**PROJECT APPRAISAL CONSULTANCY**

**ENVIRONMENTAL ANALYST**

**EPA AND CSME STANDBY FACILITY FOR CAPACITY BUILDING**

**TERMS OF REFERENCE**

1. **BACKGROUND**
2. The Caribbean Development Bank (CDB or “the Bank”) and the European Union (EU) entered into a Contribution Agreement for the administration of the Caribbean Community (CARICOM) Single Market and Economy (CSME) and the CARIFORUM- EU Economic Partnership Agreement (EPA) Standby Facility for Capacity Building. The 11th European Development Fund (EDF) will finance the Facility which runs from November 2019 to March 2024. The objective of the Facility is the effective implementation of the EPA and CSME at the national level. The resources of the Facility are to be used to build the capacity of national administrations/agencies involved in EPA and CSME implementation.
3. In view of the variety of needs in the different Member States, the nature of the capacity building measures themselves, is broadly defined and includes technical assistance (i.e. the provision of know-how in the form of personnel, training, research and associated costs) and supplies.
4. Countries were invited to submit projects for funding that were within the broad themes related to implementation of the CSME, EPA and Sanitary and phytosanitary (SPS) measures at the national levels. Eligible beneficiaries submitted proposals, which were channelled through either CDB’s Official Country Channels and/or National Authorising Officers (NAOs), in each CARIFORUM member state.
5. Allocations per country will cut across both the CSME and EPA (including SPS components). Applicants were selected via a request for applications process and demonstrated that requested resources and the specific items were associated with the implementation of concrete EPA and/or CSME activities, leading to measurable results.

1.04 CDB’s administrative responsibilities for each Facility are as follows:

(a) evaluation and selection of applications via a request for proposals process;

(b) appraising and recommending projects, as relevant, to the Steering Committee for its review and approval;

(c) establishing grant agreements between CDB and grant recipients for projects approved by the Steering Committee; and

(d) supervising and reporting on the implementation of approved grants.

1. **OBJECTIVE**
   1. The objective of this assignment is to provide environmental analysis in the appraisal of grant financing proposals submitted to the EU Standby Facility in accordance with established CDB guidelines.
2. **SCOPE OF SERVICES**
3. The scope of services is understood to cover all the activities necessary to accomplish the stated objective, whether or not a specific activity is cited in these terms of reference. The consultant is expected to work closely with the Standby Facility Project Manager, the lead Appraisal Consultant and other members of the CDB team to prepare assigned project appraisal documents for financing under the EU Standby Facility. The main tasks are as follows:
4. Prior to appraisal mission, review background documents and liaise with the relevant CDB personnel on the objectives of the Standby Facility; and review criteria which will be used to appraise applications and approve grants from the resources of the Facility.
5. The consultant will participate in meetings convened by Standby Facility Project Manager and/or the lead Appraisal Consultant.
6. Participate in virtual appraisal missions to assess and obtain the information required.
7. Assess the potential environmental risks and impacts (direct and indirect, short term and long-term) of the proposed EDF projects, including opportunities to strengthen environmental benefits to promote environmentally sound and sustainable practices and interventions.
8. Identify opportunities to integrate climate change mitigation and adaptation into the proposed projects and to strengthen adaptive capacity of project implementing agencies/ministries.
9. In carrying out the environmental assessment, consult with representatives of relevant public and private sector agencies/ministries, with a view obtain information to be used in the preparation and appraisal of the Project. The consultation will also discuss opportunities to enhance environmental benefits, climate change mitigation and adaptation measures and to identify institutional strengthening capacity building technical assistance.
10. Prepare a brief report on consultations including participants, information shared and feedback received.
11. Provide the technical input for the Appraisal Report which should include:

(i) an environmental analysis clearly identifying potential risks, impacts and opportunities;

(ii) recommend mitigation measures to address the impact identified;

(iv) describe any technical assistance or capacity building activities to be funded by CDB through the Standby Facility. This should also include Terms of Reference for the planned technical assistance interventions where relevant;

(v) provide an analysis of the environmental benefits of the project; and

(viii) provide relevant inputs to the Design and Monitoring matrix;

1. Participate in project appraisal report review meetings as determined by CDB. The meetings will be conducted via telephone or online platform.
2. **DELIVERABLES AND REPORTING REQUIREMENTS**
   1. The Consultant will report to the Coordinator, Regional Cooperation and Integration or his/her designate and will be required to submit electronic copies of the following (in MS Word format) to CDB:
3. Inception Report and proposed work plan within seven (7) days of commencing the assignment.
4. Draft environmental analysis for each project under this assignment, to be submitted ten (10) working days after appraisal mission.
5. Revised environmental analysis for each project, within five (5) working days of receiving CDB’s comments on the first draft.
6. Make appropriate revisions to the environmental analysis based on comments received at review meetings within five (5) days of receipt.
7. **QUALIFICATIONS AND EXPERIENCE**
   1. Prospective Consultant should have a minimum of the following qualifications and experience:

(a) **A** Master’s degree in the Environmental Sciences or Environment and Natural Resources Management or related areas.

1. A minimum of eight years’ experience undertaking environmental assessments, and mainstreaming environmental considerations into sector policies and strategies ,and operations in CARIFORUM countries.
2. Sound knowledge of environmental management and climate change issues in CARIFORUM Countries.
3. Experience working with national governments, regional and international organisations on environment and trade related matters will be an asset.
4. **DURATION**

6.01 Assignment should be completed within 60 working days with five appraisal assignments completed.