1. BACKGROUND

The Caribbean Community Climate Change Centre (CCCCC) has received financing from Global Environment Facility-United Nations Environment Programme (GEF-UNEP), toward the cost of the project titled “Energy for Sustainable Development in Caribbean Buildings (ESD) Project” and intends to apply part of the proceeds towards the contracting of Consultancy for a Development of a Manual on Green Buildings Procurement Policies and Procedures for Public Managers.

The Consultancy (“the Services”) include but are not limited to:


b) Review of the existing CARICOM documents on renewable energy and energy efficiency including the Caribbean Regional Energy Efficiency Building Code

c) Rapid assessment of Pilot Country’s specific needs currently, and its statutory obligations.
d) Produce a comprehensive “Green Buildings Procurement Manual” that will clearly guide the Procurement Unit on the best procedures to be adopted for any given procurement and the documents to be utilized in this process.

e) Conduct a webinar with designated staff on the Green Buildings Procurement manual, its applicability to the work in the pilot countries and strategies for regional adaptation of the manual.

Applicants wishing to express their interest in undertaking the prescribed work are to email:

a) An expression of interest (Cover letter) (no longer than two (2) pages).
b) Submit a proposed timeline schedule base on deliverables.
c) Any other documents that closely demonstrates the experience and competence, included but not restricted to:
   i. Curriculum Vitae
   ii. Three (3) References who can verify works with Procurement Policies and Procedures Manuals and handbooks
d) Please send a single file named: [last name] [first name] (e.g. Smith James)

Consultants will be selected in accordance Consultants' Qualifications Selection (CQS), meaning that a consultant will be selected based on experience and competence relevant to the assignment.

Persons who have been involved in the preparation of this ToR are not eligible to apply.

Further information can be obtained at the email address awilliams@caribbeanclimate.bz during office hours 8.00 a.m. to 12.00 noon, and 1.00 p.m. until 5.00 p.m.

Each submission should bear the name and address of the consultant and shall be clearly identified as: “Consultancy for Development of a Manual for Green Buildings Procurement Policies and Procedures for Public Managers” and submitted as PDF files via email to the following email address procurement@caribbeanclimate.bz.

The deadline for the submission of EOI’s is on or before 2:00pm (GMT-6), Thursday 21st May 2020.

The Caribbean Community Climate Change Centre reserves the right to accept or reject any submission and to annul the process and reject all submissions at any time prior to the contract signature without thereby incurring any liability.