



# Caribbean Community Climate Change Centre

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## REQUEST FOR EXPRESSIONS OF INTEREST FOR CONSULTING SERVICES

### BELIZE

**PROJECT: Coastal Protection for Climate Change Adaptation in the Small Island States in the Caribbean Project**

**SPECIFIC PROCUREMENT NOTICE: Implementation Consultant (IC) to assist the Caribbean Community Climate Change Centre (CCCCC) in the implementation of the Coastal Protection for Climate Change Adaptation in the Small Island States in the Caribbean Project**

**FUNDING AGENCY: The German Development Bank (KfW)**

### 1.0 Purpose

The German Development Bank (KfW) is seeking to contract the services of a firm as an Implementation Consultant (IC) to assist the Caribbean Community Climate Change Centre (CCCCC) in the implementation of the *Coastal Protection for Climate Change Adaptation in the Small Island States in the Caribbean Project*. The Implementation Consultant will report to the Project Manager (PM), and their tasks will include supporting the PM in the technical, financial and organizational coordination of the Project, as well as support the participating countries in the preparation of the local adaptation measures. These terms of reference, therefore, set out the scope of work, requirements and reporting procedures for the IC.

### 2.0 Background

The German Ministry for Economic Cooperation and Development (BMZ) is supporting the Caribbean Community (CARICOM) through a €12.9 million *Coastal Protection for Climate Change Adaptation in the Small Island States in the Caribbean* project over the next 5 years. The Project seeks to pursue the implementation of local adaptation measures for the sustainable improvement of coastal ecosystems relevant for climate change adaptation in Grenada, Jamaica, Saint Lucia, and St. Vincent and the Grenadines.



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The design of the Project is based on an agreement made between KfW (the German Development Bank) and the Caribbean Community Climate Change Centre (CCCCC) through the CARICOM Secretariat. The Project shall follow a bottom-up approach in which governmental and non governmental institutions in participating countries can apply with proposals to pursue Local Adaptation Measures. The Local Adaptation Measures will be prepared by the participating organizations with support from the CCCCC.

**Duration of the Assignment:** 4 ½ years

The Project is comprised of two main components that shall be financed from the Financial Contribution. These are:

**Component 1:** *Investments for sustainable improvements of coastal ecosystems relevant for climate change adaptation, including:*

- Measures related to the protection and sustainable management of ecosystems relevant for adaptation;
- Measures related to the rehabilitation or substitution of ecosystems relevant for adaptation; and
- Measures related to the monitoring of coastal ecosystems.

**Component 2:** *Assistance in the preparation and implementation of Local Adaptation Measures, including:*

- Assistance in the preparation and implementation of Local Adaptation Measures;
- Monitoring of project goals and impacts; and
- Systematization and dissemination of project experiences (best practices and lessons learnt).



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## 3.0 DUTIES AND RESPONSIBILITIES

The Implementation Consultant will be responsible for, inter alia, the following tasks:

1. Support the Project Manager in managing and coordinating the implementation of the *Coastal Protection for Climate Change Adaptation in the Small Island States in the Caribbean Project*;
2. Support the PM in managing the Disposition Fund, including disbursements to participating organizations for financing of process related costs and minor procurements;
3. Support the elaboration of the operations manual, including revision, if necessary, of the list of measures eligible for funding under the Project and the selection criteria. The operations manual shall cover at least the following aspects:
  - Overall project direction,
  - Roles and functions of involved parties,
  - Planning, approval and selection of Local Adaptation Measures,
  - Tender and procurement procedures, and
  - Monitoring and reporting procedures.
4. Support the elaboration of the Global Operational Plan (GOP) and assist with the compilation of Annual Operational Plans (AOP) to be presented to KfW yearly for their approval;
5. Support the PM in preparing semi-annual and annual progress reports, and end of project to, at a minimum, cover the range of issues identified in Annex 7 of the Financing Agreement. These reports must be submitted to the PM at least one month before they are due to be submitted to KfW. All reports to be submitted to KfW must be countersigned by the Implementation Consultant and the PM;
6. Assist the CCCCC in the selection and prioritization of the Local Adaptation Measures according to the selection criteria laid out in the operations manual;
7. Assist the CCCCC in the regional knowledge management and project monitoring;



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8. Countersign disbursement requests and reports and oversee the proper use of funds for the stipulated purpose;
  9. Support the CCCCC in the tendering and procurement processes;
  10. Advise and assist the Project's Country Coordinator in the Project countries and the participating institutions in the identification and selection of investments and the preparation of project proposals for Local Adaptation Measures;
  11. Assist the PIU in the technical and financial supervision of the implementation of the local adaptation measures;
  12. Assist the CCCCC in the systematization of the national project experiences;
  13. Assist the CCCCC in developing instruments for the effective implementation of the Project, inclusive of call for proposal templates, proposal development templates, criteria for proposal screening, process for selecting proposals and processes for notifying successful grant recipients;
  14. Ensure that project activities are undertaken on time and within agreed budgets as outlined in the yearly work plans for the project;
  15. Support the PM in liaising with national, regional and international institutions involved in the issues addressed by the Project, seeking coordination and integration where appropriate and beneficial to the project;
  16. Oversee the preparation for and participate in the meetings of the Project Steering Committee;
  17. Participate in the KfW project supervision missions, and assist KfW staff and consultants in monitoring and evaluating project-supported activities;
  18. Assist the CCCCC in monitoring closely the project risk management mechanism and continue to identify and respond to issues as they arise; and
  19. Any other duties deemed necessary under the Project.

Given the scope and range of activities to be covered by this consultancy it is recommended that it could be delivered through the engagement of the services of a firm, with a core team consisting of a lead and supporting consultant, and being able to draw upon other short term experts as needed.

The Caribbean Community Climate Change Centre now invites eligible Consulting Firms/Consortiums to indicate their interest in providing the Services by submitting Expressions of Interest in writing to the Executive Director of the CCCCC for consideration.



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Expressions of Interest should provide information demonstrating the firm's relevant experience to perform the Services.

A Consultant will be selected in accordance with the Quality- and Cost-Based Selection (QCBS).

Interested eligible firms/consortiums may obtain further information from the Caribbean Community Climate Change Centre (CCCCC) at the address stated below during the hours of 8:00a.m. to 5:00p.m. Monday through Friday.

All sealed Expression of Interest must be clearly marked "**Expression on Interest for Consulting Services for Implementation Consultant (IC) to assist the Caribbean Community Climate Change Centre (CCCCC) in the implementation of the Coastal Protection for Climate Change Adaptation in the Small Island States in the Caribbean Project**" and be delivered to the address below no later than **Friday, December 12<sup>th</sup> 2014 on or before 2:00p.m. Late Submission will not be accepted.**

**Executive Director  
Caribbean Community Climate Change Centre  
Attn: Ms. Allison Williams, Ag. Procurement Officer  
Second Floor Lawrence Nicholas Building  
Ring Road  
P. O. Box 563  
Belmopan, Belize  
Tel: 501-822-1094, 822-1104  
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