



Terms of Reference
for
Belize Low Emission Development Strategy and Action Plan Consultancy

Job Title: Low Emission Development Strategy and Action Plan Consultancy

Consultancy: Consulting Firm or Consortium

Location: Belize

Duration: 120 days over a period of 6 months

Project Reference: “Fourth National Communication and First Biennial Update Report to the UNFCCC Project” (FNC & FBUR Project)

A. Background

Belize is considered as being one of the most vulnerable countries to the impacts of climate change. As such, the Government of Belize has taken steps to address the causes and impacts of climate change in order to promote resilience to the impacts. These efforts began with the signing and ratification of the United Nations Framework Convention on Climate Change (UNFCCC) in 1992 and 1994 respectively. Later in 2003, Belize acceded to the Kyoto Protocol which came into force on the 16th February 2005 and later signed unto the Paris Agreement which came into effect on November 4, 2016.

Further, the Government of Belize facilitated the development of the National Climate Change Policy, Strategy and Action Plan (NCCPSAP) which was approved in September 2015. Belize also submitted its Nationally Determined Contributions (NDCs) which encapsulates the country’s Climate Change plan under the Paris Agreement.

In response to the needed actions presented by the Paris Agreement, Belize has commenced the updating of its Nationally Determined Contributions. In doing so, Belize has also taken the opportunity to formulate a Low Carbon Development Strategy (LEDS) and Action Plan that will facilitate the implementation of future NDCs which will contribute to the execution of socioeconomic priorities.

In order to achieve its mandate, the NCCO seeks to procure the services of a consulting firm or consortium to support the formalization of a Low Carbon Development Strategy and Action Plan for Belize. This consulting firm or consortium will provide support to the National Climate Change Office for the development of a LEDS and Action Plan which will assist the country in shifting its development path to a low-carbon economy while achieving sustainable development, based on socio-economic and development priorities of the country.

B. Overall Purpose

The overall purpose of the consultancy is to develop a Low Emission Development Strategy for Belize for the period 2020-2050 that will primarily help advance climate change and development policy nationally in a more co-ordinated, coherent and strategic manner.

C. Specific Objective

The main objective of this consultancy is to define pathways to achieve low emission development in Belize from 2020 - 2050.

In addition, the consultancy aims to:

- Link the LEDS to the national climate change policy, to national development plans and sectoral planning processes.

- Engage stakeholders across the economy to enhance buy-in and ownership of climate mitigation strategies.
- Link financial, technological and capacity needs for the LEDS to be implemented.

D. Scope of Work

The Consulting Firm or Consortium will work in close collaboration with the National Climate Change Office, as well as the Technical Sub-Committee of the Belize National Climate Change Committee. The strategy should guide Belize in meeting its commitment under its Nationally Determined Contributions and achieving net zero emission by 2050.

The Low Emission Development Strategy should take a systematic top-down and bottom-up approach to developing an economy-wide plan to decarbonisation whilst examining the following sectors: Agriculture; Forestry and land use change; Electricity and other energy generation and use; Land transport; Domestic maritime transport; Domestic air transport; Waste; and the cross cutting sectors of tourism, commerce and industry.

E. Key Tasks

1. Provide substantive inputs by reviewing and assessing pertinent documents related to this consultancy with special focus on sectoral strategies, policies, practices, analyses, and technologies (economy wide and sector specific) to assess their possible impact on development and emission trends. These documents should include, as priority, Belize's Growth and Sustainable Development Strategy, Belize's Nationally Determined Contributions, Belize's National Climate Change Policy, Strategy and Action Plan and Belize's Low Carbon Development Roadmap. The assessment should also include existing institutional capacity to develop and implement the LEDS.
2. Facilitate (1) national inception workshop with key public and private sector organizations, academia, NGOs and civil society stakeholders. Provide technical guidance and national context during stakeholder engagement on the scope and objective of LEDS. The consulting Firm or Consortium should prepare minutes for each event under a suggested format including – but not limited to - objective of the activity, products to be obtained, work agenda, summary of relevant points, conclusions, recommendations and follow-up, list of participants, including photographs.
3. Complete an Inception Report which will include a detailed workplan and description of the methodology to be used to develop and organize a Low Emission Development Strategy (LEDS) for Belize, identifying strategies for stakeholder engagement at each part of the LEDS design and implementation, highlighting the approaches that will be used to communicate the benefits of LEDS, linking and aligning LEDS to national development goals and sustainable development goals and informing the process of prioritizing LEDS actions. Ensure that the LEDs are closely linked to the sustainable development goals that will provide climate compatible development and identify trade-offs and synergies with achievement of other sustainable development goals, poverty eradication and economic growth strategies.
4. Carry out a Gap assessment and barrier analysis regarding national capacity to achieve low emissions/carbon development. This should consider, inter alia, technology, finance and capacity gaps, and market and non-market barriers to the effective implementation of LEDS activities in Belize. Enabling frameworks should be proposed for the overcoming of barriers and to address the gaps.
5. Explore pathways towards low emission development and prepare economic wide low emission scenarios for each of the target sectors for achieving net zero vision through multi-level climate action. Provide and analyse options by providing modelled baseline scenarios for future trends in emissions, as well as Business As Usual Unconditional pathways (undertaken domestically), BAU Conditional pathways (requiring international support), and High Ambition and Very High Ambition scenarios to achieve decarbonisation in each sector. In completing this activity, the following should be included:

- a. Assess the development impact of LEDS options on Belize, especially as it relates to the sectors in focus.
 - b. Examine the climate change adaptation and resilience dimensions of implementing the LEDS including synergies between sectoral decarbonisation pathways and adaptation.
6. Organize the LEDS process looking at possible institutional arrangements, coordination, and multi-stakeholder engagement processes. This should entail linking national and sub-national LEDS processes and identifying and addressing barriers for integration at these levels.
7. Identify and prioritise policies and mitigation actions through stakeholder consultations.
8. Identify and advise on institutional frameworks and coordination mechanisms to ensure successful development and implementation of the LEDS, based on international best practices and national context. The LEDS institutional structure should include stakeholder engagement and socialization, national and local leadership, Inter-Ministerial Coordination, Guiding Principles and Objectives, Key Ministries and Budget Allocations.
9. Identify economic, social and environmental dimensions of the LEDS activities in Belize.
10. Analyse co-benefits/sustainable development impacts of LEDS, including gender/poverty reduction impacts.
11. Estimate financing needs (domestic and external) for implementation of LEDS activities and identify potential sources of financial support.
12. Design MRV structure for monitoring and implementation of LEDS, including the design of SMART indicators to measure progress, based on international best practices and national context.
13. Prepare and submit Belize's LEDS document to the National Climate Change Office. LEDS document to include proposed national organisation structure and financial framework for implementing the LEDS, including the process for periodic updates of the LEDS, a framework for monitoring and evaluation of the implementation of the LEDS, a strategy for the effective implementation of the LEDS and a detailed action plan. Note: The LEDS should incorporate and complement national development objectives.
14. Facilitate (1) consultation session with the Technical Sub-Committee and (1) validation workshop with public and private sector stakeholders, for presentation of Draft LEDS. Consulting Firm or Consortium should prepare minutes for each event under a suggested format including – but not limited to - objective of the activity, products to be obtained, work agenda, summary of relevant points, achievements, conclusions, problems encountered, recommendations and follow-up, list of participants, including photographs.

F. Mandatory Information Resources

The specific references to have the minimum technical consistency and comparability that should be reviewed and will form the basis of the study are:

- The report on “Mitigation Strategy and Greenhouse Gas Assessment”
- The report on “Fourth Greenhouse Gas Inventory”
- The report on “Belize's Third National Communication – National GHG inventory Chapter and the Policies and Measures Promoting Greenhouse Gas Emissions Reduction and Climate Change Adaptation Chapter”
- The reports on “Belize's Technology Needs Assessment”
- The report on “Belize's Second National Communication – Second National Inventory of Emissions and Sinks of Greenhouse Gases Chapter”
- Barrier Analysis and Enabling Framework Mitigation.

G. Expected Outputs/Deliverables:

- Product 1:** An Inception Report which includes a detailed technical narrative on the methodology used and detailed work-plan.
- Product 2:** A Gap Assessment and Barrier Analysis Report.
- Product 3:** National Organizational Structure for LEDS.
- Product 4:** Validation Workshop Report to include– but not limited to - objective of the activity, products to be obtained, work agenda, summary of relevant points, conclusions, recommendations and follow-up, list of participants, including photographs.
- Product 5:** Final Draft Low Emission Development Strategy and Action Plan for Belize.

H. Institutional Arrangement

The Consulting Firm or Consortium will be responsible to and report to the FNC & FBUR Project Manager for all correspondence related to this work. The National Climate Change Office will supervise the day to day in-country activities and monitor the consultancy to ensure that the expected outputs are achieved.

I. Submission and approval of reports

The consulting firm will produce the reports/ deliverables as indicated above. The firm will incorporate comments and inputs from stakeholders including the Technical Sub-Committee into the draft report within 15 days of receipt from the contractor. In the absence of comments within the set deadline, the reports are deemed to be approved as recommended by the Technical Sub-Committee.

Ten (10) hard copies and one (1) electronic copy of the final draft report on the Low Emission Development Strategy and Action Plan will be presented to the National Climate Change Office of the Ministry of Fisheries, Forestry, the Environment and Sustainable Development for distribution to key stakeholders and other interested parties.

The required reports and the number of copies of the reports referred to above must be submitted to the FNC & FBUR Project Manager within the National Climate Change Office. The reports must be written in English. Please note that the final report must be book bound.

J. Personnel

The selected Consulting Firm or Consortium will identify the team of consultants, including a designated team leader. The team leader and the Consulting Firm or Consortium will work together to develop a detailed work-plan. The team members are to assist with the implementation of the agreed work-plan which will include tasks such as collecting of data and information as it relates to conducting reviews of laws, policies, development plans and strategies and identifying sustainable, feasible and actionable programmes and policies that will put Belize on a climate-resilient development path, while working toward, long-term, measurable GHG emission reductions.

The team to prepare the LEDS for Belize will include a team leader with experience in LEDS development and climate change policy development, a Climate Change Mitigation specialist, and a Financial and Economic specialist. Other specialists can be added to the team if required or as needed but will not be considered as key experts.

The team leader should be one of the key specialist experts and will possess demonstrated skills and experience in leading a complex technical team and in the preparation and writing of technical science-based reports. Other key experts must provide demonstrated skills and at least

five years of experience in their fields and must hold at least a university degree in the related field.

Key expert 1: Legal, Institutional development and Policy specialist (Team Leader)

Qualifications and skills: University degree in public policy, public management. Public administration, LEDS development, climate change policy or related field. Post-graduate degree and specialist training in the development of policy and strategy, government/public policy or natural resource economics, environmental law or management preferred.

General professional experience: At least five (5) years continuous working experience in the field.

Specific professional experience: Demonstrated experience in the preparation of policy and strategy reports or in the design and application of legal instruments for national governments and the technical review of national reports and relevant international documents. Experience in Legal and Institutional Gap analysis in the context of the development of Mitigation Measures.

Key expert 2: Climate Change Mitigation specialist

Qualifications and skills: University degree in climate science, physical sciences, natural resources management, environmental management or related field. Post-graduate degree and specialist training in climate modelling preferred.

General professional experience: At least five years continuous working experience in the area of mitigation assessment and/or GHG inventories.

Specific professional experience: Technical experience with climate change mitigation, GHG inventories, renewable and clean energy. Familiarity with relevant global conventions and agreements or experience in the UNFCCC climate change regime will be an asset.

Key expert 3: Financial Management specialist

Qualifications and skills: University degree in finance, accounting, business administration/management or economics. Post-graduate degree in finance, accounting, or business administration/management preferred.

General professional experience: At least five years relevant professional experience in public or private sector financial management (i.e. accounting, finance, budgeting, auditing).

Specific professional experience: Specific work experience in activity planning and budgeting, financial analysis, internal controls, funds flow, accounting, and financial reporting. Familiar with assessing financial viability of implementing entities and implementing operational strategies and procedures.

Key expert 4: Socio Economic Development specialist

Qualifications and skills: Post-graduate degree in economics, the social sciences/development studies, or related field with specialised training in economics, environmental law or related fields preferred.

General professional experience: At least five years continuous working experience in the field.

Specific professional experience: Specific work experience in the use of socio-economic models, climate change mitigation and investment financing. Familiar with development of policy measures and implementation plans that can also be applied to LEDS development. Good working relations with government and non-government entities, private sector and other civil society stakeholders including academia and with strong research skills and experience.

Other experts

CVs for experts other than the key experts will not be evaluated/scored during the evaluation of the proposal but should be included in tenders.

The selected consulting firm or consortium shall select and hire other experts as required to complete the tasks and according to these Terms of Reference. They must indicate clearly which profile they have so it is clear which fee rate in the budget breakdown will apply. All experts must be independent and free from conflicts of interest in the responsibilities accorded to them.

Note that public servants and other staff of the public administration of the beneficiary country cannot be recruited as specialists, unless prior written approval has been obtained by the Chief Executive Officer of the Ministry of Fisheries, Forestry, The Environment and Sustainable Development.

Competencies

- Ability to conduct research and analysis and strong synthesis skills;
- Ability to think strategically; to express ideas clearly; to work independently and in teams with strong sense of initiative, discipline and self-motivation; to demonstrate a sense of self-assuredness combined with political, cultural and gender sensitivity.
- Must be a team player with excellent interpersonal communication; report writing and organizational skills and commitment to teamwork.
- Excellent English drafting and communication skills; Spanish would be considered an asset.
- Regional and national knowledge is highly desirable;
- Computer skills including a working knowledge of Word, Power Point, Excel and Access software.

K. Application

Interested institutions or consortia should submit by email one (1) technical and one (1) financial proposal and budget indicating their interest in and capability to implement the above work. The budget should include the rates and total cost for each budget item.

The subject of the email should read: **PROPOSAL FOR THE DEVELOPMENT OF A LOW EMISSION DEVELOPMENT STRATEGY AND ACTION PLAN FOR BELIZE** and should include **two (2) separate attachments**.

The above email should be submitted by 4:30p.m. Belize time on Friday, 19th June 2020 to:

Lennox Gladden (Ph. D.)
Chief Climate Change Officer
National Climate Change Office
Ministry of Fisheries, Forestry, the Environment and Sustainable Development
Old Lands Building, Market Square, Belmopan, Cayo District

Tel: 501-828-5960

E-mail for FNC & FBUR Project Manager: passt.cc@environment.gov.bz

Applications must state the period during which the bid will be valid. No facsimile tender documents will be considered.