

ANNEX 1: TERMS OF REFERENCE

International Consultant – Climate Finance and Civil Society Engagement Specialist

Project:	Enhancing Caribbean Civil Society’s Access and Readiness for Climate Finance
Funder:	Green Climate Fund
Implementing Institution:	Caribbean Natural Resources Institute
Target countries:	Caribbean Community (CARICOM) Member States, including Antigua and Barbuda, Belize, Grenada, Jamaica, Saint Kitts and Nevis, Saint Lucia and Suriname
Reference #:	CANARI-GCF-2019-01
Contract type:	Fixed Price – Professional Services: Companies/Firm
Contract duration:	150 days over 15 months
Expected start date:	March 2020
Language:	English
Location:	Home based, with travel to CARICOM

1. Background

Climate change poses a critical challenge for Caribbean small island developing states (SIDS). Rising sea levels, more intense storms and storm surge, rainfall variability, higher temperatures and ocean acidification adversely impact on human well being, natural resources and key economic sectors, including agriculture and tourism. Ensuring a multi-level and inclusive approach that engages civil society and the public and private sector is critical in building climate resilience in Caribbean SIDS.

There is significant opportunity to scale up the work of civil society organisations (CSOs)¹ and deliver climate action where it is needed most in high risk communities, including vulnerable resource users like farmers, fisherfolk and small and micro enterprises. CSOs are actively involved in addressing climate change via raising awareness, advocacy for changes in policy and practice, assessing vulnerabilities and implementing practical adaptation and mitigation actions. However, their efforts are often small-scale, short-term and piecemeal, and lack strategic impact. This is generally due to limited funding and resources. Notably, Caribbean CSOs thus far have limited access to and engagement in climate finance mechanisms, such as the Green Climate Fund (GCF) and Adaptation Fund (AF).

Caribbean Community (CARICOM) Member States and the [Caribbean Natural Resources Institute](#) (CANARI) engaged GCF to leverage resources to address this gap. Under the GCF’s Readiness Support and Preparatory Grant Facility, a grant of US\$1.29 million has been provided for the regional project, “*Enhancing Caribbean civil society’s access and readiness for climate finance.*” The goal of the project is to enhance civil society’s capacity, including knowledge, skills and organisational structures, and the enabling external institutions to improve access to climate financing and delivery of climate change adaptation and mitigation in the Caribbean.

The key outcomes of the project are:

- Mechanisms for CSO engagement and consultation developed and/or enhanced at the national and regional levels in the Caribbean

¹ CSOs are defined here as not-for-profit, non-governmental organisations operating at international, regional, national or local levels. They include non-governmental organisations (NGOs), community-based organisations (CBOs) and formal/informal networks and associations.

- Increased uptake for scaling up of appropriate community-based and ecosystem-based climate change solutions among Caribbean CSOs and their public and private sector partners to build local resilience
- The technical and organisational capacity of Caribbean CSOs strengthened to directly access climate finance and effectively deliver climate change adaptation and mitigation
- Enhanced awareness and actions among civil society and the public and private sector to develop climate change projects led/co-implemented by Caribbean CSOs and strengthen the GCF pipeline of projects nationally and regionally

The two-year project is being implemented by CANARI from 2020 to 2022 in partnership with the national designated authorities (NDAs), accredited entities (AEs) and other leading national and regional CSOs. It will focus on CARICOM Member States, with targeted activities in Antigua and Barbuda, Belize, Grenada, Jamaica, Saint Kitts and Nevis, Saint Lucia and Suriname.

CANARI is seeking a Consultant to providing technical assistance under this project, and now invites eligible Consultants to indicate their interest.

2. Objective

The overall objective of this consultancy is to increase understanding of climate finance flows in the CARICOM region, and barriers and opportunities for civil society access to climate finance and engagement in the design and delivery of climate change adaptation and mitigation projects/programmes at national and regional levels.

3. Scope of Work

The main responsibilities of the Consultant will be as follows:

- Conduct scoping study through a desk review and interviews with key informants to:
 - identify and assess current mechanisms for multi-stakeholder engagement in climate change decision-making at regional and national levels and their effectiveness, with particular emphasis on engagement of CSOs
 - assess current levels of CSO access to and delivery of climate finance in Caribbean, including from the AF, GCF and Global Environment Facility
- Conduct mapping of civil society-led projects, programmes and initiatives across the region related to climate change adaptation and mitigation to identify lessons, best practices and innovations for scale up and replication, including a database of projects and relevant stakeholders
- Support development of CSO engagement guidelines for:
 - inclusion in NDA Toolkits within the region
 - inclusion in GCF accredited entities' policies and procedures for the region
- Design and facilitate two regional virtual training workshops for (i) NDAs and other key national stakeholders and (ii) AEs to enhance CSO engagement in climate change decision-making and financing using the guidelines developed
- Design and facilitate up to two national workshops in the target countries for strengthening CSO engagement in multi-stakeholder coordination mechanisms for climate change decision-making, including for implementing, monitoring and reviewing Nationally Determined Contributions (NDCs) and National Adaptation Plans (NAPs)

4. Deliverables

The key deliverables for this consultancy are:

- Deliverable 1: Inception report, including detailed work plan

- Deliverable 2: Technical report and summary factsheet identifying key findings on (1) mechanisms for multi-stakeholder engagement, including of CSOs; and (2) levels of CSO access to and delivery of climate finance in the Caribbean
- Deliverable 3: Mapping report on civil society-led climate change initiatives in the Caribbean and database(s) of these initiatives and relevant stakeholders
- Deliverable 4: Case studies highlighting innovative civil society-led climate change initiatives
- Deliverable 5: Co-facilitation of Regional Dialogue on CSO Readiness for GCF (3-4 days)
- Deliverable 6: CSO engagement guidelines for inclusion in NDA Toolkits and in AE policies/procedures
- Deliverable 7: Workshop reports, including participants list and evaluations, of virtual regional trainings with NDAs, AEs and other key stakeholders to enhance CSO engagement
- Deliverable 8: National workshop reports, including participants list and recommendations for enhancing CSO engagement, and updated terms of references for multi-stakeholder coordination mechanisms in each of the target countries

5. Reporting

The Consultant will report to the Senior Technical Officer and Project Manager at CANARI, and will work in close collaboration with the NDAs and National CSO Liaisons in the target countries.

6. Location and Duration of Assignment

The consultancy will be home based, with travel as required to the CARICOM Member States.

The consultancy has a duration of 150 days over a period of 15 consecutive months. However, the number of working days may be less.

7. Payment Schedule

Payments will be made in five installments based on the fixed contract price as follows:

Deliverable	Expected Deadline	% contract value
1. Upon submission of approved Inception Report, including detailed work plan and methodology	April 2020	10%
2. Upon submission of technical report and summary factsheet identifying key findings on CSO engagement and access to climate finance in Caribbean 3. Upon submission of mapping report and project and stakeholder databases of civil society-led climate initiatives in the Caribbean	September 2020	30%
4. Upon submission of 8 written case studies (4-5 pages) highlighting CSO-led climate change innovations in Caribbean 5. Upon submission of report of Regional Dialogue on CSO Readiness for GCF 6. Upon submission of CSO engagement guidelines for inclusion in Caribbean NDA Toolkits and in AE policies/ procedures	December 2020	20%
7. Upon submission of reports of 2 regional virtual training workshops, including	March 2021	10%

participants' evaluations of training, on CSO engagement guidelines		
8. Upon submission of reports of national workshops to strengthen CSO engagement and multi-stakeholder coordination mechanisms for climate change decision-making, and updated terms of references for these mechanisms, in the target countries	June 2021	30%

Travel and accommodation arrangements and other associated costs will be the responsibility of the Consultant and reimbursable in accordance with CANARI's administrative/logistics procedures.

8. Qualifications and Experience

The lead Consultant of the selected firm should possess at least an advanced degree (Master's Degree or equivalent) in Economics, Finance, International Development/Relations, Climate Change or Environmental Science or a similar field from recognised and reputable institutions.

The selected firm should have at least five years of proven experience in climate finance including analysing climate finance flows and developing and implementing strategies for investment and resource mobilization in low and middle income countries, including Caribbean SIDS. Experience working with an international finance institution is an asset. Additionally, the firm should have experience in enhancing civil society readiness for delivery of climate and development projects/programmes, and multi-stakeholder engagement in policy-making and planning.

Other core competencies include:

- Proven experience with database and information management systems and use of Microsoft suite of tools, including Microsoft Access
- Strong research and analytical skills
- Strong interpersonal skills and experience working with a cross-section of stakeholders, including senior government officials, CSO practitioners, local communities and resource users, and donor agencies
- Time management and organisational skills
- Excellent oral and written communication skills and fluency in English; French or Spanish is desirable

9. Conflict of Interest

No Consultant involved in this assignment shall have conflict of interest. Accordingly, it is required that the Consultant:

1. Provide impartial, objective and professional advice;
2. Provide advice that does not conflict with other assignments nor their corporate interests;
3. Shall not have any prior or current obligations/assignments to/with other clients that are in conflict with the assignment, and must be in a position to complete the assignment in a manner consistent with the "1 and 2" above.
4. Shall not be hired, who has a close business or family relationship with a professional staff of CANARI that is involved (directly or indirectly) in any part of: 1) the preparation of the Terms of Reference (ToR) related to this assignment; 2) the selection process for the award of contract; and 3) the supervision of the contract.

10. Evaluation Criteria

Proposals will be evaluated based on qualifications, experience, approach and methodology, price/cost effectiveness and references.

11. Submission Process

All suitably qualified Companies/Firms are invited to submit their Expression of Interest (EOI) accompanied by the following documents:

- Cover letter outlining their motivation and relevant qualifications, experience and professional networks
- Contact details of three references

Companies/Firms may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of joint venture or a sub-consultancy.

EOIs should be addressed to the **Executive Director, CANARI** and submitted as PDF files via email to Executive.Director@canari.org, with the subject line "RE: Climate Finance and Civil Society Engagement Specialist - GCF Readiness".

The deadline for submission of EOIs is **February 10, 2020 on or before 11:59 pm AST**.