

# **REGIONAL DISASTER VULNERABILITY REDUCTION PROJECT**

## **Terms of Reference (ToR)**

### **For**

### **The Development of a Climate Change Policy, Strategy and Implementation Plan**

**Reference # SVGRDVRP – C – QCBS – 15**

#### **1. Background**

The Government of Saint Vincent and the Grenadines (GoSVG) is part of an Organisation of Eastern Caribbean States (OECS) Regional Disaster Vulnerability Reduction Project (RDVRP), which aims to reduce its vulnerability to natural hazards and climate change. The regional project is financed through grants and credits received from the World Bank and the Climate Investment Fund's Pilot Program for Climate Resilience.

Under component 2 of this programme, titled "Regional Platforms for Hazard and Risk Evaluation and Applications for Improved Decision Making", the GoSVG has identified a number of priority investments, one of which is to strengthen institutions to encourage adaptation to climate change and disaster risk reduction.

Saint Vincent and the Grenadines (SVG) lacks a comprehensive policy, strategy and implementation plan that would necessarily be required to guide national actions and efforts to reduce the negative effects of climate change. Accordingly, it is being proposed that a suitable policy, strategy and implementation plan be developed to provide Saint Vincent and the Grenadines with an enabling environment to address climate change to promote and enhance sustainable development, consistent with the SVG National Economic and Social Development Plan.

#### **2. Objective**

The objective of the proposed Consultancy is to provide technical support to the Ministry of Economic Planning, Sustainable Development, Industry, Information and Labour (the Client) to mainstream climate change resilience into development planning in SVG.

#### **3. Duration**

It is expected that the consultancy will last a period of twelve (12) months to produce the deliverables listed in section 7.

#### **4. General Requirements**

The Client will be contractually responsible for the Consultant's assignment, however the Consultant will work closely with Sustainable Development unit to To develop a national climate change policy, strategy and implementation plan in support of mainstreaming climate

change resilience into development planning. Additionally The project will also provide a monitoring plan with regard to the success or failure of this mainstreaming activity..

The services shall be carried out in accordance with generally accepted standards of professional practice, to develop a policy, strategy, national implementation plan and a monitoring plan.

The Consultant's scope of work is understood to cover all activities necessary to accomplish the stated objectives of these services while adhering to the aforementioned principles and practices, whether or not a specific activity is cited in these ToR.

The initial proposal and inception report should describe by which methods data and information will be collected and analysed, specifying where relevant, which methods will apply to the identification and assessment of medium and long term risks, administrative and institutional constraints, opportunities and impacts, and which ones apply to the assessment of adaptation and mitigation options. The choice of methodological tools should be coherent with the scale of the analysis, the experience of the expert team and the resources available for the study.

The involvement of stakeholders in the study is a key success factor, hence, the necessity to develop a stakeholder engagement strategy as well. Particular attention should be paid to identifying and involving typically less represented groups and ensuring that the consultative efforts with all groups commences from the beginning and is continuous through to project completion.

## **5. Tasks**

The policy, strategy and implementation plan are suggested to be developed through five (5) tasks as follows:

### **Task 1a: Desk review of existing policies and plans for national and sectoral development (in the context of climate change impacts) including but not limited to Energy, Agriculture, Forestry, Fisheries, Transport, Tourism, Housing, Maritime, Health, Waste, and Water**

The Consultant will be responsible for undertaking the following activities:

- Reviewing the existing ToR and recommending potential refinements where necessary. This activity will provide both Client and Consultant with an agreed platform of understanding and expectation on the development and successful conclusion of the consultancy.
- The Consultant will meet with stakeholders, review existing related national documents and policies (See *Appendix A* for some of the existing policies and plans), and gather data as required. This exercise is aimed at examining the existing policy framework, including

national communications to the UNFCCC<sup>1</sup>, the recently submitted INDC<sup>2</sup>, country development goals and its enabling environment for actions to address climate change. It will identify gaps and conflicts; inform the policy structure and strategic approach, highlighting any cross-sectoral linkages, which may be advantageous and proposals for improvement in line with country goals. Specifically it will involve:

- i. Review of existing policies and plans, including at the sectoral level, to identify those elements that will impact or influence climate change mitigation and adaptation with a view to identifying nexuses, conflicts, gaps .
- ii. Provide a report for client review including proposals for improvement considering country goals and targets in the various sectors

**Task1b: Examine the international and regional policy context for actions and policy development**

This activity will analyze the international climate change policy framework, including the state of on-going negotiations, commitments and their impacts and relevance on national obligations of SVG, and regional policies and plans relevant to climate change. The outputs of this activity will provide the wider policy context and guiding principles for the development of the national policy.

Specifically it will involve:

- Review of decisions taken at the international level under the UNFCCC, other related conventions – including the Sendai Framework – and the Sustainable Development Goals (SDGs), as well as the evolving international and regional policy regime.
- Based on the review above, analyze and determine the financial, and capacity building implications for SVG , including but not limited to, identifying gaps and recommendations for filling same.

The Consultant will provide an inception/data gathering report following the general contents of which are contained in *Appendix B*.

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<sup>1</sup> United Nations Framework Convention on Climate Change

<sup>2</sup> Intended Nationally Determined Contribution

**Task 2a: Develop a draft policy document**

Based on previous tasks above, the Consultant will develop a draft national climate change policy document in support of mainstreaming climate change resilience into national development planning. This should be a consultative process from start to end. The draft climate change policy document (or all draft documents) will be used as the basis for consultations with relevant stakeholders. The draft policy will be subjected to country-wide stakeholder consultations and will be adjusted based on inputs and comments received. Specifically it will involve facilitating at least three (3) workshops with relevant stakeholders identified in consultation with the GoSVG to further refine the draft with specific performance indicators - the format(s) of the workshops will be determined in consultation with the GoSVG.

**Task 2b: Develop a draft policy document**

The Consultant will present the draft policy document to the Cabinet<sup>3</sup> for comments and approval.

**Task 3: Finalise and submit policy document**

This will involve the incorporation of stakeholder and Cabinet's comments emerging from the consultations and finalization of the climate change policy.

**Task 4: Develop a draft strategy and implementation plan**

Based on previous tasks above, the Consultant will develop draft strategy and implementation plan, which must include a monitoring and evaluation plan, in support of mainstreaming climate change resilience into national development planning. This should be a consultative process from start to end. The draft climate change policy document (or all draft documents) will be used as the basis for consultations with relevant stakeholders. The draft policy will be subjected to country-wide stakeholder consultations and will be adjusted based on inputs and comments received. Specifically it will involve facilitating at least three (3) workshops with relevant stakeholders identified in consultation with the GoSVG to further refine the draft with specific performance indicators - the format(s) of the workshops will be determined in consultation with the GoSVG. The development of the draft strategy and implementation plan will include, but not be limited to:

- Review current and planned fiscal regimes, market-based mechanisms, voluntary schemes, polluter pays principle, environmental labeling, industry-government agreements, etc., to identify opportunities and needs for the use of such and other measures to encourage/promote the integration of climate resilience into development processes.

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<sup>3</sup> Executive branch of the GoSVG

- Recommend financial incentives to encourage/promote the increased and active participation of the private sector, community-based organizations and civil society in initiatives and programmes for building resilience to climate change.
- Make recommendations on institutional structures and capacity building that would assist in the mainstreaming of climate change considerations in policy and program development.
- Develop a monitoring and evaluation plan, which must include performance indicators for the considered policy interventions, strategy and implementation plan from a program perspective, i.e. with regard to their effectiveness in ensuring that climate change adaptation and mitigation strategies were considered in the implementation of sectoral programs and the resulting positive or negative effect on GHG<sup>4</sup> emissions and environmental impacts.

#### **Task 5: Finalise and submit strategy and implementation plan**

This will involve the incorporation of stakeholder comments emerging from the consultations and finalization of the climate change policy.

## **6. Input**

### **The Client**

- a) The Client shall provide liaison with other ministries, departments, and authorities, etc. in order to introduce the Consultant. The Consultant however shall be fully responsible for collecting data, information;, , all documentation that might be necessary, applicable and available for the execution of the work required under these ToR;
- b) The Client may assign staff to the Consultant for training in the various aspects of the work;
- c) The Client will assist the Consultant in obtaining visas, work permits, driving licenses, car registration, etc. and any other formalities found necessary for the Consultant's personnel entering or leaving SVG for the purpose of carrying out the services.

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<sup>4</sup> Greenhouse gas.

## **The Consultant**

The services of the Consultant will be required to undertake the various activities outlined at Sections 5 and 6 of the ToR. The Consultant will provide the manpower, equipment and software required to carry out the assignment and be responsible for obtaining all additional information for the execution of the services necessary for the Project.

## **7. Deliverables**

The deliverables include the following:

- **Task 1a and 1b – Inception/data gathering report**, four (4) weeks after contract signature. The Consultant will provide an Inception/data gathering Report with the contents as outlined in *Appendix B*. The Client will review and comment on the report within two (2) weeks of receipt of the report.
- **Task 2a – Draft policy document**, six (6) weeks after approval of the Inception/data gathering Report.. The Client will review and comment on the report within two (2) weeks of receipt.
- **Task 2b – Final draft policy document** four (4) weeks after Cabinet approval of the draft policy document.
- **Task 3 – Submission of policy document** two (2) weeks after approval of final draft. The Client will review and provide approval within two (2) weeks of receipt.
- **Task 4 – Draft Strategy and Implementation Plan** four (4) weeks after approval of the policy. The Client will review and comment on the draft documents within two (2) weeks of receipt.
- **Task 5 – Submission of Strategy and Implementation Plan** two (2) weeks after approval of final draft. The Client will review and approval within two (2) weeks of receipt.

## **8. Qualifications and Experience**

Firms should be familiar with international environmental conventions and agreements (e.g. UNFCCC):

1. Should demonstrate the successful completion of two (2) similar assignments;
2. Should have at least ten (10) years' experience in developing climate change policy, strategy and implementation plans; and,
3. Should have worked in SIDS<sup>5</sup>.

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<sup>5</sup> Small Island Developing States

<b>Position</b>	<b>Qualification</b>	<b>Specific Experience</b>
Team Leader	Post graduate degree in environmental or natural resource management, or related field	At least ten (10) years' experience in policy analysis and development, preferably environmental, and more specifically climate change-related. Broad knowledge and understanding of the following in the context of climate change: (i) forestry and agriculture practices; (ii) water resource management; (iii) transportation sector; (iv) disaster risk reduction; (v) waste management; and, track record of involvement in similar exercises using participatory and consultative processes.
Expert 1	Post graduate degree in environmental or natural resource management, or related field	At least five (5) years' experience in policy analysis and development, preferably environmental, and more specifically climate change-related. Broad knowledge and understanding of the following in the context of climate change: (i) coastal zone processes; (ii) marine parks; (iii) fisheries; (iv) tourism development.
Expert 2	Post graduate degree in economics and financial management or related field.	At least five (5) years' experience in finance and environmental accounting, and development of financial incentives in climate change context.

## **APPENDIX A**

The plans and policies below are a sample of those expected to be reviewed by the Consultant. The Consultant is expected to solicit from the various ministries / divisions / departments / authorities (e.g. Energy; Agriculture, Forestry and Fisheries; Transport; Tourism; Housing; Physical Planning; Maritime; Health; Sustainable Development; Waste; Water) additional information.

- National Economic and Social Development Plan 2013 – 2025
- OECS Climate Change Policy Statement
- Draft National Ocean Governance Policy
- National Physical Development Plan: Preliminary Methodological Framework Report
- Draft Water Safety Plan for Saint Vincent and the Grenadines
- Building Regulations and Building Guidelines
- National Energy Policy
- National Energy Action Plan
- Saint Vincent and the Grenadines Initial National Communication on Climate Change
- Saint Vincent and the Grenadines Second National Communication on Climate Change
- Saint Vincent and the Grenadines Intended Nationally Determined Contribution 2015

## **APPENDIX B**

### Inception/Data gathering Report Template

The Consultant is free to format the inception report to his normal presentation, but the report shall contain the following minimum content:

- Executive Summary
- Project Introduction
- Background and Description of various project elements
- Understanding of project objectives
- Contract signing and Project commencement
- Team mobilization and Project activities to date
- Data collection and Proposed methodologies
- Data gaps
- Assumptions, Risks and Mitigation Strategies for data gaps
- Comments on ToR
- Policy criteria
- Proposed Task Report formats
- Project Organisation / Lines of communication
- Project scheduling
- Appendices; e.g. Inception meeting minutes, Organisation chart, Copy of ToR, etc.