

## TERMS OF REFERENCE

### FEASIBILITY ASSESSMENT OF A COMMUNITY CLIMATE CHANGE ADAPTATION FUND (CCCAF) MECHANISM FOR GRENADA

#### **Background:**

The Programme on Integrated Climate Change Adaptation Strategies (ICCAS) is being co-implemented by the United Nations Development Programme (UNDP) and the German Development Cooperation (GIZ) through the Environment Division of the Ministry of Education, Human Resource Development and the Environment (MOEHRE) in Grenada. Funding for this project is provided by the German Federal Ministry of the Environment, Nature Conservation, Building and Nuclear Safety (BMUB), International Climate Initiative (IKI).

The overarching objective of the ICCAS Programme is to increase resilience of vulnerable communities and ecosystems to climate change risks in Grenada through integrated adaptation approaches. The Programme targets government, including its sectorial agencies, and communities already being impacted by climate change. These sectors and communities suffer from droughts and other extreme events associated with climate change. Communities will also benefit from improved services associated with stronger national institutions and service providers.

Under the UNDP-supported components of ICCAS a Community Climate Change Adaptation Fund (CCCAF) has been operationalized in order to strengthen adaptive capacities through community-based initiatives; and share knowledge and experiences from the Programme to improve understanding and awareness of Climate Change risks and adaptation measures. The community-based adaptation initiatives are being implemented through a small-grants mechanism oriented to projects principally related to agriculture and land use, fisheries and marine resources, coastal protection and water resources management. Currently 27 community projects are being implemented by the fund throughout Grenada, Carriacou and Petite Martinique by UNDP ICCAS. Through a full range of community engagement and outreach the CCCAF was established. The Grenada National Climate Change Committee (NCCC) reviewed and approved projects and a Community Liaison Network was created straddling every agricultural extension district to ensure adequate field and procurement support for community projects. The aim of the fund is to finance projects and programmes to help communities adapt to the negative effects of extreme weather and climate change through implementation of concrete community-based adaptation activities and incentives. The implementation of the CCCAF is scheduled to be completed by end of 2017

Currently, apart from CCCAF there are a number of other small-grants mechanisms or environmental-oriented funding mechanisms operating in the country, such as, the GEF SGP – Small Grants Programme, The Japan Caribbean Climate Change Project (JCCCP) small grants and others are being developed, such as, the National Trust Fund which is a component of the Caribbean Biodiversity Fund driven by the Caribbean Challenge Initiative (CCI).

## **Objective of the Consultancy**

The consultant is required to produce a feasibility study that serves as a knowledge base for a concept regarding the institutionalization of the Community Climate Change Adaptation Fund (CCCAF) in the longer term. To achieve this objectives the consultant will work with the UNDP, GIZ, the Environmental Division, other government agencies including Finance, Agriculture, the National Climate Change Committee (NCCC) and consult existing small-grants type of funding mechanisms active in Grenada along with referencing examples of climate funds within the Caribbean region for lessons learnt and replication.

The study will evaluate key institutional issues, capacities and conditions influencing the feasibility of institutionalizing the CCCAF, including an assessment of potential funding sources.

The study should also identify the individuals or institutions within the government who could serve as key proponents including potential donor agencies and noting financial issues (e.g. funding needs, fund revenue projections) and other analytical work.

## **Scope of Works:**

The overall goal of the consultancy is to explore the feasibility of the institutionalization of the CCCAF in Grenada, and to recommend a *follow-up strategy* for implementation, including recommendations regarding design options (e.g . possible management agencies, financial structure, entities that could receive proceeds, conservation strategies for programming of fund proceeds, monitoring and quality assurance mechanisms, etc.).

## **Tasks:**

### **1. Review relevant plans, programs, and studies**

- Review the procedures and mechanisms, including those for monitoring and evaluation, used for the ICCAS CCCAF and derive lessons learnt towards the establishment of a sustainable community climate change adaptation funding mechanism to continue channeling small grants to communities for adaptation and enhanced resilience.
- Review the following National Documents: National Environmental Action Plan (NEAP), National Biodiversity Strategy and Action Plan (NBSAPs), Public Sector Investment Program (PSIP), National Trust Fund policy, legislation and organisational structure, conservation finance plans / studies, and any other plans, programs and studies of particular relevance to the CCCAF mechanism.
- Assess national conservation funding strategies, sources and needs.
- Assess potential contributions of a CCCAF towards achieving major goals in existing national plans, programs and the Sustainable Development Goals.

### **2. Stakeholder consultation**

- Organize one-on-one interviews, workshops and group discussions with diverse stakeholder groups in host country (government agencies, NGOs, local and indigenous communities, commercial private sector, financial institutes, academia, etc.) to solicit their views on general support for a continued CCCAF type funding mechanism and specific establishment and design issues, such as:

- Overall purpose of a CCCAF and its role in the national context (e.g. relation to national plans and strategies);
- Focus of CCCAF grant-making program – purpose, objectives, eligibility issues, types of projects to be funded, potential recipients, inclusion of other funding modalities, etc.
- Financial needs of the Fund – What current environmental funding levels that exist, total additional annual funding needed, breakdown of endowment, sinking, revolving funds recommended, offshore investments of assets, etc.;
- Legal structure issues;
- Governance issues (e.g. structure and composition of governing body), and Other relevant issues;
- Assess current and probable levels of commitment by various stakeholders to participate actively and transparently in the CCCAF development process, including provision of time, expertise, potential projects, etc.
- Conduct assessment of host government capacity to absorb and support in the longer term a CCCAF type mechanism;
- Provide a preliminary indication of the government’s interest in a CCCAF and capacity to participate and support, both administrative and technical capacity;
- Summarize government concerns and conditions;
- Conduct research through interviews with relevant government officials (Ministry of Finance, Ministry of Agriculture, Environment Unit, National Climate Change Committee etc.);
- Identify possible 2 or 3 possible “homes” where the CCCAF could be “nestled” as its own Department, Unit or Division (e.g. within Min of Finance, Within Min of Education) or within an existing financial institution or organisation .i.e. Grenada Development Bank (GDB) and conduct a gap analysis for these locations with regard to the existing relevant experience, governance framework, financial management etc. of these the possible institutions and identify priority measures (i.e. training, technical assistance) to close the gaps and to advance the set-up process for a CCCAF.
- Develop a timeline and budget for the implementation steps necessary for the possible 2 “homes” of the CCCAF.
- Conduct research through interviews with relevant NGOs, donor organizations and other small grant funding organizations (e.g. JCCCP, GEF SGP, GIZ, National Trust Fund, TNC, MAREP, BNTF)

### 3. Funding and financial modalities of a CCCAF

- Conduct assessment of potential support by external donors and development financing institutions (bilateral, multilateral, regional, private foundations, individuals, etc.), including likelihood of financial contributions to a CCCAF, as well as views on overall CCCAF purpose and specific design issues (Research will be conducted through interviews with select donors).
- Examine the potential for short- and long-term *national* contributions to the community fund (e.g., allocations of annual government appropriations, tourism/environmental-

based taxes, etc.). Research will be conducted through interviews with select government officials and others.

4. Community fund design and follow-up strategy for implementation

- On the basis of the research conducted above, analyze and recommend key design options for a CCCFM, and recommend specific next steps for a follow-up implementation strategy if a CCCAF is determined feasible.

**Deliverables:**

1. Feasibility report and draft ToR for creating a fund. A preliminary report capturing all of the task points outlined above will be submitted to the Environmental Unit via UNDP ICCAS for comments and discussion prior to the finalization of the report for submission by the contractor. A final report will be submitted in written and electronic form.
2. Contact list. A list of key contacts will be attached to the final report.
3. Briefings. Concluding briefings will be provided to summarize preliminary results for contractor and other interested stakeholders.
4. Document the processes of the current CCCAF: Document the processes and materials used in setting and implementing the current CCCAF conducted by the UNDP ICCAS.

**Required Skills and Experience**

- MSc degree in economics, business, finances, environmental economics, management, planning or similar.
- Experience with assessment or setting of conservation, environmental or small grants types of funds will be an asset.
- Minimum of 5 years professional experience in fund management or setup.
- Ability to transfer analytical results into simple and workable solutions.
- Excellent conceptual and analytical skills.
- Excellent written and verbal communication skills. Fluency in English is a requirement..
- Excellent time management skills, with an ability to deliver high-quality outputs on time.
- Very good computer skills.

**Timetable:**

The project will be implemented during the period April to August 2017. An inception report will be due on April 15<sup>th</sup> 2017, a preliminary report will be due on July 15<sup>th</sup> and a final report will be due on August 24<sup>th</sup>, 2017. The level of effort will require a total of 30-40 consultant days.

**Requirements for submission of applications:**

- a) All interested and qualified candidates should submit applications (TECHNICAL AND FINANCIAL PROPOSALS SEPARATELY but within the same email) by April 12<sup>th</sup>, 2017, 2359 Hrs (Grenada Time) to [applytoiccas@undp.org](mailto:applytoiccas@undp.org) . ICCAS CCCAF must be in the subject line.
- b) The detailed financial offer must include lump sum offer with clear cost breakdown (international travel, consultancy fee and DSA)

**The UNDP ICCAS will only accept applications submitted on-line.**

**Evaluation of proposals:**

The technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR) based on the below evaluation criteria.

**Evaluation criteria:**

The price proposal of all consultants, who have attained minimum 70 % of the total score (i.e. 70 points) in the technical evaluation, will be compared. **The contract will be awarded to the individual offering the lowest financial technically responsive offer.**

| Sample: Technical Proposal Evaluation Form |   | Points obtainable    | Name of Consultant |        |        |
|--|---|----------------------|--------------------|--------|--------|
|  |   |                      | Name 1             | Name 2 | Name 3 |
|  | <b>Administrative Compliance:</b>   |                      |                    |        |        |
|  | Was submission made within the established timeframe and outlined method of delivery as stated in published TOR?  | Y / N                |                    |        |        |
|  | Does the submission comprised of all required documents as stated in published TOR (Technical Proposal, CV and Financial Proposal)?   | Y / N                |                    |        |        |
| 1.   | <b>Experience and Qualifications of consultant:</b>   | <b>Max 30 points</b> |                    |        |        |
| Sub criteria                               | 1.1 <u>Experience in international projects of comparable size, complexity and technical specialty</u><br><ul style="list-style-type: none"> <li>• Less than two projects – (02 points)</li> <li>• Two to three projects – (03 points)</li> <li>• Five to ten projects - (05 points)</li> </ul> | 10                   |                    |        |        |
|  | 1.2 <u>Experience in developing countries (esp. the country and region) under comparable conditions</u><br><ul style="list-style-type: none"> <li>• From 1 to 2 countries (02 points)</li> <li>• From 3 to 5 countries (03 points)</li> </ul>   | 10                   |                    |        |        |

|              |  |                           |  |  |  |
|--------------|--|---------------------------|--|--|--|
|              | <ul style="list-style-type: none"> <li>6 and above countries (05 points)</li> </ul>  |                           |  |  |  |
|              | <p>1.3 <u>Experience in managing as well as developing environment or climate change adaptation fund.</u></p> <ul style="list-style-type: none"> <li>From 1 to 2 yrs (5 points)</li> <li>From 3 to 5 yrs (10 points)</li> <li>More than 6 yrs (20 points)</li> </ul> | 10                        |  |  |  |
| 2.           | <b>Technical Proposal:</b>   | <b>Max 50 points</b>      |  |  |  |
| Sub criteria | 2.1 Are the important aspects of the objectives (strategic understanding, focus on climate change adaptation fund, evaluation criteria) visible in the Technical Proposal submitted?   | 20                        |  |  |  |
|              | 2.2 Are the details of the scope of work (all operational aspects mentioned in TOR) sufficiently visible through the Technical Proposal submitted?   | 20                        |  |  |  |
|              | 2.3 Is the presentation of the Technical Proposal clear, consistent and establishes a logical framework for implementation?  | 10                        |  |  |  |
|              | Sub total  | 50                        |  |  |  |
| 3.           | <b>Financial Proposal</b>  | <b>Max 20 points</b>      |  |  |  |
|              |  |                           |  |  |  |
|              |  | <b>Overall 100 points</b> |  |  |  |
|              | <b>Financial offer (lump sum)</b>  |                           |  |  |  |

Note: Please note that only short-listed candidates will be notified. Qualified female candidates are strongly encouraged to apply.

1. For further information on key and specific deliverables of this positions, please visit the following link: <http://www.gov.gd/vacancies.html> or [www.bb.undp.org](http://www.bb.undp.org) or request full TOR by emailing [applytoiccas@undp.org](mailto:applytoiccas@undp.org). All applications should be submitted no later than April 14<sup>th</sup> 2017. Only suitable applicants will be contacted.

