

**CONSULTANCY SERVICES FOR A PRIVATE SECTOR TECHNICAL SPECIALIST TO
SUPPORT THE CARIBBEAN DEVELOPMENT BANK PRIVATE SECTOR DIVISION WITH
APPROVED GREEN CLIMATE FUND PROJECTS**

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. With over 150 projects approved as at January 31, 2021, and over USD9 billion (bn) in new pledges following a successful replenishment in late 2019, the GCF is the world’s largest fund dedicated to the fight against climate change.

1.02 There are several important funding windows through which the GCF delivers support to developing countries. One is the GCF Readiness and Preparatory Support Programme (“Readiness Programme”), through which the GCF Secretariat aims to enhance country ownership and access to GCF resources, including by strengthening institutional capacities of National Designated Authorities (NDAs). The Readiness Programme also assists countries with the accreditation of (national & regional) Direct Access Entities, adaptation planning, the development of strategic frameworks and efforts to building a robust pipeline of programme/project ideas for GCF financing. Another important funding window is the GCF Project Preparation Facility (PPF), through which the GCF Secretariat provides grant financing to Accredited Entities to develop high-quality Concept Notes into Funding Proposals that can be reviewed/approved by the GCF Board.

1.03 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 to build technical capacity to support BMCs’ climate ambitions and work programmes.

1.04 As part of its GCF-related support, CDB is assisting numerous eligible BMCs¹ to develop and deliver GCF programmes and projects, including Readiness Projects and PPFs. In this context, CDB recently secured GCF approval of the following initiatives that focus on mobilizing and unlocking private sector investment in climate change adaptation and mitigation: (i) a Readiness Project in Belize geared toward enhancing private sector engagement in climate action (hereafter “BLZ-RS-004”); (ii) a Readiness Project geared toward strengthening the capacity of the Development Finance Corporation (DFC) of Belize to gain accreditation to the GCF (hereafter “BLZ-RS-005”); and (iii) a PPF grant to support the development of the *Transforming Finance to Unlock Climate Action in the Caribbean* private sector lending programme (hereafter “PPF033”). CDB is now commencing implementation of these three initiatives.

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

2. OBJECTIVE OF CONSULTANCY

2.01 The objective of the consultancy is to assist the CDB Private Sector Division (PSD) to coordinate, manage and supervise the implementation of the three private sector-oriented GCF projects referenced in Paragraph 1.04.

3. SCOPE OF SERVICES

3.01 The Consultant will assist the PSD to fulfil its roles as CDB Project Coordinator and CDB Technical Lead for BLZ-RS-004, BLZ-RS-005 and PPF033. The duties of the Consultant will therefore include but not be limited to:

For BLZ-RS-004 and BLZ-RS-005

- a. Assisting PSD to procure consulting and non-consulting services needed for Readiness Project activities, including by preparing TORs, supporting the procurement process (i.e. preparing REOIs, RFPs, etc.), and supporting the preparation of consultancy contracts in collaboration with the CDB Legal Department and Procurement Unit.
- b. Supporting technical supervision and backstopping for all relevant Readiness Project activities, as well as technical quality assurance for all deliverables produced by consultants through the two Readiness Projects.
- c. Supporting overall coordination and management of the two Readiness Projects, including by preparing and updating implementation work plans and ensuring that funds are allocated/used in an efficient and timely manner in accordance with the approved project budgets.
- d. Supporting the NDAs with the organization of all stakeholder consultations and workshops for which the NDAs and the project coordinators/readiness experts have responsibility, including the disbursement of funding from approved budgets, for such activities.
- e. Documenting and taking necessary action to inform PSD and the Environmental Sustainability Unit (ESU) of any implementation and/or budget issues that may require attention and corrective action.
- f. Maintaining regular communication with the NDAs, relevant project coordinators/readiness experts and any other consultants procured to support Readiness Project implementation to monitor progress, ensure results are achieved, and coordinate the preparation and review of progress reports as required by the DP and the Donor (GCF/UNOPS).
- g. Performing other duties as required by the PSD.

For PPF033

- h. Supporting PSD to manage the contract between CDB and the firm/consortium that is selected to lead the implementation of the PPF activities (hereafter “the selected firm/consortium”), including reviewing requests for disbursements to ensure compliance with stipulations outlined in the contract, supporting CDB administrative staff to process invoices from the selected

firm/consortium, and ensuring the selected firm/consortium is implementing PPF activities in a timely and efficient manner in accordance with the agreed work plan.

- i. Providing direct assistance to the selected firm/consortium, including by supporting them to collaborate with the participating DFIs and NDAs to organize national meetings/consultations and identify & access relevant documents & data.
- j. Coordinating PSD inputs and guidance to the selected firm/consortium on technical private sector-related aspects of the design and development process for the *Transforming Finance to Unlock Climate Action in the Caribbean* programme (hereafter “the Programme”).
- k. Performing quality assurance reviews (with a focus on the private sector elements of the Programme) of the consultants’ outputs/deliverables, and coordinating inputs for such reviews from other PSD staff and ESU staff.
- l. Maintaining regular communication with/between the selected firm/consortium, participating DFIs, NDAs from participating BMCs, and other involved stakeholders, with a view to ensuring timely and efficient implementation of PPF activities.
- m. Coordinating regular (i.e. monthly) progress updates/meetings between the CDB Project Team, the DFIs, NDAs and the selected firm/consortium.
- n. Coordinating the preparation and review of the interim/progress report, financial report and completion report as required by the Donor (UNOPS/GCF) in collaboration to the relevant ESU staff (as “GCF Lead” for this PPF).
- o. Performing other duties as required by the PSD.

4. DELIVERABLES

- a. Interim/Progress Reports on the use of Grant Funds for the BLZ-RS-005 and PPF033 projects (using the UNOPS/GCF template), which are to be completed and submitted to UNOPS by January 7, 2022 and October 5, 2021, respectively.
- b. Audited financial reports (including audited financial statements) on the use of grant funds for the BLZ-RS-004 and PPF033 projects, which are to be completed and submitted to UNOPS within three (3) months of the implementation end dates of these projects.
- c. Completion reports for the BLZ-RS-004 and PPF033 projects (using the UNOPS/GCF template), which are to be completed and submitted to UNOPS within three (3) 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 Business Administration, Management Studies, Finance 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 ten years of experience working in a similar field.

- b. Experience working on international development projects that are directly relevant to this assignment (e.g. support for MSME development and/or the financial services sector) 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 full-time basis to work remotely (home-based) for a duration of 12 months.