



Protected Areas Conservation Trust

Terms of Reference

Country	Belize
Donor	Green Climate Fund
Project Title	Enabling Activities for the Formulation and Implementation of a Multisectoral National Adaptation Plan for Belize Project.
Project Number	BLZ-RS-011
Type of Consultancy	International or National Consultant - (the consultant's cost will include Professional fees, travel related expenses, consultation costs)
Title of Consultancy	PROPOSAL FOR CAPACITY BUILDING PLANNING AND TRAINING for ADAPTATION PRIORITIZATION IN 5 PRIORITY SECTORS
Main Duty Station	Remote with travel to country
Expected Start and End Date	May 2024 to September 2024
Duration	5 months
Outcomes	Capacity development plans outlined, and training provided.

1. BACKGROUND

The Green Climate Fund's (GCF) support for the formulation of National Adaptation Plans (NAPs) and other adaptation planning processes was made available to all developing countries as part of the Readiness Programme. This support enables developing countries to plan and attract larger scale finance for more resilient futures by strengthening their adaptation planning processes. These planning processes are key building blocks of countries' ongoing efforts to bolster adaptive capacities, attract investment in adaptation from a diversity of sources, and to help galvanize public and private sector-led actions to make societies more climate-resilient.

Considering the anticipated impacts of climate change, Belize has recognized the need to strategically address future climatic threats. Threats to major sectors due to climate change are linked to changes in precipitation, sea surface and air temperature rise, ocean acidification, changes in intensity and frequency of extreme weather events and natural hazards, and limited access to climate financing. These threats and impacts will be addressed through the formulation of climate sound plans and frameworks based on available scientific evidence, with consideration for the most vulnerable groups. The approach will seek to increase Belize's resilience to climate change through improved adaptation planning, alignment to national policies and legislation, and capacity development and knowledge transfer, while also decreasing greenhouse gas emissions. It is imperative that all adaptive measures consider the collaborative efforts of the public and private sectors to address the associated challenges and impacts of climate change.

The Protected Areas Conservation Trust (PACT) has received accreditation by the GCF as a national Direct Access Entity. This role requires PACT to take on several responsibilities associated with the delivery of impactful projects within the priorities of the Fund, of PACT, and of Belize's National Climate Change Policy & Plan and related frameworks. In collaboration with the Ministry of Economic Development (MED) as National Designated Authority (NDA) of Belize to the GCF, and the National Climate Change Office as UNFCCC Focal Point, PACT has received approval for financing from the GCF under its Readiness and Preparatory Support Programme for the project entitled "Enabling Activities for the Formulation and Implementation of a Multisectoral National Adaptation Plan for Belize".

This project will guide the future development of some of the country's major sectors under changing climatic conditions, inclusive of the following priority sectors: i) Land Use, Human Settlement & Infrastructure, ii) Tourism, iii) Human Health, iv) Agriculture, and v) Forestry. Enhancing cross linkages with other sectors and other National Adaptation Plans using a multisectoral approach will ensure fortification of resilience to changes in the climate on a more holistic level and help to avoid duplication, concurrently supporting vulnerable populations. The formulation and implementation of the NAP will enable Belize to formulate concrete interlinked solutions, adaptation actions in the priority sectors and will support the strengthening of existing mechanisms and adaptation responses at a multisectoral level.

The project is comprised of three substantive outcomes that will achieve the objective:

Outcome 1: Adaptation planning governance and institutional coordination strengthened.

- Output 1: Capacity development plans outlined, and training provided.
- Output 2: Adaptation solutions identified to address barriers and vulnerabilities to climate change with adaptation actions and measures developed and prioritized.

Outcome 2: Evidence basis produced to design adaptation solutions for maximum impact.

- Output 1: Climate hazard impact, vulnerability and risk studies elaborated.
- Output 2: Comprehensive Youth, Gender, and Social Assessment elaborated, inclusive of a roadmap for Children and Youth participation in Climate Change Action within the MNAP roadmap (including gender considerations, indigenous and other vulnerable groups).
- Output 3: Adaptation impact monitoring, evaluation and learning systems established. (5 priority sectors namely: i) Land Use, Human Settlement & Infrastructure, ii) Tourism, iii) Human Health, iv) Agriculture, and v) Forestry).
- Output 4: Communication, outreach and knowledge transfer to relevant public, private and civil society decision-makers and other stakeholders undertaken.

Outcome 3: Adaptation Finance Increased

- Output 1: Climate Finance Strategies for the priority sectors developed.
- Output 2: Three GCF concept notes on the prioritized areas developed and submitted.

2. Overall Objective

The overall objective of this consultancy is to build national capacities for adaptation planning, in order to develop a gender and socially transformative Multisectoral National Adaptation Plan (MNAP) to reduce impacts of climate change and to facilitate the integration of climate change adaptation into existing policies, programmes, activities and planning processes.

3. Specific Objectives

The specific objectives of the consultancy are to:

- Produce capacity development plans, training materials and implement training sessions on national adaptation planning for stakeholders in 5 priority sectors (namely: i) Land Use, Human Settlement & Infrastructure, ii) Tourism, iii) Human Health, iv) Agriculture, and v) Forestry).

4. Scope of Work

The selected consultant will be responsible for:

- Establishing the team of consultants that will be responsible for the identification, collection and analysis of specified data, and other information in support of the successful completion of the tasks identified in this TOR.
- Organizing and facilitating in-country activities including but not limited to questionnaire design and application, stakeholder meetings, trainings, workshops and data collection and analysis for the successful conclusion of the work.
- Ensuring that the primary stakeholders, (government agencies, community groups, private sector, women, indigenous groups, youth etc.), are adequately consulted and that related issues within the project are adequately addressed.
- Ensuring timely intervention and completion of scheduled activities.
- Consulting a wide range of stakeholders in conducting the tasks included in these terms of reference. These should include, but not limited to:
 - ✓ The Ministry of Sustainable Development, Climate Change and Disaster Risk Management
 - ✓ The Ministry of Health and Wellness
 - ✓ The Ministry of Infrastructure, Development and Housing
 - ✓ The Ministry of Tourism and Civil Aviation
 - ✓ The Belize Tourism Board
 - ✓ The Ministry of Natural Resources, Petroleum and Mining
 - ✓ The Ministry of Agriculture, Food Security and Enterprise
 - ✓ The Ministry of Economic Development
 - ✓ The Ministry of Blue Economy
 - ✓ Ministry of Human Development and Indigenous Affairs
 - ✓ Ministry of Education
 - ✓ Department of Youth Services
 - ✓ The National Climate Change Office
 - ✓ The Forest Department
 - ✓ The Department of the Environment
 - ✓ The National Emergency Management Organization
 - ✓ The International Development and Humanitarian Agencies in Belize
 - ✓ The National Meteorological Service
 - ✓ Women's Commission
 - ✓ NGOs and CBOs and private sector organizations

5. Specific responsibilities and Tasks

The consultant will carry out the following tasks:

5.1 General responsibilities

1. Desk review of the relevant documents by collecting, organizing, and synthesizing available information to gain an understanding of the country's current situation, priorities, and overall analysis of the current capacity development plans.
 - a. Refer to new literature and findings included in the National Communications, Greenhouse Gas Inventories, updated sectoral policies, assessments related to climate change vulnerabilities and projections/models. Any other documents deemed necessary during the process should be referenced while ensuring alignment with the on-going NDC updates.
2. Undertake a comprehensive political, environmental, social, technological, economic, and legal analysis of the objectives and in context with national development while considering the current climate change models and predictions, historical data, model data, climate change projections, etc.
3. Follow a country-driven, gender and socially, participatory, and transparent approach that takes into consideration vulnerable groups, communities and eco-systems guided by relevant policies, strategies, and plans.
4. Integrate adaptation in relevant social, economic, and environmental training actions based on and guided by the best available science and traditional and indigenous knowledge as appropriate.
5. Should not be prescriptive nor result in duplication of efforts already undertaken in Belize, but facilitate country-owned, and country driven actions.
6. Should develop a capacity development plan for national adaptation planning using a multi-sectoral approach following the United Nations Convention on Climate Change (UNFCCC) guidelines while focusing on the four elements of the NAP process. [naptechguidelines_eng_high_res.pdf \(unfccc.int\)](https://unfccc.int/na/na_tech_guidelines_eng_high_res.pdf).

5.2 Expected Outputs/Deliverables:

5.2.1 Expected Outputs

Output 1: Development of Capacity Building outline, methodology, and detailed inception report with workplan.

- Review relevant documents and undertake initial interview/meetings (virtual) with personnel from the NCCO, PACT and Other stakeholders.

- Prepare an inception report clearly summarizing the objectives, scope, and outputs of the assignment; illustrate the relevant organization(s) and methodology for achievement of the outputs inclusive of a workplan to deliver the expected results of the exercise. Whilst it is intended to be brief, the inception report should nevertheless, be adequately comprehensive to inform relevant stakeholders and the Technical Expert Group and/or the Project Steering Committee on the scope and approach to the exercise. The inception report is to be accompanied by the following below.
- Prepare a power point presentation in English language, which shall be presented to the Technical Working Group, Project Execution Group, and/or the multi-stakeholders of the 5 sectors.

Output 2: Capacity development plans outlined, and training provided.

- Develop capacity development plans, with sector-based capacity development training materials (training guide/modules, based on consultation and needs assessment of capacity gaps).
- Provide two (2) one day training on NAPs planning for the NDC, Executing Entity agencies and other relevant organizations, ministries, and departments (50 participants representing each of the 5 relevant sectors, public and private).
- Provide two (2) one day trainings on NAPs planning for the youth, women, indigenous and other vulnerable groups (50 participants representing each of the 5 relevant sectors, public and private, urban, and rural).

5.2.2 Expected Deliverables

Expected Outputs	Deliverables
Output 1	General
	<ol style="list-style-type: none"> 1. An inception report summarizing the objectives, scope, and outputs of the assignment, illustrating the relevant organization and methodology for achievement of the outputs, including a workplan. The reaffirmation of the outline of the training methodology. 2. Power point presentation and outline of the Capacity Building Training and Methodology in English language
Output 2	Capacity development plans outlined, and training provided
	<ol style="list-style-type: none"> 3. Finalized suite of capacity building materials on the sector-based NAPs covering the five identified sectors for the public and private sectors as well as for women, children, indigenous and other vulnerable groups. 4. Workshop reports with gender-disaggregated information and pre and post training evaluations by participants.

5.2.3 Expected timeframe for completion of outputs/deliverables.

Expected Outputs	Deliverables	Required Date	Completion
Output 1	General		
	<ol style="list-style-type: none"> 1. An inception report summarizing the objectives, scope, and outputs of the assignment, illustrating the relevant organization and methodology for achievement of the outputs, including a workplan. The reaffirmation of the outline of the training methodology. 1. Power point presentation and outline of the Capacity Building Training and Methodology in English language. 	No later than 1 month after signing the contract.	
Output 2	Capacity development plans outlined, and training provided		
	<ol style="list-style-type: none"> 2. Finalized suite of capacity building materials on the sector-based NAPs covering the five identified sectors for the public and private sectors as well as for youth, women, indigenous and other vulnerable groups. 	3 months after signing the contract.	
	<ol style="list-style-type: none"> 3. Workshop reports with gender-disaggregated information and pre and post training evaluations by participants. 	5 months after signing contract	

6. Mandatory Information Resources

The specific references to have the minimum technical consistency and comparability that should be reviewed and will form the basis of the study are:

- National Climate Change Policy Strategy and Master Plan,
- Belize Low Emissions Development Strategy,
- Belize National Determined Contributions (NDC) and NDC Implementation Plan,
- Belize Climate Finance Strategy,
- National Adaptation Plan for Coastal Zone and Fisheries Sector,
- National Adaptation Plan for Agriculture,
- National Adaptation Plan for Water Sector
- Horizon 2030
- Medium-Term Development Strategy 2022-2026
- National Disaster Preparedness and Response Plan
- UNICEF's Sustainability and Climate Change Action Plan
- Climate Landscape Analysis for Children Report (Jamaica's Context)

7. Target Groups

The target groups for this consultancy for each of the 5 sectors are as follows:

- Private Sector
- Agriculture Sector
- Tourism Sector
- Municipal Bodies
- Forestry Sector
- Health Sector
- Housing sector
- Men, Women, and Youth (ages 18 to 24)
- Indigenous communities and other vulnerable groups

8. Institutional Arrangements

The consultant will be responsible for reporting to the MNAPs Project Manager on all activities, outputs and deliverables related to this work. The Adaptation Officer of the National Climate Change Office will supervise and monitor the consultancy to ensure the expected outputs are achieved.

9. Submission and Approval of Reports

The consulting firm or consortium will produce the reports/deliverables as indicated above. The consultant will incorporate comments and inputs from stakeholders including the Technical and Sub-Committee into the respective reports within 15 days of receipt by the contractor. In the absence of comments from other key stakeholders within the set deadline, the reports are deemed to be approved as recommended by the committee. This does not apply to NCCO who must give final approval on all documents produced under this consultancy.

Twenty (20) hard copies and one (1) electronic copy of the capacity development plan, training guide/modules, based on consultation and needs assessment of capacity gaps will be presented to the National Climate Change Office of the Ministry of Sustainable Development, Climate Change and Disaster Risk Management for distribution to key stakeholders and other interested parties.

The required reports and the number of copies of the reports referred to above must be submitted to the MNAPs Project Manager within the National Climate Change Office. The reports must be written in proper English. Please note that the final report must be book bound.

10. Personnel

PACT is an equal opportunity employer and reaffirms its commitment to achieving gender equality in all aspects of its work.

The consultant will work to develop a detailed work plan and implementation schedule. The consultant is free to hire additional personnel to assist them with the tasks, but they are not to be included in the financial proposal as this consultancy is for an individual consultant. The implementation of the agreed work plan will include tasks such as collecting of data and information as it relates to conducting reviews of laws, policies, development plans and strategies and conducting analysis and projection models.

The consultant is to prepare the capacity development plan, training guide/modules, based on consultation and needs assessment of capacity gaps for Belize with the 5 priority sectors should have experience in capacity development and climate adaptation planning.

10.1 Required qualifications and experience.

The required consultant should be an expert in communications and capacity building with the following qualifications and experience:

Qualifications and Skills

- A minimum of bachelor's degree in communications, capacity development, social sciences, international relations, environmental sciences, environmental management, climate change or another related field.

General Professional experience

- At least 5 years proven experience in communication at the national and regional levels in the Caribbean in the field of climate change education and awareness.
- Demonstrated understanding of the impacts of climate variability and change on Belize and the beneficial aspects of building resilience to the impacts of anticipated changes.
- Extensive knowledge relating to NAPS and experience in adaptation planning.
- Demonstrated experience in developing capacity development plans and training materials.
- Experience in the assessment of capacity building needs and the execution of training workshops.
- Strong analytical and writing skills and track record in producing relevant reports and other communications and knowledge materials.
- Strong communication and interpersonal skills and experience in organizing and facilitating consultations and workshops.
- Experience working in the Caribbean region.

Note:

The Expert must have combined knowledge of climate change adaptation issues in all 5 priority areas, i) Land Use, Human Settlement & Infrastructure, ii) Tourism, iii) Human Health, iv) Agriculture, and v) Forestry.

10.2 Other Personnel

The selected consultant shall select and hire other personnel as required to complete the tasks and according to the profiles identified in the Terms of Reference.

CVs for other personnel other than the key expert will not be evaluated/scored during the tender evaluation but should be included in tenders.

11. Evaluation Criteria

#	Description	Weight
Technical Proposal		
1	Approach, Methodology, and Work Plan demonstrating understanding of the assignment, proposed implementation schedule, timelines, and milestones for the activities	10
Consultant		
4	A minimum of bachelor's degree in communications, capacity development, social sciences, international relations, environmental sciences, environmental management, climate change or another related field.	15
5	At least 5 years proven experience in communication at the national and regional levels in the Caribbean in the field of climate change education and awareness.	5
6	Demonstrated understanding of the impacts of climate variability and change on Belize and the beneficial aspects of building resilience to the impacts of anticipated changes.	10
7	Extensive knowledge relating to NAPS and experience in adaptation planning.	15
8	Demonstrated experience in developing capacity development plans and training materials.	15
9	Experience in the assessment of capacity building needs and the execution of training workshops.	15
10	Experience in Institutional vulnerability and risk analysis in the context of the development of adaptation planning.	15
Total		100

12. Payment Schedule

Deliverables	Payment
1. An inception report summarizing the objectives, scope, and outputs of the assignment, illustrating the relevant organization and methodology for achievement of the outputs, including a workplan. The reaffirmation of the outline of the table of contents of the Multisectoral National Adaptation Plan. Power point presentation and outline of the Multi-sectoral National Adaptation Plan in English language	10%
2. Finalized suite of capacity building materials on the sector-based NAPs covering the five identified sectors for the public and private sectors as well as for women, children, indigenous and other vulnerable groups.	40%
3. Workshop reports with gender-disaggregated information and pre and post training evaluations by participants.	40%
4. Delivery of Twenty (20) hard copies and one (1) electronic copy of the capacity development plan, training guide/modules, based on consultation and needs assessment of capacity gaps	10%

13. Location

The Firm's key experts are expected to work from their own office space. If an international or regional consultant is selected, the assigned experts will be expected to travel to Belize.

14. Application

Interested firms are asked to submit a signed letter of interest and a detailed technical proposal for the deliverables. The technical proposal should include methodology, work schedule, quality control and quality assurance. The technical proposal shall also describe the composition of the team and relevant years of experience. Most recent curriculum vitae of all members of the consulting team must also be provided. A financial proposal shall also be submitted.

The proposal should be addressed to:

Mr. Radin Santos
Procurement Officer

Protected Areas Conservation Trust

Re: Expression of Interest - Capacity Building Planning And Training For Adaptation Prioritization
In 5 Priority Sectors

Soft copies should be sent via email to: procurement@pactbelize.org on or before 4:30pm on
April 26, 2024.

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