



## TERMS OF REFERENCE

<b>Country:</b>	<b>Belize</b>
<b>Donor:</b>	<b>Green Climate Fund (GCF)</b>
<b>Project Name:</b>	<b>Enhancing Access for Climate Finance Opportunities, through pre-accreditation support to Belize Social Investment Fund (BSIF) and Ministry of Economic Development-Belize and technical support for Belize National Protected Areas System (BNPAS) Entities, Belize</b>
<b>Contract Title:</b>	<b>Recruitment of Consultancy Services to Conduct an Institutional Gap Assessment and Develop an Action Plan for the Ministry of Economic Development (MED).</b>
<b>Contract Number:</b>	
<b>Type of Contract</b>	<b>Fixed Price-Professional Services: Companies/Firm</b>
<b>Estimated Start Date:</b>	<b>September 2022</b>
<b>Contract Duration:</b>	<b>86 working days within 5 consecutive months</b>
<b>Main Duty Station:</b>	<b>Belize</b>
<b>Deadline for Submission of EoI:</b>	<b>On or before October 14<sup>th</sup> 2022</b>

### 1. INTRODUCTION

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 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 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 engaging the GCF for implementing climate actions. The National Designated Authority (NDA) of Belize to the GCF, the Ministry of Economic Development (MED), applied to the GCF for Readiness and Preparatory Support.

This Readiness and Preparatory Support Project titled, “Enhancing Access for Climate Finance Opportunities, through pre-accreditation support to Belize Social Investment Fund (BSIF) and Ministry of Economic Development-Belize and technical support for Belize National Protected Areas System (BNPAS) Entities, Belize” complements the previously approved and implemented Readiness and Preparatory Funding Support project received by Belize from the GCF.

Additionally, this project also seeks to strengthen the country’s capacity to access, manage, disburse, and monitor financing for the purpose of fulfilling the country programme and build Belize’s climate resilience. The Protected Areas Conservation Trust (PACT) is the delivery partner this for Readiness. In collaboration with the NDA of Belize, PACT will execute the activities as set out in the Readiness Proposal approved by the GCF, which includes procuring goods and material, professional services and consultants as is necessary.

As set out in the approved project, Outcome 1.2: “Direct Access applicants and accredited entities (DAE’s) have established capacity to meet and maintain the GCF’s accreditation standards; and accredited DAE’s have the capacity to develop a pipeline of projects and effectively implement GCF-funded activities” and Output 1.2.5: “GAP assessment for GCF Accreditation” are to be achieved through Activity 1.2.5.1 which will assist the Ministry of Economic Development (MED) to conduct an institutional gap assessment and develop an action plan aligned with the GCF accreditation standards. This activity will enable MED to identify institutional gaps and develop an action plan to address the identified gaps, which will contribute to the preparation of an application to the GCF for accreditation as a Direct Access Entity.

## **2. BACKGROUND**

The Ministry of Economic Development is part of the Executive Branch of the Government of Belize and its mandate is to: be an integral partner in the economic and social development of Belize by providing efficient and timely advice on and coordinating development initiatives in order to improve the general well-being of all Belizeans; and to assume a leadership role in formulating and recommending national development policies, strategies and programmes to promote macroeconomic stability, sustainable socioeconomic development and the reduction of poverty. Additionally, MED is charged to promote, appraise, finance and supervise projects which are designed to increase physical, human and social capital in poor communities throughout Belize. The MED’s objective is to contribute towards the national sustainable goals of Belize through the implementation of projects and programmes, which focuses on improving the quality of life of communities through their active participation and provision of opportunities.

The resources of MED are used to execute programmes and projects which are sponsored by central and local government agencies, Non-Governmental Organizations (NGO’s), community-based organizations (CBO’s) and private sector organizations. Over the years, MED has been identifying needs/programmes, soliciting funding from IFI’s and executing projects in the many developmental themes in urban and rural areas. The MED coordinates and collaborates with other sector ministries in the execution of its mandate.

Given MED’s critical role, its accreditation to the GCF would further enhance the country’s capacity to access, manage, disburse, and monitor climate financing effectively and efficiently.

For this purpose, the activities under this consultancy will aid MED to meet GCF accreditation standards, with the consideration of areas such as fiduciary criteria, environmental and social safeguards (ESS), and gender. The execution of a gap assessment and the development of an action plan will therefore recommend and guide the capacity of MED (technical and financial) to be well positioned to play an active role in facilitating climate financing investments and delivering gender-responsive climate finance directly towards building Belize's climate resilience and contributing towards fulfilling the country's national sustainable development goals. Therefore, this consultancy will support the strengthening of MED's institutional governance against the GCF accreditation standards to ensure the alignment of goals between both institutions and to lay the foundation towards achieving MED's GCF accreditation as a Direct Access Entity (DAE).

### **3. SPECIFIC OBJECTIVE**

This consultancy is to provide support to conduct an Institutional Gap Assessment and Develop an Action Plan for the Ministry of Economic Development (MED) as part of the preparations being made to submit an accreditation application to the GCF.

### **4. SCOPE OF WORK**

The consulting firm will execute the following activities that contribute towards enhancing MED capacity to effectively mobilize, manage and monitor climate finance in an effort to achieve the national sustainable goals and objectives outlined in national strategies and action plans. Specific activities of this consultancy include the carrying out of an Institutional Gap Assessment after which an Action Plan for the MED will be prepared. In carrying out this assignment, the consulting firm is required to employ a collaborative approach and close engagement with National Authorities, stakeholders, and their focal points on climate change in ensuring that the deliverables are consistent with National Standards and National Protocols.

#### **i. Institutional Gap Assessment**

The development of a gap assessment is aimed at assessing MED's institutional framework to identify the various gaps that may exist in relations to the GCF accreditation standards. This consultancy assessment of MED will emphasize on fiduciary criteria (basic and specialized fiduciary), environmental and social safeguards (ESS), gender policies, operational systems including project development, management, monitoring and evaluation and stakeholder management and engagement. In addition, based on the entities track record and capacity, guidance will be provided to the MED by recommending the appropriate financial capacity category and the risk level under the ESS categories.

The Consultancy Firm will:

- Engage and liaise with MED through a "kick-off" meeting to confirm the review of scope and priorities, identify and request key documents required and plan a site visit with management.
- Provide review and guidance to MED on the results of the GCF Accreditation Self-Assessment Tool to improve chances of accreditation.

- Collect and review all the initial information regarding MED’s institutional management processes, especially its fiduciary (basic and specialized fiduciary), ESS, gender policies and track record.
- Conduct a one (1) three-day site visit at MED to gather all the necessary information to prepare the gap assessment and action plan. The visit should interview relevant management and staff of MED and Units to collect information and to discuss MED’s institutional management process, especially the fiduciary and ESS management approach with examples of documents and processes from organizations similar to MED.
- Determine and recommend the appropriate financial capacity category and the risk level under the ESS categories for MED.
- Prepare and submit a draft gap assessment to the MED and PACT for review, which clearly outlines where and what are the gaps for MED.

**ii. Action Plan**

The action plan is geared towards addressing the gaps identified in the Gap Assessment. The action plan will provide clear implementable and measurable actions. It is expected that the action plan will provide detailed recommendations on how to address each gap with specific timelines, assignment of responsibility, outputs (outcomes) and support resources. It is also important that the consultancy produces a cost estimate of addressing the identified gaps.

The Consultancy Firm will:

- Prepare and submit a draft action plan for review by the MED, and PACT; which details how each identified gap will be addressed.

**5. DELIVERABLES**

All documents submitted must be in English

Deliverables	Timeframe
Inception report and detailed work plan. <ul style="list-style-type: none"> <li>• Detailed scope of work</li> <li>• Methodology</li> <li>• Timelines (gant chart)</li> <li>• Milestones including stakeholder engagement</li> </ul>	2 weeks from signing contract
Consultation with MED and associated report	3 months after signing contract
1.2.5.1.1: Finalized Gap Assessment with recommendations and action plan completed including results from consultation sessions.	4 months after signing contract
1.2.5.2.1.: Finalized report on stakeholder consultations with gender-disaggregated information.	5 months after signing contract

## 6. REPORTING

The Consultancy Firm will report to the CEO in the Ministry of Economic Development and will work in close coordination and collaboration with Project Manager of the project from PACT.

## 7. DURATION OF ASSIGNMENT

This consultancy has a duration of 86 days, within a period of 5 consecutive months.

## 8. MANAGEMENT ARRANGEMENT

The consultancy is commissioned by the PACT. The consultancy firm will report to PACT for contractual and administrative purposes. Members of the CFU from the Ministry of Economic Development will provide additional technical advice and inputs, overall coordination and oversight for the consultancy. The Consulting Firm will liaise with everyone from the project core team but will ultimately report to the PACT.

## 9. PAYMENT SCHEDULE

#	Deliverable Output	Percentage
1	After contract signature and delivery and acceptance of Inception Report and Work Plan	10%
2	Delivery and approved review of draft Institutional GAP Assessment and Action Plan	30%
3	Delivery and acceptance of the finalized Institutional GAP Assessment and Action Plan	30%
4	Delivery and acceptance of finalized report on stakeholders	30%

## 10. QUALIFICATION AND EXPERIENCE

The consulting firm must demonstrate the following:

- Must be a reputable and recognized firm with proven experience in the assessment of institutional management processes, especially fiduciary standards, environmental and social safeguards, gender and other relevant policies and operational systems including project development and management.
- Proven experience in institutional and skill-based capacity development including conducting Gap Assessments and Action Plans.
- Demonstrate proven knowledge and experience on Green Climate Fund's accreditation process and requirements to become a GCF Direct Access Entities.
- Experience in engagement with potential DAE and GCF Accreditation process.
- Experience working with a cross-section of stakeholders, including senior government officials in small and vulnerable states (SIDS and LDC's), donor governments and organizations, as well as regional organizations.

Bids from International Firms must include a balanced group of experts (national and international) as part of their team

- It is the consultant's responsibility to ensure that their team has an appropriate mix of experts required to satisfy the full requirements of the Terms of Reference (TOR).
- Therefore, as a guide only, it is considered that the consulting team should include a Lead Expert (the candidate must have performed the function of team leader on at least two similar projects within the past five (5) years).

### **Lead Expert**

- Minimum of an advanced degree (Master's Degree or equivalent) in either, but not limited to, Economics, Finance, Business Management, International Development/Relations, Environmental Science, Social Science or related fields from recognized and reputable academic institutions.
- Must have at least 5 years proven experience related to climate change development and climate/green finance and project management;
- A minimum of 5 years regional professional expertise and working experience in the Caribbean.
- Demonstrate knowledge of the current climate finance architecture of the Green Climate Fund.
- Must have competence in Project Management

### **11. LANGUAGE**

Excellent oral and written communication skills in English. Knowledge of Spanish is an added value.

### **12. APPLICATION PROCESS AND DEADLINE**

All suitably qualified Teams/Firms are invited to submit their Expression of Interest (EoI) covering the points outlined in the TOR and accompanied by the following application documents:

- a. Letter of interest
- b. Curriculum vitae or resume with full details of experience, achievements, qualifications and names.
- c. Contact details of three (3) references
- d. Technical Proposal
- e. Detailed Work Plan and Financial Proposal

EoI's should be addressed to Mr. Radin Santos, Procurement Officer, Protected Areas Conservation Trust and should be clearly identified as – "Recruitment of Consultancy Services to Conduct an Institutional Gap Assessment and Develop an Action Plan for the Belize Ministry of Economic Development (MED)" and submitted as PDF files via email to the following emails addresses: [Procurementofficer@pactbelize.org](mailto:Procurementofficer@pactbelize.org) and [ProjectManager@pactbelize.org](mailto:ProjectManager@pactbelize.org).

The deadline for the submission of EoI's is on or before October 7, 2022.

For queries regarding the procurement documents and submission process, email: [Procurementofficer@pactbelize.org](mailto:Procurementofficer@pactbelize.org).

PACT is an equal opportunity employer and does not discriminate against protected characteristics (gender, age, sexual orientation, race, nationality, ethnicity, religion, disability).

PACT is not liable for any costs incurred by applicants in submission of their application.

### Evaluation Criteria

Candidates applying for this consultancy shall meet a minimum score of 80 points on the evaluation scale below:

#	Description	Points
<b>Qualifications</b>		
<b>A</b>	Proposed Methodology and Work Plan	5
<b>B</b>	<b>Consulting Firm Qualifications</b>	
	Must be a reputable firm with proven experience in the assessment of institutional management processes, especially fiduciary standards, environmental and social safeguards, gender and other relevant policies and operational systems including project development and management	10
	Proven experience in institutional and skill-based capacity development including conducting the production of Gap Assessments and Action Plans.	10
	Demonstrate proven knowledge and experience on Green Climate Fund (GCF's) accreditation process and procedures for Direct Access Entities.	10
	Experience with the engagement with potential Direct Access Entities and GCF Accreditation process.	10
	Experience working with a cross-section of stakeholders, including senior government officials in small and vulnerable states (SIDS and LDCs), donor governments and organizations, as well as regional organizations.	10
<b>C</b>	<b>Lead Expert</b>	
	Minimum of an advanced degree (Master's Degree or equivalent) in either, but not limited to, Economics, Finance, Business Management, International Development/Relations, Environmental Science, Social Science, Gender or related fields from recognized and reputable institutions	10
	Must have at least 5 years proven experience related to climate change development and climate/green finance	15
	A minimum of 5 years regional professional expertise and working experience in the Caribbean	10
	Demonstrate knowledge of the current climate finance architecture of the Green Climate Fund.	10
<b>Total</b>		100

