



**Request for Expression of Interest for Consultancy Services
(Individual - Local Consultant)
IT Specialist/ Web Developer
GCF Project BLZ-RS-012**

TITLE OF PROJECT: Strengthening the Capacity of the Ministry of Economic Development for Pre-accreditation to the Green Climate Fund

PROJECT OBJECTIVE: The overarching objective is to address institutional gaps identified that inhibit Belize's ability to successfully access climate finance through entities such as the GCF.

1. BACKGROUND

Belize, like many other Small Island Development states (SIDS), is vulnerable to climate change impacts such as extreme flooding, warmer temperatures, sea level rise, and erosion. A 2014 assessment categorized Belize's vulnerability index to climate change as extremely high: ranking 9th on the list of 38 other countries in Latin America and the Caribbean (CAF, 2014), emphasizing the importance for Belize to mitigate and adapt to climate change in its short-, medium- and long-term development plans. Also, the Vulnerability and Adaptation Assessment conducted in 2019 shows that the coastal, fisheries, water, and agriculture sectors are all at risk of these impacts of climate change, which in turn will impact the country's economy as these sectors are great contributors to Belize's GDP. Nonetheless, Belize has made significant progress in responding to those climate change-related challenges, but much more is still required. According to Belize's first Biennial Update Report by the National Climate Change Office (NCCO), support needed for the country is grouped into three different categories: technical assistance, financial support, and capacity building (BUR, 2020). To address the following needs, key funding agencies, such as the GCF, will need to support the government to meet its Nationally Determined Contribution. Additionally, a resource requirement report states that an estimated USD 1.906 million is needed to meet the updated Belize NDCs for 2030.

The Ministry of Economic Development (MED), in its pursuit of seeking GCF accreditation as a Direct Access Entity (DAE), has internally assessed its institutional structures under a previous GCF-funded readiness which identified several gaps that are preventing MED from meeting the fund requirements. The main gaps that remain to be addressed in this new readiness are (I) the lack of adequate internal financial management systems such as procurement and auditing policies and guidelines aligned to GCF requirements. Also highlighted in the GCF Country Programme is the need to strengthen the communication capacity of the NDA, housed within the Climate Finance Unit (CFU).

This proposed readiness grant is informed through an internal assessment and recommendation of the MED (primarily using the GCF Self-Assessment Tool) and a gap assessment and action plan conducted through a previous GCF readiness grant. The current readiness grant will provide technical support to strengthen the operational policies of MED to enable its compliance with GCF accreditation requirements.

The objective of this Readiness is to address remaining institutional gaps for MED against the GCF's accreditation standards, which inhibit Belize's ability to fully access more climate finance from entities such as the GCF. Through this Readiness grant, the MED will be better positioned to seek GCF accreditation to access more direct climate finance for the country. In doing so, Belize will increase its national capacity to access finance for resilience building and to further its climate agenda, as outlined in the Nationally Determined Contribution (NDC), the National Climate Change Policy Strategy and Action Plan (NCCPSAP), Belize's Country Programme for Engagement with the Green Climate Fund 2022, Plan Belize – Medium Term Development Strategy 2022-2026 and Horizon 2030. The project will do so through two of the GCF's five readiness objectives:

(1) Objective 1: Capacity Building - GCF recipient countries and relevant stakeholders set up adequate systems – human, technical, and institutional – that enable them to fulfil their roles and responsibilities towards the GCF and enhance their ability to achieve their objectives; and

(5) Objective 5: Knowledge sharing and learning - GCF recipient countries have benefited from increased levels of awareness, knowledge sharing, and learning that contribute to their developing and implementing transformational projects in low-carbon and climate-resilient development pathways.

This will be done through the following outcomes and outputs:

(1) Strengthened capacity of the MED to meet and maintain the GCF's Accreditation Standards as a Direct Access Entity (DAE) applicant through (i) Building a robust and functioning internal

audit function within MED, (ii) Developing adequate procurement procedures, policies, and guidelines across MED's operations.

(2) Build Knowledge Sharing and Learning Platform through (i) creating a digital repository to facilitate the monitoring and tracking of climate change projects within the CFU; (ii) improving the communication mechanism for the NDA to reach and engage with stakeholders through a direct response feature; and (iii) developing a knowledge and awareness strategy and implementation plan for the NDA, inclusive of communications products.

The direct beneficiaries of this Readiness proposal are the units and departments within the Ministry of Economic Development, as the Ministry is seeking GCF accreditation. These include the Policy and Planning Unit, the Climate Finance Unit, and the Belize-EU Cooperation, among others. The indirect beneficiaries include relevant government ministries (Ministry of Agriculture, Ministry of Sustainable Development) whose work would benefit from MED accreditation, and all stakeholders who liaise with the MED to access climate finance or interact with climate funds such as the GCF, Adaptation Fund, and Multilateral Development Banks.

2. SCOPE OF WORKS

The IT Specialist/Developer will assist the Ministry of Economic Development in the design and implementation of a digital repository to monitor and assess all GCF projects in Belize, from concept note to implementation. This digital repository will be integrated as part of the MED website.

Knowledge Sharing and Learning Platform for climate change projects must consist of a comprehensive system designed to facilitate the exchange of information, experiences, and insights among stakeholders involved in climate-related initiatives. This platform will serve as a centralized hub where project teams, researchers, policymakers, and other contributors can collaborate, share knowledge, and enhance their understanding of climate change challenges and solutions. Key features of such a platform include the ability to share project documentation, research findings, best practices, and lessons learned. By promoting continuous learning and information dissemination, the platform will contribute to the collective effort to address climate change by leveraging the expertise and experiences of diverse stakeholders. The Knowledge Sharing and Learning Platform seeks to address the following four barriers:

1. **Inaccessibility of Information:** Without a centralized repository, it is challenging for stakeholders to access the necessary information about climate change projects. This barrier prevents effective monitoring, tracking, and evaluation of such projects.

2. **Communication Gaps:** Without effective communication mechanisms, it can be challenging for the National Designated Authority (NDA) to effectively engage with stakeholders. This barrier hinders stakeholder involvement and compromises the success of climate change initiatives.

3. **Insufficient Knowledge Sharing:** In the absence of a robust knowledge-sharing platform, stakeholders struggle to keep up to date with the latest findings, methodologies, and best practices related to climate change mitigation and adaptation.

4. **Data Management Challenges:** Without a digital repository, managing, storing, and analysing data from multiple projects can be difficult, which affects decision-making processes.

The planned platform will address these barriers by offering a centralized location for information, improving communication channels, fostering transparency, promoting knowledge sharing, streamlining information access, facilitating collaboration, enhancing stakeholder engagement, and aiding in effective data management.

The IT Specialist/Web Developer will:

1. Update the MED Website based on the scope of work below:
 - Develop a Digital Project Management platform that will be embedded in the MED Website This will include:
 - Dashboard using PowerBi that shows the different climate projects, status and implementation stage, and focused sector(s), along with the funds that have been allocated, disbursed and/or committed.
 - This dashboard should be automatically updated daily.
 - This information sits in an Excel file and is updated manually by the M&E officer.
 - Develop a direct response feature that will allow the public to provide recommendations or queries.
 - Update a digital repository to suit the request of stakeholders for concept note.

3. DELIVERABLES AND TIMEFRAME

Deliverables	Timeframe
Inception Report <ul style="list-style-type: none"> ● Detailed Scope of Work: ● Methodology ● Timelines (Gantt Chart) ● Milestones, Including Stakeholder Engagement: 	2 weeks after signing contract

Provide a First Draft of the Design to include the following: <ul style="list-style-type: none"> • User Interface (UI) Design • Information Architecture • Visual Elements • Functionalities • Wireframes and Prototypes 	1.5 months after signing contract
Implement the approved changes on the website to include the following: <ul style="list-style-type: none"> • Website Enhancements • Digital Repository Integration • PowerBi Dashboard Development • Direct Response Feature 	3 months after signing contract
Update the final changes and provide a SOP for any changes that need to be done on the dashboard and the direct response mechanism to include the following: <ul style="list-style-type: none"> • Documentation of Changes • Training and SOP • Procedures for Dashboard Updates • Guidelines for Direct Response Mechanism • Escalation Protocols 	4 months after signing contract

4. PROFESSIONAL QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

- Bachelor’s degree in IT Software development, web design, or another related field. Or master’s degree (preferred)
- Experience using Power- BI to develop Dashboards.
- A minimum of 5 years of proven experience in web development.
- Any other skill set required:
 - Demonstrable experience and achievements working in and advocating towards multi-stakeholder platforms and processes.
 - Familiarity with the international development community and climate change projects.
 - Ability to deliver oral presentations to various audiences.
 - Excellent communication; team player and facilitator.

5. CHARACTERISTICS OF THE CONSULTANCY

Tenure: Four (4) months commencing from the date of engagement.

Location: Climate Finance Unit Office in Belmopan.

Reporting Responsibility: The IT Specialist/Developer will report to MED GCF-RS12 Project Manager and the Director of the Climate Finance Unit. Will work in collaboration with the Communication Officer and the System Administrator at MED.

6. DOCUMENTATION REQUIRED AND EXPRESSION OF INTEREST

Interested applicants are asked to submit a hard copy package that has a letter of interest and most recent Curriculum Vitae and two references (name and contact) no later than 4 pm (local Belize time) on Thursday, March 21st, 2024, addressed to:

Chief Executive Officer
ATTN: Ms. Celina Flores
Administrative Officer
Ministry Economic Development
Sir Edney Cain Building
City of Belmopan
Belize C.A

Ref: Expression of Interest – GCF-RS12 IT Specialist/Web Developer

Soft Copies should be sent via email to admin.officer@med.gov.bz with the subject reference: Expression of Interest – GCF-RS12 IT Specialist/Web Developer.

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

MED is not liable for any costs incurred by applicants in the submission of their applications.