TERMS OF REFERENCE

Request for Expression of Interest (EOI)

| Country | The Consultant will perform the majority of the work remotely, with consultations with Antigua & Barbuda, Belize, Grenada, St. Lucia and St. Vincent and the Grenadines |
| Contract # | Contract #34/2020/GEF-UNEP/CCCCC |
| Type of Contract | Fixed Price |
| Expected Duration of the Services | 12 weeks |
| Contract Duration | 12 weeks |
| Expected Start Date | June 2020 |
| Duty Station | Regional or International: Candidates home base |
| Deadline for Submission | 2:00pm (GMT-6), Thursday 21st May 2020 |

1. Introduction

In April 2013, the Caribbean Community (CARCOM) Climate Change Centre (CCCCC) launched the Global Environment Facility-United Nations Environment Programme (GEF-UNEP) Energy for Sustainable Development in Caribbean Buildings (ESD) Project, aimed at reducing fossil fuel-based per capita electricity consumption in buildings in five Caribbean pilot countries by an average of 20 percent by 2020, and 50 percent by 2050, through the application and use of energy efficient technologies in buildings (including appliances, products, and services) as well the increased use of renewable energy sources in buildings (solar water heaters, photovoltaic systems, etc.). The sustainable development goals are linked to environmental and climate change mitigation and knowledge transfer activities.

The ESD Project is a four-year project costing USD 12,484,500, of which the GEF is financing USD 4,859,000, and the balance is co-financing, with UNEP as the implementing agency, and executed by the CCCCC. The project originally received technical support from the UN Department of Economic and Social Affairs (UNDESA) but was discontinued in 2014. The ESD
Project is the region’s first attempt to develop a regional project to address the inefficient use of energy in buildings in Caribbean Small Island Developing States (SIDS).

**Goals and Objectives of the Project**
The overarching goal is to develop and implement measures for promoting green building practices and to reduce greenhouse gas (GHG) emissions; make the energy sector more efficient and increase the use of renewable energy in five (5) pilot countries: **Antigua and Barbuda, Belize, Grenada, Saint Lucia and St. Vincent and the Grenadines. Trinidad and Tobago**, was one of the five original pilot countries, but withdrew in April 2014, assigning their GEF funding, allowing for the participation of St. Vincent and the Grenadines. It is projected that an emissions intensity reduction of 20 percent of GHG emissions will be achieved in the buildings under the project. Indirect impact following the project completion is expected to scale up to the use of green building practices in these countries as a result of the standards, codes, policy and legislature, and capacity built that will result from successful implementation.

The overall regional project consists of five (5) national components whose outputs are expected to make a significant contribution to improved use of electrical energy in the participating countries and provide examples of best practices across the region. It consists of various interventions whose outputs will contribute to increasing the markets, addressing financing barriers, and increasing awareness and building capacity.

The project is expected to bring about in the five Caribbean countries: (1) Increased number of successful commercial applications of energy efficiency and conservation in buildings; (2) Expanded market for renewable energy technology (RET) applications for power generation and productive uses; (3) Enhanced institutional capacity to design, implement and monitor energy projects for sustainable development; (4) Availability and accessibility of financing energy efficiency and conservation and renewable energy (RE) projects, and; (5) Increased awareness and knowledge on sustainable energy among key stakeholders. In order to maximize the capacity building impact of the project, each participating country will take the lead in one topic area: (1) Antigua & Barbuda: Public Relations; (2) Belize: ESCO guidelines; (3) Grenada: Monitoring Health, Well-being – surveys, guidelines on improvements; (4) St. Lucia: energy efficient lighting; (5) St. Vincent and the Grenadines: energy efficient equipment standards and building codes. The project has seven components as listed in Table 1.

**Table 1: Project Components and Description**

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
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<tbody>
<tr>
<td>Component 1</td>
<td>Establish an Assessment and Monitoring System for Energy Efficiency and Renewable Energy in Buildings</td>
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<tr>
<td>Component 2</td>
<td>Strengthening of National Capacity for Energy Efficiency and Renewable Energy</td>
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<tr>
<td>Component 3</td>
<td>Appropriate Financial and Market-based Mechanisms that Support Energy Efficiency</td>
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<td>Component 4</td>
<td>Demonstration Program for Sustainable Energy</td>
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<td>Component 5</td>
<td>Regulatory Framework to Promote Energy Efficient Buildings, Equipment, and Appliances</td>
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<tr>
<td>Component 6</td>
<td>Regional Public Awareness, Knowledge Management and Sharing, Replication Strategy, and Regional Reporting</td>
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<tr>
<td>Component 7</td>
<td>Project Management</td>
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</table>
Component 2 emphasizes the strengthening of national capacity for energy efficiency and renewable energy in buildings. The expected outcomes under this component are the provision of technical training programs on energy efficiency and renewable energy; the provision of guidelines and mechanisms for building materials and component efficiency; support programmes for policy and regulatory personnel required for building sustainable energy and the development of design tools for building systems. Accordingly, the development of training activities on sustainable energy use; the development of a manual on best practices for use in the energy sector and the development of design tools for sustainable energy design will promote green building practices throughout the Caribbean.

2. Background

Every year, the Caribbean region spends a significant portion of scarce foreign exchange to import liquid petroleum fuels to provide energy services. Except for Trinidad and Tobago, all Caribbean countries import petroleum products for more than 90 percent of commercial energy consumption. All transportation fuels and an estimated 85 percent of all electric power in the Caribbean are generated with liquid petroleum fuel. The national energy situations across the region are characterized by national electric utilities that are either privately owned, publicly owned or at times, a mixture of both. Typically, these companies use either bunker or diesel fuel to produce power. As a consequence, the cost of electricity is, on average, among the highest in the world. Increasing demand for reliable and cost-effective electricity supplies is a major challenge for the future economic development of the region. So too is the rising cost of regional fuel imports, which jumped from USD 6.5 billion in 2004, to USD 12 billion in 2007, representing 16 percent and 21 percent of gross domestic product (GDP), respectively.

A defining characteristic of the national energy situation across the region is the high inefficiency in the use of energy resources; it is estimated that the region wastes more than half the available energy in the imported fuels, which results in a very high energy per unit of GDP. A major contributor to the poor energy efficiency is the relatively high percentage of private automobiles that consume significant amounts of fuel while sitting in traffic jams and the poor maintenance practices on vehicles. With the exception of the Jamaica, Guyana, and Barbados (where there is a national oil company that is primarily responsible for imports of petroleum fuels), in the rest of the countries petroleum fuels imports are controlled by the international companies. To comprehensively address the different obstacles to greater widespread acceptance of energy efficiency and conservation measures, the project has adapted a collective approach to address the technical, financial, market, institutional, policy and awareness barriers simultaneously through initiatives in different countries that will provide overall lessons and examples. The ESD will therefore involve a high degree of coordination with related activities of national, regional and international stakeholders.

2.1 Green Buildings procurement

Achieving the ultimate goal towards the reduction of fossil fuel-based energy use in the buildings sector is dependent on the advancement of green buildings procurement. Green buildings

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2 UNDP Energy Paper
procurement emphasizes the balance between economic, social and environmental considerations when purchasing goods, services or works\(^3\) for construction.

The University of Technology, Jamaica (UTech) has been selected to house a Caribbean Regional Procurement Centre, which aims to improve procurement practices across the Caribbean. Funded by the Caribbean Development Bank (CDB) and the World Bank (WB), the centre will provide high-quality training services accredited by the Chartered Institute of Procurement and Supply (CIPS). UTech is developing the curriculum and training materials in partnership with a consortium led by BiP Solutions Limited (BiP) – a consultancy firm specialising in procurement – and CIPS, which offers globally recognised qualifications through its education and training programs. BiP is creating a tailored foundation course in public procurement best practice, which will reference local processes and procedures, providing procurement staff with essential knowledge to aid in the professionalization of government procurement. In conjunction with this, CIPS is supporting UTech to become an approved International CIPS Study Centre with the ability to deliver their internationally accredited procurement courses. The establishment of the Centre will provide public officials, for the first time, with an opportunity to earn internationally recognized professional qualifications in procurement, awarded locally by a Caribbean institution.

UNEP has been the key driving force promoting Sustainable Public Procurement (SPP) in developing countries. Under its SPP Capacity Building Project, UNEP assisted several middle-income countries in introducing SPP. Tools applied include status and legal assessments, prioritization exercises and a Market Readiness Analysis aimed at defining a country specific SPP policy. Strategic plans ensure an efficient and effective approach to SPP. By initiating the formation of the Sustainable Public Procurement Initiative (SPP), UNEP has also taken the lead in developing a community of practice on SPP aimed at advancing international coordination and cohesion of SPP activities to enhance the performance of SPP programs. Other development partners have also promoted SPP including GIZ, The World Bank, among others.

The governments are significant purchasers in each pilot country. As such, its activities impact the national economy and can influence both the price and the availability of goods and services, including construction services, in the marketplace. Through the increased promotion of environmental sustainability, and by integrating the application of environmental performance considerations in its procurement process, the government is in a position to influence the demand for environmentally preferable goods and services and the ability of industry to respond to the escalating use of environmental standards in global markets.

As part of its ongoing commitment to improve the environment and the quality of life of individuals, the development of Green Buildings Procurement procedures for public sector managers aims to reduce the environmental impacts of government operations and promote environmental stewardship by integrating environmental performance considerations in the procurement process.

Green Buildings Procurement is set within the context of achieving value for money. It requires the integration of environmental performance considerations into the procurement process including planning, acquisition, use and disposal. In this context, value for money includes the consideration of many factors such as cost, performance, availability, quality and environmental performance. Green Buildings Procurement also requires an understanding of the environmental

\(^3\) European Union – Green and Sustainable Public Procurement: [https://ec.europa.eu/environment/gpp/versus_en.htm](https://ec.europa.eu/environment/gpp/versus_en.htm)
aspects and potential impacts and costs, associated with the life cycle assessment of goods and services being acquired. In addition, the supporting administrative processes and procurement methods can also offer opportunities to reduce the environmental impacts of government operations.

Small islands and low-lying states in the Caribbean depend on the environment and resource base for livelihoods and to sustain its major regional economic driver – tourism. The Environmental Impact Assessment (EIA) is a decision-making tool that assists in the final determination to either accept or reject an application for development. The EIA assesses the potential physical, biological, cultural, socio-economic and cultural effects of a proposed action and its practical alternatives. Within the Caribbean there is an increasing need to promote procedures and processes which allow for the selection of products and services that eliminate or minimize risk to human health and the environment.

3. Purpose
The purpose of this consultancy is to establish procurement processes and guidelines for green buildings in the five pilot countries. The consultancy is expected to progressively contribute to improving the efficiency of Procurement Units in the Executing Agencies of the five Pilot Countries in the fulfilment of duties that:

- Leverage the purchasing power of the government to make environmentally friendly and sustainable acquisition of goods and services as well as strengthening the establishment of greener markets and industries
- Result in more environmentally responsible planning, acquisition, use and disposal practices in the government; and;
- Support a healthier working environment for employees and for citizens in general through the purchase or acquisition of environmentally preferable and sustainably made goods and services.

4. Tasks
The CCCCC seeks Consultancy Services to:

a) Review the existing documented green procurement procedures in the 5 Pilot Countries, CARICOM, The Caribbean Development Bank, The World Bank and other development agencies.

b) Review the actual implementation, monitoring and reporting of all activities constituting the green procurement process.

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

d) Rapid assessment of Pilot Country’s specific needs currently, and its statutory obligations.

e) 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. The Green Buildings Procurement Manual must

1. outline the principles and the use of environmentally sustainable goods and services (monitoring carbon footprint of material and services sourced).

2. address the principles and standards of best practices in procurement namely improving skills and capacity building in drafting procurement documents; creating simplified systems and processes; performance audits and grievance mechanisms
3. integrate Green Buildings Best Practice namely reducing greenhouse gas emissions and dependency on fossil fuel, improving water efficiency, supporting reuse and recycling and reducing the use of hazardous waste.

f) 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. Feedback from this consultation must be included in the final version of the Green Buildings Procurement Manual.

g) Deliver the final version of the Green Buildings Procurement Manual to the CCCCC.

5. Methodology

The Consultancy firm will work closely with the designated Procurement Officer in each Pilot Country for briefings on the Pilot Country’s current procurement procedures, and supply of all pertinent documentation.

The methodology requires the conduct of adequate research on prevailing procurement standards and guidelines adopted by other private and public entities when developing the Manual. Consideration needs to be given to the following in the order and manner specified:

a) The procurement policies and procedures of the Governments of Antigua and Barbuda, Belize, Grenada, St. Lucia and St. Vincent and the Grenadines should be examined in the first instance, being the preferred baseline framework for the development of the Manual. This will require consultations with designated procurement staff in the five (5) pilot countries.

b) Review of procurement policies and procedures from institutions such as The World Bank, UNEP, Caribbean Development Bank (CDB), CARICOM, etc.

c) Upon completion of the research of the two groups above, the most defined policies and highest standards of procurement relative to the needs of the Pilot Countries shall be utilised as the baseline for developing the Green Buildings Procurement Manual. At a minimum, the Manual and supporting procedures should be in line with those of the Government of Antigua and Barbuda, Belize, Grenada, St. Lucia and St. Vincent and the Grenadines, exceeding governments’ requirements only when necessary to meet other anticipated obligations.

This project activity is part of the regional responsibility of Antigua and Barbuda; therefore, the Consultancy firm must provide regular reports to the CCCCC’s and the Chair of the Antigua & Barbuda National Project Steering Committee, on the progress made, constraints encountered, and support required.

The selected Consultant may sub-contract any portion of the assignment with the written consent of the CCCCC, but will be ultimately responsible for all required/specifed deliverables to the CCCCC, as well as assume responsibility for all activities geared towards achieving the objectives of these terms of reference.

6. Qualifications and Experience

The Caribbean Community Climate Change Centre is seeking an individual expert that demonstrates experience in the field of procurement. The individual must demonstrate qualifications and experience in:
• BSc. degree in a related area such as business or economics, logistics, supply chain management or purchasing or other directly related discipline.
• Ten years general experience in procurement within Small Island Developing States (SIDS) or Caribbean Community (CARICOM) Countries.
• Three years of specific experience in the procurement of building construction projects with emphasis on energy efficiency and/or renewable energy.
• Experience in the development of procurement policies and procedures Manuals and all supporting documentation: Terms of References, contract templates and standard tender documents, etc. with strict environmental/sustainable guidelines.
• Experience undertaking consultations and working with middle to senior government officials.
• Accreditation by the Chartered Institute of Procurement and Supply (CIPS) or other internationally recognized Procurement Body is an advantage.

Skills:
• Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel).
• Ability to analyse problems and strategize for better solutions.
• Excellent verbal and written communication skills.
• Ability to multitask, prioritize, and manage time efficiently.
• Accurate and precise attention to detail.

7. Deliverables and Payment Schedule

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Indicative Dates</th>
<th>Payment schedule</th>
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</thead>
<tbody>
<tr>
<td>1. Submission and approval of Inception Report to include: Detailed work plan and Report on Current State of Green Building Procurement processes in the Executing Agencies of the 5 Pilot Countries (literature review of existing documentation).</td>
<td>2 weeks after contract signature</td>
<td>20%</td>
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<tr>
<td>2. Submission and approval of a Draft Manual for Green Buildings Procurement Policies and Procedures for Public Sector Managers in the Caribbean.</td>
<td>6 weeks after contract signature</td>
<td>40%</td>
</tr>
<tr>
<td>3. Conduct of a Webinar/Consultation on the Draft Manual for Green Buildings Procurement.</td>
<td>10 weeks after contract signature</td>
<td>20%</td>
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<tr>
<td>4. Final report, including Final Green Procurement Manual including recommendations with respect to the effective implementation and usage of the Manual and Toolkit for Green Buildings Procurement Policies and Procedures for Public Sector Managers</td>
<td>12 weeks after contract signature</td>
<td>20%</td>
</tr>
</tbody>
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8. Reporting
The Consultant will be contracted by the Caribbean Community Climate Change Centre. and will report to Head of the Programme Development and Management Unit, Mr. Keith Nichols.

The Centre designates Procurement Officer, Ms. Theresa Sanderson as the contact person for all operational matters related to this consultancy. All communications shall be directed to Ms.
Sanderson (tsanderson@caribbeanclimate.bz) and copied to Keith Nichols (knichols@caribbeanclimate.bz).

The Consultant will liaise with the Chairs of the National Steering Committees and National Coordinators in the five Pilot Countries to execute the project and to ensure there is a close working relationship with the Ministry of Finance and relevant public and private sector agencies that house Procurement Units.

9. CENTRE’S Logistical Support and Obligations
The Centre will provide the following inputs and facilities:
- Make available background documents and information relevant to the assignment, as necessary.
- Issue the relevant introductory letters and facilitate contact with the relevant stakeholders, as necessary.
- Provide logistical support for travel and field visits associated with this assignment, if possible.
- Provide necessary timely logistical support for the successful completion of the activities as detailed in these Terms of Reference.

10. Location, Duration and Cost
The consultant is expected to work from his/her home base. All necessary documentation on procedures will be made available electronically and virtual interviews with CCCCC personnel and project partners are recommended for consultations and data collection in order to keep within the guidelines of the recently developed COVID-19 Pandemic. The estimated duration of this assignment three-months estimated to commence in June 2020 and end in August 2020. This is a fixed contract amount of USD $25,000.

11. Evaluation Criteria
Responsive candidates will be evaluated as per the evaluation scale below:

<table>
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<tr>
<th>#</th>
<th>Description</th>
<th>Weighting</th>
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<tbody>
<tr>
<td>A</td>
<td>Possess BSc. degree in a related area such as business or economics, logistics, supply chain management or purchasing or other directly related discipline.</td>
<td>10</td>
</tr>
<tr>
<td>B</td>
<td>Ten years general experience in procurement within Small Island Developing States (SIDS) or Caribbean Community (CARICOM) Countries.</td>
<td>10</td>
</tr>
<tr>
<td>C</td>
<td>Three years of specific experience in the procurement of building construction projects with emphasis on energy efficiency and/or renewable energy.</td>
<td>20</td>
</tr>
<tr>
<td>D</td>
<td>Experience in the development of procurement policies and procedures Manuals and all supporting documentation: Terms of References, contract templates and standard tender documents, etc. with strict environmental/sustainable guidelines.</td>
<td>35</td>
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<tr>
<td>E</td>
<td>Experience undertaking consultations and working with middle to senior government officials.</td>
<td>20</td>
</tr>
<tr>
<td>F</td>
<td>Accreditation by the Chartered Institute of Procurement and Supply (CIPS) or other internationally recognized Procurement Body is an advantage.</td>
<td>5</td>
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<td></td>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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</table>

Required Minimum Technical Score 80 points
12. **Expressions of Interest (EOI)**

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

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@caribbeancclimate.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.