



## TERMS OF REFERENCE

<b>Request for Expression of Interest (EOI)</b>	
<b>Country</b>	<b>Belize</b>
<b>Donor</b>	<b>Green Climate Fund (GCF)</b>
<b>Project:</b>	<b>Belize GCF Readiness 2 (Building Capacity for Direct Access to Climate Finance)</b>
<b>Contract Title</b>	<b>Technical Officer</b>
<b>Contract #</b>	<b>Contract #15/2019/GCF/Belize/CCCCC</b>
<b>Type of Contract</b>	<b>Fixed Price</b>
<b>Expected Duration of the Services</b>	<b>12 Months</b>
<b>Contract duration</b>	<b>12 months</b>
<b>Duty Station</b>	<b>Belmopan, Protect Areas Conservation Trust (PACT)</b>
<b>Deadline for Submission</b>	<b><u>2:00pm (GMT-6), Friday 15 March 2019.</u></b>

### 1. Background

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.

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 a Project Preparation Facility and a programme providing support for adaptation planning); 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.

In May 19, 2015, the Government of Belize appointed H.E Yvonne S. Hyde, Chief Executive Officer in the Ministry of Economic Development and Petroleum, Investment, Trade and Commerce to act as the National Designated Authority (NDA) for the Green Climate Fund. However, low levels of awareness and understanding of the GCF operational policies, NDA's and support staff respective roles and responsibilities and the absence of a strategic tool to support project oversight, limited Belize's ability to effectively engaging with the GCF.

Subsequently, in October 2018, Protect Areas Conservation Trust (PACT) was accredited by the Green Climate Fund (GCF) as a national Direct Access Entity. This role requires PACT to take on several responsibilities associated with the delivery of impactful projects within the priorities of the Fund, of PACT, and of Belize's National Climate Change Policy & Plan and related frameworks. PACT has secured readiness support through a GCF Readiness Grant to the Ministry of Economic Development & Petroleum, with implementation support from the Caribbean Community Climate Change Centre and is now seeking the services of a Technical Officer to support the preparation of project concepts and proposals for PACT and/or its primary stakeholders. The aim of the consultancy is to design potential projects/programs that can qualify for climate finance grants from the GCF, Adaptation Fund and other climate financing sources available to PACT; and which are aligned with country priorities, strategies, and needs on climate change. In carrying out the consultancy, the consultant is required to employ a collaborative approach and effective communication with all relevant focal points within PACT and its partner agencies.

## **2. Duties and Responsibilities**

Under the overall supervision of PACT, the Technical Officer's responsibilities are:

- Assist with PACT's technical staff and primary stakeholders to identify project opportunities and priorities;
- Ensure effective linkage between the relevant institutions and the NDA and other relevant stakeholders to ensure alignment of potential projects with the GCF Country programming framework;
- Prepare project concepts and/or proposal packages including all supporting documents such as consultation reports and environmental, social, and gender assessments;
- Assist with the preparation of project Monitoring & Evaluation plans and Risk Management plans;
- Facilitate and provide support where necessary for the successful execution of training activities and awareness sessions
- Manage technical feedback/comments from stakeholders and donors and ensure they are reflected in the proposal package;
- Any other relevant tasks directly associated with the delivery of sound project proposal packages.

## **3. Key Results Expected and Measurable Outputs**

- Proposal packages (e.g., Readiness and or Concept Notes) with costing and budgets, cost benefit analyses, log frame frameworks, M&E plans, and Risk Management plans developed and endorsed by the NDA
- Project development manuals and check list for identifying and developing climate related project concept
- Project development tracking tool developed and aligned with the national climate investments tracking mechanism

#### **4. Reporting**

The Technical Officer will report to the Project Development and Management Unit (PDMU) in the Caribbean Community Climate Change Centre (CCCCC) and work in close coordination and collaboration with the staff of the National Designated Authority and the Protected Area Conservation Trust.

#### **5. Performance Indicators for Evaluation of Results**

- Project activities implemented effectively as per approved Annual Work Program
- Quality of outputs delivered;
- Effective communication with stakeholders active in climate, public financing and project development;
- Successful dissemination of experience acquired, and lessons learnt;
- High visibility and ownership of the project outcomes among partners.

#### **6. Qualifications and Experience**

- Minimum Bachelor's degree, preferably in the field of Project Planning/Development, Economic Development, Natural Resources Management, Sustainable Development, or other fields relevant to environmental sustainability and climate
- Minimum of three years' professional experience in any of the academic fields listed above or other relevant fields.
- Prior experience or training in design and/or management of large projects/programs is required.
- Good knowledge of Belize's National Adaptation Plan of Action (NAPA), the Nationally Determined Contribution (NDC) and other commitments under the Paris agreement.

#### **7. Required Skills and Experience**

- Working knowledge of general guidelines and procedures of international multilateral donors;
- Knowledge of global or regional climate finance landscape;
- Knowledge of Belize's climate change policy, planning, and management framework;
- Experience working with a cross-section of stakeholders, including non-governmental organisations
- Proven experience in institutional and skill-based capacity development;
- Experience of working in the area of environmental management;
- Demonstrated strong interpersonal and motivational skills and sensitivity to the local environment as well as the ability to work with minimal supervision;
- Experience in the usage of computers and office software packages
- Ability to work under pressure and time constraints;
- Ability and willingness to travel within and outside of Belize
- Excellent written and oral communication skills;

## **8. Language**

Excellent oral and written communication skills in English and good capacity in preparing technical monthly reports

## **9. Functional Competencies**

- Excellent knowledge of project management, particularly climate change project
- Demonstrates strong analytical skills,
- Promotes team work, contributes towards building team consensus,
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Good teamwork skills
- Demonstrates openness to change and ability to manage complexities

## **10. Development and Operational Effectiveness**

- Ability to lead strategic planning, results-based management and reporting
- Ability to lead formulation, implementation, monitoring and evaluation of development program and projects
- Good knowledge of Results Management
- Good ICT skills,
- Ability to implement new systems and affect staff behavioral/ attitude change

## **11. Payment**

Payment will be made in 12 monthly instalments upon the submission and acceptance of a monthly work plan and project highlight report.

## **12. Application Submission Procedure**

All suitably qualified persons are invited to submit their Expression of Interest (EOI) covering the points outlined in the TOR and accompanied by 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. Curriculum vitae or Résumé with full details of experience, achievements, qualifications and names
- c. Contact details of three (3) references

EOI's should be clearly identified as – **“Recruitment of Consultant - Technical Officer - Belize GCF Readiness 2”** and submitted as PDF files via email to the following email address [procurement@caribbeanclimate.bz](mailto:procurement@caribbeanclimate.bz)

**The deadline for the submission of EOI's is on or before 2:00pm (GMT-6), Friday 15 March 2019.**

For queries regarding the Procurement documents and submission process, email:

[awilliams@caribbeanclimate.bz](mailto:awilliams@caribbeanclimate.bz)

Attention: Ms. Allison Williams

Procurement Officer

Caribbean Community Climate Change Centre

### 13. Evaluation Criteria

Candidates applying for this consultancy shall meet a minimum score of 80 points on the evaluation scale below.

#### **Technical Qualifications Evaluation Criteria**

#	Description	Points
<b>Qualifications</b>		
A	Minimum Bachelor's degree, preferably in the field of Project Planning/Development, Economic Development, Natural Resources Management, Sustainable Development, or other fields relevant to environmental sustainability and climate.	20
<b>Experience</b>		
B	Minimum of three years' professional experience in any of the academic fields listed above or other relevant fields	25
C	Prior experience or training in design and/or management of large projects/programs is required	10
D	Good knowledge of Belize's National Adaptation Plan of Action (NAPA), the Nationally Determined Contribution (NDC) and other commitments under the Paris agreement	10
E	Working knowledge of general guidelines and procedures of international multilateral donors	5
F	Knowledge of global or regional climate finance landscape	5
G	Knowledge of Belize's climate change policy, planning, and management framework	5
H	Experience working with a cross-section of stakeholders, including non-governmental organisations	5
I	Proven experience in institutional and skill-based capacity development	5
L	Experience of working in the area of environmental management	5
M	Demonstrated strong interpersonal and motivational skills and sensitivity to the local environment as well as the ability to work with minimal supervision	5
<b>Total</b>		<b>100</b>