

**CONSULTANCY SERVICES FOR A PROJECT PREPARATION SPECIALIST TO SUPPORT
THE CARIBBEAN DEVELOPMENT BANK WITH APPROVED GREEN CLIMATE FUND
PROJECT PREPARATION FACILITY GRANTS**

DRAFT TERMS OF REFERENCE

1. BACKGROUND

1.01 The Green Climate Fund (GCF) was established in 2011 and is an operating entity of the Financial Mechanism of the United Nations Framework Convention on Climate Change (UNFCCC). It aims to make an ambitious contribution to attaining the mitigation and adaptation goals of the international community. The GCF plays a crucial role in supporting the implementation of the Paris Agreement. It does this by channeling climate finance to developing countries, which have joined other nations in committing to climate action. 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 its 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, two pillars of which are to mobilise concessional resources and to build technical capacity to support BMCs' climate ambitions and work programmes.

1.03 As part of its GCF-related support, CDB is assisting numerous eligible BMCs¹ to develop and deliver GCF programmes and projects. In this context, CDB secured GCF approval of Project Preparation Facility (PPF) grants to support the development of the following initiatives: (a) the *Climate Resilience of the Water Sector in The Bahamas* project (PPF-035); and (b) the *Scaling up the Deployment of Integrated Utility Services to Support Energy Sector Transformation in the Caribbean* programme (PPF-047). CDB is now commencing implementation of these two PPFs.

2. OBJECTIVE OF CONSULTANCY

2.01 The objective of the consultancy is to assist CDB's Economic Infrastructure Division (EID) and the Sustainable Energy Unit (SEU) to develop the two initiatives referenced in Paragraph 1.03 using the approved PPF grants.

3. SCOPE OF SERVICES

3.01 The Consultant will assist the relevant EID staff to fulfil the CDB Project Coordinator role for PPF-035, and the relevant SEU staff to fulfil the CDB Project Coordinator role for PPF-047. The duties of the Consultant will therefore include but not be limited to:

- (a) Supporting EID and SEU to manage the contracts between CDB and the firms that have been selected to execute the PPF activities (hereafter "the selected firms"), including reviewing requests for disbursements to ensure compliance with stipulations outlined in the contract, supporting CDB administrative staff to process invoices from the selected firms, and ensuring the selected firms are implementing PPF activities in a timely and efficient manner in accordance with the agreed work plan.

¹ Overseas Territories are not signatories to the UNFCCC and therefore cannot directly access/utilise GCF resources.

- (b) Providing direct assistance to the selected firms, including by supporting them to collaborate with the participating national stakeholders to organise meetings/consultations and identify and access relevant documents and data.
- (c) Assisting EID and SEU to provide timely inputs and guidance to the selected firms on technical aspects of the design and development processes for the *Climate Resilience of the Water Sector in The Bahamas* project and the *Scaling up the Deployment of Integrated Utility Services to Support Energy Sector Transformation in the Caribbean* programme.
- (d) Providing direct inputs to quality assurance reviews of the selected firms' outputs/deliverables, and coordinating inputs for such reviews from the relevant staff from EID, SEU, Environmental Sustainability Unit (ESU) and Social Sector Division, among others.
- (e) Maintaining regular communication with/between the selected firms, national stakeholders and CDB staff with a view to ensuring timely and efficient implementation of PPF activities.
- (f) Coordinating the preparation and review of the interim/progress reports, financial reports and completion reports as required by the Donor (United Nations Office for Project Services [UNOPS]/GCF) in collaboration with the relevant ESU staff (as "GCF Lead" for these two PPFs).
- (g) Performing other duties as required by the EID and SEU.

4. DELIVERABLES

4.01 The Consultant will be directly responsible for producing the following deliverables:

- (a) Monthly activity reports detailing the actions carried out throughout the period in question. Each monthly activity report will be submitted to the Operations Officer (Civil Engineer), EID (Andrea.Gill@caribank.org) and the Sustainable Energy Specialist, SEU (Leighton.Waterman@caribank.org) on the final working day of each month, and will address the following aspects:
 - (i) the progress achieved with respect to PPF-035 and PPF-047, including where/how the Consultant contributed to this progress;
 - (ii) any major issues or challenges with respect to PPF-035 and PPF-047 that should be brought to the attention of key CDB staff;
 - (iii) the plans with respect to PPF-035 and PPF-047 for the subsequent monthly period; and
 - (iv) any other support provided by the Consultant to EID and SEU.

4.02 The Consultant will also contribute to the following deliverables and work with project-recruited consultants, national counterparts and CDB staff to ensure they are completely in a timely manner and in accordance with the highest possible quality standards.

- (a) Interim/Progress Reports on the use of Grant Funds for the PPF-035 and PPF-047 (using the UNOPS/GCF template).
- (b) Audited financial reports (including audited financial statements) on the use of grant funds for PPF-035 and PPF-047, which are to be completed and submitted to UNOPS within three months of the implementation end dates of these projects.
- (c) Completion reports for PPF-035 and PPF-047 (using the UNOPS/GCF template), which are to be completed and submitted to UNOPS within three months of the implementation end dates of these projects.

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 five years of experience working in a similar field, or a Bachelor's degree in a similar subject matter with at least eight years of experience working in a similar field.
- (b) At least three years of experience working on international development projects that are directly relevant to this assignment (e.g. support for water and/or energy sector development) for international development partners (e.g. Multilateral Development Banks, United Nations entities, bilateral development partners) or government agencies.
- (c) Excellent communication skills in English (written and oral) and ability to interact with all relevant people at all levels.
- (d) Knowledge of the GCF will be a particular asset.

6. DURATION

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