



TERMS OF REFERENCE

For

THE DEVELOPMENT OF AN ENVIRONMENTAL, SOCIAL AND GENDER MANAGEMENT
FRAMEWORK (ESGMF) FOR THE BELIZE SOCIAL INVESTMENT FUND (BSIF)

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 1.2: “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 1.2.4: “Environmental, Social and Gender Management Framework established” are to be achieved through Activities:1.2.4.1 (develop a comprehensive



Environmental, Social and Gender Management Framework) and 1.2.4.2 (conduct two-three-day trainings for twenty-five staff on the utilization of the Environmental, Social and Gender Management Framework). These activities will enable BSIF to fill accreditation gaps identified which will lead to the establishment of an ESGMF and management systems and contribute to meet GCF's accreditation standards.

BACKGROUND

The Belize Social Investment Fund (BSIF) was established in 1996 and based on its governing act is mandated by the Government of Belize to provide financial and technical assistance to local government entities and community groups through development cooperation funds earmarked for poverty reduction interventions. Work under a previous Readiness grant (BLZ – RS – 002) identified gaps, including the following, in BSIF's operation in line with the fiduciary criteria of the GCF:

1. The lack of a Strategic Plan to guide its long-term vision and work of the organization,
2. The lack of a formal financial management system/framework,
3. The need for a grants award mechanism, and
4. The lack of Environmental, Social and Gender Management Frameworks for the operation of the organization and any projects under implementation.

Building on the support provided under a previous Readiness, this Readiness Grant seeks to strengthen internal capacities and function of the BSIF to attain GCF Accreditation by addressing the above gaps and showing that it is capable of strong financial management and safeguarding of GCF funded projects. In so doing, Belize will be able to access international climate finance via an entity engaged in the provision of basic climate resilient social infrastructure and related human development interventions across the Health, Education, and Water and Sanitation sectors particularly in rural communities throughout the country. The BSIF serves a unique role in addressing the human developmental needs of men, women and children in communities across the country, inclusive of climate adaptation needs, and the realization of the Sustainable Development Goals.

The BSIF is therefore seeking the services of a Firm to conduct a Consultancy to develop its Environmental, Social and Gender Management Framework (ESGMF) containing measures and plans to help BSIF assess, manage and mitigate the environmental and social risks and impacts of its activities; provide for estimating and budgeting the costs of such measures; provide information on the BSIF responsible for addressing project risks and impacts, including on its capacity to manage environmental and social risks and impacts; and allow stakeholder consultation and engagement, in line with GCF Environmental, Social and Gender policies and standards.



GENERAL AND SPECIFIC OBJECTIVES OF THE CONSULTANCY

The main objective of this Consultancy is to develop an ESGMF for the BSIF to provide guiding principles for the screening and management of the environmental, social and gender risks and impacts of BSIF project activities in line with GCF Environmental, Social and Gender policies and standards and relevant provisions under national law.

Specific objectives linked to this overall objective are as follows:

- a. Provide the legal and regulatory framework defined in the GCF Environmental, Social and Gender policies and standards as well Belize legislation that the BSIF project activities will need to comply with during their implementation.
- b. Set out the general principles, rules, guidelines, and procedures to assess the environmental, social, gender risks and impacts of BSIF projects.
- c. Contain general measures and plans to reduce, mitigate, and/or offset adverse risks and impacts.
- d. Provide information on the BSIF responsible for addressing project risks and impacts, including on the capacity to manage environmental, social, and gender risks and impacts.
- e. Ensure all relevant environmental, social, and gender considerations are mainstreamed for different phases of projects (i.e., planning, construction, operation).
- f. Detail a negative list of activities which will be excluded from project financing.
- g. Provide guidance on the process that BSIF projects should follow to identify environmental, social, and gender-related baselines, indicators and targets, collection of baseline data, and monitoring these aspects during implementation.
- h. Provide guidance for preparation of various environmental and social assessments and outline the process of determining where and when site specific Environmental and Social Impact Assessments (ESIAs)/Environmental and Social Management Plans (ESMPs) will be required and activities that will only require screening of environmental and social risks.
- i. Provide guidance for ensuring stakeholder engagement at various stages of project implementation, including grievance redress.

SCOPE OF ANALYTIC AND DIAGNOSTIC STUDIES FOR THE ESGMF

The contracted Firm will integrate analytical work and studies with iterative participatory consultation on the findings of the analytical studies. Some of the analytical studies that are relevant for the development of the ESGMF are being developed under different tasks supported by BSIF and this Consultancy is expected to integrate their findings, as appropriate. The final deliverable under this Consultancy is, therefore, expected to contain the following elements:



The ESGMF will be developed as a standalone document that screens the BSIF project activities for potential risks, adverse impacts, and opportunities. The ESGMF will also define the principles, guidelines, and procedures to assess environmental and social risks and propose measures to reduce, mitigate, and/or offset potential adverse environmental and social impacts and, where possible, enhance positive impacts and opportunities of future BSIF policies, projects, and activities.

The ESGMF also provides procedures for i) consultations with stakeholder groups; ii) institutional capacity building to manage social and environmental risks; iii) environmental, social, and gender impact screening, assessment, implementation, and monitoring; and iv) a Feedback and Grievance Redress Mechanism (FGRM). The ESGMF also determines inter-institutional arrangements with a time-bound action plan to manage and mitigate adverse impacts related to future BSIF policies, projects, and activities.

The ESGMF for the BSIF should have two parts.

A. Part I of the ESGMF should include the following elements:

- i. A description of the BSIF strategies, its main environmental, social and gender considerations, and the various risks involved in their implementation;
- ii. An outline of the relevant legislative, regulatory, and policy regime within which the BSIF is situated;
- iii. A description of the potential future impacts, both positive and negative, deriving from future BSIF projects and activities, and mitigation measures for any adverse impacts;
- iv. A description of the arrangements for implementing the specific policies, projects and activities of the BSIF, with a focus on the procedures for (a) screening, assessment and monitoring of site-specific environmental and social risks and impacts and opportunities; (b) the preparation of time-bound action plans for reducing, mitigating, and/or offsetting any adverse impacts; (c) the monitoring of the implementation of the action plans, including arrangements for the participation of the public and/or project affected people in such monitoring, as appropriate.
- v. An analysis of the BSIF institutional needs for the application of the ESGMF. This should include a review of the authority and capability of BSIF at different administrative levels and its capacity to manage and monitor ESGMF implementation. The analysis may extend to proposed laws and regulations, new agencies or agency functions, staffing needs, inter-sectoral arrangements, management procedures, operation and maintenance arrangements, budgeting, and financial support.
- vi. An outline of recommended capacity building actions for the BSIF.
- vii. Requirements for technical assistance to public and private sector institutions, communities, and service providers to support the implementation of the ESGMF.
- viii. A monitoring and evaluation manual and tools for ESGMF.
- ix. An outline of the budget for the implementation of the ESGMF.



- B. Part II of the ESGMF should contain the following, in line with GCF Environmental, Social and Gender policies:
- a. A section addressing any potential environmental, social, and gender risks and impacts of BSIF projects, including mitigation measures, in line with GCF Environmental, Social and Gender policies and standards.
 - b. Instructions to guide the development of action plans and policy frameworks, including:
 - Resettlement Policy Framework (RPF) to address direct economic or social impacts, including physical resettlement and/or economic displacement, resulting from involuntary land acquisition and/or restriction of access to land or natural resources;
 - Indigenous Peoples Planning Framework (IPPF) to identify and address potentially adverse impacts on Indigenous Peoples (IPs) and to ensure culturally appropriate consultation and benefits for IPs. The IPPF should include: (a) program description; (b) analysis of potential positive and adverse effects of the program on IPs; (c) a plan for screening activities for impacts on IPs and for the presence or collective attachment of IPs to specific project areas, and for carrying out site-specific social assessments; (d) a framework for ensuring free, prior, and informed consultation with affected IP communities at each stage of project preparation and implementation; (e) institutional arrangements (including capacity building as needed); and (f) monitoring and reporting arrangements.
 - Gender analysis and gender mainstreaming framework to ensure women's as well as men's concerns and experiences are integrated in all levels of the project cycle;
 - Environmental and social due diligence;
 - Environmental and Social assessments (as may be required according to the level of risks and impacts), including Environmental and Social Management System (ESMS), ESMPs, etc.;
 - c. Disclosure arrangements for environmental, social, and gender safeguards documents, including RPF, IPPF, IPPs, ESIA, ESMS, ESMP;
 - d. A negative list of activities which will be excluded from project financing;
 - e. Guidance on the process that BSIF projects should follow to identify environmental and social baselines, collection of baseline data, and monitoring these aspects during implementation;
 - f. Guidance on ensuring BSIF projects integrate analysis of context and sociocultural factors underlying climate change-exacerbated gender inequality and optimize the potential contributions of women and men of all ages to build both individual and collective resilience to climate change;
 - g. An analysis of alternatives to actions that promote enhancement, whether through engineering, administrative measures, or technology;
 - h.



- h. Guidance for ensuring stakeholder engagement at various stages of BSIF projects implementation, and in a manner appropriate to the nature of their interests and the potential environmental and social risks and impacts of the projects;
- i. A Grievance Redress Mechanism (GRM) to receive complaints and facilitate the resolution of such about the environmental, social, and gender performance of BSIF project activities.
- j. Conduct two (2) three-day trainings for staff on the use of the ESGMF.
- k. Provide a final report on training workshop with gender disaggregated information and post training evaluation on participants.

PARTICIPATORY CONSULTATION PROCESS

The BSIF engages with its stakeholders, including project steering committees, water boards, parent teacher's associations, village councils, governmental and NGO agencies, line ministries, and communities through various modalities, including virtual and in-person meetings, radio and TV advertising, newspapers, and social media. The consultation process for the development of the ESGMF will be iterative and will inform the analytical studies described in the previous section. Furthermore, the consultations related to completion of the tasks and deliverables to be conducted by the contracted Firm will be done in coordination with the BSIF. The contracted Firm will consult with stakeholders for input for the analytical studies, validate findings of the analytical studies, and present for endorsement the final documents/deliverables of the analytical studies.

For the analytical studies, consultations and participation of stakeholders should follow the common approach, including:

- a. Consultations should be premised on transparency and facilitate access to information;
- b. The consultation process should include a broad range of relevant stakeholders at the national and local levels;
- c. Consultations should facilitate dialogue and exchange of information, and consensus-building reflecting broad community support;
- d. A mechanism for grievance, conflict resolution and redress must be established, communicated to stakeholders and the public, and accessible during the consultation process and throughout implementation of projects;
- e. The diversity of stakeholders needs to be recognized and the voices of vulnerable groups must be heard;
- f. Special emphasis should be given to the issues of land tenure, resource use rights, customary rights, and property rights; and
- g. There should be records of consultations and a report on the outcome of the consultations that are publicly disclosed in a culturally appropriate form, including language.



The Firm must consider this consultation mechanism and plan accordingly.

QUALIFICATIONS AND EXPERIENCE OF THE CONSULTING FIRM

The consulting firm must demonstrate the following:

- It is expected that the Firm/Team will include expert(s) who meet the minimum professional qualifications of a Graduate Degree in area of expertise and have the desired demonstrated experience in the following areas: Environmental Sciences/Natural Resources Management, Social Sciences, Social Policy or related discipline such as Gender and Women Studies, Institutional and/or Governance Analysis, Policy Analysis and Development.
- Must have expertise in Policy Development, Adaptation Planning, Climate Studies and Climate Finance.
- Must have at least 10 years' experience in the development of similar frameworks with experience in institutional assessment and development.
- Demonstrate excellence and knowledge in the implementation of International Finance Cooperation (IFC) Environmental and Social Performance Standards and knowledge of the current climate finance architecture of the Green Climate Fund, its Environmental and Social Policy and Gender Policy.
- Must have competence in Project Management.

The analytical and diagnostic studies, as well as the drafting of the environmental, social and gender management framework will be carried out by qualified professionals. All team members are expected to have advanced degrees in their respective fields. BSIF is seeking a firm with team members who are environmental experts, social scientists, legal experts, experts on GCF environmental, social and gender policies, GCF entity accreditation, and experts in participation/culturally appropriate consultation, outreach, and communication. To help build local capacity, where possible, national expertise (NGOs, Academia, etc.) should constitute a significant portion of the consulting team responsible for conducting the analytical and diagnostic studies.

The composition of the team is as follows:

1. A Team Leader with 15 years of experience of which 10 years are relevant experience working in developing countries.
 - a) Experience working on the GCF Environmental, Social and Gender Policies for national natural resource projects; and
 - b) Knowledge of the GCF entity accreditation.
2. An Environmental Expert with 10 years of experience of which 5 years are relevant experience working in developing countries.



- a) Knowledge and experience in working with GCF Environmental Policy, as well as drafting Environmental Assessments;
 - b) Expertise in climate change mitigation and adaptation;
 - c) Expertise in Belize's Nationally Determined Contributions (NDC); and,
 - d) Expertise in ecosystems and ecosystem services, forestry and land use, energy, and transport.
3. A Social Expert with 10 years of experience of which 5 years are relevant experience working in developing countries.
 4. Knowledge and experience in working with GCF Social and Gender policies, as well as drafting related instruments, including Indigenous Peoples Planning Frameworks, and Resettlement Policy Frameworks;
 - a) Expertise in forest-dependent communities, IPs, and issues related to restriction of access to natural resources.
 - b) Expertise in livelihoods of people and communities.
 - c) Expertise in Participatory Rural Appraisal (PRA) and community consultation, particularly with IPs;
 - d) Expertise in institutional analysis; and,
 - e) Expertise in political science.
 5. A Communications and Outreach Expert with 5 years of experience of which 3 years are relevant experience working in developing countries.
 - a) Expertise in outreach and communications on environmental issues, especially communicating natural-resource policy development to rural and Indigenous peoples. This expert will lead the engagement with stakeholders to gather input and validate findings of the analytical studies to be conducted by the contracted Firm.

While expertise is listed by thematic studies, it is possible to have team members with multiple expertise. This represents a competitive advantage to the consulting firms.

DELIVERABLES OF THE CONSULTANCY

The contracted Firm will prepare the following specific documents that have been finalized in close consultations with key stakeholders:

1. A **Workplan** with a time frame to address the general objective of this Consultancy guided by the participatory process described above.
2. An **Environmental, Social and Gender Management Framework (ESGMF)** that has two (2) parts:



- Part I containing the following:
 - a) A description of the BSIF strategies, its main environmental, social and gender considerations, and the various risks involved in their implementation;
 - b) An outline of the legislative, regulatory, and policy regime within which the BSIF is situated;
 - c) A description of the potential future positive and negative impacts deriving from future BSIF projects and activities;
 - d) A description of the arrangements to implement the specific policies, regulations, activities of the BSIF;
 - e) An analysis of the BSIF institutional needs for the application of the ESGMF;
 - f) An outline of recommended capacity building actions for the ESGMF;
 - g) Requirements for technical assistance for the ESGMF;
 - h) A monitoring and evaluation manual and tools for ESGMF.
 - i) A budget for the implementation of the ESGMF.

- Part II containing the following:
 - a) A section addressing any potential environmental, social, and gender risks and impacts of BSIF projects, including mitigation measures, in line with GCF Environmental, Social and Gender policies and standards;
 - b) Instructions to guide the development of action plans and policy frameworks, including RPF, IPPF, environmental, social and gender assessments;
 - c) Disclosure arrangements for environmental, social, and gender safeguards documents;
 - d) A negative list of activities which will be excluded from project financing;
 - e) Guidance on the process that BSIF projects should follow to identify environmental and social baselines;
 - f) Guidance on ensuring BSIF projects integrate analysis of context and sociocultural factors;
 - g) Guidance for ensuring stakeholder engagement at various stages of BSIF projects implementation; and
 - h) A Grievance Redress Mechanism (GRM) to receive complaints and facilitate the resolution of such.
 - i) Conduct two (2) three-day trainings for staff on the use of the ESGMF.
 - j) Provide a final report on training workshop with gender disaggregated information and post training evaluation on participants.



This Consultancy and the contracted Firm will have the following timetable for deliverables:

No.	Deliverable	Submission date after contract signature	Format
1	Inception Report and Workplan	2 weeks	Word and PDF
2	Draft Environmental, Social and Gender Management Framework	3 months	Word and PDF
3	Final Environmental, Social and Gender Management Framework	4 months	Word and PDF

SPECIFICATIONS OF THE CONSULTANCY

Type of consultancy: professional services requiring a consulting firm.

Duration: The Consultancy will be for a maximum of 40 working days, within a period of four (4) consecutive months.

Location: the literature review should include team members liaising with various state and non-state offices to gather information. Considering the participatory consultation process, the team is required to conduct stakeholder engagement to gather information, develop framework, and to validate findings. The firm is strongly advised to have local team members, especially members tasked with participatory/culturally appropriate consultation, outreach, and communication.

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

MANAGEMENT AND REPORTING ARRANGEMENTS AND COMPENSATION

The Consultancy Firm/Team will report to the BSIF's Executive Director and will work in close coordination and collaboration with the Project Manager from the PACT as the Project's Delivery Partner. The consultancy is commissioned by the PACT. The Firm/Team will report to PACT for contractual and administrative purposes. Members of the BSIF will provide additional technical advice and inputs, overall coordination, and oversight for the consultancy. The Firm/Team will liaise with everyone from the project core team but will ultimately report to the PACT. The Firm is responsible for all relevant taxes payable to the Belize Tax Services Department (BTSD).



Compensation for the Consultancy will be as follows:

No.	Deliverable	Percentage
1	After contract signature and delivery and acceptance of Inception Report and Work Plan	10
2	Draft Environmental, Social and Gender Management Framework	40
3	Final Environmental, Social and Gender Management Framework	50

APPLICATION PROCESS AND DEADLINE

The full Terms of Reference is available at www.pactbelize.org. Interested persons are asked to submit:

- A signed letter of interest.
- A detailed technical proposal for the deliverables. The technical proposal should include methodology, work schedule, quality control and quality assurance. The technical proposal should also describe the relevant years of experience.
- A financial proposal.
- The most recent Curriculum Vitae of the Firm/Team.

Packages should be submitted no later than December 15, 2023, at 5:00pm (Central Standard Time) and addressed to:

Mr. Radin Santos
Procurement Officer

Protected Areas Conservation Trust

Re: Expression of Interest – *Development of an Environmental, Social and Gender Management Framework for the Belize Social Investment Fund*

Soft Copies should be sent via email to:

Procurementofficer@pactbelize.org and ProjectManager@pactbelize.org



RELEVANT DOCUMENTS

The Consulting firm should become familiarized with the following documents:

- a. BSIF Strategic Plan.
- b. GCF environmental, social and gender policies:
<https://projects.worldbank.org/en/projects-operations/environmental-and-social-policies>
- c. Relevant Belize laws, policies, strategies, and plans.

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 interested parties in the submission of their application.