**Washington D.C.**

**Inter-American Development Bank**

**Climate Change and Sustainability Division (INE/CCS)**

**Consultancy To Support The Transition To Low Carbon Pathways Caribbean Climate Smart Islands Program**

**Terms of Reference**

1. **Background**

1.1 The vulnerability of Caribbean nations to the impacts of climate change is well known given their limited land masses, the concentration of socio-economic activities and critical infrastructure in narrow coastal zones, their dependence on tourism and the limited human and institutional capacity. The region is also highly dependent on the imports of fossil fuels for energy needs which places a heavy burden on its economies as a result of the vagaries of global petroleum prices. So far, alternative energy sources have not been significantly utilized even though there is very good potential for solar, wind, hydro power and biomass exploitation.

It is within this context that Caribbean nations are expected to adapt to the impacts of climate change while at the same time pursuing a low carbon pathway given growing international and public pressure for environmentally friendly development that reduces their “carbon footprint” and exposure to climate change, while also increasing energy security. The implementation of adaptation and mitigation measures by small islands is not considered to be mutually exclusive but can be complementary in response to climate change. Co-benefit linkages can exist in sectors such as energy supply and demand, tourism infrastructure and ecosystems services and functions.

1. **Consultancy Objective(s)**

2.1 The general objective of this technical cooperation (TC) is to demonstrate ways of transitioning to a low carbon and climate resilient development pathway utilizing as pilots the islands of Tobago (Trinidad & Tobago), Caye Caulker (Belize) and Harbour Island (The Bahamas). The TC will examine priority sectors in which low carbon and climate resilient measures can be implemented in sectors such as transport, infrastructure, energy, water, waste treatment and tourism. The identified measures will be analyzed from a cost-benefit perspective and commercial potential in order to prioritize them, highlighting cost recovery rates. Based on this analysis, mitigation and adaptation pilots will be carried out in the project sites.

1. **Scope Of Work And Methodology**

3.1 During this assignment, the consulting firm will complete the following tasks:

**Component I: Assessment of mitigation options to support the transition to low carbon pathways**

1. Review and update existing Greenhouse Gas (GHG) inventories for the selected pilot islands in order to clearly identify the potential for GHG reductions in sectors such as transportation, infrastructure, energy, water, waste treatment and tourism;
2. Identify mitigation options for these sectors based on the GHG inventories, including the development of cost-benefit analyses;
3. Identify and analyze the viability of available financial instruments for priority interventions;
4. Review and make recommendations for institutional and legal frameworks in order to implement similar interventions in a larger-scale;
5. Identify options for branding and/or certification for low carbon destinations;
6. Based on the results of i to iii, design a pilot project in each of the pilot islands, in collaboration with the governments and under the guidance of each pilot island Steering Committee.
7. Prepare Terms of Reference for contracting the firm (s) to implement the proposed pilot projects; and
8. Prepare operational guidelines for the purchase, implementation, and monitoring of each pilot project.

**Component II: Assessment of adaptation options to support the transition to low carbon pathways**

1. Conduct a study on the Economics of the Impacts of Climate Change (ECC) and/or study on the Economics of Climate Adaptation (ECA) for the pilot islands in order to analyze, prioritize and quantify potential for adaptation interventions. This will include vulnerability and risk assessments for key assets (i.e. infrastructure, ecosystems, water resources and energy), in order to identify most vulnerable areas where interventions should be made with priority in terms of socioeconomic value;
2. Determine the best implementation scheme for climate resilient interventions, including the use of private public partnerships (PPPs) and analyze the viability of other available financing options;
3. Review and make recommendations for institutional and legal frameworks in order to implement similar interventions in a larger-scale;
4. Identify options for branding and/or certification for low carbon destinations;
5. Based on the results of i to iii, design a pilot project in each of the pilot islands, in collaboration with the governments under the guidance of each pilot island Steering Committee.
6. Prepare Terms of Reference for contracting the firm (s) to implement the proposed pilot projects; and
7. Prepare operational guidelines for the purchase, implementation, monitoring of each pilot project.

**Component III: Marketing and Communications Plan**

1. Design a communications strategy for each of the pilot islands tailored to different audiences (i.e. government, private sector, tourists, academia, etc.) to disseminate the results, as well as build capacity and awareness among communities where the pilots are being implemented. Conduct public awareness workshops.
2. Design and develop a marketing plan for new products based on the results of the mitigations and adaptation assessments.
3. **Reports/Deliverables**

4.1 The main deliverables of this consultancy are, for each of the pilot islands:

* Inception Report: This report will be prepared 2 weeks after starting the consultancy. The report will include a detailed work plan (including methodology to be used for each item, schedule of activities, team distribution of responsibilities, team communication structure and schedule of presentation of all deliverables).
* Progress Report I (40% of the total work): This report should include the activities described in Components I and II, including the concept note and viability analysis of the three pilot projects.
* Progress Report II (70% of the total work): This report should include activities described in Component I, II and III, including the design and proposed implementation structure of the three pilot projects.
* Final Report: This report should include all deliverables described in Components I, II and III, include feedback from the Steering Committee and relevant stakeholders.

1. **Characteristics of the Consultancy**

* **Type of consultancy:** The work is expected to be carried out by a consulting firm or consortium of international firms. The contract is a lump sum payment to be awarded on technical merit and includes all expenses that might incur during the development of this assignment (i.e. gathering of data, travel, printing and publishing of the report, etc.).
* **Contract duration:** (12) months.
* **Start of consultancy:** The starting date is estimated to be July 2015.
* **Place of work:** The consulting team will be based in the firm’s country of origin but will be expected to travel and spend sufficient time in the Bahamas, Tobago and Belize to complete the work.

**Means of payment:** Remuneration will be processed as defined in section “Schedule of Payments”.

1. **Coordination**

6.1 The consulting firm will work in close communication with the Climate Change & Sustainability Division (INE/CCS) in Washington, DC Headquarters and with the IDB Country Offices in Bahamas, Trinidad and Tobago and Belize, under direct supervision from Gerard Alleng, Climate Change Senior Specialist (INE/CCS).

1. **Qualifications / Requirements**

7.1 Expertise: The proposed project team leader shall hold a post graduate degree in Business Administration, Environmental Economics, Finance or related discipline. Other key personnel shall demonstrate knowledge in the area of climate change, tourism, energy and water resources management as well as proven experience in implementing projects in developing countries, ideally but not limited to the Caribbean Region. The recommended list of key personnel must include:

1. A climate change mitigation expert with prior experience in conducting Greenhouse Gas Inventories and development of low carbon energy options;
2. A climate change adaptation expert with experience in integrated coastal zone management and/or water management;
3. A communication and public awareness expert with experience of implementing public awareness programs in the Caribbean;

If deemed necessary, and not exceeding the suggested budget for the consultancy, the consulting firm may propose additional staff as part of the team or may negotiate the option of combining the duties of one or more of the recommended positions.

* **Experience:** The firm must have no less than 5 years of legal constitution; have experience managing consulting contracts amounting to $300,000 or more, a year and documented experience (i) in conducting GHG inventories; (ii) in vulnerability assessments, climate change adaptation projects and cost benefit analyses directly or through the experience of at least two collaborators proposed for this assignment. In a similar way the firm should demonstrate experience with activities related to climate change and knowledge on probabilistic hazard assessment; local field experience in Tobago, Bahamas or Belize and local content will be considered assets.
* **Languages:** Fluency in English is a prerequisite for each team member.

**Skills:** Strong analytical skills on probabilistic hazard assessment, vulnerability assessment, cost-benefit analysis, ability to conduct GHG inventories; produce high quality written and visual communication products.

1. **Schedule Of Payments**

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| First payment | 30% upon submission and approval from the Bank of work plan. |
| Second payment | 20% upon submission and approval from the Bank of Progress Report I. |
| Third payment | 20 % upon submission and approval from the Bank of Progress Report II. |
| Fourth payment | 30% upon submission and approval from the Bank of Final Report. |

**Payment and Conditions of Employment:** Remuneration will be determined in accordance with Bank regulations and criteria.

**Consanguinity**: Individuals with relatives working for the IDB within, and including the fourth degree of consanguinity and the second degree of affinity are not eligible for employment as staff or contractual. Candidates must be citizens of a member country of the Inter-American Development Bank.

**Diversity:** The IDB is committed to diversity and inclusion and to providing equal opportunities in employment. We embrace diversity on the basis of gender, age, education, national origin, ethnic origin, race, disability, sexual orientation, religion, and HIV/AIDs status. We encourage women, Afro‑descendants and persons of indigenous origins to apply.