



## 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 support Capacity Development of the National Designated Authority and the Belize National Climate Change Council</b>
<b>Type of Contract</b>	<b>Consultant Individual – Local</b>
<b>Estimated Start Date:</b>	<b>November 2023</b>
<b>Contract Duration:</b>	<b>65 working days at \$500.00USD/day</b>
<b>Main Duty Station:</b>	<b>Belize</b>
<b>Deadline for Submission of EoI:</b>	<b>On or before November 10, 2023</b>
<b>Delivery Partner:</b>	<b>Protected Areas Conservation Trust (PACT) – GCF Direct Access Entity</b>

### 1. Introduction

The Green Climate Fund (GCF) is a multilateral financing mechanism established to support climate action in developing countries and by extension in the Caribbean. 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 for this Readiness Project. 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 materials, professional services and consultants as is necessary.

As set out in the approved project, Outcome 1.1: “Country NDA’s or focal points and the network/systems that enable them to fulfil their roles, responsibilities and policy requirements are operational and effective” and Output 1.1.2: “Improved capacity of NDA Staff and BNCCC members which support NDA’s role” are to be achieved through Activities: 1.1.2.1 (Develop training material to support all 15 NDA staff and 11 BNCCC members with capacity building related to project development, review, implementation and monitoring based on the recommendation from Readiness Two) and 1.1.2.3 (Conduct two – three day training for 15 NDA and 11 BNCCC members on project development, implementation and monitoring ). These activities will enable MED to fill accreditation gaps identified and contribute to meet GCF’s accreditation standards.

## **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 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**

The Protected Areas Conservation Trust (PACT) is seeking a consultant to provide capacity building services to the Ministry of Economic Development and the Belize National Climate Change Council in project development, monitoring and implementation. This consultancy is intended to strengthen the capacity of NDA personnel and partner stakeholders to engage with the GCF, increase its efficiency and effectiveness of the NDA functions.

### **4. SCOPE OF WORKS**

The scope of work for the Consultant will include but not limited to the following:

- Participate in an Inception Meeting with the MED/CFU/NCCO and management team to: (1) discuss the scope of the Terms of Reference (TOR) and deliverables to be produced and (2) discuss and finalize the work-plan and proposed consultation schedule.
- The consultant, in response to this ToR and based on the results of the inception meeting, will be expected to develop, and submit an approved consultancy work plan, which details specific activities, timeline, and their sequence.
- Conduct a pre-evaluation survey to determine participating stakeholder's knowledge – pre-training assessment of participating stakeholders' knowledge and to inform development of the training materials.
- Development of training materials – Training modules for knowledge building and learning on GCF project development and monitoring/evaluation and learning procedures & tools, risk management and best practices such as effective communication, resource planning, stakeholder engagement and meeting project requirement for effective development and project implementation.
- Deliver two (2) – three-day training for NDA staff and BNCCC members on GCF project development, monitoring/evaluation & learning procedures & tools risk

management and best practices such as effective communication, resource planning, stakeholder engagement and meeting project requirement for effective project development and implementation.

## 5. DELIVERABLES AND TIMEFRAME

All documentation submitted must be in English. All timeframes/schedules for delivery shall be outlined in an approved Inception Report with specified due dates agreed upon between the consultant, the MED and management team.

## 6. APPROACH

An interactive and participatory approach is a requirement. The consultant will be responsible for proposing a work plan to undertake the assignment. Access shall be given to the consultant to actively engage the MED staff, BNCCC members and the Management Team.

#	Deliverables	Timeframe
1	Inception Report and detailed work plan <ul style="list-style-type: none"> <li>• Brief executive summary of inception meeting</li> <li>• Detailed scope of work</li> <li>• Methodology</li> <li>• Timelines (Gantt Chart)</li> <li>• Milestones including stakeholder engagement</li> </ul>	No later than two (2) weeks after signing of contract
2	Report on pre-evaluation survey to determine participating stakeholders' knowledge	No later than one (1) month after signing of contract
3	1.1.2.1.1 Finalized suite of training material support of NDA staff and BNCCC members	No later than two (2) months after signing of contract
4	1.1.2.3.1 Completed training report(s) with gender-disaggregated information and post training evaluation on participants	No later than three (3) months after signing of contract

## 7. PAYMENT SCHEDULE

Payment arrangements is as follows:

#	Deliverable Output	Percentage
1	After contract signature and delivery and acceptance of Inception Report and Work Plan	15%

2	Delivery and acceptance of report on pre-evaluation survey to determine participating stakeholders' knowledge	25%
3	Delivery and acceptance of finalized suite of training material support of NDA staff and BNCCC members	40%
4	Delivery and acceptance of all completed training report(s) with gender-disaggregated information and post training evaluation on participants	20%

## 8. PROFESSIONAL QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

The consultant must demonstrate the following:

- Meet the minimum professional qualification of a Graduate degree in area of expertise and have the desired demonstrated experience in the following areas: Climate Change, Climate Finance, Environmental Science, Project Management, or a related field.
- Must have at least 5 years' of demonstrated experience in the development of similar training frameworks.
- Demonstrate excellence and knowledge of the current climate finance architecture of the Green Climate Fund.

## 9. CHARACTERISTICS OF THE CONSULTANCY

Duration: Sixty-five days (65) over 3 months commencing from contract effective date.

Reporting Responsibility: The consultancy team will report to PACT's Project Manager and to the MED.

Start date: The proposed commencement date is November 21<sup>st</sup>, 2023.

## 10. SUBMISSION AND APPROVAL OF REPORTS

All drafts and final reports and deliverables shall be written in English. Draft reports shall be submitted digitally in Microsoft Word format. Final reports shall be submitted in digital copy and must be submitted by the consultant to the Project Manager.

## 11. DOCUMENTATION REQUIRED AND EXPRESSION OF INTEREST

- Those interested are asked to submit a detailed technical proposal for the deliverables. The technical proposal should include methodology, work schedule, quality control and quality assurance. A financial proposal shall also be submitted.
- They must also provide most recent Curriculum Vitae
- Those interested should present the technical offer and budget proposal that responds to the contents of this ToR no later than 5:00 pm (Central Standard Time), November 10<sup>th</sup>, 2023. The proposal should be addressed to:

Mr. Radin Santos  
Procurement Officer  
Protected Areas Conservation Trust  
Re: Expression of Interest – *Recruitment of Consultancy Services to support Capacity  
Development of the National Designated Authority and the Belize National Climate  
Change Council*

Soft copies should be sent via email to:

[Procurementofficer@pactbelize.org](mailto:Procurementofficer@pactbelize.org) and [ProjectManager@pactbelize.org](mailto:ProjectManager@pactbelize.org)

The consultant will be selected in accordance with the Consultants Qualification Selection (CQS) Method.

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.