and presented in the format consistent with that shown in **Annex A. Independent Assessors operating outside of the four (4) target countries** are now required to undertake comprehensive assessments of these projects against an established evaluation grid as shown in **Annex B.**

## **3. DUTIES AND RESPONSIBILITIES**

The Consultants will report to the Project Manager (PM). The main duties and tasks of the consultants will include:

- Be confidential in the execution of the assessments and not share or utilise information from outside of the specific documents provided by the Applicant to determine scores and subsequent recommendation;
- Provide written assessments to the Project Implementation Unit (PIU)/CCCCC consistent with the published evaluation grid covering core perspectives including: relevance, project design, financial and operational capacity, effectiveness, sustainability, and the prudence of budgets;
- Ensure that the information provided in assessments reports are logical and coherent and provides a clear basis for/of the proposed recommendation;

- Clearly state recommendations for each Application assessed in one (1) of three (3) categories; rejected, accepted, or provisionally accepted;
- Re-assess proposals (if required) and as instructed by the Evaluation Committee be available to participate (virtually) as part of Evaluation Committee meetings to address specific questions that may be asked by the Evaluation Committee; and
- Provide recommendation to the PIU based on features that may improve the evaluation process.

#### **4. PROJECT IMPLEMENTATION ORGANIZATION**

Overall responsibility for the implementation of the Project lies with Caribbean Community Climate Change Center (CCCCC). For operational purposes, CCCCC has established a Project Implementation Unit (PIU), responsible for the operational implementation of the project in technical, organizational, financial and administrative terms. The staff of the PIU comprises the Project Manager and three specialists (Administrative and Procurement Officer, Finance Officer, and Technical Coordinator). The Project Manager reports directly to the Executive Director of the CCCCC. Overall guidance of the project is assumed by a Steering Committee.

#### **5. HIERARCHICAL DEPENDENCY OF THE CONSULTANT**

The consultants will formally be contracted by the CCCCC and reports directly to the head of the PIU. The head of the PIU is responsible for the supervision of the accomplishment of the ToR of the consultants.

#### **6. DELIVERABLES**

- a) Completed evaluation assessment grids consistent with **Annex B** Guidelines to Assessors;
- b) Virtual participation in Evaluation Committee meetings; and
- c) A brief report (no more than 2 pages) outlining any suggested improvements or recommendations for the full proposal template, evaluation grid, or overall evaluation process.

## 7. SELECTION AND CONSULTANT QUALIFICATIONS

- A. Minimum Academic Degree: Masters Degree in Natural Resources Management, Coastal Zone Management, Climate Change, Environmental Science or equivalent related field.
- B. General Experience: At least five (5) years experience in designing, managing, implementing and/or evaluating climate change related donor-funded projects in SIDS.
- C. Specific Experience: At least two (2) consultancies/work engagements related to the protection and management of coastal and marine resources such as mangroves, coastal forests, coral reefs, sea grass beds, sand dunes, among other land uses in the Caribbean within the last three (3) years. At least two (2) international donor funded projects for which a results frameworks such as a Logical Framework were designed, updated or revised.

## 8. LEVEL OF EFFORT, LENGTH OF CONTRACT, OTHER CONTRACT DETAILS

1. **Level of Effort/Duration (fixed)**<sup>1</sup>: Ten (10) person-days.
2. **Level of Effort/Duration (variable)**: Additional person-days may be required to facilitate specific activities outside of the assessment of proposals such as the participation in Evaluation Committee Meeting (s). These will be accounted for based on actual time utilised.
3. **Duration of Contract**: All consultant services should be completed within 3 (three) months as of the signature of the contract. The Consultancy is expected to commence early November, 2015.
4. **Location**: Country of origin of the Consultant.
5. **Type of Consultancy**: Regional/Local Individual Consultant.
6. **Type of Contract**: Lump sum plus variable cost

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<sup>1</sup> Based on an assumption of one (1) person-day required per proposal evaluated

## **9. PAYMENT SCHEDULE**

Payments will be made according to the following schedule:

1. **65%** of the fixed contract amount upon submission and approval of an invoice, completed batch of evaluation reports , and timesheets for other activities (if applicable);
2. **25%** of the fixed contract upon submission and approval of an invoice and timesheets for other activities **[submitted after the completion of the Evaluation Committee Meeting(s)]**; and
3. **10%** of the fixed contract amount upon submission and approval of an invoice and a brief Recommendations' Report.

## **10. LANGUAGES**

Candidates must have excellent command of both oral and written communication skills in the English Language.