TERMS OF REFERENCE AND SCOPE OF SERVICES
REQUEST FOR PROPOSAL

FUNCTIONAL TITLE:

RECRUITMENT OF CONSULTANCY FIRM FOR CAPACITY BUILDING OF NATIONAL DESIGNATED AUTHORITY TO ENGAGE WITH THE GREEN CLIMATE FUND

<table>
<thead>
<tr>
<th>Country:</th>
<th>Trinidad and Tobago</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donor:</td>
<td>Green Climate Fund (GCF)</td>
</tr>
<tr>
<td>Project Title:</td>
<td>Strengthening Trinidad and Tobago’s NDA and Developing its Country Programme</td>
</tr>
<tr>
<td>Contract Title:</td>
<td>Recruitment of Consultancy Firm to support the Capacity Development and Empowerment of the Ministry of Planning and Development (NDA) to engage with the Green Climate Fund (GCF)</td>
</tr>
<tr>
<td>Contract #:</td>
<td>Contract#37/2020/GCF/T&amp;T/CCCCC</td>
</tr>
<tr>
<td>Type of Consultant:</td>
<td>Firm</td>
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<tr>
<td>Type of Contract:</td>
<td>Fixed Price</td>
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<tr>
<td>Estimated Start Date:</td>
<td>July 2020</td>
</tr>
<tr>
<td>Contract Duration</td>
<td>20 Months</td>
</tr>
<tr>
<td>Deadline for Submission of Proposal:</td>
<td>on or before 2:00pm (GMT-6), Friday, 19 June 2020</td>
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1. BACKGROUND

The Green Climate Fund (GCF) is a multilateral financing mechanism established to support climate action in the Caribbean and by extension in developing countries. The Green Climate Fund (GCF), in fulfilling its mandate, responds to climate change through strategic investments actions that will result in low-emission and climate resilient development. These strategic investments will limit or reduce greenhouse gas (GHG) emission in developing countries, and to help vulnerable societies adapt to the unavoidable impacts of climate change. The GCF has made available several windows for financing and technical support for a programmatic approach to engage the GCF for the implementation of climate actions.

Trinidad and Tobago is a Small Island Developing State (SIDS) vulnerable to the effects of climate variability and change. This is owing to factors such as, its developing status, small physical size, low-lying coastal areas, low availability of resources, rapidly growing population, increasing pressures on natural resources and susceptibility to natural disasters. The country is particularly susceptible to degradation of coastal ecosystems due to increased sea level rise, and storm surge events as a result of its location at the southern border of the Tropical Atlantic Hurricane Belt.
In preparation for becoming engaged with the GCF, the Ministry of Planning and Development (MPD) was designated the National Designated Authority (NDA) to the Green Climate Fund (GCF) in 2017. The NDA aims to develop the capabilities that allow it to nominate potential implementing entities and to establish the enabling environment that will promote submission of project proposals consistent with the strategic objectives of national development policies. These actions will prepare the country to act quickly, and engage with the Fund effectively and efficiently when designing concepts and implementing activities to respond to the impacts of climate change. This project is intended to support Capacity Development and empowerment of the Ministry of Planning and Development (NDA) to engage with the Green Climate Fund (GCF). The Programme is expected to have the following outcomes: (1) strengthen the technical and institutional capacity of the MPD as NDA to undertake Fund-related responsibilities; and (2) Develop capability to formulate strategic investment priorities for engagement with the Fund through the development of a strategic framework.

The Caribbean Community Climate Change Centre (CCCCC), which has the mandate to coordinate the Caribbean Region’s response to climate change and is accredited to the GCF, is the delivery partner for this Readiness. In collaboration with the NDA of Trinidad and Tobago, the CCCCC will execute the activities as set out in the Readiness Proposal approved by the GCF. CCCCC will be responsible for the overall execution of the project and for the timely achievement of project results set out in the proposal and guidance by the terms set out in the CCCCC’s Framework Agreement with the GCF. In this context, CCCCC is looking for a Consultancy Firm, to work in collaboration with the NDA to implement this GCF Project. In accordance with GCF priorities, this consultancy is scheduled to fulfil deliverables for 2 project outcomes and their respective sub-outcomes.

2. SPECIFIC OBJECTIVE

This consultancy seeks to contribute towards (1) strengthen the technical and institutional capacity of the MPD as NDA to undertake Fund-related responsibilities; and (2) Develop capability to formulate strategic investment priorities for engagement with the Fund through the development of a strategic framework.

3. SCOPE OF WORK

The Consulting Firm will execute several activities that contribute towards enhancing the Ministry of Planning and Development’s capacity to engage with the GCF. Specific activities include to support the strengthening of the following:

1. NDA inter-institutional coordination mechanism
2. No objection procedure for funding proposals and PPF applications
3. Monitoring and verification systems for climate finance flows
4. Country programme for climate finance across the climate finance landscape
5. Periodic participatory review and updating of the climate finance Country Programme
4. DELIVERABLES

1. Inception Report that includes a detailed work plan for the execution of the assignment

**Inter-Institutional Coordinating Mechanisms**

2. With specific focus on GCF related roles and responsibilities conduct a gap assessment of the policy, legislative and institutional frameworks governing the NDA’s operations in Trinidad and Tobago. Also provide recommendations and capacities/training needs.

3. Produce a Toolkit/ Manual containing operational guidelines for national engagement with the NDA

4. Deliver one 3-day training workshop on the use of the GCF Gender Mainstreaming Manual and Investment Criteria and Indicators Toolkit for project screening and development inclusive of workshop report, training materials and feedback on lessons learnt with recommendations on the way forward.

5. Develop a National strategy and Action Plan to deploy, manage and report on climate finances

6. Deliver Two 5-day training session/workshop with the NDA, Inter-ministerial Climate Change Committee and the National Climate Change Committee and related staff and relevant stakeholders on the Gap Assessment, inclusive of workshop report, training materials and feedback on lessons learnt with recommendations on the way forward. This will also include training on project and programme development, international procurement, accounting, oversight, planning and monitoring and evaluation processes, roles and responsibilities of the respective organization in relations to GCF related activities such as environmental and social safeguards (ESS) and adhering to Fund’s gender policy.

**Country Programming Processes**

7. Develop a Climate Rational Science and Data Analysis report

8. Deliver Two 1-day consultative workshops and consultation reports inclusive of list of mitigation and adaptation priorities, of workshop report, training materials and feedback on lessons learnt with recommendations on the way forward.

9. Develop a Country Programme for identifying funding priorities in the short and longer term for key sectors.

10. Develop a National Strategy and action plan to deploy, manage and report on climate finances.

**Stakeholder Engagement and Consultative Processes**

11. Develop a comprehensive Stakeholder Communication Strategy and Action Plan for guiding consultations on T&T GCF Country Programme and on progress in the
country’s engagement with the GCF as well as to raise public awareness and education on Climate Change.

12. Conduct a communications scoping and research analysis to identify existing communication channels and document best practices

13. Develop a structured communication strategy, including a clear plan of action and timetable for disseminating communications and awareness-raising products

14. Develop a website to communicate climate change issues inclusive of national GCF activities

15. Design knowledge and awareness-raising products that include contribution for the NDA homepage, to include but not limited to leaflets/flyers/brochures audio, video, interviews/podcasts, infographics, articles and blogs.

16. Design any other additional material that the NDA may deem necessary during the course of the consultancy to promote the goals of the project and other deliverables

NB: All the material that is produced are:
- The exclusive property of the Government of Trinidad and Tobago and cannot be used for persons use at any time.
- to be supplied in the its final format to be disseminated/ printed and its raw original format to allow editing by the client at any time
- all images and raw files used are to be supplied to the client after creation of the materials
- confidential and not be disseminated until approved or unless instructed to by the client.

5. REPORTING

The Consultancy Firm will report to the Project Development and Management Unit (PDMU), CCCCC and will work in close coordination and collaboration with the office of the NDA.

6. CHARACTERISTICS OF THE ASSIGNMENT

a. Duration of Contract: This assignment is expected to be completed over a 20-month period from contract effective date.

b. Location: The consulting team is expected to work between its own office space and Trinidad and Tobago. Note at least 60% of the contract days may be required in Trinidad and Tobago

c. Start date: The proposed commencement date is June 2020.
7. MANAGEMENT ARRANGEMENT

The consultancy is commissioned by the CCCCC. The Consultancy Firm will report to CCCCC for contractual and administrative purposes. Members of the project core team from the Ministry of Planning and Development will provide additional technical advice and inputs, overall coordination and oversight for this consultancy. The Consulting Firm will liaise with everyone from the project core team but will ultimately report to the CCCCC. The CCCCC will provide written consolidated comments within 10 working days of receiving the consultant’s deliverables.

8. PAYMENT SCHEDULE

Payments will be based on the Centers acceptance of Deliverables (see table 1 below). Deliverables and payment schedules to be finalized during contract negotiations. All deliverables are considered final upon written acceptance from the Centre and the office of the NDA.

Table 1: Indicative Deliverables Schedule.

<table>
<thead>
<tr>
<th>#</th>
<th>Indicative Deliverables Schedule</th>
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<tbody>
<tr>
<td>1</td>
<td>Deliverable 1</td>
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<tr>
<td>2</td>
<td>Deliverables (2-6)</td>
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<tr>
<td>3</td>
<td>Deliverables (7-10)</td>
</tr>
<tr>
<td>4</td>
<td>Deliverables (11-16)</td>
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</table>

Travel and accommodation arrangements and associated costs will be the responsibility of the consultancy firm and reimbursable in accordance with the Centre’s travel policy (see table 2)

Table 2: Centre’s travel policy - Principal spending guidelines

The supporting documentation for expense claims will be reviewed by the Centre’s finance staff and project manager(s). The Centre reserves the right not to recompense for ineligible expenses. Ineligible expenses include but are not limited to expenses incurred outside of contract. Please note that only original receipts will be acceptable.

<table>
<thead>
<tr>
<th>Expense</th>
<th>Guidelines</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air travel</td>
<td>Only Economy class fares will be reimbursed. First class, Business class</td>
<td>All original boarding passes should be included</td>
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<tr>
<td></td>
<td>and Premium Economy or equivalent travel on flights will not be reimbursed</td>
<td>during submission.</td>
</tr>
<tr>
<td><strong>Hotels</strong></td>
<td>Hotel rates per night should be based on the rates used by the Centre. Our policy does not cover mini-bar or alcohol. Hotel services such as dry cleaning and laundry services will only be reimbursed where the stay duration exceeds 1 week.</td>
<td><strong>Should not exceed approved rate. Original receipt should be submitted</strong></td>
</tr>
<tr>
<td><strong>Meals</strong></td>
<td>All receipts must be provided and only the total, receipted amount will be reimbursed based on the Centre’s rates.</td>
<td><strong>Should not exceed approved rate. Original receipt should be submitted</strong></td>
</tr>
<tr>
<td><strong>Local ground travel e.g. taxis</strong></td>
<td>Should only cover short distances and be accompanied by a receipt.</td>
<td><strong>Original receipt should be submitted</strong></td>
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**Converting foreign currency into USD:**
Expenses (if any) arising in a foreign currency shall be reimbursed at the prevailing exchange rate. Provide support for the exchange rate used.

For example:  [XE - Universal Currency Converter](http://www.xe.com)

**Submitting receipts for expenses**
All original receipts for expenses incurred should be provided in order for the expenses to be approved, unless a different arrangement has been pre-agreed in the contract.

**Criteria for receipts**
Please note that submitted receipts should adhere to the following criteria:

1. They should be of sufficiently good quality to easily read the value, date and description on the receipts. The Centre retains the right to refuse receipts that are not legible due to poor quality.

2. Where the receipt is written in a language other than English, please provide some indication as to what the receipt refers to.

3. Receipts should be numbered and referenced in a separate table providing a break down summary of the expenses. This is so that the Centre can more easily identify the receipts, and to smoothen the process of invoice approval. An example of how to break down the receipts into a table and reference them is provided below.

An example breakdown of the expenses to provide alongside the receipts. In this example, 4 receipts have been provided. This table lists all the receipts that have been sent through and references them.
9. QUALIFICATIONS, SKILLS AND EXPERIENCE

Qualification of the Firm

- The assignment is to be undertaken by a suitable qualified consulting firm. The firm is required to possess the below listed competency for the successful execution of this assignment.

- Minimum of five (5) years of proven experience related to climate change development, finance and development of national plans and strategies;

- Minimum of five (5) years’ experience and demonstrated in-dept knowledge in conducting institutional Gap Assessments, Strategic Plans and institutional and skill-based capacity development

- In depth understanding of climate finance issues, at the international and regional scales, with knowledge of the current climate finance architecture of the Green Climate Fund

- Minimum of three (3) years’ experience in the mass communications or computer science field with a track record of communication strategy development and implementation in the Caribbean

- Experience working with a cross-section of stakeholders, including senior government officials in small and vulnerable states (SIDS and LDCs), donor governments and organisations, as well as regional organizations;

- Demonstrated knowledge in institutional fiduciary processes and procedures including international procurement, accounting, oversight, planning, reporting, management, monitoring and evaluation
• The professional expertise and background of the consultant firm should cover the requirements of tasks defined in this TOR

**Bids from International Firms must include a balanced group of experts (national and international) as part of its team in order for their submissions to be responsive.**

**Key Experts - Expert #1: Team Leader**

• Minimum of a Master’s Degree in Economics, Finance, International Development/Relations, Environmental Science, Social Science or a related field.

• At least 7 years’ experience with Country Strategic Frameworks, and/or related document development, institutional monitoring, performance evaluation, stakeholder engagement, group facilitation and meeting management and technical writing.

• Experience and/or familiarity with the GCF’s activities including its environmental and social safeguards (ESS) and adhering to Fund’s gender policy, actions, projects and programs related to the Fund.

• Strong track record of effectively engaging with the government officials, partners or donors.

**Evaluation Criteria**

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<thead>
<tr>
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<th>Description</th>
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<td>In depth understanding of climate finance issues, at the international and regional scales, with knowledge of the current climate finance architecture of the Green Climate Fund</td>
<td>10</td>
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<tr>
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<td>Minimum of three (3) years’ experience in the mass communications or computer science field with a track record of communication strategy development and implementation in the Caribbean</td>
<td>5</td>
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<td>Experience working with a cross-section of stakeholders, including senior government officials in small and vulnerable states (SIDS and LDCs), donor governments and organisations, as well as regional organizations</td>
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B. **Key Expert**

**Expert #1: Team Leader**
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<td>2</td>
<td>At least 7 years’ experience with Country Strategic Frameworks, and/or related document development, institutional monitoring, performance evaluation, stakeholder engagement, group facilitation and meeting management and technical writing.</td>
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<td>3</td>
<td>Experience and/or familiarity with the GCF’s activities including its environmental and social safeguards (ESS) and adhering to Fund’s gender policy, actions, projects and programs related to the Fund</td>
<td>15</td>
</tr>
<tr>
<td>4</td>
<td>Strong track record of effectively engaging with the government officials, partners or donors</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>TOTAL</td>
<td>100%</td>
</tr>
</tbody>
</table>

10. LANGUAGE

- Excellent oral and written communication skills in English.

11. LOGISTICAL SUPPORT

The Centre and the NDA will provide the following inputs and facilities:

- Available background documents and information relevant to the assignment that are readily available and accessible.
- Issue the relevant Introductory Letters and facilitate contact with the relevant stakeholders, as necessary.
- Organize conference call meetings with the consultant to address any questions or concerns and to receive updates about progress made on the assignment.
- Provide necessary timely logistical support for the successful completion of the activities detailed in these Terms of Reference.

12. APPLICATION PROCESS AND DEADLINE FOR SUBMISSION

The Centre’s electronic-procurement system shall be used to manage the Submission, withdrawal, substitution, or modification of Bids.

Bidders must first register by creating a Username, profile and password before accessing the bid submission form at the URL: [www.caribbeanclimate.bz/bid-submission](http://www.caribbeanclimate.bz/bid-submission).

1. Prior to Bid Submission, Bidders will be required to complete the bid submission form with fields that include:
   ii. Name of Bidder (Company):
   iii. Contract Reference:
iv. Contract Title:
v. Name and Email address of uploader

2. Bidders can upload up to **2 files maximum** in one submission with maximum file size of 60 MB per file. The following types of files are currently allowed: JPEG, PNG, JPG, GIF, PDF, DOC, DOCX, PPT, PPTX, EXCEL and ZIP.

3. An automatic receipt time stamped email will be sent to the uploader’s email account as a receipt and proof of submission.

4. Each submission will be given a confirmation number.

**Submissions of Bids.**

i) **Bids must be uploaded as two (2) PDF file to** http://www.caribbeanclimate.bz/bid-submission/.

ii) The subject matter of the email must read: **Capacity Development and Empowerment of the Ministry of Planning and Development (NDA), Trinidad and Tobago.**

iii) Bids must be secured with a password. Such password must be emailed to awilliams@caribbeanclimate.bz no later than 15 minutes prior to the deadline for bid submission. The subject matter for email containing password must read: **Capacity Development and Empowerment of the Ministry of Planning and Development (NDA), Trinidad and Tobago [bidder’s name]**

**Requests for Clarification:** email: procurement@caribbeanclimate.bz Attention: Ms. Allison Williams, Procurement Officer. Requests for clarification should be received by the Centre no later than: **Wednesday 10 June 2020.**

Consultants are advised that the responses to the requests for clarification will be only posted on the on the Centre Webpage at: https://www.caribbeanclimate.bz/category/opportunities/

**Deadline for submission:** **on or before 2:00pm (GMT-6), Friday, 19 June 2020**