



## Caribbean Community Climate Change Centre

### **TERMS OF REFERENCE** **PROJECT DEVELOPMENT SPECIALIST (PDS)**

<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 Name</b>	<b>Building Capacity for the Regional Approach to Climate Action in the Caribbean: Caribbean Community Climate Change Centre (CCCCC)</b>
<b>Contract Title</b>	<b>Project Development Specialist (PDS)</b>
<b>Contract #</b>	<b>Contract #16/2019/GCF/CCCCC</b>
<b>Number of Positions</b>	<b>Two (2)</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), 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



## Caribbean Community Climate Change Centre

regional direct access entity, the Centre has the mechanism, which includes the Regional 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:

1. Strengthen capacities of CCCCC's Staff and CARICOM Members States;
2. Enhance stakeholders' engagement to accelerate country-driven adaptation and mitigation projects
3. Support efforts aimed at maintaining and or upgrade the CCCCC's accreditation;
4. Enhance CCCCC's capacities in supporting CARICOM countries during the process of Concept Notes' and Funding Proposals' development; and
5. 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 these positions 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) Work with Member States to identify their development resilience priorities, nested within their development strategies, plans, or public sector investment programmes (PSIPs) to combat climate variability and change;



## Caribbean Community Climate Change Centre

- (ii) Prepare project/programme proposal documents including, *inter alia*, the completion or assisting in the project's/programme's appraisal, stakeholders' consultation, gender analysis and environmental and social assessment, where necessary; and
- (iii) Oversee and pilot the proposals toward various financing channels for their successful acceptance and funding.

### 3. SCOPE OF WORK

An experienced Project/Programme Development Specialist (PDS) 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 PDS is required to:

1. Liaise with CARICOM Member States to identify their priorities and begin the development of project/programme concepts;
2. Based on feedback on the project/programme concepts, prepare full investment project/programme proposals to address climate change and related impacts and in-keeping with the format and content stipulated in the GCF template as a best practice case for detailed investment proposals that will include:
  - a. Reviewing relevant documentation and literature related to the projects/programmes being developed
  - b. Defining the project/programme preparation arrangements including the technical coordination of each component/activity as appropriate
  - c. Defining the project activities under each Component incorporating all technical comments as they arise from the PDMU, the GCF and related donors, and countries;
  - d. Outlining detailed budgets and possible cost sharing arrangements;
  - e. Defining the baseline and annual targets, and monitoring mechanisms for indicators which are defined in the proposal
  - f. Developing and defining a Risk Management Plan
  - g. Outlining the processes utilised for the conduct of stakeholders' consultation, gender analysis, feasibility analyses and environmental and social analyses/assessments, and project/programme exit strategy



## Caribbean Community Climate Change Centre

3. Ensure that the studies outlined in (g) above are executed and that their findings inform the proposals
4. Collaborate with other members of the PDMU in development of proposals
5. Be fully informed of activities taking place in the Caribbean Region to avoid duplication of any project/programmes and provide support aimed at building the capacity within CARICOM Member States to develop and implement Climate Change projects
6. Collaborate with other entities such as, but not limited to CARDI, CIMH, etc.
7. Assist with the piloting and acceptance of these proposals for funding; and
8. 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 PDS will be:

- Develop at least five (5) funding proposals (combined effort of two Project Development Specialist) submitted to the GCF for consideration within the timeframe of the contract.
- Finalized proposals with, *inter alia*, costing and budget, cost benefit analysis, a logframe/result framework, monitoring and evaluation plan and risk management plan and outline of institutional arrangements
- Finalized Project Preparation and National Designated Authority (NDA) readiness strengthening grant applications.

### 5. QUALIFICATIONS AND EXPERIENCE

#### Educational requirement

Candidates are expected to have at least:

- A Master's in Project Planning/Development, Development Studies, Finance, Business Administration, Environment Science/Management, Economics or related discipline.

#### Working requirement

Candidates are expected to have:

- A minimum of four (4) years proven experience in project/programme development and project cycle management, preferably in the Caribbean
- Significant expertise and experience in the development of proposals for bilateral and multilateral organizations, inclusive of the GCF, World Bank and/or the European Union
- Knowledge of the Climate Change threats, development imperatives and socio-cultural dynamics in the Caribbean Region



## Caribbean Community Climate Change Centre

- 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
- Demonstrated ability to work independently and also within a multi-disciplinary team of experts involved in project/programme design
- Thorough knowledge and understanding of 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 Project Development Specialist will work within the 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

EOI's should be clearly identified as – **“Recruitment of Consultant - Project Development Specialist (PDS) - 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.**



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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	Master's in Project Planning/Development, Development Studies, Finance, Business Administration, Environment Science/Management, Economics or related discipline	20
<b>Experience</b>		
2	A minimum of five (4) years proven experience in project/programme development and project cycle management, preferably in the Caribbean	25
3	Significant expertise and experience in the development of proposals for bilateral and multilateral organizations, inclusive of the GCF, World Bank and/or the European Union	15
4	Knowledge the Climate Change threats, development imperatives and socio-cultural dynamics in the Caribbean Region	15
5	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
<b>Key Competencies</b>		
6	Thorough knowledge and understanding of implementing international social safeguards policies/standards (e.g. GCF, World Bank, IFC or IADB) would be considered an advantage	10
<b>Total</b>		<b>100</b>