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**CARIBBEAN DEVELOPMENT BANK**



**NOTIFICATION OF APPROVAL BY THE PRESIDENT OF A GRANT –  
TECHNICAL ASSISTANCE - STRENGTHENING OF THE NATIONAL INSTITUTIONAL  
MECHANISM FOR CLIMATE CHANGE ADAPTATION IN GUYANA**

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Notified at the Two Hundred and Seventy-Seventh Meeting of  
the Board of Directors on July 20, 2017

Coordinator,  
Environmental Sustainability Unit, (ESU)

Cheryl Dixon

Project Manager,  
ACP-EU-CDB NDRM, ESU

Dr. Yves Robert Personna

**JULY 20, 2017**

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**CARIBBEAN DEVELOPMENT BANK**

**TWO HUNDRED AND SEVENTY-SEVENTH MEETING OF THE BOARD OF DIRECTORS**

**TO BE HELD IN BARBADOS**

**JULY 20, 2017**

**PAPER BD 86/17**

**NOTIFICATION OF APPROVAL BY THE PRESIDENT OF A GRANT –  
TECHNICAL ASSISTANCE - STRENGTHENING OF THE NATIONAL INSTITUTIONAL  
MECHANISM FOR CLIMATE CHANGE ADAPTATION IN GUYANA**

In accordance with the authority delegated by the Board of Directors at its One Hundred and Eighty Fifth Meeting (Minute 185.09), the President approved a grant to the Government of the Cooperative Republic of Guyana (GOGY) in an amount not exceeding the equivalent of one hundred and forty-three thousand, eight hundred and ninety-four euros (EUR143,894) from the Special Funds Resources of the Caribbean Development Bank (CDB) allocated from the resources provided by the European Union (EU) to CDB under the EU Contribution Agreement for the implementation of the action entitled: “African Caribbean Pacific-European Union-Caribbean development Bank (ACP-EU-CDB) Natural Disaster Risk Management in CARIFORUM Countries” (ACP-EU-CDB NDRM Resources), to assist GOGY with financing consulting services for: (a) the preparation of a National Climate Change (CC) Policy and Action Plan; (b) a five-year Strategic Plan for the Office of Climate Change; and (c) a National CC Communication Strategy and Implementation Plan.

2. It is a condition of the aforementioned authority that each technical assistance project approved by the President and the terms and conditions thereof be reported to the Board at its first convenient scheduled meeting after approval of the Project.

3. The Board is therefore asked to note the approval by the President of the above-mentioned Project and the terms and conditions thereof.

**CARIBBEAN DEVELOPMENT BANK**

**RECOMMENDATION AND APPROVAL OF TECHNICAL ASSISTANCE  
(Under USD150, 000)**

<b>1. Country:</b> Guyana	<b>2. Project Title:</b> Strengthening of the National Institutional Mechanism for Climate Change Adaptation in Guyana	<b>3. PRN No:</b> 4002  <b>4. Application number:</b> 1683								
<b>5. Borrower/Grantee:</b> Government of the Cooperative Republic of Guyana (GOGY)	<b>6. Implementing Agency:</b> Office of Climate Change (OCC)	<b>7. Beneficiary:</b> GOGY								
<b>8. Sector:</b> Environmental Policy and Administrative Management	<b>9. Date of Application:</b> December 2016	<b>10. Source of Funds:</b> Special Funds Resources (SFR) allocated from resources for the implementation of African Caribbean Pacific-European Union-Caribbean Development Bank Natural Disaster Risk Management (ACP-EU-CDB NDRM) in CARIFORUM Countries								
<b>11. Legal Status:</b> Government with the capacity to carry out the Project and accept the Grant on the standard terms and conditions of CDB and on the terms and conditions set out in Appendix 1 to this Paper.										
<b>12. Consistency with Objectives and Priorities:</b>  (a) <b>CDB’s Objectives and Priorities:</b> (i) Supporting Environmental Sustainability and Disaster Risk Reduction (DRR), and (ii) Promoting Good Governance, Regional Cooperation and Integration.  (b) <b>CDB’s Corporate Priorities:</b> (i) Promoting Disaster Risk Management and Climate Change (CC) Mitigation and Adaptation, and (ii) Improved Protection and Sustainable Management of Natural Resources as well as cross-cutting Theme of Gender Equality.  (c) <b>Regional Objectives:</b> The Project is consistent with the Objectives of Result Area 2 of the ACP-EU-CDB NDRM programme: Improved local, national and regional resilience through strengthened early warning, national risk profiling and community-based DRR and Climate Change Adaptation (CCA).  (d) <b>Performance Assessment System Rating:</b> Based on CDB’s Performance Rating System, the project has been assessed as highly satisfactory with an overall score of 3.5. Appendix 2 shows the details of the rating system.										
<b>13. Gender Marker<sup>1/</sup>:</b> (Details at Appendix 3).  <table border="0" style="width: 100%; text-align: center;"> <tr> <td><b>Analysis</b></td> <td><b>Design</b></td> <td><b>Score</b></td> <td><b>Code</b></td> </tr> <tr> <td><b>2</b></td> <td><b>1</b></td> <td><b>3</b></td> <td><b>GM</b></td> </tr> </table>			<b>Analysis</b>	<b>Design</b>	<b>Score</b>	<b>Code</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>GM</b>
<b>Analysis</b>	<b>Design</b>	<b>Score</b>	<b>Code</b>							
<b>2</b>	<b>1</b>	<b>3</b>	<b>GM</b>							

<sup>1</sup> CDB’s Gender Marker defines basic gender standards for CDB’s projects, provides a comprehensive framework, and enables the Bank to monitor its overall progress towards sustainable institutionalisation of gender equality in its projects.

**14. Budget:** The budget is summarised below. For further details see Appendix 4.

CONTRIBUTORS	EUR	%
CDB	143,894	73
GOGY	60,375	27
<b>TOTAL</b>	<b>204,269</b>	<b>100</b>

**15. Background:**

Guyana’s 215,000 square kilometres (km<sup>2</sup>) is endowed with abundant natural resources and diverse ecosystems and includes some of the last large scale tracts of tropical forest in the world. With its size, small population and poor hinterland infrastructure, there has been limited pressure on its biodiversity and biological resources and these have remained more or less intact. It is estimated that 76% of its land area remains under forest with much of this primary forest. Of this, 135,800 km<sup>2</sup> is classified as State Forest. The current rate of deforestation remains one of the slowest rates in Latin America and the developing world. With its large store of carbon and wealth of natural resources, Guyana is considered a major provider of global environmental services. Guyana’s coastal area is the low-lying delta of the Berbice, Mahaica, Demerara and Essequibo Rivers. This fertile coastal strip (77 km wide in the east and 26 km wide in the west) includes Georgetown the capital city, and is home to 90% of the total population (estimated 800,000) and an estimated 75% of its Gross National Product producing activities. (See Appendix 5 – Guyana Administrative regions and zonation)

Despite being a net sink for greenhouse gas emissions, its geography and historical settlement development have made it one of the most vulnerable countries to CC. Within the last century, Guyana has experienced an increase of 1°C of the mean annual temperature. According to the Guyana Climate Resilience Strategy and Action Plan 2016<sup>2</sup> It is projected that by 2100, under the worst-case scenario, temperatures can increase by up to 4°C weather patterns become more extreme, and a decrease in average annual rainfall. Sea levels are projected to rise at a rate of one centimetre (cm)/year, or about 40-60 cm by the end of the 21st century. Extreme weather events have resulted in fires, droughts and extensive flooding along the coast and in some inland areas. In January to February 2005, the country experienced the highest rainfall recorded since 1888, resulting in the most severe flooding in the country’s history with the damage estimated at four hundred and sixty five million United States Dollars or the equivalent of 60% of the country’s Gross Domestic Product for 2004. In April 2015, the country experienced a severe drought, resulting in potable water having to be trucked to communities in Regions One and Nine, previously regarded as water surplus areas<sup>3</sup>.

CC could create serious and high magnitude risks for all sectors, and will likely have a negative impact on the sustainability of economic development unless action is taken to address these issues. Recent studies<sup>4</sup> indicate that the agriculture sector will see a decrease in crop yields due to temperature increases, frequent flooding and salinisation of soils. Furthermore coastal infrastructure and housing stock in the coastal zone will likely suffer increased damage from more intense floods, storm surges and sea level rise. Against this background, Guyana has started to take steps to combat the adverse effects of CC.

Between 2009 and 2015, in collaboration with the Kingdom of Norway, Guyana embarked on the world’s first national scale, payment-for-performance forest conservation agreement with the dedicated fund Guyana REDD+ Investment Fund (GRIF) which provides financing for Guyana’s innovative and pioneering Low Carbon Development Strategy (LCDS). The LCDS aims to transition the country towards the development of a low deforestation, low carbon, and climate resilient economy. The OCC and a Project Management Office (PMO) were established with responsibility for implementing the LCDS. They both currently fall under the Ministry of the Presidency. The PMO has responsibility

<sup>2</sup> Climate Resilience Strategy and Action Plan aims to provide a comprehensive and overarching framework for adapting and building resilience to climate change impacts. The CRSAP builds on the work that has been undertaken in Guyana over the years and identifies key climate risks and priority resilience building actions.

<sup>3</sup> Report from the Civil Defence Commission.

<sup>4</sup> Based on information from the Climate Resilience Strategy and Action Plan (CRSAP) 2016.

for developing and overseeing the implementation of all GRIF-funded projects, as well as promoting Foreign Direct Investment in low-carbon initiatives.

The OCC mandate includes:

- (a) leading the development and implementation of national climate change policies and actions, and coordinate efforts across sectors and agencies for the mainstreaming of climate change at the national and regional level.
- (b) integrating DRR into CC solutions and integration of CC management structures at the local government levels;
- (c) contributing to the development and alignment of a CC policy for Guyana within the broader national thrust of Guyana's green economy pathway;
- (d) developing and implementing national CC programmes and initiatives; and
- (e) developing and coordinating initiatives to support the implementation of Guyana's LCDS.

The OCC staff structure has a complement of 16 positions, the details of which are outlined in Appendix 6. The organisation has three technical positions and are supported by administrative staff, and a communications unit. The current configuration is inadequate and has proven to be insufficient to manage the local demands from the various agencies and ministries as well as regional and international commitments. A February 2017 evaluation report prepared under the GRIF with Inter-American Development Bank (IDB) support, stated that the OCC "needs incremental technical and administrative personnel with skills in finances, information technology, forest and land use, CC and adaptation, environmental economics, public education and communications". Generally there is need for re-organisation of the structure of the OCC, recruiting the right mix of staff, in order to effectively achieve its mandate.

In 2016, GOGY ratified the Paris Agreement and set out its Nationally Determined Contributions (NDCs) prioritising CC mitigation through actions in the energy and forestry sector. These include: (a) upgrading of infrastructure for floods protection; (b) adaptation actions in its hinterland; (c) development of early warning systems, and (d) the development of crop varieties tolerant to flood, drought and new diseases. With the support of the United Nations Environment Programme, GOGY is also preparing a Green State Development Strategy (GSDS) which will be complementary to the LCDS and related policies such as the Climate Resilience Strategy and Action Plan (CRSAP), National Energy Policy, and National Adaptation Strategy for the Agricultural Sector (2009-2018). GSDS is expected to provide the framework for a decarbonised approach to green growth, achieving the sustainable development targets and the long-term vision for a prosperous and equitable future.

Given these policy commitments as well as ongoing work programmes with bilateral and multilateral development partners, it is important that GOGY compare, evaluate, and identify the right mix of policies and initiatives needed to effectively mainstream CCA and mitigation actions at both the national and local levels. It therefore proposes to develop an overarching CC policy for achieving GOGY's long-term low carbon development goals. The February 2017 evaluation report indicated that the OCC required a strategic plan, and a national CC communication strategy to guide the dissemination of information to the public. Based on these findings GOGY has requested technical assistance (TA) from CDB to strengthen the capacity of the OCC to better manage CC activities in Guyana. The proposed TA will support the development of a National CC Policy and Action Plan, a five-year Strategic Plan for the OCC and a National CC Communications Strategy and Implementation Plan. The TA supports GOGY's objectives for CCA and mitigation, the GSDS, the LCDS and CRSAP and is consistent with CDB's Guyana Country Strategy 2017-2021.

## **16. Proposal Description**

It is proposed that CDB approve a grant to GOGY of an amount not exceeding one hundred and forty-three thousand, eight hundred and ninety-four euros (EUR143,894 (the Grant) from its SFR, allocated from the ACP-EU-CDB

NDRM Resources, to assist with financing consulting services for (a) the preparation of a National CC Policy and Action Plan; (b) a five-year Strategic Plan for the OCC; and (c) a National CC Communication Strategy and Implementation Plan (the Project). CDB’s resources will be used to finance the services, travel and per diem of the consultants in accordance with the budget shown at Appendix 4 (the Budget).

The draft Terms of Reference (TOR) for the consultancy services are set out at Appendices 7A to 7C. The funding for the project will be from the ACP-EU-CDB NDRM Resources. GOGY’s contribution will provide overall project management services and office accommodation for the consultants during the period of visits to Guyana. It will also provide time slots on the radio and television stations, for announcements and promotional clips for the stakeholder consultations.

**17. Project Outcome:**

The overall project outcome will be a GOGY strengthened institutional mechanism for the planning, coordination and collaboration for CCA and mitigation through policy formulation. This includes the institutional strengthening of OCC through building the organisation’s capacity to respond to the new global architecture and financial arrangements needed to access climate finance for use in climate change mitigation and adaptation projects. The project will also (a) increase OCC’s capacity to generate and monitor climate information that will allow for an improved response on adaptation, and (b) to better inform and educate the public on CC issues, potential impacts and programmes, and activities being undertaken. The specific project outcomes are:

- (a) improved coordination across all sectors to effectively identify and implement solutions to address the impacts of CC;
- (b) strengthened capacity of the OCC to lead in the development and implementation of national policies and actions for CC; and
- (c) improved awareness and communication of CC initiatives, issues, national policies and strategies leading to a better educated and informed public.

The Design and Monitoring Framework is provided at Appendix 8.

**18. Risk Assessment and Mitigation:**

Risk Type	Description of Risk	Mitigation Measures
<b>Implementation</b>	Stakeholder engagement and confidence in the Project outputs may be weaker than desired.	At an early stage of the consultancy, Consultants in collaboration with OCC will develop a detailed stakeholder engagement plan; to communicate the objectives of the assignment; and to obtain stakeholders’ perspectives, and enhance buy-in for TA outputs and determine appropriate stages during implementation in order to enhance “buy in”.
	Exchange rate fluctuation resulting in increased costs.	Mitigated by larger contingency of 15%.
<b>Operation</b>	Reduction in GOGY funding for OCC to implement the new policy and action plan	Identify alternate sources such as donor funds to augment government funding.

**19. Project Justification and Benefits:**

The project will help to address some of the fundamental institutional weaknesses hindering the ability of GOGY to build CC resilience. Although a range of policy documents on CC have been produced, namely, LCDS, NDC, and CRSAP, they do not reflect the current national priorities of GOGY. An overarching CC policy, strategy and action plan is required to guide and direct national efforts across economic sectors and through all tiers of the system of government. The Project seeks to address this gap by providing resources for the formulation of a comprehensive CC policy for Guyana.

Given the limited capacity of the OCC to deliver on its mandate for coordinating CC in Guyana, the project will facilitate the development of a five-year Strategic Plan for the OCC, which will help to address these deficiencies, aid the mainstreaming of CC into national, regional and local planning, budget cycles and help to facilitate planning, coordination and decision-making in an integrated manner. Overall, the interventions will provide critical support for preparing GOGY to benefit from financing from various climate financing sources such as the Green Climate Fund and Adaptation Fund for implementation of transformative adaptation and mitigation projects.

<b>20. Environmental Impact</b>	<b>Major</b>	<input checked="" type="checkbox"/>	<b>Minor</b>	<input type="checkbox"/>	<b>Not Applicable</b>	<input type="checkbox"/>
<b>Social Impact</b>	<b>Major</b>	<input checked="" type="checkbox"/>	<b>Minor</b>	<input type="checkbox"/>	<b>Not Applicable</b>	<input type="checkbox"/>
<b>Gender Impact</b>	<b>Major</b>	<input checked="" type="checkbox"/>	<b>Minor</b>	<input type="checkbox"/>	<b>Not Applicable</b>	<input type="checkbox"/>

**21. Project Implementation:**

The project will be implemented by the GOGY through the OCC. The three consultants engaged to provide the services set out in the respective TORs in Appendix 7 (the Consultants) will report directly to the Project Manager, OCC. The OCC will provide office accommodation, equipment and appropriate administrative support to the Consultants while in country. As a condition precedent to first disbursement of the Grant, OCC will be required to assign the Technical Coordinator at the OCC as the Project Coordinator (PC). The OCC has indicated that the PC will be fully supported internally and has the support of the Ministry of the Presidency. The PC will be responsible for ensuring coordination between the Consultants and timely delivery of their inputs to achieve the agreed key implementation milestones. The PC will also oversee the execution of all project activities, including the scheduling of meetings with stakeholders, and the quality of deliverables. The PC will make available all relevant documentation to the Consultants to facilitate the implementation of the consultancy. The Duties and Responsibilities of the PC are presented at Appendix 9.

As part of Project governance, a Project Steering Committee (PSC) will be established to provide broad technical oversight of the Project. It will be a condition precedent to first disbursement of the Grant that the PSC has been established. The PSC shall be chaired by the Head of the OCC. The PSC shall comprise, but not be limited to representatives from key sector ministries and agencies as well as civil society representatives including: the Guyana Energy Agency, Guyana Forestry Commission, the private sector, Civil Defence Commission, Ministry of Agriculture, Ministry of Communities, Ministry of Public Infrastructure, Ministry of Natural Resources, Ministry of Social Protection, Ministry of Education and the Ministry of Finance.

GOGY through the OCC will be responsible for making arrangements and funding the costs for the workshops and stakeholder engagement activities and the OCC strategic planning sessions.

The Consultants will be responsible for the production of (a) the National CC Policy, Strategy and Action Plan, and Results Matrix; (b) the five-year Strategic Plan and Implementation Plan for the OCC; and (c) the National CC Communication Strategy and Implementation Plan. The Consultant will be based in Guyana at the OCC for the review of milestone reports and for conducting key meetings and/or interviews with stakeholders.

The proposed Work Implementation Schedule is shown at Appendix 10.



**22. Procurement:**

Procurement shall be in accordance with the CDB Guidelines for Procurement (January 2006), for goods, works and non-consultancy services, and the CDB Guidelines for the Selection and Engagement of Consultants (October 2011) for consultancy services. Financing shall be provided under the EU Contribution Agreement for the implementation of the ACP-EU-CDB NDRM in CARIFORUM Countries. In accordance with that agreement, eligibility shall be extended to countries which are eligible for procurement under EU-funded projects, which are not CDB member countries, in accordance with the EU Eligibility Rules set out in Appendix 11. The Procurement Plan is provided at Appendix 12. Any revisions to the Procurement Plan would require CDB prior approval in writing.

**23. Loans Committee Recommendation:**

Loans Committee considered this proposal on July 5, 2017 and agreed to recommend it for the approval of the President.

**24. Recommendation:**

It is recommended that the President approve a grant to GOGY of an amount of one hundred and forty-three thousand, eight hundred and ninety-four euros (EUR143,894) (the Grant), from CDB's SFR allocated from the ACP-EU-CDB NDRM Resources to assist GOGY in financing consultancy services as stated in paragraph 16 above on CDB's standard terms and conditions, and on the terms and conditions set out in Appendix 1.

	Daniel M. Best	July 7, 2017
Signed:	_____ Director, Projects Department	_____ Date

**25. Approval:**

	W <sup>m</sup> . Warren Smith	July 10, 2017
Approved by:	_____ President	_____ Date

**SUPPORTING DOCUMENTATION**

Appendix 1	Terms and Conditions
Appendix 2	Performance Assessment System Rating
Appendix 3	Gender Marker
Appendix 4	Budget
Appendix 5	Map of Guyana
Appendix 6	OCC Staff Structure
Appendix 7A	Draft TOR Consultancy Services to Develop a National Climate Change Policy and Action Plan
Appendix 7B	Draft TOR Consultancy Services for a Five-Year Strategic Plan and Implementation Plan for the OCC
Appendix 7C	Draft TOR Consultancy Services for a National Climate Change Communication Strategy and Implementation Plan
Appendix 8	Design and Monitoring Framework
Appendix 9	Duties and Responsibilities of the Project Coordinator - Strengthening of the National Institutional Mechanism for Climate Change Adaptation in Guyana
Appendix 10	Work Implementation Schedule
Appendix 11	EU Eligibility Rules
Appendix 12	Procurement Plan

**TERMS AND CONDITIONS**

**(1) Disbursement:**

- (a) Except as CDB may otherwise agree, and subject to paragraph (b) below, payment of the Grant shall be made by CDB to GOGY as follows:
  - (i) an amount not exceeding the equivalent of fourteen thousand four hundred euros (EUR14,400) shall be paid as an advance (the Advance) on account of expenditures in respect of the Grant, following receipt by CDB of:
    - (aa) a request in writing from GOGY for such funds; and
    - (bb) evidence acceptable to CDB, that the conditions precedent to first disbursement of the Grant set out in sub-paragraph (3) below have been satisfied; and
  - (ii) the balance of the Grant shall be paid periodically, by way of further advances (each, a subsequent advance), on account of expenditure in respect of, and in connection with, the Project.
- (b) CDB shall not be under any obligation to make:
  - (i) the first such subsequent advance until CDB shall have received an account and documentation satisfactory to CDB, in support of expenditures incurred by GOGY with respect to the Advance;
  - (ii) any subsequent advance until CDB shall have received:
    - (aa) a request in writing from GOGY for such subsequent advance;
    - (bb) an account and documentation satisfactory to CDB in support of expenditures financed by GOGY from the resources of the immediately preceding subsequent advance; and
    - (cc) the requisite number of copies of the reports, in form and substance acceptable to CDB, required to be furnished for the time being by the Consultants to GOGY and CDB, in accordance with the respective TORs set out at Appendix 7, and by the PC to GOGY and CDB in accordance with duties and responsibilities set out in Appendix 9; and
  - (iii) payments exceeding one hundred and twenty ninety thousand six hundred euros (EUR129,600), representing ninety percent (90%) of the amount of the Grant until CDB shall have received:
    - (aa) the requisite number of copies of the final reports or other deliverables, in form and substance acceptable to CDB, required to be furnished by the Consultants to GOGY and CDB, in accordance with the respective TORs set out at Appendix 7, and by the PC to GOGY and CDB in accordance with the duties and responsibilities set out in Appendix 9; and
    - (bb) a certified statement of the expenditures incurred by GOGY in respect of,

and in connection with, the Project.

- (c) The first payment of the Grant shall be made by August 31, 2017 and the Grant shall be fully disbursed by July 30, 2018 or such later dates as CDB may specify in writing.

**(2) Procurement:**

- (a) Except as provided in sub-paragraph (b) below, procurement shall be in accordance with the procedures set out and/or referred to in the Grant Agreement between CDB and GOGY, or such other procedures as CDB may from time to time specify in writing.
- (b) Country eligibility shall be extended to countries which are eligible for procurement under EU-funded projects, which are not CDB member countries, in accordance with the EU Eligibility Rules set out in Appendix 11.
- (c) The Procurement Plan approved by CDB is set out at Appendix 12. Any revisions to the Procurement Plan shall require CDB's prior approval in writing.

**(3) Conditions Precedent to First Disbursement of the Grant:**

- (a) The PC referred to in sub-paragraph (5)(b)(i) below shall have been assigned.
- (b) The PSC referred to in sub-paragraph (5)(b)(ii) below shall have been established.

**(4) Other Conditions:**

- (a) Except as CDB may otherwise agree, GOGY shall implement the Project through OCC.
- (b) GOGY shall:
  - (i) assign the Technical Coordinator of OCC as PC, who shall be responsible for overseeing the execution of all project activities, including the scheduling of meetings with stakeholders, coordination between the Consultants and timely delivery of their inputs to achieve the agreed key implementation milestones and ensuring the quality of deliverables and making available all relevant documentation to the Consultants to facilitate the implementation of the Project. The qualifications and experience of any person subsequently assigned as PC shall be acceptable to CDB;
  - (ii) establish and maintain a PSC to provide broad technical oversight of the Project, which shall be chaired by the Head of the OCC and shall comprise, but not be limited to, representatives from key sector ministries and agencies as well as civil society representatives including: the Guyana Energy Agency, Guyana Forestry Commission, the private sector, Civil Defence Commission, Ministry of Agriculture, Ministry of Communities, Ministry of Public Infrastructure, Ministry of Natural Resources, Ministry of Social Protection, Ministry of Education and the Ministry of Finance;
  - (iii) in accordance with the procurement procedures applicable to the Grant select and engage consultants to carry out the services set out in the TORs at Appendices 7A, 7B and 7C and implement such recommendations

arising from such consultancies as may be acceptable to CDB;

- (iv) provide office accommodation, equipment and appropriate administrative support to the Consultants while in the Project Country;
  - (v) in all activities, reports and media releases, written material, press conferences, publicity material, presentations, invitations, signs, commemorative and/or other plaques associated with the Project, openly acknowledge the financial support from the EU in the framework of the ACP-EU-CDB NDRM in CARIFORUM Countries and CDB's contribution to the Project, and display the EU, ACP and CDB logos; and
  - (vi) except as CDB may otherwise agree, furnish to CDB, in form and substance acceptable to CDB, the reports set out in Appendices 7A, 7B, 7C and 9 in the forms specified, or in such form or forms as CDB may require, not later than the times/periods specified therein for so doing.
- (c) Except as CDB may otherwise agree, GOGY shall:
- (i) meet, or cause to be met:
    - (aa) the cost of the items designated for financing by GOGY in the Budget;
    - (bb) any amount by which the cost of the Project exceeds the estimated costs set out in the Budget; and
    - (cc) the cost of any other items needed for the purpose of, or in connection with, the Project; and
  - (ii) provide or cause to be provided, all other inputs required for the punctual and efficient carrying out of the Project not being financed by CDB.
- (d) CDB shall be entitled to suspend, cancel or require a refund of the Grant, or any part thereof, if the ACP-EU-CDB NDRM Resources, or any part thereof, is suspended, cancelled or required to be refunded, except that GOGY shall not be required to refund any amount of the Grant already expended by GOGY in connection with the Grant and not recoverable by it.

**PERFORMANCE ASSESSMENT SYSTEM RATING**

<b>Criteria</b>	<b>Score</b>	<b>Justification</b>
<b>Relevance</b>	<b>4</b>	The proposed project objectives are in alignment with the priorities of the new GOGY administration in particular the proposed GSDS. It is also consistent with CDB Strategic Objectives for (a) Supporting Environmental Sustainability and DRR; and (b) Promoting Good Governance, Regional Cooperation and Integration; and CDB Corporate Priorities for (a) Promoting Disaster Risk Management and CC mitigation and adaptation; and (b) Improved Protection and Sustainable Management of Natural Resources, in accordance with CDB Country Strategy Paper 2017-2021 for GOGY. The Project complements other initiatives being planned by GOGY with other donor and development partners such as the IDB, United Nations Development Programme and Government of Japan.
<b>Effectiveness</b>	<b>3</b>	The proposed project will enhance the capabilities of the OCC and provide tools to assist in the execution of the national CC programme and enhance the mainstreaming of CC into national development planning. It is expected to contribute to the achievements of the ACP-EU-CDB Result Area 2.
<b>Efficiency</b>	<b>3</b>	The expected cost of this project is considered reasonable based on current professional rates and the required deliverables. In addition, the activities and deliverables are expected to be achieved within time and budget.
<b>Sustainability</b>	<b>3</b>	The OCC will receive additional support for institutional strengthening and capacity building (human, infrastructure, knowledge transfer and management) under the Institutional Strengthening Phase 2 Project, with financing from the GRIF in collaboration with IDB. This phase will facilitate implementation of the recommended priorities, and activities developed under this TA. GOGY has identified resources for the implementation of the plans and policies.
<b>Overall Score</b>	<b>3.25</b>	Highly Satisfactory

**GENDER MARKER**

<b>Project Cycle Stage</b>	<b>Criteria</b>	<b>Score</b>
<b>Analysis:</b> Background	Sex-disaggregated data included in the background analysis, and/or baselines and indicators, or collection of sex-disaggregated data required in TOR.	1
	Socioeconomic/Sector/Institutional analysis considers gender disparities, or TOR require the identification of socio-economic, sectoral and institutional gender issues.	1
<b>Design:</b> Project Proposal/ Definition/ Objective	TA interventions are designed, or will be identified as part of the project, that address gender disparities or enhance gender capacities.	1
	Project objective/outcome includes the enhancement of gender capacities, gender data collection, gender equality or the design of gender-responsive policies or guidelines.	0
<b>Maximum Score:</b>		<b>3</b>

<b>Scoring Code</b>
<b>Gender Specific (GS) or Gender Mainstreamed (GM):</b> 3- 4 points
<b>Marginally Mainstreamed (MM):</b> if 2 points.
<b>NO:</b> if projects score 0-1, if NO give justification why or indicate Not Applicable

**Gender Mainstreamed (GM):** the project has the potential to contribute significantly to gender equality.

**TECHNICAL ASSISTANCE - STRENGTHENING OF THE NATIONAL INSTITUTIONAL  
MECHANISM FOR CLIMATE CHANGE ADAPTATION IN GUYANA****BUDGET**  
**(EUR)**

<b>Item</b>	<b>CDB</b>	<b>GOGY</b>	<b>Total</b>
<b>Consultancy Services</b>			
1. Development of a National CC Policy and Action Plan	43,625		43,625
2. Development of a Five-Year Strategic Plan for OCC	36,625		34,000
3. Development of a National CC Communications Strategy and Implementation Plan	44,875		34,875
Project Supervision		15,000	15,000
Communication		5,000	5,000
Administrative Support/Local Transport		5,000	5,000
Workshops and Consultations		27,500	27,000
<b>Sub-Total</b>	<b>125,125</b>	<b>52,500</b>	<b>177,625</b>
Contingency	18,769	7,875	26,644
<b>Project Total</b>	<b>143,894</b>	<b>60,375</b>	<b>204,269</b>



**MAP OF GUYANA**



Guyana is made up of ten administrative regions:

- Region 1 - Barima Waini
- Region 2 - Pomeroon-Supenaam
- Region 3 - Essequibo Islands-West Demerara
- Region 4 - Demerara-Mahaica
- Region 5 - Mahaica-Berbice
- Region 6 - East Berbice - Corentyne
- Region 7 - Cuyuni-Mazaruni
- Region 8 - Potaro-Siparuni
- Region 9 - Upper Takutu- Upper Essequibo
- Region 10 - Upper Demerara-Upper Berbice

**TABLE 1: OFFICE OF CLIMATE CHANGE CURRENT STAFF POSITIONS**

<b>Position</b>
Confidential Secretary
Office Assistant
Head OCC
Admin./Finance Manager
Climate Change Officer
Science and Technology Officer (SD Office)
Administrative Officer
Finance Clerk
Project Manager
Technical Officer
Technical Coordinator
Driver
Communications Specialist
Photo-Video Journalist (Consultant-Part-Time support)
Production Assistant (Consultant-Part Time support)
ICT-APP Specialist (Consultant-Part-Time support)

**CONSULTANCY SERVICES TO DEVELOP A NATIONAL CLIMATE  
CHANGE POLICY AND ACTION PLAN**

**DRAFT TERMS OF REFERENCE**

**1. BACKGROUND**

1.01 Guyana's 215,000 square kilometres (km<sup>2</sup>) is endowed with abundant natural resources and diverse ecosystems and includes some of the last large scale tracts of tropical forest in the world. With its size, small population and poor hinterland infrastructure, there has been limited pressure on its biodiversity and biological resources and these have remained more or less intact. It is estimated that 76% of its land area remains under forest with much of this primary forest. Of this, 135,800 km<sup>2</sup> is classified as State Forest. The current rate of deforestation remains one of the slowest rates in Latin America and the developing world. With its large store of carbon and wealth of natural resources, Guyana is considered a major provider of global environmental services. Guyana's coastal area is the low-lying delta of the Berbice, Mahaica, Demerara and Essequibo Rivers. This fertile coastal strip (77 km wide in the east and 26 km wide in the west) includes Georgetown the capital city, and is home to 90% of the total population (estimated 800,000) and an estimated 75% of its Gross National Product producing activities.

1.02 Despite being a net sink for greenhouse gas emissions, its geography and historical settlement development have made it one of the most vulnerable countries to climate change (CC). Within the last century, Guyana has experienced an increase of 1°C of the mean annual temperature. It is projected that by 2100, under the worst-case scenario, temperatures can increase by up to 4°C as weather patterns become more extreme, and there is a decrease in average annual rainfall. Sea levels are projected to rise at a rate of one centimetre (cm)/year, or about 40-60 cm by the end of the 21st century. Extreme weather events have resulted in fires, droughts and extensive flooding along the coast and in some inland areas. In January to February 2005, the country experienced the highest rainfall recorded since 1888, resulting in the most severe flooding in the country's history with the damage estimated at four hundred and sixty five million United States Dollars or the equivalent of 60% of the country's Gross Domestic Product for 2004. In April 2015, the country experienced a severe drought, resulting in potable water having to be trucked to communities in Regions One and Nine, previously regarded as water surplus areas.

1.03 CC could create serious and high magnitude risks for all sectors, and will likely have a negative impact on the sustainability of economic development unless action is taken to address these issues. Recent studies<sup>1</sup> indicate that the agriculture sector will see a decrease in crop yields due to temperature increases, frequent flooding and salinisation of soils. Furthermore coastal infrastructure and housing stock in the coastal zone will likely suffer increased damage from more intense floods, storm surges and sea level rise. Against this background, Guyana has started to take steps to combat the adverse effects of CC.

1.04 Institutional arrangements for implementing the Low Carbon Development Strategy (LCDS), comprise the Office of Climate Change (OCC) and the Project Management Office (PMO)<sup>2</sup> both of which are positioned under the Ministry of the Presidency. The OCC has a wide ranging mandate including:

- (a) developing new pathways, in keeping with the changing nature of CC solutions;

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<sup>1</sup> Based on information from the Climate Resilience Strategy and Action Plan (CRSAP).

<sup>2</sup> The PMO is mandated to develop and oversee the implementation of all GRIF-funded projects, as well as promoting Foreign Direct Investment in low-carbon initiatives.

- (b) integrating disaster risk reduction into CC solutions and integration of CC management structures at the local government levels;
- (c) contributing to the development and alignment of a CC policy for Guyana within the broader national thrust of Guyana's green economy pathway;
- (d) developing and implementing national CC programmes and initiatives; and
- (e) developing and coordinating initiatives to support the implementation of Guyana's LCDS.

1.05 With the evolution of the Green State Development Strategy (GSDS) and the CRSAP, additional burden has been placed on the OCC, which is responsible for their implementation and coordination. One main area of weakness constraining the effective functioning of the OCC is the absence of an overarching policy to "pull" the various policies and strategies together as a cohesive whole for guiding climate mitigation and adaptation actions in the country. As such, support provided by Guyana's development partners for CC is being managed in a non-programmatic manner as there is limited cross-sectoral coordination and information sharing by the OCC. The capacity of the OCC to access and manage climate finance resources is also weak. Taking this situation into account, the Government of Guyana (GOGY) has requested support from the Caribbean Development Bank to assist in strengthening the capacity of the OCC to better manage CC activities in Guyana. The intervention will focus on developing a National CC Policy and Action Plan.

## **2. OBJECTIVES**

2.01 The primary objective of this consultancy is to prepare the National CC Policy and Action Plan, inclusive of a results monitoring framework that is gender responsive and socially inclusive. The policy will take into account climate risk, vulnerability, mitigation and adaptation measures.

## **3. SCOPE OF WORK**

3.01 The scope of services is understood to cover all activities necessary to accomplish the objectives of the consultancy, whether or not a specific activity is cited in these terms of reference (TOR). The draft TOR will be finalised based on discussions between GOGY and the Consultant. A participatory and consultative approach is encouraged in the conduct of the services.

3.02 Specific duties and responsibilities of the Consultant include but are not limited to the following:

- (a) submit an Inception Report inclusive of a Work Implementation Schedule for approval by OCC;
- (b) review and stocktake previous and current CC strategies, plans, reports and actions inclusive of but not limited to nationally determined contributions; LCDS; CC Action Plan; CC Adaptation Policy and Implementation Plan 2001; Draft CRSAP;
- (c) prepare a stakeholder engagement plan for review and approval by the Project Steering Committee;
- (d) review of existing national legal and regulatory frameworks to ensure the Policy is in accordance with the existing laws, and is aligned with overall development policy directions, and relevant sectoral policies;

- (e) review recent national, regional and international developments in CC negotiations;
- (f) analyse current information on the science and economics of CC relevant to Guyana;
- (g) assess CC policies and action plans from other countries and note good replicable practices;
- (h) review existing and proposed projects and programmes relevant to CC;
- (i) carry out consultations with the public and private sectors and non-governmental organisations, Project Steering Committee and key stakeholders to identify national priorities for addressing CC;
- (j) visit “representative” communities (Indo-Guyanese, Afro-Guyanese, Indigenous, Coastal, Hinterland), hold focus group discussions separately with women and men on their main activities, vulnerabilities to CC, coping mechanisms, roles and responsibilities during times of disasters and derive policy measures to accommodate the different needs and roles of women and men with the aim of building resilience and awareness of CC, adaptation and mitigation;
- (k) prepare Draft National CC Policy, Implementation Plan and Results Monitoring Framework and host stakeholder workshops for discussion and feedback; members of the public from all strata and women in particular to be included in the design consultations/forums/planning meetings;
- (l) prepare Workshop Report and revise Draft National CC Policy and Action Plan incorporating comments and feedback received from stakeholders;
- (m) conduct stakeholder workshops to review the second draft of National CC Policy and Implementation Plan. Voices of the poor in general and women in particular are included in the design consultations/forums/planning meetings;
- (n) submission of finalised National CC Policy and Action Plan; and
- (o) prepare End of Consultancy Report.

#### **4. QUALIFICATIONS AND EXPERIENCE**

4.01 The Consultant(s) must have an advanced university degree (Master's degree or equivalent) in Public Administration, Law, Business Administration, Environmental or Natural Resource Management, CC and Gender Studies or other relevant social science or related discipline. Experience working in related field which includes demonstrable experience with research, drafting and preparation of similar policies and programmes with professional experience in the Caribbean and developing countries.

4.02 The Consultant must have:

- (a) at least 15 years of experience in legal, policy and institutional analysis in the area of Environment, CC, Public Finance and Institutional Analysis;

- (b) at least five years experience working in related field which includes research and drafting and analysing policies and policy development;
- (c) at least five years experience in participatory approaches, gender analysis, community development and working with indigenous populations;
- (d) proven background in delivering quality policies in developing countries;
- (e) proven record in preparing policy, normative documents; and
- (f) knowledge and direct experience of CC mitigation and adaptation, climate global diplomacy, climate finance and institutional buildings.

4.03 The Consultant must possess the following skills and abilities:

- (a) excellent analytical skills;
- (b) excellent time management skills;
- (c) ability to conduct research and to produce results;
- (d) ability to communicate and work effectively with internal and external stakeholders;
- (e) results-oriented, highly motivated and capable of working independently; and
- (f) competence in the use of Microsoft applications including Word, Excel, PowerPoint.

## **5. REPORTING REQUIREMENTS AND DELIVERABLES**

5.01 The Consultant will report to the PC, who will have overall responsibility for the management and implementation of the consultancy and facilitate the work of the Consultant. OCC will make arrangements for the introduction of the Consultant to the key stakeholders. The OCC will provide in-country transportation, office accommodation, office equipment and administrative services for the Consultant as required.

5.02 The Consultant will deliver the following:

- (a) an Inception Report – The report will be submitted to the PC within one week after the signing of the contract, and will include: consultant’s work schedule and methodology, including proposed resources. One hard copy of the report and one in the electronic format should be submitted to the PC for review and comments.
- (b) a Desk Review Report – The report will be presented within four weeks after the signing of the contract. The Report will include the findings of the Stocktake Report and Community Consultation Report, draft stakeholder engagement plan. One hard copy of each report and one in the electronic format should be submitted to the PC for review and comments.
- (c) a Draft CC Policy – The document will be presented within eight weeks after the signing of the contract, and will include: Draft National CC Policy and Action Plan inclusive of a

Results Monitoring Framework. One hard copy of the report and one in the electronic format should be submitted to the PC for review and comments.

- (d) a Final Draft CC Policy - The document, which incorporates the comments made by the PC/ OCC on the Draft Policy, will be presented within twelve weeks after the signing of the contract, and will include: Validation Workshop Report and Final Draft National CC Policy and Action Plan inclusive of a Results Monitoring Framework and an end of Consultancy Report to include challenges encountered and recommendations. One hard copy of the report and one in the electronic format should be submitted to the PC for review and comments.

**7. DURATION**

- 7.01. The consultancy is expected to last for 45 man days over a period of four months.

**CONSULTANCY SERVICES FOR THE DEVELOPMENT OF A FIVE-YEAR STRATEGIC PLAN AND IMPLEMENTATION PLAN FOR THE OFFICE OF CLIMATE CHANGE**

**DRAFT TERMS OF REFERENCE**

**1. BACKGROUND**

1.01 Guyana's 215,000 square kilometres (km<sup>2</sup>) is endowed with abundant natural resources and diverse ecosystems and includes some of the last large scale tracts of tropical forest in the world. With its size, small population and poor hinterland infrastructure, there has been limited pressure on its biodiversity and biological resources and these have remained more or less intact. It is estimated that 76% of its land area remains under forest with much of this primary forest. Of this, 135,800 km<sup>2</sup> is classified as State Forest. The current rate of deforestation remains one of the slowest rates in Latin America and the developing world. With its large store of carbon and wealth of natural resources, Guyana is considered a major provider of global environmental services. Guyana's coastal area is the low-lying delta of the Berbice, Mahaica, Demerara and Essequibo Rivers. This fertile coastal strip (77 km wide in the east and 26 km wide in the west) includes Georgetown the capital city, and is home to 90% of the total population (est. 800,000) and an estimated 75% of its Gross National Product producing activities.

1.02 Despite being a net sink for greenhouse gas emissions, its geography and historical settlement development have made it one of the most vulnerable countries to climate change (CC). Within the last century, Guyana has experienced an increase of 1°C of the mean annual temperature. It is projected that by 2100, under the worst-case scenario, temperatures can increase by up to 4°C as weather patterns become more extreme, and there is a decrease in average annual rainfall. Sea levels are projected to rise at a rate of one centimetre (cm)/year, or about 40-60 cm by the end of the 21st century. Extreme weather events have resulted in fires, droughts and extensive flooding along the coast and in some inland areas. In January to February 2005, the country experienced the highest rainfall recorded since 1888, resulting in the most severe flooding in the country's history with the damage estimated at four hundred and sixty five million United States Dollars or the equivalent of 60% of the country's Gross Domestic Product for 2004. In April 2015, the country experienced a severe drought, resulting in potable water having to be trucked to communities in Regions One and Nine, previously regarded as water surplus areas.

1.03 CC could create serious and high magnitude risks for all sectors, and will likely have a negative impact on the sustainability of economic development unless action is taken to address these issues. Recent studies<sup>1</sup> indicate that the agriculture sector will see a decrease in crop yields due to temperature increases, frequent flooding and salinisation of soils. Furthermore coastal infrastructure and housing stock in the coastal zone will likely suffer increased damage from more intense floods, storm surges and sea level rise. Against this background, Guyana has started to take steps to combat the adverse effects of CC.

1.04 Institutional arrangements for implementing the Low Carbon Development Strategy (LCDS), comprise the Office of Climate Change (OCC) and the Project Management Office (PMO)<sup>2</sup> both of which are positioned under the Ministry of the Presidency. The OCC has a wide ranging mandate including:

- (a) developing new pathways, in keeping with the changing nature of CC solutions;

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<sup>1</sup> Based on information from the Climate Resilience Strategy and Action Plan (CRSAP).

<sup>2</sup> The PMO is mandated to develop and oversee the implementation of all GRIF-funded projects, as well as promoting Foreign Direct Investment in low-carbon initiatives.



- (b) integrating disaster risk reduction into CC solutions and integration of CC management structures at the local government levels;
- (c) contributing to the development and alignment of a CC policy for Guyana within the broader national thrust of Guyana's green economy pathway;
- (d) developing and implementing national CC programmes and initiatives; and
- (e) developing and coordinating initiatives to support the implementation of Guyana's LCDS.

1.05 With the evolution of the Green State Development Strategy, and the CRSAP additional burden has been placed on the OCC, which is responsible for their implementation and coordination. One main area of weakness constraining the effective functioning of the OCC is the absence of an overarching policy to "pull" the various policies and strategies together as a cohesive whole for guiding climate mitigation and adaptation actions in the country. As such, support provided by Guyana's development partners for CC is being managed in a non-programmatic manner as there is limited cross-sectoral coordination and information sharing by the OCC. The capacity of the OCC to access and manage climate finance resources is also weak. Taking this situation into account, GOGY has requested support from Caribbean Development Bank to assist in strengthening the capacity of the OCC to better manage CC activities in Guyana. The intervention will focus on developing a National CC Policy Strategy and Action Plan.

## **2. OBJECTIVES**

2.01 The objective of the consultancy is to support and lead the OCC in a technically grounded, consultative and participatory planning process for the preparation of a strategic plan for the period 2017–2022 in line with its mandate, including institutional arrangements, specific activities, proposed programmes, timelines, targets and a detailed costing. The Consultant should also provide a monitoring plan.

## **3. SCOPE OF WORK**

3.01 Under the supervision of the Head, OCC, Ministry of the Presidency and the Project Coordinator (PC), the Consultant's specific duties and responsibilities include:

- (a) carry out a desk review of documents relevant to an understanding of the mandate, work and context of the OCC;
- (b) review relevant policy frameworks, laws, approaches and national implementation plans on climate issues;
- (c) hold discussions with the management of the OCC;
- (d) conduct an institutional needs assessment of the OCC, including a review of the OCC's existing structure and institutional arrangements with a view to developing a "strategy for expansion". This will be a component of the final plan;
- (e) develop a comprehensive methodology and work plan for a participatory process of the development of the OCC strategic plan with a view to achieving both support, concrete cooperation and programming with relevant agencies such as the Guyana Forestry Commission, Guyana Lands and Survey Commission, Guyana Energy Agency,

Ministry of Agriculture, Department of Environment, Ministry of Education (National Centre for Educational Research and Development), Faculty of Earth and Environmental Sciences, University of Guyana, the Ministry of Finance, other relevant agencies, and external funder;

- (f) develop and gender mainstream the Draft Strategic Plan and Implementation plan;
- (h) finalise the Strategic Plan, including a Results Matrix and a detailed Implementation Plan for 2017-2018 and provide general activities for 2019-2020. The plan should include vision and mission statements, priority programmes, baselines and targets, timelines and resource allocations and a monitoring plan. Data should be disaggregated by sex and by regional and ethnic diversity, and gender results should be determined; and
- (i) develop a costing for the implementation of the plan.

#### **4. QUALIFICATIONS AND EXPERIENCE**

4.01 The Consultant is required to have at least a Master's degree in economic planning, public policy, development studies or related field

4.02 The Consultant must have:

- (a) at least ten years professional experience in strategic planning and management;
- (b) demonstrated experience in working with government partners and other stakeholders in public sector development programmes especially in the area of capacity development;
- (c) experience in programme management and understanding of the planning and funding cycles of the public sector and development financing organisations; and
- (d) experience in coordinating diverse staff and in engaging in participatory data collection and participatory monitoring and evaluation.

#### **5. REPORTING REQUIREMENTS AND DELIVERABLES**

5.01 The Consultant will report to the PC, who will have overall responsibility for the management and implementation of the consultancy and facilitate the work of the Consultant. OCC will make arrangements for the introduction of the Consultant to the key stakeholders. OCC will provide in-country transportation, office accommodation, office equipment and administrative services for the Consultant as required.

5.02 The Consultant will deliver the following outputs:

- (a) an Inception Report; the report will be presented within one week after the signing of the contract, and will include: consultant's work schedule and methodology, including proposed resources;
- (b) a Draft Strategic Plan: inclusive of a Results Monitoring Framework and Institutional Needs Assessment Report, which will include results of a Focus Group Meeting and Strategic Planning Session with OCC staff, interviews and meetings with stakeholders presented within six weeks after signing of the contract;

- (c) a Final Strategic Plan inclusive of a Results Monitoring Framework and Monitoring and Evaluation Strategy; a Results Matrix, a detailed Implementation Plan for 2018-2019 and general activities for 2020–2023; presented within nine weeks after the signing of the contract;
- (d) an End of Consultancy Report: presented within 14 weeks after signing of the contract.

**6. DURATION**

- 6.01. The consultancy is expected to last for a total of 30 man days over a four months period.

CONSULTANCY SERVICES FOR THE PREPARATION OF A NATIONAL CLIMATE  
CHANGE COMMUNICATION STRATEGY AND IMPLEMENTATION PLAN

DRAFT TERMS OF REFERENCE

**1. INTRODUCTION**

1.01 Guyana's 215,000 square kilometres (km<sup>2</sup>) is endowed with abundant natural resources and diverse ecosystems and includes some of the last large scale tracts of tropical forest in the world. With its size, small population and poor hinterland infrastructure, there has been limited pressure on its biodiversity and biological resources and these have remained more or less intact. It is estimated that 76% of its land area remains under forest with much of this primary forest. Of this, 135,800 km<sup>2</sup> is classified as State Forest. The current rate of deforestation remains one of the slowest rates in Latin America and the developing world. With its large store of carbon and wealth of natural resources, Guyana is considered a major provider of global environmental services. Guyana's coastal area is the low-lying delta of the Berbice, Mahaica, Demerara and Essequibo Rivers. This fertile coastal strip (77 km wide in the east and 26 km wide in the west) includes Georgetown the capital city, and is home to 90% of the total population (estimated 800,000) and an estimated 75% of its Gross National Product producing activities.

1.02 Despite being a net sink for greenhouse gas emissions, its geography and historical settlement development have made it one of the most vulnerable countries to climate change (CC). Within the last century, Guyana has experienced an increase of 1°C of the mean annual temperature. It is projected that by 2100, under the worst-case scenario, temperatures can increase by up to 4°C weather patterns become more extreme, and there is a decrease in average annual rainfall. Sea levels are projected to rise at a rate of one centimetre (cm)/year, or about 40-60 cm by the end of the 21st century. Extreme weather events have resulted in fires, droughts and extensive flooding along the coast and in some inland areas. In January to February 2005, the country experienced the highest rainfall recorded since 1888, resulting in the most severe flooding in the country's history with the damage estimated at four hundred and sixty five million United States Dollars or the equivalent of 60% of the country's Gross Domestic Product for 2004. In April 2015, the country experienced a severe drought, resulting in potable water having to be trucked to communities in Regions One and Nine, previously regarded as water surplus areas.

1.03 CC could create serious and high magnitude risks for all sectors, and will likely have a negative impact on the sustainability of economic development unless action is taken to address these issues. Recent studies<sup>1</sup> indicate that the agriculture sector will see a decrease in crop yields due to temperature increases, frequent flooding and salinisation of soils. Furthermore coastal infrastructure and housing stock in the coastal zone will likely suffer increased damage from more intense floods, storm surges and sea level rise. Against this background, Guyana has started to take steps to combat the adverse effects of CC.

1.04 Institutional arrangements for implementing the Low Carbon Development Strategy (LCDS), comprise the Office of Climate Change (OCC) and the Project Management Office (PMO)<sup>2</sup> both of which are positioned under the Ministry of the Presidency. The OCC has a wide ranging mandate including:

- (a) developing new pathways, in keeping with the changing nature of CC solutions;

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<sup>1</sup> Based on information from the Climate Resilience Strategy and Action Plan (CRSAP).

<sup>2</sup> The PMO is mandated to develop and oversee the implementation of all GRIF-funded projects, as well as promoting Foreign Direct Investment in low-carbon initiatives.

- (b) integrating disaster risk reduction into CC solutions and integration of CC management structures at the local government levels;
- (c) contributing to the development and alignment of a CC policy for Guyana within the broader national thrust of Guyana's green economy pathway;
- (d) developing and implementing national CC programmes and initiatives; and
- (e) developing and coordinating initiatives to support the implementation of Guyana's LCDS.

1.05 With the evolution of the Green State Development Strategy, and the CRSAP additional burden has been placed on the OCC, which is responsible for their implementation and coordination. One main area of weakness constraining the effective functioning of the OCC is the absence of an overarching policy to "pull" the various policies and strategies together as a cohesive whole for guiding climate mitigation and adaptation actions in the country. As such, support provided by Guyana's development partners for CC is being managed in a non-programmatic manner as there is limited cross-sectoral coordination and information sharing by the OCC. The capacity of the OCC to access and manage climate finance resources is also weak. Taking this situation into account, the Government of Guyana has requested support from Caribbean Development Bank to assist in strengthening the capacity of the OCC to better manage CC activities in Guyana.

## **2. OBJECTIVES**

2.01 The primary objective of this consultancy is to assess the communication and information needs of sector agencies, stakeholders including schools and university, general public; development partners on national climate policies, strategies and to develop a comprehensive communications strategy for engagement with stakeholders and the public at large and prepare a work plan for implementation based on the project's communication requirements and objectives.

2.02 The overall output will be a National CC Communication (NCCC) Strategy and Implementation Plan to be approved by the Cabinet.

## **3. SCOPE OF WORK**

3.01 Under the overall supervision of the Head, OCC, Ministry of the Presidency and the Project Manager, the Consultant will:

- (a) prepare an Inception Report summarising the objectives, scope and outputs of the assignment, organisation and methodology for achievement of the outputs, including the schedule;
- (b) review relevant documentation as provided by the OCC at the start of the assignment and also all previously implemented and planned communication activities in relation to CC including previous and current CC strategies, plans and actions;
- (c) develop Survey Instrument and Conduct National Knowledge, Attitude and Perception (KAP) Assessment;
- (d) prepare a Report on KAP Assessment;

- (e) establish communication strategies that will engage and disseminate information to stakeholders and target audiences at the right time by providing the right information through effective media;
- (f) conduct meetings with Steering Committee members and key stakeholders to identify national priorities relating to CC;
- (g) develop draft NCCC Strategy and Implementation Plan and associated Implementation Plan for review. The Strategy and Implementation Plan shall include but not be limited to: objectives, stakeholder assessment, target audiences, media mix, resources required, specific activities and products, implementation schedule, monitoring and evaluation framework;
- (h) conduct stakeholders consultation for review and feedback on the draft National Communications Strategy and Implementation Plan; voices of the poor in general and women in particular are included in the design consultations/forums/planning meetings;
- (i) ensure that voices of the poor in general and women in particular are included in the design consultations/forums/planning meetings;
- (j) revise NCCC Strategy and Implementation Plan incorporating comments and feedback received from stakeholders;
- (k) submit a finalised NCCC and Implementation Plan for Cabinet's approval;
- (l) present and participate in a Public Launch; and
- (m) prepare and present an End of Consultancy Report.

#### **4. QUALIFICATIONS AND EXPERIENCE**

4.01 The Consultant is required to have an advanced university degree (Masters or equivalent) in Communications, Journalism, Public Relations, International Relations or related fields.

4.02 The Consultant must have:

- (a) recognised credentials in experience working with developing countries;
- (b) at least ten years experience working with national and development agencies in research, communication, education and awareness;
- (c) knowledge and understanding of development issues and relevant work experience in particular familiarity with technical concepts related to the environment and CC issues is preferred;
- (d) previous experience as a consultant with a government agency or development partner with specific experience in writing communication strategies with an implementation plan;

- (e) intimate knowledge of the country they will work in, in order to effectively have input into the cultural suitability;
- (f) the capacity to incorporate social and gender inclusive design considerations wherever needed; and
- (g) fluency in the English language, good written and oral communication skills, particularly relevant for discourse with women and men in vulnerable circumstances.

## **5. REPORTING REQUIREMENTS AND DELIVERABLES**

5.01 The Consultant will report to the PC, who will have overall responsibility for the management and implementation of the consultancy and facilitate the work of the Consultant. OCC will make arrangements for the introduction of the Consultant to the key stakeholders. The OCC will provide in-country transportation, office accommodation, office equipment and administrative services for the Consultant as required.

5.02 The Consultant will deliver the following:

- (a) an Inception Report; the report will be presented within one week after the signing of the contract, and will include: consultant's work schedule and methodology, including proposed resources;
- (b) a First Draft NCCC Strategy and Implementation Plan which will include results of a KAP/B Survey and Report, Meetings and Focus Group Discussions; presented within six weeks after signing of the contract;
- (c) a Final Draft National CC Policy for submission to Cabinet with all comments incorporated from various consultations and feedback sessions; and Stakeholder Consultation on First Draft NCCC Strategy and Implementation Plan; presented within ten weeks after signing the contract.
- (d) an End of Consultancy Report.

## **6. DURATION**

6.01. The Consultancy is expected to last for 45 man days over six months.

## DESIGN AND MONITORING FRAMEWORK

DESIGN SUMMARY	PERFORMANCE TARGETS/INDICATORS	DATA SOURCES/REPORTING MECHANISMS	RESPONSIBILITY FOR DATA COLLECTION	ASSUMPTIONS AND RISKS
<p><b><u>Impact:</u></b> Improved coordination across all sectors to effectively identify and implement solutions to address the impacts of CC.</p> <p>Indicator/Target: Three sectors with CC strategies integrated into development plans by 2020.</p>				
<p><b><u>Intermediate Outcome:</u></b></p> <p>GOGY has a strengthened institutional mechanism for the planning, coordination and collaboration for CCA and mitigation through policy formulation.</p>	<p>(a) Climate Risk Screenings are adopted as a standard criterion for prioritising public sector investments.</p> <p>Target: Approved as a requirement by Cabinet by June 2019.</p> <p>(b) Required Reports on CC related protocols and agreements produced and submitted within stipulated time frame.</p> <p>Target: Fifty percent of required reports completed and submitted on time by December 2018.</p>	<p>(a) Government Gazette.</p> <p>(b) Country reports in compliance with United Nations treaties and protocols.</p>	<p>(a) Office of the President.</p> <p>(b) OCC.</p>	<p><b><u>Assumptions for Achieving Outcomes:</u></b></p> <p>(a) Timely approval of the Policy by Cabinet.</p> <p>(b) No opposition by any special interest groups to the passing of the policy.</p> <p>(c) Availability of funds to implement the strategies proposed for the OCC.</p> <p>(d) High level of buy in and ownership of the Strategic Plan by the Management and staff.</p>
<p><b><u>Immediate Outcome:</u></b></p> <p>Strengthened capacity of the OCC to lead in the development and implementation of national policies and actions for CC.</p>	<p>(a) Policy approved by Cabinet.</p> <p>Target: by July 2018.</p> <p>(b) OCC Strategic Plan approved by Cabinet.</p> <p>Target: July 2018.</p>			



DESIGN SUMMARY	PERFORMANCE TARGETS/INDICATORS	DATA SOURCES/REPORTING MECHANISMS	RESPONSIBILITY FOR DATA COLLECTION	ASSUMPTIONS AND RISKS
	(c) CC Communications Plan approved by Cabinet.  Target: July 2018.  (d) Strategic Plan operationalised and staffing increased.  Target: fifty percent of staff recruited by July 2018.			
<u><b>Project Outputs</b></u>  (a) National CC Policy and Implementation Plan completed.  (b) Strategic Plan for the OCC completed.  (c) National CC Communications strategy and Implementation Plan.	(a) CC Communications Plan approved by Cabinet by January 2018.  (b) Policy completed by November 2017.  (c) Strategic Plan completed by December 2017.  (d) CC Communications Plan completed by November 2017.	(a) Project progress reports.  (b) CDB Supervision reports.  (c) Reports from Stakeholder Consultations.	OCC Project Manager  CDB	<u><b>Assumptions for Achieving Outputs:</b></u>  Active participation of stakeholders and partners engaged in the process.

<b>Project Components</b>	<b>CDB</b>	<b>GOGY</b>	<b>TOTAL</b>
<b>Consultancy Services</b>			
(a) Development of a Five-Year Strategic Plan and Implementation Plan for the OCC.	36,625	-	36,625
(b) Development of a National CC Policy and Action Plan.	43,625	-	43,625
(c) Development of National CC Communications Strategy and Implementation Plan	44,875		44,875
<b>Workshops and Stakeholder Arrangements</b>			
(a) Workshops and stakeholders engagements on National CC Policy.		23,000	23,000
(b) Strategic Planning Sessions for OCC staff.		4,500	4,500
Project Management		15,000	15,000
Public Notices and Advertisements for Public Consultations		5,000	
Logistics and Communications		5,000	5,000
<b>Contingency 15%</b>	18,769	7,875	26,644
<b>TOTAL</b>	<b>143,894</b>	<b>60,375</b>	<b>204,269</b>

**STRENGTHENING OF THE NATIONAL INSTITUTIONAL MECHANISM  
FOR CLIMATE CHANGE ADAPTATION IN GUYANA**

**DUTIES AND RESPONSIBILITIES OF THE PROJECT COORDINATOR**

**1. OBJECTIVES**

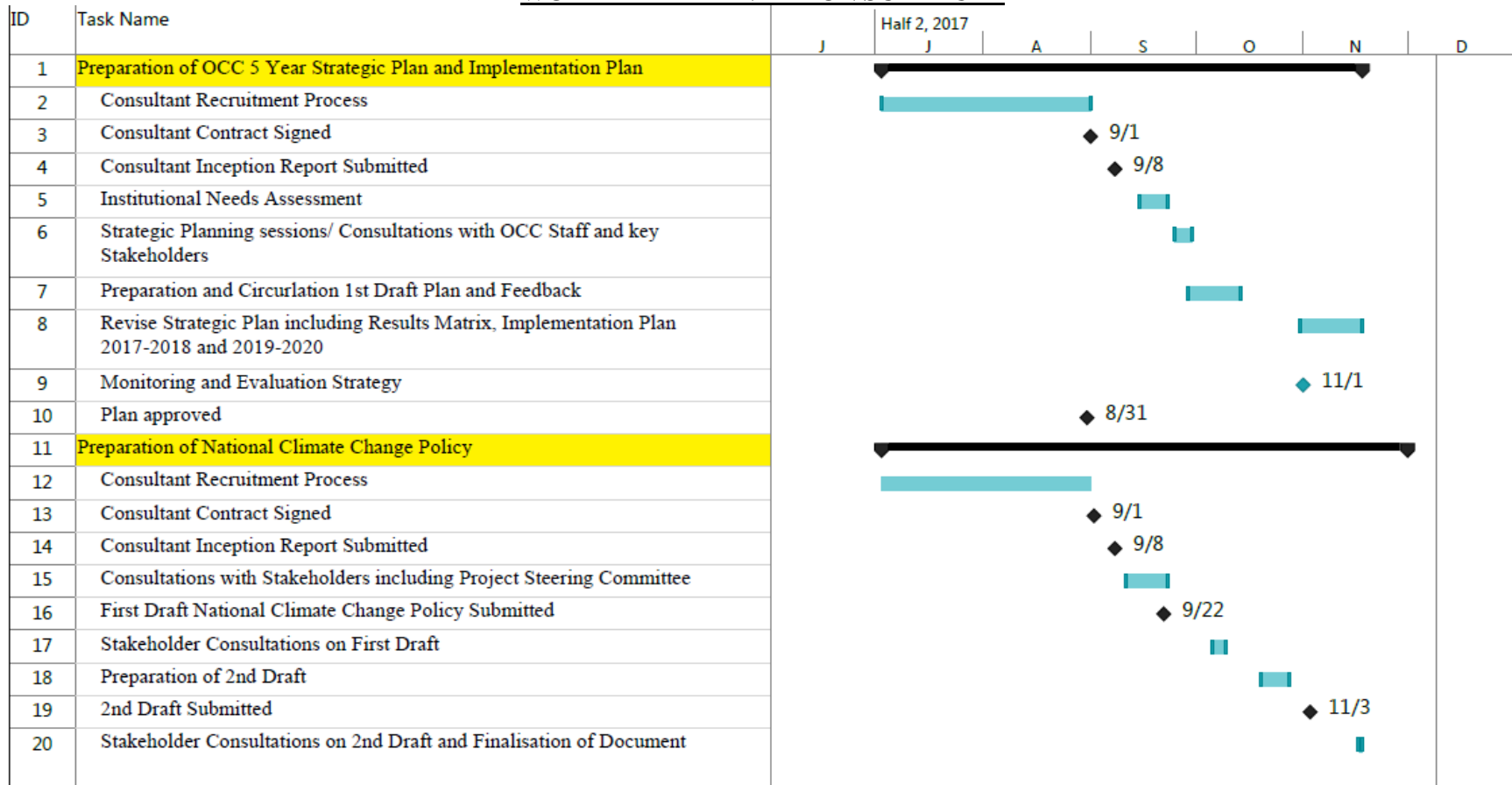
1.01 The primary objective of this position is to coordinate the execution of the project and in particular the development of a National CC Policy and Action Plan, a Five-Year Strategic Plan for the OCC, and the National CC Communications Strategy and Implementation Plan.

**2. SCOPE OF WORK**

2.01 Specific duties and responsibilities of the PC will include, but not be limited to:

- (a) day-to-day responsibility for project coordination and implementation, arranging contacts with all government and other personnel, project-related discussions, and supervision of the consultants;
- (b) review and finalise Terms of Reference (TOR) for consultancy services to be undertaken in the Project;
- (c) coordinate the selection and engagement of consultants;
- (d) collect all relevant background studies and information;
- (e) supervise the implementation of the consultancy;
- (f) facilitate public education and awareness campaign and stakeholder consultations;
- (g) ensure that stakeholder consultations and public education and awareness campaigns include vulnerable groups such as women, youth, the elderly and persons with disabilities;
- (h) report on how they are included and being targeted;
- (i) ensuring that gender analysis resulting in proposed interventions to enhance gender equality is undertaken as part of the TOR;
- (j) prepare and submit claims to CDB for disbursement/reimbursement;
- (k) submit to CDB reports prepared by the consultants;
- (l) update the Procurement Plan as necessary;
- (m) prepare and submit progress reports to CDB; and
- (n) prepare a Project Completion Report.

## WORK IMPLEMENTATION SCHEDULE



Project: WIM_CSGM Date: Sun 5/14/17	Task		Inactive Summary		External Tasks	
	Split		Manual Task		External Milestone	
	Milestone		Duration-only		Deadline	
	Summary		Manual Summary Rollup		Progress	
	Project Summary		Manual Summary		Manual Progress	
	Inactive Task		Start-only			
	Inactive Milestone		Finish-only			



**EUROPEAN UNION ELIGIBILITY RULES**  
**AFRICAN CARIBBEAN PACIFIC – EUROPEAN UNION**  
**NATURAL DISASTER RISK MANAGEMENT**

**PARTICIPATION IN PROCEDURES FOR THE AWARDING OF**  
**PROCUREMENT CONTRACTS OR GRANT CONTRACTS**

1. Participation in procedures for the award of procurement contracts financed under the EU Contribution Agreement for the Implementation for the Action entitled: “Africa Caribbean Pacific – European – Caribbean Development Bank (ACP-EU-CDB) Natural Disaster Risk Management in CARIFORUM Countries” (ACP – EU NDRM Resources)”, is open to international organisations and all natural persons who are nationals of, or legal persons who are established in, an eligible country.

2. Eligible countries<sup>1</sup> are deemed to be:

(a) Caribbean Development Bank member countries:

Anguilla, Antigua and Barbuda, Barbados, Belize, Brazil, British Virgin Islands, Canada, Cayman Islands, China, Columbia, Dominica, Germany, Grenada, Guyana, Haiti, Jamaica, Italy, Mexico, Montserrat, St Kitts and Nevis, Saint Lucia, St Vincent and the Grenadines, Suriname, The Bahamas, Trinidad and Tobago, Turks and Caicos Islands, the United Kingdom and Venezuela.

(b) Members of the “African, Caribbean and Pacific (ACP) Group of States”<sup>2</sup>:

**Africa:**

South Africa<sup>3</sup>, Angola, Benin, Botswana, Burkina Faso, Burundi, Central African Republic, Cameroon, Cape Verde, Chad, Comoros Islands, Congo, Côte d'Ivoire, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Equatorial Guinea, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritius, Mauritania, Mozambique, Namibia, Niger, Nigeria, Uganda, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, Sudan, Swaziland, Tanzania, Togo, Zambia and Zimbabwe.

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<sup>1</sup> Note some countries may be eligible by virtue of more than one category

<sup>2</sup> Cotonou Partnership Agreement of 23 June 2000 (as amended by the provisional application of Decision No 1/2000 of the ACP-EC Council of Ministers of 27 July 2000, Decision No 1/2000 of the ACP-EC customs cooperation committee of 18 October 2000, Decision No 1/2001 of the ACP-EC customs cooperation committee of 20 April 2001, Decision No 2/2001 of the ACP-EC customs cooperation committee of 20 April 2001, Decision No 3/2001 of the ACP-EC customs cooperation committee of 10 May 2001, Decision No 4/2001 of the ACP-EC customs cooperation committee of 27 June 2001, Decision No 5/2001 of the ACP-EC customs cooperation committee of 7 December 2001, Decision No 2/2002 of the ACP-EC customs cooperation committee of 28 October 2002, Decision No 1/2003 of the ACP-EC Council of Ministers of 16 May 2003, Council Decision (EC) of 19 December 2002, Decision No 1/2004 of the ACP-EC Council of Ministers of 6 May 2004, Decision No 2/2004 of the ACP - EC customs cooperation committee of 30 June 2004 and Decision No 4/2005 of the ACP-EC customs cooperation committee of 13 April 2005).

<sup>3</sup> Natural and legal South African persons are eligible to participate in contracts financed by the 10th/11th EDF. However, the 10th/11th EDF does not finance contracts in South Africa.

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**Caribbean:**

Antigua and Barbuda, Bahamas, Barbados, Belize, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago.

**Pacific:**

Cook Islands, East Timor, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, the Solomon Islands, Western Samoa, Tonga, Tuvalu, Vanuatu.

**Overseas Countries and Territories:**

Anguilla, Antarctic, Netherlands Antilles, Aruba, British Indian Ocean Territory, British Virgin Islands, Cayman Islands, Falkland Islands (Malvinas), French Polynesia, French Southern Territories, Greenland, Mayotte, Montserrat, New Caledonia, Pitcairn, Saint Helena, Saint Pierre and Miquelon, South Georgia and South Sandwich Islands, Turks and Caicos, Wallis and Futuna Islands.

(c) **A Member State of the European Union:**

Austria, Belgium, Bulgaria, Croatia, Czech republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

**An official candidate country of the European Union:**

The Former Yugoslav Republic of Macedonia, Turkey, Iceland, Montenegro.

**A Member State of the European Economic Area:** Iceland, Lichtenstein, Norway.

(d) **All natural persons who are nationals of, or legal persons who are established in, a Least Developed Country as defined by the United Nations:**

Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Republic, Chad, Comoros, Dem. Rep. Congo, Equatorial Guinea, Eritrea, Ethiopia, Guinea, Guinea-Bissau, Haiti, Kiribati, Lao PDR, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Djibouti, Solomon Islands, Somalia, South Sudan, Sudan, Tanzania, The Gambia, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Rep. and Zambia.

(e) **Participation in procedures for the award of procurement contracts or grants financed from the Facility shall be open to all natural persons who are nationals of, or legal persons established in, any country other than those referred to in paragraph 1, where reciprocal access to external assistance has been established. Reciprocal access in the Least Developed Countries as defined by the United Nations (UN) shall be automatically granted to the OECD/DAC members: Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Japan, Korea, Luxembourg,**

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Netherlands, New Zealand, Norway, Portugal, Spain, Sweden, Switzerland, United Kingdom, United States.

3. Services under a contract financed from the Facility may be provided by experts of any nationality, without prejudice to the qualitative and financial requirements set out in the Bank's procurement rules.

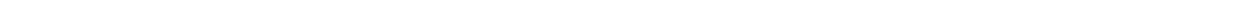
4. Supplies and materials purchased under a contract financed from the Facility must originate in a State that is eligible under paragraph 1. In this context, the definition of the concept of 'originating products' shall be assessed by reference to the Bank's prevailing procurement guidelines/procedures, and supplies originating in the EU shall include supplies originating in the Overseas Countries and Territories.

5. Whenever the Facility finances an operation implemented through an international organisation, participation in procedures for the award of procurement contracts or grants shall be open to all natural and legal persons who are eligible under paragraphs 1, care being taken to ensure equal treatment of all donors. The same rules apply for supplies and materials.

6. Whenever the Facility finances an operation implemented as part of a regional initiative, participation in procedures for the award of procurement contracts or grants shall be open to all natural and legal persons who are eligible under paragraph 1, and to all natural and legal persons from a country participating in the relevant initiative. The same rules apply for supplies and materials.

7. Whenever the Facility finances an operation co-financed with a third entity, participation in procedures for the award of procurement contracts or grants shall be open to all natural and legal persons eligible under paragraph 1, and to all persons eligible under the rules of the third entity. The same rules shall apply to supplies and materials.

**Caveat:** The Bank and EU eligibility requirements are subject to change by the Bank and the EU. The applicant is responsible for checking whether there have been any updates on the eligibility requirements, as well as the UN's list of Least Developed Countries.





**PROCUREMENT PLAN**

**I. General**

**1. Project information:**

Country: Guyana

Grant Recipient: Office of Climate Change (OCC), Office of Presidency

Project Name: Strengthening of the National Institutional Mechanism for Climate Change Adaptation in Guyana

Project Executing Agency: OCC

**2. Bank's Approval Date of the Procurement Plan:** July 20, 2017

**3. Period Covered By This Procurement Plan:** July 2017 – December 2018

**II. Goods and Works and Non-Consulting Services**

**1. Prior Review Threshold:** Procurement decision subject to prior review by the Bank as stated in Appendix 2 to the Guidelines for Procurement.

	<b>Procurement Method</b>	<b>Prior Review Threshold (USD)</b>	<b>Comments</b>
1.	DC: Goods/Non-consulting Services	██████████	
2.	Shopping: Goods/Non-consulting Services	██████████	

**2. Reference to (if any) Project Operational/Procurement Manual:** Guidelines for Procurement (2006)

**3. Any Other Special Procurement Arrangements:** To comply with the requirements of the ACP-EU Finance Agreement the following is required:

- (a) Financing shall be provided under ACP-EU-CDB NDRM in CARIFORUM Countries Programme and thus eligibility shall include CDB member countries and be extended to reflect the applicable regulatory provisions of the EU.

This information is withheld in accordance with one or more of the exceptions to disclosure under the Bank's Information Disclosure Policy.

4. Procurement Packages with Methods and Time Schedule:

1	2	3	4	5	6	7	8
Ref No.	Contract (Description)	Estimated Cost (EUR)	Procurement Method	Prequal. (Yes/No)	Review by Bank (Prior/Post)	Expected Bid-Opening Date	Comments
1	<b>Strategic Planning Session for OCC Staff :Development of OCC Ten -Year (2017-2027) Strategy and Implementation Plan</b>						
	Venue, catering, workshop material (20 persons for 2 days)	██████████	Shopping	No	Post	August 2017	
	Transportation	██████████	DC	No	Post	August 2017	
2	<b>Stakeholder Workshops: Development of National Climate Change Policy</b>						
	Venue, catering, workshop material (5 workshops @ 250 persons)	██████████	Shopping	No	Post	July 2017	
	Transportation	██████████	Shopping	No	Post	July 2017	
3	<b>Project Management/Administrative Matters</b>						
	Public Notices and Advertisements for Public Consultations	██████████	Shopping	No	Post	August 2017	

III. Consulting Services

1. Prior Review Threshold:

Procurement decision subject to prior review by the Bank as stated in Appendix 1 to the Guidelines for the Selection and Engagement of Consultants.

	<u>Selection Method</u>	<u>Prior Review Threshold (USD)</u>	<u>Comments</u>
1.	Individual Consultant Selection	██████████	

This information is withheld in accordance with one or more of the exceptions to disclosure under the Bank's Information Disclosure Policy.

2. **Reference to (if any) Project Operational/Procurement Manual:** Guidelines for Selection and Engagement of Consultants (October 2011).

3. **Any Other Special Procurement Arrangements:** To comply with the requirements of the ACP-EU Finance Agreement the following is required:

- (a) Financing shall be provided under ACP-EU-CDB NDRM in CARIFORUM Countries Programme and thus eligibility shall include CDB member countries and be extended to reflect the applicable regulatory provisions of the EU.

4. **Procurement Packages with Methods and Time Schedule:**

1	2	3	4	5	6	7
Ref No.	Assignment (Description)	Estimated Cost (EUR)	Selection Method	Review by Bank (Prior/Post)	Expected Proposal Submission Date	Comments
1.	Development of OCC Five-Year (2017-2022) Strategy and Implementation Plan	---	ICS	Prior	August 2017	
2	Development of National CC Policy and Action Plan	---	ICS	Prior	August 2017	
3	Development of National CC Communications Strategy and Implementation Plan	---	ICS	Prior	August 2017	

IV. **Implementing Agency Procurement Capacity Building Activities with Time Schedule**

1. In this section the agreed Capacity Building Activities are listed with time schedule.

No.	Expected Outcome/ Activity Description	Estimated Cost	Estimated Duration	Start Date	Comments
1.	Increased Capacity of OCC to undertake procurement in accordance with CDB Procurement Procedures Through CDB Online Procurement Training.	0	2.5 day	July 2017	

V. Summary of Proposed Procurement Arrangements

Project Component	ACP-EU-CDB ( )									NBF (EUR) Country	Total Cost (EUR)	
	Primary	Secondary			Other							
	ICB	NCB	RCB	LIB	Shopping	DC	FA	QCBS	ICS			
1. Development of Strategic Plan Consultant.	-	-	-	-	-	-	-	-	-	-	-	-
2. Development of National CC Policy Consultant.	-	-	-	-	-	-	-	-	-	-	-	-
3. Development of National CC Policy Communications Strategy Consultant.	-	-	-	-	-	-	-	-	-	-	-	-
4. Stakeholder Workshop Climate Change Policy.	-	-	-	-	-	-	-	-	-	-	-	-
5. Strategic Planning session development of Five-year OCC Strategic Plan.	-	-	-	-	-	-	-	-	-	-	-	-
6. Project Manager	-	-	-	-	-	-	-	-	-	-	-	-
7. Logistics	-	-	-	-	-	-	-	-	-	-	-	-
8. Communications	-	-	-	-	-	-	-	-	-	-	-	-
9. <b>Sub Total</b>	-	-	-	-	-	-	-	-	-	-	-	-
10. <b>Contingency</b>	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	-	-	-	-	-	-	-	-	-	-	-	-

This information is withheld in accordance with one or more of the exceptions to disclosure under the Bank's Information Disclosure Policy.

CQS	-	Consultant Quality Selection	LIB	-	Limited International Bidding
DC	-	Direct Contracting	NCB	-	National Competitive Bidding
FA	-	Force Account	NBF	-	Non-Bank Financed
FBS	-	Fixed Budget Selection	QCBS	-	Quality and Cost-Based Selection
ICB	-	International Competitive Bidding	RCB	-	Regional Competitive Bidding
			ICS	-	Individual Consultant Selection