



Terms of Reference
Request for Expression of Interest for Consultancy Services
(Individual - Local Consultant)
Project Manager
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 temperature, 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 to 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 to respond 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 in meeting the fund requirements. The main gaps that remain to be addressed in this new readiness are 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:

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

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, 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 Project Manager will:

1. Manage and coordinate all the activities of the GCF Readiness & Preparatory Support Project and will report on the day-to-day operations to the Director of the Climate Finance Unit of MED.
2. Coordinate the execution of project activities with the different stakeholders and consultants.
3. Prepare and submit monthly work plans and reports to the CFU Director, on a timely and regular basis, detailing all past and planned activities.
4. Prepare timely and high-quality technical and financial reports of the project as required by the project grant agreement.
5. Establish and maintain contact with all project stakeholders, to ensure support for project implementation.
6. Work in collaboration with MED Procurement Officer and accounting staff for efficient and effective delivery of project outputs and budget management.
7. Coordinate Project Steering Committee meeting and lead the meetings.
8. Provide updates and different challenges that needs to be addressed by the PSC members.

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
1 st PSC Meeting	2 weeks after signing contract
2 nd PSC Meeting	4 months after signing contract
3 rd PSC Meeting	8 months after signing contract
4 th PSC Meeting	12 months after signing contract
5 th PSC Meeting	16 months after signing contract
Final Report: Lessons Learnt and Recommendation 6 th PSC Meeting	18 months after signing contract

4. PROFESSIONAL QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

Candidates must possess a:

- Bachelor's degree or master's degree (preferred) in project management or a relevant field; and/or
- Industry recognized certification in Project Management
- A minimum of 3 years professional experience in managing projects (with a value of US 250,000 or more) funded by an International Financial Institution.

Knowledge (not required but considered an asset):

- Working knowledge of general guidelines and procedures of international multilateral donors
- Working knowledge of the GCF, Adaptation Fund, or other global climate funds
- Knowledge of Ministry of Economic Development

Skills required:

- Advanced level of computing literacy (Microsoft Office applications preferred)
- Excellent written and oral communication skills
- Excellent organizational and planning skills
- Excellent analytical skills

- Excellent interpersonal skills
- Excellent decision making and problem-solving skills.

5. CHARACTERISTICS OF THE CONSULTANCY

Tenure: Eighteen (18) months commencing from the date of engagement.

Location: Climate Finance Unit Office in Belmopan.

Reporting Responsibility: The Project Manager will report to the Director of the Climate Finance Unit.

6. DOCUMENTATION REQUIRED AND EXPRESSION OF INTEREST

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

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

Ref: Expression of Interest – GCF-RS12 Project Manager

Soft copies should be sent via email to admin.officer@med.gov.bz with the subject reference: Expression of Interest – GCF-RS12 Project Manager

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 submission of their application.