



Caribbean Community Climate Change Centre

**TERMS OF REFERENCE**  
**ENVIROMENTAL AND SOCIAL SPECIALIST (ESS)**

<b>Request for Expression of Interest (EOI)</b>	
<b>Country</b>	<b>Belize</b>
<b>Project Name</b>	<b>Building Capacity for a Regional Approach to Climate Action in the Caribbean: Caribbean Community Climate Change Centre (CCCCC)</b>
<b>Contract Title</b>	<b>Environmental and Social Specialist (ESS)</b>
<b>Contract #</b>	<b>Contract #19/2019/GCF/CCCCC</b>
<b>Contract Type</b>	<b>Fixed Price - Individual Consultant</b>
<b>Expected Duration of the Services</b>	<b>2.5 years</b>
<b>Duration of Contract</b>	<b>12 months in the first instance (Contract renewal is subject to the availability of funds and successful performance evaluation)</b>
<b>Estimated Start Date</b>	<b>April 2019</b>
<b>Duty Station</b>	<b>Caribbean Community Climate Change Centre (CCCCC) Office, Belize with travel to Member States as necessary</b>
<b>Deadline for Submission</b>	<b><u>2:00pm (GMT-6), Friday 22 March 2019.</u></b>

## **1. BACKGROUND**

The Caribbean Community Climate Change Centre (the Centre) has the mandate to coordinate the Caribbean Community's (CARICOM) response to climate change as well as provide climate change-related policy advice and guidance to CARICOM Member States. As part of its effort to continuously execute its mandate, the Centre has developed a Readiness Project with the support of CARICOM Member States and the Green Climate Fund, aimed at building greater capacity within the Centre, especially within its Programme Development and Management Unit (PDMU). This capacity is essential for identifying and shaping impactful, transformative, sustainable, innovative and replicable projects for submission to the GCF and other climate financing windows.

The Green Climate Fund (GCF) is a key multilateral financing mechanism that is essential to support climate action in the Caribbean and by extension developing countries. On July 9, 2015, the Board of the GCF accredited the Centre as a Regional Implementing Entity. As a regional direct access entity, the Centre has the mechanism, which includes the Regional



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Framework for Achieving Development Resilient to Climate Change and its Implementation Plan, to coordinate climate action in the region. Utilizing a bottom-up approach the aim is to develop bankable projects, both national and regional, consistent with national priorities, the Regional Framework, GCF's strategic results area and investment criteria and the Sustainable Development Goals (with specific reference to Goal 13).

### *Readiness Project in Brief*

In the Caribbean, Direct Access Accredited Entities (AE) seek support to enhance their capacity to identify, develop and implement projects for the GCF. To this regard, the Readiness Project aims at improving the CCCCC's and CARICOM countries' capacity to deliver high-quality funding proposal for GCF consideration.

The Readiness Project's specific objectives are:

- Strengthen capacities of CCCCC's Staff and CARICOM Members States;
- Enhance stakeholders' engagement to accelerate country-driven adaptation and mitigation projects;
- Support efforts aimed at maintaining and or upgrade the CCCCC's accreditation;
- Enhance CCCCC's capacities in supporting CARICOM countries during the process of Concept Notes' and Funding Proposals' development; and,
- Mobilize private sector in supporting Low-Carbon and Climate-Resilience development in CARICOM countries.

This consultancy will support efforts to achieving all objectives set out above.

## **2. OBJECTIVES OF THE POSITION**

The objective of this position is to support the Caribbean Community Climate Change Centre (referred hereafter as "the Centre") in the strengthening of the Project Development and Management Unit (PDMU) through the preparation of project/programme proposals for Caribbean Community (CARICOM) Member States and the Caribbean Region in general. The PDMU aims at ensuring improved proposals crafting for innovative, impactful and transformative projects that can qualify for bilateral or multilateral climate and/or developmental financing, inclusive of funding from the Green Climate Fund (GCF). The main purpose of this position are to:

- (i) Review and revise the Centre's Environmental and Social Safeguards Policy and Performance Standards document



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- (ii) Undertake Environmental and Social Impact Assessments and develop associated Environmental and Social Management Plans (ESMP) to ensure compliance with environmental and social safeguard requirements
- (iii) Incorporate Environmental considerations into ALL funding proposals

### 3. SCOPE OF WORK

An experienced Environmental and Social Specialist (ESS) is sought to employ a collaborative approach and close engagement with Member States and their focal points on Climate Change in ensuring that project/programme concepts are complementary to other frameworks, as well as receiving inputs from a wide cross section of stakeholders in developing innovative, transformative and impactful project/programme proposals. The project/programme proposals developed will establish linkages with planned and on-going climate change programmes to facilitate complementarities and reduce potential for duplication. The proposals will be formulated in keeping with the required format, content and quality required by the Centre's Programme Development and Management Unit (PDMU) and in keeping with the GCF templates. Specifically, the ES is required to:

1. Review and update of the current Environmental and Social Safeguards Policy and Performance Standards of the CCCCC
2. Review relevant documentation and literature related to the projects/programmes being developed;
3. Prepare inputs and support the required analyses/studies of environmental issues and/or risks to be addressed in contracts, financing documents, as appropriate
4. Work closely with the PDMU to ensure findings are meaningfully integrated into project strategies and results framework by:
  - i. Assist with contracting documentation to ensure that applicable mitigation measures are included, and assist contractors to ensure that mitigation plans are being carried out
  - ii. Supervise and monitor compliance with environmental activities, ensure fulfillment of monitoring plan for each objective included in the project, including baseline data, regular field check and the efficiency of mitigation measures
  - iii. Assist with the screening and application of mitigation measures, contracting language, and environmental plans for ALL funding proposals. These screenings conducted should include, but not limited to the impacts on health and quality of forests, rights and welfare of people, and changes in management, protection, or utilization of natural resources
5. Identify complex or sensitive projects that require additional feasibility studies or Environmental Social Impact Assessments (ESIAs)



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6. Assist with the piloting and acceptance of these proposals for funding as it relates to integrating gender equality and the development of environmental and/or social management plan(s) for identifying all risks; and
7. Ensure that the studies outlined in (5) above are executed and that their findings inform the proposals
8. Conduct or support the completion of any additional studies that are determined to be needed for the preparation of proposals and final outputs
9. Any other duties that may be assigned from time to time for the effective and efficient delivery of services within the PDMU.

### **4. EXPECTED DELIVERABLES**

The principal delivery of Environmental and Social Specialist will be:

- Review and update of the current Environmental And Social Safeguards Policy and Performance Standards of CCCCC and submit relevant suggestions for consideration after review
- Perform further consultations as needed to finalise the update of the Environmental and Social Safeguards Policy and Performance Standards
- Conduct Environmental and Social Impact Assessments (ESIAs) and Environmental and Social Management Plans (ESMPs) for at least five (5) Funding Proposals developed by the Project Development Specialist and submitted to the GCF for consideration

### **5. QUALIFICATIONS AND EXPERIENCE**

Educational requirement

Candidates are expected to have at least:

- A Bachelor's in Environmental Management and Social Sciences, Anthropology, Natural Resource Management, Environmental Law or related discipline

Working requirement

Candidates are expected to have:

- A minimum of five (5) to seven (7) years proven experience in environmental impact assessment process, environmental compliance, monitoring and management, preferably in the Caribbean Region



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- Proven ability to generate and sustain ongoing consultation and meaningful participatory processes with a wide cross section of stakeholders throughout the duration of the period of employment
- Knowledge of the policies, legislation and procedures associated with environmental management
- Demonstrated ability to work independently and within a multi-disciplinary team of experts involved in project/programme design
- Knowledge of and experience implementing international social safeguards policies/standards (e.g. GCF, World Bank, IFC or IADB) would be considered an advantage
- Be a national of one of the CARICOM Member States
- Excellent communication skills, inclusive of spoken and written English
- Computer experience with competence in Microsoft Office, Excel, etc.

### **6. REPORTING AND COORDINATION**

The Environmental and Social Specialist will work within the Project Development and Management Unit (PDMU) and closely with staff within the various sub-units. The Consultant will report directly to the Head of the PDMU.

### **7. REMUNERATION**

Remuneration will be negotiated based on budgetary allocation for the position. Payment will be made in monthly instalments upon the Centre's acceptance of a monthly work plans and project highlight reports

### **8. 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. Be a national of one of the CARICOM Member States
- d. Contact details of three (3) references



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EOI's should be clearly identified as – **“Recruitment of Consultant - Environmental and Social Specialist (ESS)- Building Capacity for the Regional Approach to Climate Action in the Caribbean: Caribbean Community Climate Change Centre (CCCCC)”** 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 22 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

### 9. EVALUATION AND SELECTION CRITERIA

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

#	Description	Points
<b>Qualifications</b>		
1	Bachelor's in Environmental Management and Social Sciences, Anthropology, Natural Resource Management, Environmental Law or related discipline	20
<b>Experience</b>		
2	A minimum of five (5) to seven (7) years proven experience in environmental impact assessment process, environmental compliance, monitoring and management, preferably in the Caribbean Region	25
3	Proven ability to generate and sustain ongoing consultation and meaningful participatory processes with a wide cross section of stakeholders throughout the duration of the period of employment	15
4	Knowledge of the policies, legislation and procedures associated with environmental management	25
5	Knowledge of and experience implementing international social safeguards policies/standards (e.g. GCF, World Bank, IFC or IADB)	15
<b>Total</b>		<b>100</b>