

## TERMS OF REFERENCE

### Consulting Firm Specializing in Climate Change Mitigation and Adaptation Priority Areas Identified to Develop Toolkits - WBS #1.3.1

**Title of Project:** Building Capacity for Climate Resilient Infrastructure and Sustainable Urban Land Management and Strengthening the Capacity of the Ministry of Economic Development for pre- Accreditation to the Green Climate Fund.

#### 1. BACKGROUND

The Green Climate Fund (GCF) is a unique global platform established to respond to climate change by investing in low-emission and climate-resilient development. GCF was established to limit or reduce greenhouse gas (GHG) emissions in developing countries, and to help vulnerable societies adapt to the unavoidable impacts of climate change. Given the urgency and seriousness of this challenge, the Fund is mandated to make an ambitious contribution to the united global response to climate change.

Belize, like many other Small Island Developing States (SIDS), is particularly susceptible to the impacts of climate change. The country's low-lying coastline and sectoral vulnerabilities to climate risk coupled with limited access to national financial, technological, and technical resources to build the country's resilience, led to a ranking of #9 on the Climate Change Vulnerability Index for the Latin American and Caribbean Region.

Taking a proactive approach to building climate resilience, the Government of Belize has prioritized the capacity building of national institutions which can access climate finance and implement bankable projects and programmes. International funding agencies such as the Green Climate Fund (GCF) offer support to developing countries who are working to achieve climate adaptation and mitigation in accordance with their Nationally Determined Contributions to the Paris Agreement. GCF's Readiness and Preparatory Support Programme supports country-driven initiatives by developing countries to strengthen their institutional capacities, governance mechanisms, and planning and programming frameworks towards a transformational long-term climate action agenda.

The development of Belize is depending on mitigating changes that are beyond our control and adapting to those that are projected to affect our population in the short and long-term. To achieve the latter, Belize must address barriers that may limit implementation of interventions and their impacts. Some of these barriers include the non-existence of climate smart development plans for human settlements and infrastructure. With almost half of the population in urban areas (45%), and rural to urban migration increasing over the last decade, lack of urban planning has become evident, with its associated challenges.

Standardized demographic features of human settlements need to be established to ensure that categorization and services are based on population size and demands. There is also limited recognition of the role of human settlements and urban land management in reducing energy consumption and GHG emissions, considering that urban areas generate approximately 80 percent of global energy and emit 50 to 60 per cent of the world's GHG emissions.<sup>1</sup> This Readiness will address key areas to improve human settlements and infrastructure to make them climate resilient, while building the capacity of regulatory agencies in the public and private sectors. It will also equip municipalities with resources to improve urban planning and monitoring. Barriers to an enabling environment will be addressed by improving the relevant frameworks to support resilient human settlement

urban planning and improving coordination and collaboration between regulating and service providing agencies and institutions. Increasing knowledge sharing will improve public buy-in and awareness on the importance of climate impacts, mitigation and adaptation and their relationship to protecting investments in human settlements and infrastructures.

## **2. GENERAL OBJECTIVES OF THIS CONSULTANCY**

The objective of this consultancy is to:

2.1 Strengthen the Belize Association of Planners stakeholders (which may include executing entities, civil society organizations and private sector) in establishing adequate capacity, systems and networks to support the planning, programming and implementation of GCF-funded activities in the following five areas:

- a. Leadership to advocate for climate resilience settlements, infrastructures, and urban development policies.
- b. Settlement planning and data information and management systems.
- c. Financing and Resource Mobilization for climate resilience human settlements and infrastructure
- d. Communication and advocacy | Resilient Human Settlement and Infrastructures
- e. Communication for media on vulnerabilities of Human Settlement and Infrastructures to Climate changes and best practices.

## **3. SPECIFIC OBJECTIVES OF THIS CONSULTANCY**

The specific objectives of the consultancy will be as follows:

3.1 Development of response toolkits for mitigation and adaptation on priority areas. The toolkits will primarily target urban communities, local governments, community-based organizations, and other relevant stakeholders involved in climate change response in urban settings.

3.2 To provide actionable and practical guidance to help urban communities become more resilient and sustainable in the face of climate change.

## **4. MAIN ACTIVITIES**

The selected consultant will carry out the following activities:

**4.1 Development of toolkits on the 6 climate change response actors working in urban communities for mitigation and adaptation to climate change in organizational structures and technical skills.**

- 4.1.1 Conduct a needs assessment to identify the specific challenges and requirements of the target urban communities.
- 4.1.2 Develop a series of toolkits that cover climate change mitigation and adaptation options, organizational structures, and the necessary technical skills.
- 4.1.3 Ensure that the toolkits are user-friendly, culturally sensitive, and accessible to a diverse urban population.
- 4.1.4 Collaborate with subject matter experts and stakeholders to gather input and validation.

- 4.1.5 Incorporate case studies and real-world examples to illustrate best practices.
- 4.1.6 Create practical tools, checklists, and resources for implementation.
- 4.1.7 Provide guidelines for monitoring, evaluation, and continuous improvement.

## **5. SCHEDULE OF EXPECTED RESULTS/PRODUCTS**

Work must be carried out within six (6) months upon signing the contract. The follow products will be provided by the consultant:

- 5.1 Inception report including an action plan (digital copies in Microsoft Word format), delivered within two (2) weeks after contract signature.
- 5.2 Draft comprehensive toolkits for six (6) priority areas of climate change response options, including mitigation and adaptation strategies, delivered within sixteen (16) weeks after contract signature.
- 5.3 Final comprehensive toolkits six (6) priority areas of climate change response options, including mitigation and adaptation strategies, delivered within twenty (20) weeks after contract signature.
- 5.4 A comprehensive report that includes feedback and recommendations, delivered within twenty-two (22) weeks after contract signature.

## **6. QUALIFICATION OF CONSULTANT**

### **Option # 1**

#### **Firm's Experience:**

The successful firm must have:

- At least 10 years' experience engaging in stakeholder engagement exercise.
- Developed at least two (2) Stakeholder Engagement projects of similar content in the last 6 years. (2018-2023)

General and Specific experiences:

- Proven experience in climate finance including analysing climate stakeholder engagement together with developing and implementing strategies for engagement in the GCF sector.
- Proven experience working on GCF-funded projects or projects related to climate change, demonstrating an understanding of the GCF's objectives, requirements, and procedures.
- Experience in enhancing readiness for delivery of climate and development projects/programmes, multi-stakeholder engagement in policymaking and planning.
- Experience working in Belize, Central America, and the Caribbean.

#### **Overall skills, knowledge, abilities**

The selected consultant will need to have or show:

- Strong research and analytical skills.
- Strong interpersonal skills and experience working with a cross-section of stakeholders, including senior government officials, local communities and resource users, and donor agencies.
- Time management and organisational skills.
- Excellent oral and written communication skills and fluency in English.

## Option # 2

### Team Composition:

The consulting firm must also have suitable, sufficient, and efficient resources, in such a way that the objective of the project is achieved without delays or deficiencies. This must have the required personnel detailed below as a "Work Team", within which it is expected to have the following professionals:

1. **Team Leader** – A master's degree in project management, environmental science, sustainable development, environmental engineering, or related field; with minimum of 5 years professional experience in sustainability, environmental & social risk management, and quality assurance systems consultancies.
2. **Environmental Expert** – master's degree in environmental studies, or science, or related field; with a minimum of 5 years professional experience in sustainability, environmental & social risk management, and quality assurance systems.
3. **Stakeholder Engagement Expert** – master's degree in communication, public relations, social science or related field; with a minimum of 5 years professional working experience in public communication, stakeholders' meetings.
4. **Social Specialist** – Have a master's degree in social science (sociology, political economy) or related field, with a minimum of 5 years in social risk management and/or social development.
5. **Urban Planner Expert** – master's degree in urban planning/development, architecture, or related field; with 5 years professional experience working with sustainable infrastructure and GCF activities.

### Team's General and Specific experiences:

- Proven experience in climate finance including analysing climate stakeholder engagement together with developing and implementing strategies for engagement in the GCF sector.
- Proven experience working on GCF-funded projects or projects related to climate change, demonstrating an understanding of the GCF's objectives, requirements, and procedures.
- Experience in enhancing readiness for delivery of climate and development projects/programmes, multi-stakeholder engagement in policymaking and planning.
- Experience working in Belize, Central America, and the Caribbean.

### Overall skills, knowledge, abilities

- ✓ Strong research and analytical skills.
- ✓ Strong interpersonal skills and experience working with a cross-section of stakeholders, including senior government officials, local communities and resource users, and donor agencies.
- ✓ Time management and organisational skills.
- ✓ Excellent oral and written communication skills and fluency in English.

## 7. COORDINATION

The technical focal point and main counterpart for this consultancy is the Belize Association of Planners (BAP), along with the Ministry of Natural Resources and the Ministry of Infrastructure Development and Housing. The administrative focal point for this consultancy is the Project Manager of GCF Readiness 10.

**8. Level of effort, length of contract, other contract details**

Level of effort: The successful consultant will be employed on a contractual basis. The level of effort required to carry out this assignment is estimated at a maximum period of six (6) calendar months.

Stakeholder/Product Owner: Belize Association of Planners (BAP)

Format of Reports: All report must be in hard and digital copies and in Microsoft office format.

Confidentiality: The consultant is expected to maintain the confidentiality of all training materials and organizational information and GCF projects.

Duration of contract: All consultant services should be completed within six (6) months of the signature of the contract.

Type of contract: Lump sum, including all associated cost.

**9. Schedule of payments for Deliverables**

No.	Deliverable Output	Percentage
1	Inception report including a detailed action plan.	20%
2	Draft Comprehensive toolkits for six (6) priority areas of climate change response options, including mitigation and adaptation strategies.	25%
3	Final Comprehensive toolkits for six (6) priority areas of climate change response options, including mitigation and adaptation strategies.	40%
4	A comprehensive report that includes feedback and recommendations.	15%

**10. Consultant Obligation**

- ✓ Travel and related expenses should form part of the financial proposal.
- ✓ The consultants` offer shall cover workshop preparation and facilitation (training supplies, printing, production of materials, as well as own accommodation and travel costs if necessary.
- ✓ With the assistance of NDA/MED, the consultant shall organize the activities for the planned meetings and workshops.

## **11. APPLICATION PROCEDURES:**

Expression of Interest package should contain:

- (i) Cover letter briefly explaining interest, relevant work experience, and expertise of the consultant.
- (ii) Comprehensive resume of each team expert.
- (iii) Copy of degrees.
- (iv) Technical & Financial Proposals.
- (v) For firms: submission of copy of Certificate of Good Standing from the Belize Tax Service, Social Security Board and Belize Companies Registry.

Expressions of Interest should be submitted no later than 5:00pm on August 7, 2024, to:

Mr. Radin Santos  
Procurement Officer  
Protected Areas Conservation Trust

Soft copies should be sent via email to:

procurementofficer@pactbelize.org with copy to projectmanager2@pactbelize.org  
Re: Expression of Interest: Consulting Firm Specializing in Climate Change Mitigation and Adaptation  
Priority Areas Identified to Develop Toolkits - WBS #1.3.1

*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 Consulting Teams in submission of their application.*