

ANNEX 1: TERMS OF REFERENCE

Consultant – Project Development Specialist

Project:	Enhancing Caribbean Civil Society’s Access and Readiness for Climate Finance
Funder:	Green Climate Fund
Implementing Institution:	Caribbean Natural Resources Institute
Target countries:	Caribbean Community (CARICOM) Member States, including Antigua and Barbuda, Belize, Grenada, Jamaica, Saint Kitts and Nevis, Saint Lucia and Suriname
Reference #:	CANARI-GCF-2022-10
Contract type:	Fixed Price – Professional Services: Individual / Organisation
Contract duration:	3 months
Expected start date:	January 2023
Language:	English
Location:	Home based

1. Background

Climate change poses a critical challenge for Caribbean small island developing states (SIDS). Rising sea levels, more intense storms and storm surge, rainfall variability, higher temperatures and ocean acidification adversely impact on human well-being, natural resources and key economic sectors, including agriculture and tourism. Ensuring a multi-level and inclusive approach that engages civil society and the public and private sector is critical in building climate resilience in Caribbean SIDS.

There is significant opportunity to scale up the work of civil society organisations (CSOs)¹ and deliver climate action where it is needed most in high risk communities, including vulnerable resource users like farmers, fisherfolk and small and micro enterprises. CSOs are actively involved in addressing climate change via raising awareness, advocacy for changes in policy and practice, assessing vulnerabilities and implementing practical adaptation and mitigation actions. However, their efforts are often small-scale, short-term and piecemeal, and lack strategic impact. This is generally due to limited funding and resources. Notably, Caribbean CSOs thus far have limited access to and engagement in climate finance mechanisms, such as the Green Climate Fund (GCF) and Adaptation Fund (AF).

Caribbean Community (CARICOM) Member States and the [Caribbean Natural Resources Institute](#) (CANARI) engaged GCF to leverage resources to address this gap. Under the GCF’s Readiness Support and Preparatory Grant Facility, a grant of US\$1.29 million has been provided for the regional project, “*Enhancing Caribbean civil society’s access and readiness for climate finance.*” The goal of the project is to enhance civil society’s capacity, including knowledge, skills and organisational structures, and the enabling external institutions to improve access to climate financing and delivery of climate change adaptation and mitigation in the Caribbean.

The key outcomes of the project are:

- Mechanisms for CSO engagement and consultation developed and/or enhanced at the national and regional levels in the Caribbean

¹ CSOs are defined here as not-for-profit, non-governmental organisations operating at international, regional, national or local levels. They include non-governmental organisations (NGOs), community-based organisations (CBOs) and formal/informal networks and associations.

- Increased uptake for scaling up of appropriate community-based and ecosystem-based climate change solutions among Caribbean CSOs and their public and private sector partners to build local resilience
- The technical and organisational capacity of Caribbean CSOs strengthened to directly access climate finance and effectively deliver climate change adaptation and mitigation
- Enhanced awareness and actions among civil society and the public and private sector to develop climate change projects led/co-implemented by Caribbean CSOs and strengthen the GCF pipeline of projects nationally and regionally

The project is being implemented by CANARI from February 2020 to April 2023 in partnership with the national designated authorities (NDAs), accredited entities (AEs) and other leading national and regional CSOs. It will focus on CARICOM Member States, with targeted activities in Antigua and Barbuda, Belize, Grenada, Jamaica, Saint Kitts and Nevis, Saint Lucia and Suriname.

CANARI is seeking a Consultant to providing technical assistance under this project, and now invites eligible Consultants to indicate their interest.

2. Objective

The overall objective of this consultancy is to provide technical assistance to prepare and finalise a funding proposal and concept notes for projects (including multi-country and national projects) for submission to the GCF, with emphasis on climate change adaptation and/or mitigation actions led or co-led by Caribbean CSOs.

3. Scope of Work

The main responsibilities of the Consultant will be as follows:

- Prepare the funding proposal for the “Climate Action to Build Resilience in Caribbean SIDS (CA-BRIC)” project for submission to the Green Climate Fund with a focus on enhanced direct access, including:
 - Review and finalise all sections of the funding proposal for the CA-BRIC project
 - Align all annexes (i.e., the Feasibility Study, Detailed Budget Plan, Implementation Timetable, Environment and Social Impact Assessment and Action Plan, Gender Assessment and Action Plan, Procurement Plan and Monitoring and Evaluation Plan) with the revised funding proposal
 - Revise the funding proposal based on feedback from the GCF and other relevant stakeholders
- Prepare at least 1 draft project concept note for submission to the GCF based on stakeholder consultations and/or the regional Civil Society Climate Agenda and Action Plan supported under this GCF readiness project.

4. Deliverables

The key deliverables for this consultancy are:

- Deliverable 1: Inception report, including work plan
- Deliverable 2: Revised funding proposal for CA-BRIC project, including revised Climate Impact Assessment (i.e., Climate Rationale)
- Deliverable 3: Revised annexes for the funding proposal
- Deliverable 4: Draft project concept note

Deliverables must be submitted in electronic format.

5. Reporting

The Consultant will report to the Project Manager at CANARI, and will work in close collaboration with the Project Development and Management Unit (PDMU) in the Caribbean Community Climate Change Centre (CCCCC) which is the accredited entity for the funding proposal.

6. Location and Duration of Assignment

The consultancy will be home-based.

The consultancy has a duration of up to 40 days over a period of 3 consecutive months. However, the number of working days may be less.

7. Payment Schedule

Payments will be made in three installments based on the fixed contract price as follows:

Deliverable	Expected Deadline	% contract value
Deliverable 1: Inception Report, including work plan	January 2023	20%
Deliverable 2: Revised funding proposal for CA-BRIC project, including revised Climate Impact Assessment Deliverable 3: Revised annexes for the funding proposal	March 2023	60%
Deliverable 4: Draft project concept note	April 2023	20%

8. Qualifications and Experience

Academic Qualifications:

- Candidates should have a graduate degree in Project Planning/Development, Natural Resources Management, Climate Change Adaptation, Ecology, Environmental Science/Management or related discipline
- A minimum of four (4) years proven experience in project/programme development and project cycle management, preferably in the Caribbean
- Experience in Ecosystem-based Adaptation (EbA) measures will be an asset

Required Skills and Experience:

- Five years of experience on GCF activities, projects and programmes, including Financial Capacity Management Assessment under the GCF, institutional capacity building, institutional management, climate finance, public financial management and project development and management
- Expertise and experience in the development of funding proposals in the area of climate change for bilateral and multilateral organisations at the international and regional scale such as Caribbean Development Bank, World Bank and the European Union
- Significant expertise and experience in climate change and EbA in the Caribbean region (notably, Bahamas, Jamaica, Saint Lucia and Saint Vincent and the Grenadines)
- Proven experience on getting proposals funded
- Familiarity with monitoring and evaluation systems for climate change and development projects/programmes.
- Experience in coordination with national counterparts, partners or donors
- Experience in the usage of computers and office software packages

- Ability to work under pressure and time constraints
- Be a national of one of the Caribbean Community (CARICOM) Member States
- Excellent oral and written communication skills and fluency in English

Other core competencies:

- Strong interpersonal skills and experience working with a cross-section of stakeholders, including senior government officials at national and regional levels and civil society organisations and practitioners
- Time management, planning and organisational skills

9. Evaluation Criteria

Proposals will be evaluated based on qualifications, experience, price/cost effectiveness and references.

10. Submission Process

All suitably qualified Individuals / Organisations are invited to submit their Expression of Interest (EOI) accompanied by the following documents:

- Cover letter outlining their motivation and relevant qualifications, experience and professional networks (no more than 5 pages)
- Curriculum vitae or Résumé with full details of experience, achievements, qualifications and professional associations
- Contact details of three references
- Financial proposal including a brief breakdown of the consultants costs (no more than 2 pages)

EOIs should be addressed to the **Executive Director, CANARI** and submitted as PDF files via email to info@canari.org, with the subject line “RE: Project Development Specialist - GCF Readiness”.

The deadline for submission of EOIs is **December 30, 2022 on or before 11:59 pm AST (UTC-4)**.