



CARIBBEAN COMMUNITY CLIMATE CHANGE CENTRE (CCCCC)

TERMS OF REFERENCE (TOR) FOR TWO (2)

PROJECT/PROGRAMME DEVELOPMENT SPECIALISTS (PDS)

OPERATIONALIZATION OF A PROJECT/PROGRAMME PREPARATION FACILITY

1. OBJECTIVE 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 Preparation Facility (PPF) through the preparation of project/programme proposals for Caribbean Community (CARICOM) Member States and the Caribbean Region in general. The PPF 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). This position consists of the following:

- a) Working 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;
- b) Preparing 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
- c) Overseeing and piloting the proposals toward various financing channels for their successful acceptance and funding.

2. BACKGROUND

Global climate change is arguably the most serious challenge to the development aspirations of the Caribbean region. During the 20th century the Caribbean’s mean temperature increased by approximately 0.6 degrees Celsius, mean sea level rose between 2 and 6 mm/yr during the period and rainfall variability has increased. It is estimated that 60% of the Caribbean population live within 1.5 kilometres of the coast, making them particularly vulnerable to the vagaries of rising sea levels and its attendant threats such as:

1. Salt water intrusion and a reduction and growing scarcity in freshwater resources,
2. Deteriorating coastal conditions through beach erosion and coral bleaching which adversely affect local resources and reduce their value as tourist destinations, and
3. Floods, storm surge, erosion and other coastal hazards, exacerbated by sea-level rise that threaten vital infrastructure, settlements and facilities that support the livelihood of island communities.

Other natural hazards have impacted the region and are expected to increase in intensity. On the basis of the vulnerabilities of the marine and coastal ecosystems, a change of 1.5°C is seen as the critical threshold. Climate change related events are already profoundly impacting the region's geophysical, biological and socio-economic systems, depleting national budgets, compromising livelihoods and exacerbating poverty. According to the United Nations Framework Convention on Climate Change (UNFCCC) Fifth Assessment Report (2014) these natural hazards are expected to grow in intensity in the future.

Accordingly, the Centre, which has a mandate to coordinate CARICOM countries' responses to climate change and with assistance from the Commonwealth Secretariat, developed the *Regional Framework for Achieving Development Resilience to Climate Change*. With financial assistance from the Department for International Development (DFID) and the Climate Development Knowledge Network (CDKN), the Centre developed and had approved in March 2012 the Implementation Plan (IP) to operationalize the Regional Framework document. The IP highlights the existing and significant resource and capacity challenges that hold back the region's sustainable development efforts and growth, and the need for a more cogent and coordinated approach to assist in resource mobilization and co-ordination of actions.

In July 2015 the Centre was accredited to the Green Climate Fund (GCF) and is eligible to submit project proposals/programmes of between US\$10 – 50 million per project/programme. The Centre has since been working with countries to develop project/programme concepts and proposals that can be funded under the GCF and accompanying frameworks. However, its limited capacity significantly impacts its output in this area and it is now seeking to enhance its project/programme development capacity to better serve Member States.

The Centre and the USAID signed an agreement for Project 538-RDOAG-DO3-2015 - *Climate Change Adaptation Programme (CCAP)* for the Eastern and Southern Caribbean Community (CARICOM) Member States. This project is worth US\$25.6 million and is expected to run for the period July 2016 – September 2020. The Programme will invest in activities that build the capacity of regional, national, and local partners to generate and use climate data and information for application at these different levels of decision-making; strengthen the regional capacity to assess the economic, social, and technical feasibility of climate change adaptation approaches and support the implementation of projects that meet this criteria; and build the capacity within regional and national institutions to access funding from established global funding mechanisms to scale up and replicate proven climate change adaptation approaches. The CCAP Programme

will comprise three integrated outputs to achieve its purpose. These are (i) using climate data and information in decision-making, (ii) demonstrate innovative adaptation approaches and proof of concept necessary to secure international financing, and (iii) secure climate financing for the scale-up and replication of cost effective and sustainable adaptation initiatives. Within Component 3, the objective is to develop a portfolio of investment and development related climate impact projects that can be financed, guided by national and regional realities.

The Centre is appointed as the programme implementing agency (PIA). As the PIA the Centre shall ensure proper administration and prudent management of the Programme, compliance with the terms and conditions of the programme's implementation letter (IL) and maintenance of proper documentation. The Centre will administer and implement agreed upon sub-activities to achieve the objectives of the Programme as elaborated in annual Work Plans. As part of its implementing role, the CCCCC will facilitate, coordinate, and organize relevant regional and national level meetings with the following countries in USAID/ESC's region: Antigua & Barbuda, Barbados, Dominica, Grenada, Guyana, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, Trinidad & Tobago, and Suriname. These meetings will be used to discuss regional strategies and policies related to achievement of results as defined under the Programme.

3. SCOPE OF WORK

In carrying out his/her assignment, the Project/Programme Development Specialist (PDS) is required 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. Review relevant documentation and literature related to the projects/programmes being developed;
 - b. Define the project/programme preparation arrangements including the technical coordination of each component/activity as appropriate;

- c. Define the project activities under each Component incorporating all technical comments as they arise from the PDMU Programme Development and Social Impact Sub-Units, the GCF and related donors, and countries;
 - d. Outline detailed budgets and possible cost sharing arrangements;
 - e. Define the baseline and annual targets, and monitoring mechanisms for indicators which are defined in the proposal;
 - f. Develop and define a risk management plan;
 - g. Outline the processes utilised for the conduct of stakeholders' consultation, gender analysis, feasibility analyses and environmental and social analyses/assessments, and project/programme exit strategy;
 - h. Ensure that the studies outlined in (g) above are executed and that their findings inform the proposals;
3. Assist with the piloting and acceptance of these proposals for funding; and
 4. 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:

- 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.
- Approved proposals from bilateral and multilateral sources.

5. CHARACTERISTICS OF THE POSITION

Estimated Time line of Position: Two (2) years in the first instance with the possibility of renewal

Location: The successful candidate will be located in Belize, with travel to Member States as necessary.

Start date: The successful applicant will be expected to commence work immediately on appointment.

Remuneration: An attractive package awaits the successful candidates.

6. QUALIFICATIONS AND EXPERIENCE

Candidates should have a post-graduate degree in Project Planning/Development, Development Studies, Finance, Business Administration, Environmental Science/ Management or related discipline, and at least 5 years' proven experience in project/programme development and project cycle management.

Candidates should also have:

- Significant expertise and experience in the development of proposals for bilateral and multilateral organizations, inclusive of the World Bank and/or the European Union;
- Knowledge and/or familiarity with the climate change threats, development imperatives and socio-cultural dynamics in the Caribbean;
- 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;
- Significant expertise and experience in climate change and development issues;
- Demonstrated ability to work within a multi-disciplinary team of experts involved in project/programme design;
- Demonstrated ability to get proposal funded;
- Be a national of one of the CARICOM Member States,
- Excellent communication skills, inclusive of spoken and written English; and
- Knowledge of and experience implementing international social safeguards policies/standards (e.g. GCF, World Bank, IFC or IADB) would be considered an advantage.

7. REPORTING AND COORDINATION

The PDS will work within the PDMU and closely with staff within the various sub-units. He/She will report directly to the Head of the PDMU.

8. INDICATION OF INTEREST

Applicants wishing to signal their interest in undertaking the prescribed work are to email or otherwise submit:

- a) An expression of interest (Cover letter),
- b) Curriculum Vitae,
- c) 3 Reference letters (from the last 3 employers), and
- d) Information demonstrating the experience and competence.

To:

Ms. Ethlyn Valladares
Human Resource Administrator
Caribbean Community Climate Change Centre (CCCCC)
2nd Floor, Lawrence Nicholas Building, P.O. Box 563, Ring Road
Belmopan City, Belize, C.A.
Phone: + (501) 822-1094 or 1104
hr@caribbeanclimate.bz

A short list will be derived based on the experience and qualifications as determined on the basis of submissions.

Only candidates who are short-listed will be contacted.

The Centre is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidence.

Applications are to reach the Caribbean Community Climate Change Centre (CCCCC) no later than 30th November 2017.