

**CONSULTANCY SERVICES FOR A RESULTS MANAGEMENT SPECIALIST
(INTERNATIONAL) TO SUPPORT THE CARIBBEAN DEVELOPMENT BANK WITH
GREEN CLIMATE FUND PROGRAMME/PROJECT DEVELOPMENT**

DRAFT TERMS OF REFERENCE

1. BACKGROUND

1.01 The Green Climate Fund (GCF) is an operating entity of the Financial Mechanism of the United Nations Framework Convention on Climate Change. It aims to make an ambitious contribution to attaining the climate change mitigation and adaptation goals of the international community. The GCF plays a crucial role in supporting the implementation of the Paris Agreement by channeling climate finance to developing countries to support climate action. With over 180 projects approved as at March 31, 2022, the GCF is the world's largest fund dedicated to the fight against climate change.

1.02 The Caribbean Development Bank (CDB) was accredited to the GCF in 2016 and signed its Accreditation Master Agreement in 2018. CDB has since scaled up support to Borrowing Member Countries (BMCs) to access and utilise GCF funding to invest in climate change adaptation and mitigation. This is aligned with key CDB policies and strategies including its Climate Resilience Strategy (CRS), two pillars of which are to, mobilise concessional resources and build technical capacity to support BMCs' climate ambitions and work programmes.

1.03 As part of its GCF-related support, CDB is assisting several eligible BMCs¹ to develop programmes and projects for GCF co-financing. Prominent among these initiatives are:

- (a) the *Transforming Finance to Unlock Climate Action in the Caribbean* programme in Belize, Jamaica and St. Lucia (PPF-033);
- (b) the *Climate Resilience of the Water Sector in The Bahamas* project in The Bahamas (PPF-035); and
- (c) the *Scaling up the Deployment of Integrated Utility Services to Support Energy Sector Transformation in the Caribbean* programme in Barbados, Belize, Guyana and Jamaica (PPF-047).

1.04 For each of these three initiatives, CDB has secured GCF approval of a Project Preparation Facility (PPF) grant with which to undertake the design, feasibility and other preparatory work needed to complete a full Funding Proposal that can be submitted for review/approval by the GCF Board. CDB has also assembled a Project Team (comprising of relevant CDB staff) to supervise and guide the further development of each of these three initiatives using the approved PPF funds. One important role within each Project Team is the 'GCF Lead' from the CDB Environmental Sustainability Unit (ESU). The GCF Lead bears overall responsibility for, *inter alia*, ensuring the programme/project is developed in a manner that is consistent with all relevant GCF policies, standards and expectations.

1.05 CDB has now mobilised resources to contract two consultants – one international consultant and one regional consultant – to assist the GCF Lead for each of the three initiatives outlined in Paragraph 1.03 to ensure the programmes/projects are fully aligned with relevant GCF policies, standards and

¹Overseas Territories are not signatories to the United Nations Framework Convention on Climate Change and therefore cannot directly access/utilise GCF resources.

expectations, notably the new GCF Integrated Results Management Framework (IRMF).² The new IRMF sets out the GCF's approach to assessing how its investments deliver climate results and how its results contribute to the overall objectives of the fund. Each programme/project will therefore have to be developed in a manner that is aligned and compliant with the IRMF. This will affect many elements of each programme/project, as outlined in Section 3: Scope of Services below.

1.06 These Terms of Reference (TOR) relate to the International IRMF/GCF Specialist consultant position. The TOR for the Regional IRMF/GCF Specialist consultant position are also accessible on the CDB website.

2. OBJECTIVE OF CONSULTANCY

2.01 The objective of the consultancy is to assist CDB ESU to ensure the three initiatives outlined in Paragraph 1.03 are developed in a manner that is fully aligned with GCF policies, standards and expectations, notably the new GCF IRMF.

3. SCOPE OF SERVICES

3.01 The Consultant will assist ESU (specifically the staff serving as the CDB GCF Lead for PPF-033, PPF-035 and PPF-047), with a focus on ensuring compliance and alignment with the GCF IRMF. The duties of the Consultant will therefore include, but not be limited to, the following:

Direct Support to PPF-033, PPF-035 and PPF-047

- (a) The Consultant will work directly with the CDB GCF Lead for PPF-033, PPF-035 and PPF-047 to ensure the three initiatives outlined in Paragraph 1.03 are developed in a manner that is fully aligned with the requirements of the GCF IRMF. When doing so, the Consultant will be supported by the Regional IRMF/GCF Specialist. The Consultant will also collaborate with other members of the CDB Project Teams for these three pipeline initiatives, and work in consultation with the consultant teams that CDB has contracted (or is in the process of contracting) to lead day-to-day design and feasibility work under these three PPFs. The specific tasks to be led by the Consultant with respect to each of these three initiatives include:
 - (i) leading the development of the Theory of Change for each programme/project outlined in Paragraph 1.03 in a manner that is fully aligned with the GCF IRMF³;
 - (ii) ensuring the monitoring and reporting system and Logical Framework for each programme/project outlined in Paragraph 1.03 are robust and aligned with the IRMF, and ensuring the monitoring and reporting system is developed in a manner that will reliably generate the type of data needed to monitor and report on progress in accordance with the IRMF-aligned Logical Framework; and
 - (iii) providing inputs, guidance and support as needed throughout the broader process of designing and developing each programme/project outlined in Paragraph 1.03

²The GCF IRMF is accessible here (see page 110): [GCF Handbook – Decisions, policies and frameworks. As agreed by the Board of the Green Climate Fund from B.01 to B.30.](#)

³For PPF-033, the programme proposal may be at a more advanced stage once the consultant is contract. As such, the consultant may only be required to support appraisal of the Theory of Change and other relevant elements of the programme proposal rather than *lead* the preparation of the Theory of Change.

to ensure each initiative delivers the greatest possible benefits during programme/project implementation in accordance with the IRMF and IRMF-aligned Logical Framework (i.e. maximising adaptation and mitigation impacts and contributions to paradigm shift and sector transformation).

- (b) The Consultant will perform other relevant duties as required by ESU.

Developing and Delivering an IRMF Training for CDB Staff

- (a) The Consultant will organise and deliver training for relevant CDB staff on the GCF IRMF to enhance their understanding of this important GCF policy and strengthen their capacity to adhere to it when designing and developing GCF proposals. The CDB staff to be trained are expected to include: the Project Coordinators for PPF-033, PPF-035 and PPF-047; representatives from the CDB Office of Independent Evaluation, which will contribute to the evaluations of the three initiatives outlined in Paragraph 1.03; and other interested CDB staff, notably those who are working on other CDB-GCF pipeline initiatives (e.g. as Project Coordinators) or are considering initiating other pipeline programmes/projects in the future. The specific tasks to be led by the Consultant include:
- (i) preparing the training materials for the IRMF-focused training;
 - (ii) organising the training event for relevant CDB staff, which is expected to use a hybrid format to enable some CDB staff to participate in-person at CDB Headquarters while allowing others to join remotely;
 - (iii) delivering the training at CDB Headquarters in Barbados;
 - (iv) administering a pre- and post-training survey to gauge the changes in the training participants' understanding of the GCF IRMF;
 - (v) updating the IRMF-focused training materials to account for any relevant feedback from the training participants; and
 - (vi) preparing a report on the training and its results.

4. DELIVERABLES

4.01 The Consultant will be required to deliver the following in a timely manner:

- (a) A monthly Progress Report detailing the actions carried out by the Consultant during the period in question. Each monthly progress report will be submitted to the Climate Change Specialist (nicholas.ross@caribank.org) with copy to the Climate Finance Specialist, ESU (derek.gibbs@caribank.org) on the final working day of each month, and will address:
- (i) the progress achieved, including where/how the Consultant contributed to this progress;
 - (ii) any major issues arising and how they can be resolved; and
 - (iii) the plans for the subsequent monthly reporting period.

- (b) A Final Report (in addition to the last monthly Progress Report) on the overall process of supporting IRMF compliance under PPF-033, PPF-035 and PPF-047, with a particular focus on lessons learned and areas for improvement.
- (c) A Final Report on the IRMF-focused training and the results achieved.

5. QUALIFICATIONS AND EXPERIENCES

5.01 Prospective candidates should have a minimum of the following qualifications:

- (a) A Master's degree in economics, international development or another field that is directly relevant to this assignment and at least eight years of experience working in a similar field, *or* a Bachelor's degree in a similar subject matter with at least twelve years of experience working in a similar field.
- (b) A strong understanding of best practices with regards to results management in the context of international development projects, including for climate change mitigation and/or adaptation projects.
- (c) At least two years of experience working on results management for programmes/projects financed or co-financed by the GCF (at the proposal development stage and/or during programme or project implementation), as well as familiarity with the new GCF IRMF.
- (d) Experience working on international development projects in at least two of the following technical areas: greening the financial services sector; MSME support/development; greening the tourism sector; water sector governance; water sector infrastructure/engineering; distributed renewable energy, energy efficiency and distributed energy resources; and electric utility operations/management.
- (e) Excellent communication skills in English (written and oral) and ability to interact with all relevant people at all levels.
- (f) Experience working in/with Caribbean countries will be a particular asset.
- (g) Knowledge of other GCF policies (i.e. beyond the IRMF) will be a particular asset.

6. DURATION

6.01 The Consultant will be recruited on a full-time basis to work remotely (home-based) for a duration of 12 months.