**REQUEST FOR PROPOSAL (RFP)**

**(For Low-Valued Services)**

|  |  |
| --- | --- |
| Interested Companies | DATE: November 25, 2020 |
| BBRFP118682 |

Dear Sir / Madam:

We kindly request you to submit your Proposal for Development of Gender Responsive Budgeted (GRB) Sectoral Adaptation Strategies and Action Plans (SASAPs) for the Financial Sector for Antigua and Barbuda.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before Tuesday, December 29, 2020and via email to the address below:

**United Nations Development Programme**

***procurement.bb@undp.org***

 ***Procurement Unit***

 Your Proposal must be expressed in the **English**, and valid for a minimum period of 90 days

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

 Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP’s re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

 UNDP’s vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated; you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

 **UNDP encourages every prospective Service Provider to** prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : <https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf>

**Thank you and we look forward to receiving your Proposal.**

**Sincerely yours,**

*Procurement Unit*

11/25/2020

**Annex 1**

**Description of Requirements**

|  |  |
| --- | --- |
| Context of the Requirement | Enabling Gender-Responsive Disaster Recovery, Climate and Environmental Resilience in the Caribbean (EnGenDER) |
| Implementing Partner of UNDP | UNDP |
| Brief Description of the Required Services[[1]](#footnote-2) | The overall objective is to develop Gender-responsive Budgeted (GRB) Sectoral Adaptation Strategies and Action Plans (SASAPs) for the EnGenDER priority sector of Finance for Antigua and Barbuda. This will support the application of the gender budgeting approach through assigned budgeting (estimated costing) in the development of Gender-responsive SASAPs in-addition to project concepts and finally, in the development of country specific Gender-responsive Monitoring and Evaluation (M&E) Plans for newly developed GRB SASAPs. These outputs would assist in achieving the project’s immediate Outcome 1110: “Improved national capacity for gender-responsive climate change adaptation and mitigation planning and implementation among state and non-state actors in the target countries”.1. The objectives include: To develop Sectoral Adaptation Strategies and Action Plans (SASAPs) for the EnGenDER priority sector of Finance for Antigua and Barbuda based Medium Term Economic Development Strategy as well as guidance from the policy instruments that provide the climate change context such as the National Management Strategy (NEMS).
2. To apply the gender budgeting approach in the development of the Gender-Responsive Budgeted (GRB) Sectoral Adaptation Strategies and Action Plans (SASAPs) including Project Concepts for Antigua and Barbuda.
3. To develop a gender-responsive Monitoring and Evaluation Framework for the newly developed Gender Responsive Budgeted (GRB) SASAPs for Antigua and Barbuda.
 |
| List and Description of Expected Outputs to be Delivered | Methodology and WorkplanA detailed methodology and work plan for undertaking the identified activities inclusive of work plan, stakeholder engagement plan; adapted Multi-Criterial Analysis Tool; timeline and technical resources.Policy, Regulatory and Planning Framework Summary Findings Report and First Draft List of Gender-Responsive and Inclusive Adaptation Strategies and ActionsReport of review of Policy, Regulatory and Planning Framework for Antigua and Barbuda will document the process and the experience gained in the development of the draft list of gender-responsive and inclusive adaptation measures for the Financial sector for Antigua and Barbuda. The Policy, Regulatory and Planning Framework Summary Findings Report should also include summary of the findings and outcome from the Policy, Regulatory and Planning Framework for the Formulation of the GRB SASAP; Capacity and Needs Assessment: findings from the analysis of information, capacity, policy, gender and other gaps, weaknesses and needs for planning and implementing effective adaptation in the Financial Sector; overarching goal, strategic objectives and main outcomes for the Gender-responsive adaptation measure and the first Draft List of Gender Responsive and Inclusive Adaptation measures to be included in the SASAP.Findings and Consultation Report for Antigua and BarbudaThe Findings and Consultation Report for Antigua and Barbuda will document the process and the experience gained in the prioritisation of the gender-responsive and inclusive Financial Sectoral adaptation strategies and action plans and stakeholder participation for the Financial Sector for Antigua and Barbuda. The Findings and Consultation Report should also include summary of the findings and outcome from the Policy, Regulatory and Planning Framework for the Formulation of the GRB SASAP; First Draft List of Gender Responsive and Inclusive Adaptation measures to be included in the SASAP; and the Gender-Responsive Facilitation Stakeholder Participation and how it was adapted to suit Antigua and Barbuda’s context as well as list of stakeholders agenda for the stakeholder participation and a schedule of country visits should be also included in the report.Gender Responsive Budgeted Sectoral Adaptation Strategies and Action Plans (GRB SASAPs) for Antigua and BarbudaThe Gender-responsive Budgeted (GRB) Sectoral Adaptation Strategies and Action Plans (SASAPs) should include budgets and gender-responsive and inclusive measures into Sectoral Adaptation and Strategic Action Plans and Project Concepts, including actionable measures to reduce gender inequalities and compounded vulnerabilities in the Financial Sector to projected/future climate change impacts. The findings from the prioritisation of the GRB SASAPs (including the outcomes of the tools and templates utilised) and the completed project concepts should be included.Monitoring and Evaluation Framework for Sectoral Adaptation Strategies and Actions Plans (SASAPs) Process in Antigua and BarbudaThe gender-responsive Monitoring and Evaluation Framework should be adjusted to ensure that that the M&E framework and plan is gender responsive and hence able to appropriately track the progress on the implementation of the updated Gender Responsive Budgeted and Inclusive SASAPs. |
| Person to Supervise the Work/Performance of the Service Provider  | EnGenDER Technical Specialist – Climate Change, UNDP |
| Frequency of Reporting | The consultant/firm will report directly to the EnGenDER Technical Specialist Climate Change (with support from the Technical Specialist for Gender Equality) in accordance to the approved schedule of works, on progress, challenges encountered, risks foreseen, proposed or taken mitigation measures, and where UNDP support may be required. The company is expected to liaise/interact/collaborate/ work closely, within the course of performing the work, with the established National EnGenDER Focal Point and the National Mechanism for Decision Making, other government agencies, national Climate Change and Disaster Risk Technical Officers, Technical Officers from the priority sectors, other consultants, other agencies, donors, communities, CSOs, local government units, etc. Whenever requested, the consultant may participate in wider multi-agency assessment exercises and coordination forum, but not to represent and/or to speak on behalf of UNDP. |
| Progress Reporting Requirements | Reporting Template will be completed with each major deliverable. |
| Location of work | [x]  Antigua and Barbuda |
| Expected duration of work  | 5 Months |
| Target start date  | 01st January, 2021 |
| Latest completion date | May 2021 |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | [x]  Required[ ]  Not Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | [x]  Required[ ]  Not Required |
| Company Profile | [x]  Required (see Detailed TOR (Annex 3))[ ]  Not Required |
| Company/Business Registration Certificate | [x]  Required (see Detailed TOR (Annex 3))[ ]  Not Required |
| Reference Letters: The company must submit two reference letters from previous work undertaken. | [x]  Required (see Detailed TOR (Annex 3))[ ]  Not Required |
| Currency of Proposal | [x]  United States Dollars |
| Value Added Tax on Price Proposal[[2]](#footnote-3) | [x]  must be inclusive of VAT and other applicable indirect taxes |
| Validity Period of Proposals *(Counting for the last day of submission of quotes)* | [ ]  60 days [x]  90 days [ ]  120 daysIn exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.  |
| Partial Quotes | [x]  Not permitted |
| Payment Terms[[3]](#footnote-4) |

|  |  |  |
| --- | --- | --- |
| Deliverables  | Number of w/days | % Payment |
| 1. Methodology and Workplan
	1. Stakeholder Engagement Plan
	2. Adapted Multi-Criteria Analysis Tool
	3. Timeline
	4. Technical Resources
 | 1 week from signing contract | 10% |
| 1. Policy, Regulatory and Planning Framework Summary Findings Report and First Draft List of Gender Responsive and Inclusive Adaptation measures to be included in the SASAP:
	1. Summary Findings from the assessment of the Policy, Regulatory and Planning Framework for the Formulation and Implementation of the GRB SASAP
	2. Findings from capacity needs assessment in the development of the First Draft List of Gender Responsive and Inclusive Adaptation measures to be included in the SASAP.
	3. Overarching goal, strategic objectives and main outcomes for the Gender-responsive adaptation measure
2. First Draft List of Gender Responsive and Inclusive Adaptation measures to be included in the SASAP.
 | 3 weeks after signing contract | 20% |
| 1. Findings and Consultation Report
	1. Description of tools and techniques applied or the Gender-Responsive Facilitation Stakeholder Participation
	2. Summary Findings from the Gender-Responsive Facilitation Stakeholder Participation and how it was adapted to suit the specific country context.
	3. Summary Findings from the Prioritise Gender-responsive and Inclusive Sectoral Adaptation Strategies and Action Plans
	4. List of stakeholders
	5. Schedule of Country Visits
	6. Agenda for the in-country consultations
 | 7 weeks after signing contract | 25% |
| 2a. Draft Gender Responsive Budgeted Sectoral Adaptation Strategies and Action Plans and Project Concepts for the Financial Sector for Antigua and Barbuda | 10 weeks after signing contract | 0% |
| 2b. Final Gender Responsive Budgeted Sectoral Adaptation Strategies and Action Plans and Project Concepts for Financial for Antigua and Barbuda | 12 weeks days after signing contract | 25% |
| 3a. Draft Revised Monitoring Evaluation Plan for the Financial Sector GBR SASAPs for Antigua and Barbuda | 14 weeks calendar days after signing contract | 0% |
| 3b. Final Monitoring and Evaluations Plan for the Financial Sector GBR SASAPs for Antigua and Barbuda | 15 weeks after signing contract | 20% |

 |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | Antigua and Barbuda’s EnGenDER Project Government Focal Points and EnGenDER Project Management Unit, UNDP |
| Type of Contract to be Signed | [x]  Institutional Contract |
| Criteria for Contract Award | [x]  Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) [x]  Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal. |
| Criteria for the Assessment of Proposal  | **Technical Proposal (70%) – Please see TOR for further breakdown**[x]  Company’s Qualification, Capacity and Experience 20%[x]  Proposed Methodology, Approach and Implementation Plan 30%[x]  Management Structure and Qualification of Key Personnel 20%**Financial Proposal (30%)**To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP. |
| UNDP will award the contract to: | [x]  One and only one Service Provider |
| Contract General Terms and Conditions[[4]](#footnote-5) | [x]  General Terms and Conditions for de minimis contracts (services only, less than $50,000)Applicable Terms and Conditions are available at:<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>  |
| Annexes to this RFP[[5]](#footnote-6) | [x]  Form for Submission of Proposal (Annex 2)[x]  Detailed TOR (Annex 3)[ ]  Others *[pls. specify]* |
| Contact Person for Inquiries(Written inquiries only)[[6]](#footnote-7) | *Procurement Unit**Procurement.bb@undp.org*Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |
| Other Information *[pls. specify]* | **IMPORTANT:** The preferred and most appropriate approach based on the scope of works would involve physical stakeholder participation. This testifies to the criticality of stakeholder participation and other physical interaction in the successful execution of this work. Recognising that the threat of the spread of COVID-19 throughout the Caribbean is redefining the way business is conducted, it is for this reason that **alternative methods and innovative approaches** to conduct some aspects of the scope of works should be identified and listed as **an essential component of the proposed methodology**in addition to the approaches stated in this Terms of Reference (ToR). COVID-19 should be identified as a major risk and mitigation measures to facilitate the completion of the work in light of this threat, should also be highlighted.  |

**Annex 2**

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL[[7]](#footnote-8)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[8]](#footnote-9))***

 [insert: *Location]*.

[insert: *Date]*

To: [*insert: Name and Address of UNDP focal point]*

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]* , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

1. **Qualifications of the Service Provider**

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:*

1. *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
2. *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
3. *Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.;*
4. *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
5. *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
6. *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*
7. **Proposed Methodology for the Completion of Services**

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| --- |
| *The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.* |

1. **Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide:*

1. *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
2. *CVs demonstrating qualifications must be submitted if required by the RFP; and*
3. *Written confirmation from each personnel that they are available for the entire duration of the contract.*
4. **Cost Breakdown per Deliverable\***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Deliverables*****[list them as referred to in the RFP]*** | **Percentage of Total Price *(Weight for payment)*** | **Price*****(Lump Sum, All Inclusive)*** |
| 1 | Deliverable 1 |   |  |
| 2 | Deliverable 2 |  |  |
| 3 | …. |  |  |
|  | Total  | 100% |  |

*\*This shall be the basis of the payment tranches*

1. **Cost Breakdown by Cost Component [*This is only an Example]*:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activity** | **Remuneration per Unit of Time** | **Total Period of Engagement** | **No. of Personnel** | **Total Rate**  |
| **I. Personnel Services**  |  |  |  |  |
|  1. Services from Home Office |  |  |  |  |
|  a. Expertise 1 |  |  |  |  |
|  b. Expertise 2 |  |  |  |  |
|  2. Services from Field Offices |  |  |  |  |
|  a . Expertise 1 |  |  |  |  |
|  b. Expertise 2  |  |  |  |  |
|  3. Services from Overseas |  |  |  |  |
|  a. Expertise 1 |  |  |  |  |
|  b. Expertise 2 |  |  |  |  |
| **II. Out of Pocket Expenses** |  |  |  |  |
|  1. Travel Costs |  |  |  |  |
|  2. Daily Allowance |  |  |  |  |
|  3. Communications |  |  |  |  |
|  4. Reproduction |  |  |  |  |
|  5. Equipment Lease |  |  |  |  |
|  6. Others |  |  |  |  |
| **III. Other Related Costs** |  |  |  |  |

*[Name and Signature of the Service Provider’s Authorized Person]*

*[Designation]*

*[Date]*

**Annex 3**

**TERMS OF REFERENCE**

**Gender-Responsive Budgeted (GRB) Sectoral Adaptation Strategies and Action Plans (SASAPs) for the Financial Sector – Antigua and Barbuda**

**GENERAL INFORMATION**

**Services/Work Description:** Development of Gender Responsive Budgeted (GRB) Sectoral Adaptation Strategies and Action Plans (SASAPs) for the Financial Sector for Antigua and Barbuda

**Project/Programme Title:** Enabling Gender-Responsive Disaster Recovery, Climate and Environmental Resilience in the Caribbean (EnGenDER)

**Procurement title:** Gender Responsive Budgeted (GRB) Sectoral Adaptation Strategies and Action Plans (SASAPs) for the Financial Sector for Antigua and Barbuda

**Duty Station:** Antigua and Barbuda **Duration:** 5 months
**Expected Start Date:** January 2021

**BACKGROUND / PROJECT DESCRIPTION**

It has been observed that the physical impacts of climate change and natural hazards are compounding pervasive structural inequalities and socioeconomic vulnerabilities. Gender equality and human rights are not given sufficient consideration in climate change mitigation and adaptation, or in disaster risk, recovery and response. This oversight is critical because significant social and economic impacts also result from and fuel the impact of natural hazards. Climate Change and disasters affect women, girls, boys and men differently. Research shows that women and girls are: 1) disproportionally affected by climate change and disasters; 2) more likely to die in disasters; and 3) have different and uneven levels of resilience and capacity to recover. Furthermore, other vulnerable groups face difficulty recovering from the effects of climate induced hazards. This is particularly evident among young unattached (uncommitted/unmarried) and unemployed men. As such non-gender responsive strategies for climate change and disasters can contribute to increased citizen insecurity due to high crime rates amongst this particular population group[[9]](#footnote-10).

Through the funding support provided by the Global Affairs Canada and Foreign, Commonwealth and Development Office (FCDO), Enabling Gender-Responsive Disaster Recovery, Climate and Environmental Resilience in the Caribbean (EnGenDER), seeks to further integrate gender equality and human-rights based approaches into disaster risk reduction (DRR), climate change (CC) adaptation and mitigation; environmental management frameworks and interventions. EnGenDER will also identify and address some of the gaps to ensure equal access to DRR and climate change and environmental solutions for both men, women, boys and girls in nine Caribbean countries (Antigua and Barbuda, Belize, Dominica, Grenada, Guyana, Jamaica, Saint Lucia, Saint Vincent and the Grenadines and Suriname).

**Importance of Gender-Responsive Budgeting**

Gender Responsive Budgeting (GRB) is a tool that aims at integrating gender perspectives in the budgeting process for the Sectoral Adaptation Strategies and Action Plans (SASAPs), which would create a foundation for the implementation of the principle of equal opportunities for women and men in the recommended sectoral actions and contribute to increase resilience. A Gender Responsive Budget[[10]](#footnote-11) applies an equity-based approach as a pathway to achieving gender equality, by:

* Recognising the different needs, interests, and realities of women and men in society and the underlying inequities that arise from these, and provides resources to address them;
* Recognising the differential contributions, remunerated or not, made by men and women in the production of goods and services, in work, and takes them into account in mobilizing and distributing resources;
* Incorporating a gender perspective in all aspects of its development and at all budget levels (national and local);
* Promoting active commitment and participation by the citizenry enabling them to define their interests and the specific demands of men and women differently;
* Allowing for follow-up and evaluation of the different impacts that government costs and income have on men and women;
* Promoting the most effective use of resources to achieve both gender equity and human development;
* Maximising public spending through prioritisation of holistic activities and inclusive strategies/activities
* Restructuring programmes within sectors rather than attempting to change the overall budgets allocated to specific sectors.
* Promoting equity in access to finance for both men and women by removing systemic barriers

As the emphasis on gender-responsiveness is relatively new to the Caribbean, Ministries responsible for Nationally Appropriate Mitigation Actions (NAMAs) and National Adaptation Plans (NAPs) and other relevant policy documents will receive technical support for the development of gender-responsive and inclusive SASAPs. The development of gender-responsive SASAPs will be in keeping with the methodology developed by the International Institute for Sustainable Development (IISD)/NAP Global Network and linked to the UNFCCC Lima Work Programme, which focuses on building enabling factors for continued gender-responsive planning, implementation, monitoring and evaluation, specifically, i) Equitable institutional representation of women and women’s organisations; ii) Capacity building for multi-sectoral integration of gender considerations; and iii) Equitable access to information.

**National Policy Context -Antigua and Barbuda**

Climate change is a systemic risk to the Antigua and Barbuda’s Financial Sector that warrants heighted scrutiny and enhanced efforts. Climate change will affect income generation, the availability of resources, the price of energy and the value of businesses. The immense magnitude of estimated losses due to physical risk, along with potentially rapid nature of those losses, could have a severe impact on systemically important financial institutions. The increase in the severity of floods, droughts, hurricanes as well as encroaching sea levels, can lead to destabilising losses for insurance companies, banks and other financial intermediaries with direct and indirect exposure to different affected industries and assets.

Antigua and Barbuda, like other Caribbean islands, has a large Financial Sector ratio relative to its size (10 per 100,000 inhabitants, particularly in the case of insurance). There are approximately 60 institutions that make up the local sector. These institutions include banks, credit unions, insurance companies, pension funds, and any other firms whose main or partial operations involve financial intermediation. Additionally, there are significant offshore financial services through which Antigua and Barbuda domiciles, over 420,014 companies. Although Antigua and Barbuda enjoys a very stable currency as a member of the Eastern Caribbean Currency Union (ECCU) which is regulated by the Eastern Caribbean Central Bank (ECCB) there have been challenges in recent years which have put considerable strain on the national economy and its growth projections.[[11]](#footnote-12)

Climate change represents an additional existential threat to Antigua and Barbuda’s international financial sector. The country’s financial sector needs to prepare for the negative effects of climate change. Investment into climate change adaptation can serve in lessening the economic impacts and risks to the sector. Nationally, research highlights that Antigua and Barbuda’s financial services sector is marginally aware of climate change risks however, the sector is significantly vulnerable owing to the role of reinsurance, risk assessment methodologies and minimal government and political engagement.[[12]](#footnote-13) In September 2017 the country was significantly impacted by Hurricane Irma, twelve (12) days later the effects were exacerbated by Hurricane Maria which affected the country. These weather events have the potential to cause damage equal to, or greater than, the country’s GDP.[[13]](#footnote-14) When considering that, premiums relating to written life contributed to USD 27 million and non-life USD 72 million in 2019[[14]](#footnote-15), the existential threat of climate change to Antigua and Barbuda’s financial sector is further emphasized. The impact of which is compounded further by the inherent gender inequalities which exist in country.

The National Adaptation Plan (NAP) for Antigua and Barbuda is in its development stages and a outcome for the NAP process is the development of “Sectoral plans that build on the actions identified in the Medium-Term Development Strategy (2015) and are prioritized based on financial and technical criteria; high-level (Cabinet) endorsement and buy-in; proof of concepts for innovative financing models”[[15]](#footnote-16). The Gender-responsive Budgeted and Inclusive (GBI) Sectoral Adaptation Strategies and Action Plans (SASAPs) being developed for Antigua and Barbuda’s EnGenDER priority sector of, Finance, will be guided by the Medium-Term Economic Development Strategy and the Environmental Protection and Management Act (EPMA, 2015). The Medium-Term Economic Development Strategy provides the overall national development strategy. The EPMA provides the legal framework for adaptation, and the means through which adaptation will be implemented in collaboration with key agencies and in accordance with the national development process. Paris Agreement Regulations are being developed for the EPMA, 2015, to provide for climate risk management and sustainable financing for implementation[[16]](#footnote-17).

**OBJECTIVES**

The overall objective is to develop Gender-responsive Budgeted (GRB) Sectoral Adaptation Strategies and Action Plans (SASAPs) for the EnGenDER priority sector of Finance for Antigua and Barbuda. This will support the application of the gender budgeting approach through assigned budgeting (estimated costing) in the development of Gender-responsive SASAPs in-addition to project concepts and finally, in the development of country specific Gender-responsive Monitoring and Evaluation (M&E) Plans for newly developed GRB SASAPs. These outputs would assist in achieving the project’s immediate *Outcome 1110:* *“Improved national capacity for gender-responsive climate change adaptation and mitigation planning and implementation among state and non-state actors in the target countries”*.

1. The objectives include: To develop Sectoral Adaptation Strategies and Action Plans (SASAPs) for the EnGenDER priority sector of Finance for Antigua and Barbuda based Medium Term Economic Development Strategy as well as guidance from the policy instruments that provide the climate change context such as the National Management Strategy (NEMS).
2. To apply the gender budgeting approach in the development of the Gender-Responsive Budgeted (GRB) Sectoral Adaptation Strategies and Action Plans (SASAPs) including Project Concepts for Antigua and Barbuda.
3. To develop a gender-responsive Monitoring and Evaluation Framework for the newly developed Gender Responsive Budgeted (GRB) SASAPs for Antigua and Barbuda.

**2. SCOPE OF THE WORK**

**2.1 Development of the Gender-responsive Budgeted (GRB) Sectoral Adaptation Strategies and Action Plans (SASAPs) for the Financial Sector for Antigua and Barbuda**

The Gender-responsive Budgeted (GRB) Sectoral Adaptation Strategies and Action Plans (SASAPs) should complement Medium Term Economic Development Strategy. The development of the SASAPs entails a consultative process to: a) refine expand and add to the measures included for the Sustainable Development Dimension 1 (SDD-1)- Optimal Generation of National Wealth and b) prioritise the climate resilience and recovery initiatives identified under SDD-1, Necessary Conditions (NC) 1-7, and based on their urgency, proposed whether their implementation should start in the short term (2-3 years), medium-term (5-6 years) or long-term (7-10 years), with a short-term period proposed for the most urgent measures.

SASAPs should include a series of measures as well as a strategy and a plan for implementing the measures and guiding decision-making processes related to climate change adaptation in the Financial Sector of national importance within the framework of the Medium Term Economic Development Strategy and the Environment Protection and Management Act (EPMA) 2015. The Finance GRB SASAP should reflect and represent decisions made by all relevant stakeholders including the marginalised and vulnerable populations, on the adaptation strategies (and specific interventions) required to enhance the climate resilience of existing and new investments and activities (men and women should be included in the planning stages of the development of adaptation options. A gender responsive approach is critical to the development of the Finance SASAPs for Antigua and Barbuda as such an approach will ensure that gender is at the forefront of critical decisions about targeting, implementation approaches and timing of activities specifically with regards to the Financial Sector. Women and men have different roles and responsibilities, which yield differences in their ability to participate in and benefit from adaptation actions.

An understanding of the localised context as it relates to the economic capacities and vulnerabilities of men and women is essential. For example, older men tend to have fewer financial safeguards and as such more vulnerable to the financial impacts of climate change. In addition, women in Antigua and Barbuda have traditionally been financially self-sufficient, often employed to climate sensitive economic sectors. As such climate change may exacerbate the existing challenges and risks to men and women. Gender-Responsive Budgeted implementation strategies recognise gender-specific opportunities and barriers. The main aim of the gender-responsive budgeted approach is for adaptation actions to be inclusive of the most vulnerable groups (men and women actively engaged), enabling them to realize their potential as agents of change in their households and communities. This helps to ensure that adaptation actions are implemented where they are most needed and that benefits are equitable.

***IMPORTANT:*** *The preferred and most appropriate approach based on the scope of works would involve physical stakeholder participation. This testifies to the criticality of stakeholder participation and other physical interaction in the successful execution of this work. Recognising that the threat of the spread of COVID-19 throughout the Caribbean is redefining the way business is conducted, it is for this reason that* ***alternative methods and innovative approaches*** *to conduct some aspects of the scope of works should be identified and listed as* ***an essential component of the proposed methodology*** *in addition to the approaches stated in this Terms of Reference (ToR). COVID-19 should be identified as a major risk and mitigation measures to facilitate the completion of the work in light of this threat, should also be highlighted.*

2.1.1 Determine the Policy, Regulatory and Planning Framework for the Formulation and Implementation of the GRB SASAPs.

With the support from the National EnGenDER Focal Point and the National Mechanism for Decision Making (NMDM) for the EnGenDER Project and other relevant stakeholders, a review of the policy, regulatory and planning frameworks for the formulation and implementation of the GRB SASAPs will be undertaken. Information generated from the Gender-based Climate Resilience Baseline Analysis undertaken as a critical output under the EnGenDER Project should be utilised in this assessment as it provides information on the mapping of vulnerabilities of Antigua and Barbuda’s financial sector. This will include:

* Reviewing the national and sectoral policies, legislation, regulations, strategies and planning instruments that guide the sector’s development in the country. For example:
	+ Financial rules and regulations;
	+ Nationally available financing tools;
	+ National Development Financing Architecture;
	+ National Insurance Laws;
	+ The Tariff framework for Renewable Energy;
	+ Capital Investment project in Renewable Energy;
	+ Policies that govern property ownership and rentals;
	+ National Budget Allocation Framework;
	+ National Economic Partnerships Agreement;
	+ Tax concessions and Foreign Direct Investment;
	+ National Investment Incentive Regimes;
	+ Citizen Investment Programme;
	+ Public Private Partnerships
	+ Climate Change and Disaster Risk Financing Planning
	+ Documents related to development financing and business development;
	+ Sectoral budgets
	+ Existing Critical National Financial Institutions
* Assess the extent to which climate change and/or gender are integrated into existing policies and plans
* Investigating and proposing preliminary list of the national and sectoral policies, regulatory and planning instruments that are relevant to the SASAP specifically guided by the Medium-Term Economic Development Strategy. This will provide entry points for the integration of climate, gender and inclusive considerations, which is one of the main objectives of the SASAPs.

The review will not only provide the basis for including measures in the SASAP that target the integration of climate change adaptation and gender equality considerations into relevant policies and planning instruments, but also will ensure that all measures suggested are aligned with other national sectoral policies.

2.1.2 Establish a First Draft List of Gender Responsive and Inclusive Adaptation measures to be included in the SASAPs

Based on the results from Section 2.1.1. conduct an analysis of information, capacity, policy, gender and other gaps, weaknesses and needs for planning and implementing effective adaptation in the Financial Sector, envision how the SASAP can contribute to overcome these limitations and propose and overarching goal, strategic objectives and main outcomes that the identified measures can contribute to achieving.

Identify and draft the first full list of proposed gender responsive and inclusive adaptation measures per outcome and strategic objectives developed based on a capacity and needs assessment. The proposed measures and objectives should:

* Address all major challenges in the Financial Sector most likely to be impacted by climate variability and change in the coming decades.
* Include measures that are as specific as possible (avoid vague, or general measures) ensuring that gender equality and inclusion have been mainstreamed into these measures. Consider the spending patterns of both men and women and other vulnerable groups; the gender dimensions of formal versus informal sector; inter-sectionalities (income, age, urban versus rural etc.) and implications for dynamic vulnerability across genders
* Include measures to solve the capacity weaknesses and information gaps that hamper adaptation planning including the consideration for all vulnerable groups (including women and the disable population).
* Include measures to integrate adaptation into the relevant policy and planning instruments (entry points) and ensure that the barriers for certain vulnerable population groups are not perpetuated.
* Review measures included in the Medium-Term Economic Development Strategy (or any updated versions) to identify synergies and establish collaborations for the implementation of such measures.

2.1.3 Gender-Responsive Facilitation Stakeholder Participation

In the assessment and review of the proposed implementation strategies and actions in the SASAPs it is critical to ensure that they are feasible and appropriately targeted. Facilitating gender-responsive stakeholder participation in the review and assessment process will support inclusive decision making within these processes. The gender-responsive prioritisation of actions would involve the application of participatory and inclusive approaches to prioritise actions from the SASAPs for implementation, including stakeholder workshops of different groups and in different parts of the country. Gender-responsive facilitation is important for participatory prioritisation processes, to ensure that diverse views are captured and that different groups have equitable influence in decision making. Where possible, separate the prioritisation process for people of different genders and social groups, persons with disabilities (PWD), indigenous populations and other vulnerable groups (pensioners, single parents, employees within the cruise industry (taxi drivers, vendors etc.), women employed in the tourism industry) through parallel discussion during stakeholder workshops should be facilitated. Ensure transparency in the prioritisation process by documenting how priorities were identified and who participated in the process. Engage women and men, including representatives of marginalised groups, in the development of criteria for prioritisation at different levels, while ensuring all aspects of organization and implementation facilitate equal access and opportunities for participation

2.1.4 Prioritise Gender-responsive and Inclusive Sectoral Adaptation Strategies and Action Plans

Determine which actions most urgently require resources for implementation. The prioritisation process would provide the opportunity to analyse the gender considerations associated with the different options and will help ensure that the prioritised actions address the differing needs of women, men and people of other gender identities and that the implementation of the priority actions will yield equitable benefits.

**Multi-criteria Analysis (MCA) Tool:** The MCA tool will be used to inform deliberative, quantitative discussion and decision -making about the prioritised adaptation actions; as it provides the flexibility to include criteria related to gender equality. The use of the tool will bring to light points of consensus among stakeholders regarding priority considerations. The proposed 13 criteria can be used as a guide. These criteria is not exhaustive and can be adapted to suit the specific country context.

The multiple criteria analysis approach incudes:

1. Relevance and alignment with national and sectoral policies, strategies, plans and legislation (net systematic contributions).
2. Contribution to gender equality.
3. Upfront cost of the technologies.
4. Implementing, operational and maintenance cost.
5. Effectiveness and impact (inclusive of impact on vulnerable and marginalised groups)
6. Ease of implementation /feasibility
7. Social acceptability
8. Institutional capacity
9. Size of beneficiary group(s) (specifically vulnerable and marginalised groups)
10. Potential environmental risks
11. Synergies with other initiatives
12. Sustainability
13. Scalability and replicability
14. Socio-economic Co-benefits?

A Scoring tool should be developed to allow efficient scoring of proposed adaptation actions by the stakeholders. A weighting ranging from 0.1 (least important) to 1.0 (very important) can be attached to each criterion (see format in Annex 1 and Scoring criteria descriptions in Annex 2). The scoring of the criteria should be explained and the information in the developed ranking sheet should be presented. When facilitating this activity an example of the scoring process should be conducted. The completed scoring templates should be collected and the final score for each adaptation measure should be calculated. A weighting for each criterion should be developed based on the country specific context (See Annex 1 for the proposed template). The total score for each criterion will be obtained by multiplying the weighting of each criterion by the score assigned by the stakeholders. The tool should be designed to categorise the final scores into three groups that determine whether the implementation of each adaptation measure should start in the short-term (2018-2021); medium-term (2021-2024) or the long-term (2024-2028).

2.1.5 Preparation of Project Concept Notes

During the stakeholder consultation/workshop one key activity is the development of at least five Project Concepts based on the prioritised adaptation strategies and action plans identified. These should be short, stand-alone project summary documents, to be proposed by the stakeholders and reviewed and improved (by better framing the project in terms of climate change adaptation and gender-equality) by the consultant. The project concept plays an instrumental role in the SASAPs’ fundraising efforts as they offer a subset of projects proposed for the implementation of adaptation measures in the SASAPs. Project concept note portfolios, composed of a SASAP summary, a table summarising the concept notes and the concept notes themselves, are prepared during the elaboration of each SASAP and can be used to secure future financing for the execution of the projects and activities. The Project Concept Notes can be designed in such a way to either serve as stand-alone projects or merged with other concept notes to create a larger project/programme/activity. The templates to be filled for this purpose (Annex 3) should be circulated to the stakeholders during the stakeholder consultations. The concept notes should address climate-related challenges as well as gender equality gaps, be aligned with the measures discussed during the stakeholder consultation and offer adaptation benefits (and if possible, mitigation co-benefits) for the sector to all individuals especially the vulnerable and marginalised groups. The annotated template for the elaboration of project concept notes is presented in Annex 3.

2.1.6 Gender-responsive Budgeting:

Gender-responsive Budgeting (GRB) is a tool that aims at integrating gender perspectives in the budgeting process of development of the GRB SASAPs. Applying gender-responsive budgeting (GRB) approach for the prioritised actions for implementation, to ensure that resources are allocated for activities that promote gender equality and inclusiveness and that investments in adaptation yield equitable benefits. Applying the GRB approach to the prioritised actions for implementation will help to improve the economic governance and financial management of the SASAPs. The GRB approach will consider the full budget and cost estimation from a gender perspective to assess how it will address the different needs of women and men, and of girls and boys. Moreover, taking gender difference into account makes the budget for the SASAPs and the Project Concepts more effective, fair and transparent and promotes higher rates of economic growth and poverty reduction.

**2.2 Monitoring and Evaluation Plan for Sectoral Adaptation Strategies and Actions Plans (SASAPs) Process in Antigua and Barbuda**

Develop a gender-responsive Monitoring and Evaluation Plan for Antigua and Barbuda. The M&E Plan should be designed to track the progress of the gender responsive budgeted adaptation actions outlined within the SASAPs. In developing gender-responsive M&E Plans for Antigua and Barbuda included within its framework should be the use of sex disaggregated data, gender specific baselines, targets and indicators in-addition gender base quotas to ensure that the proposed support comprehensive gender analysis. The M&E plan should also facilitate within its framework, where applicable, specific to the Financial Sector, a qualitative as well as quantitative gender based analysis in assessing the progress of the gender-responsive adaptation efforts outlined within the SASAPs as well as the implementation of the gender inclusive budgeted actions.

In practical terms, the M&E will:

* Review the progress in, and steer the implementation of, the GRB SASAP process, identifying gaps and solutions to address shortcomings with consideration for the specific gender responsive adaptation actions;
* Assess the impact of the gender responsive actions within the SASAPs in promoting gender equality and women’s empowerment in the adaptation process.
* Evaluate the differentiated impact of gender responsive adaptation efforts on women and men as well as other sector specific vulnerable groups.
* Improve the effectiveness and efficiency of the prioritised activities for the SASAPs.

**3. EXPECTED OUTPUTS AND DELIVERABLES**

**3.1 Methodology and Workplan**

A detailed methodology and work plan for undertaking the identified activities inclusive of work plan, stakeholder engagement plan; adapted Multi-Criterial Analysis Tool; timeline and technical resources.

**3.2 Policy, Regulatory and Planning Framework Summary Findings Report and First Draft List of Gender-Responsive and Inclusive Adaptation Strategies and Actions**

Report of review of Policy, Regulatory and Planning Framework for Antigua and Barbuda will document the process and the experience gained in the development of the draft list of gender-responsive and inclusive adaptation measures for the Financial sector for Antigua and Barbuda. The Policy, Regulatory and Planning Framework Summary Findings Report should also include summary of the findings and outcome from the Policy, Regulatory and Planning Framework for the Formulation of the GRB SASAP; Capacity and Needs Assessment: findings from the analysis of information, capacity, policy, gender and other gaps, weaknesses and needs for planning and implementing effective adaptation in the Financial Sector; overarching goal, strategic objectives and main outcomes for the Gender-responsive adaptation measure and the first Draft List of Gender Responsive and Inclusive Adaptation measures to be included in the SASAP.

**3.3 Findings and Consultation Report for Antigua and Barbuda**

The Findings and Consultation Report for Antigua and Barbuda will document the process and the experience gained in the prioritisation of the gender-responsive and inclusive Financial Sectoral adaptation strategies and action plans and stakeholder participation for the Financial Sector for Antigua and Barbuda. The Findings and Consultation Report should also include summary of the findings and outcome from the Policy, Regulatory and Planning Framework for the Formulation of the GRB SASAP; First Draft List of Gender Responsive and Inclusive Adaptation measures to be included in the SASAP; and the Gender-Responsive Facilitation Stakeholder Participation and how it was adapted to suit Antigua and Barbuda’s context as well as list of stakeholders agenda for the stakeholder participation and a schedule of country visits should be also included in the report.

**3.4 Gender Responsive Budgeted Sectoral Adaptation Strategies and Action Plans (GRB SASAPs) for Antigua and Barbuda**

The Gender-responsive Budgeted (GRB) Sectoral Adaptation Strategies and Action Plans (SASAPs) should include budgets and gender-responsive and inclusive measures into Sectoral Adaptation and Strategic Action Plans and Project Concepts, including actionable measures to reduce gender inequalities and compounded vulnerabilities in the Financial Sector to projected/future climate change impacts. The findings from the prioritisation of the GRB SASAPs (including the outcomes of the tools and templates utilised) and the completed project concepts should be included.

**3.5 Monitoring and Evaluation Framework for Sectoral Adaptation Strategies and Actions Plans (SASAPs) Process in Antigua and Barbuda**

The gender-responsive Monitoring and Evaluation Framework should be adjusted to ensure that that the M&E framework and plan is gender responsive and hence able to appropriately track the progress on the implementation of the updated Gender Responsive Budgeted and Inclusive SASAPs.

**Expected deliverables and proposed payment allocations are as follows:**

|  |  |  |
| --- | --- | --- |
| Deliverables  | Number of w/days | % Payment |
| 1. Methodology and Workplan
	1. Stakeholder Engagement Plan
	2. Adapted Multi-Criteria Analysis Tool
	3. Timeline
	4. Technical Resources
 | 1 week from signing contract | 10% |
| 1. Policy, Regulatory and Planning Framework Summary Findings Report and First Draft List of Gender Responsive and Inclusive Adaptation measures to be included in the SASAP:
	1. Summary Findings from the assessment of the Policy, Regulatory and Planning Framework for the Formulation and Implementation of the GRB SASAP
	2. Findings from capacity needs assessment in the development of the First Draft List of Gender Responsive and Inclusive Adaptation measures to be included in the SASAP.
	3. Overarching goal, strategic objectives and main outcomes for the Gender-responsive adaptation measure
2. First Draft List of Gender Responsive and Inclusive Adaptation measures to be included in the SASAP.
 | 3 weeks after signing contract | 20% |
| 1. Findings and Consultation Report
	1. Description of tools and techniques applied or the Gender-Responsive Facilitation Stakeholder Participation
	2. Summary Findings from the Gender-Responsive Facilitation Stakeholder Participation and how it was adapted to suit the specific country context.
	3. Summary Findings from the Prioritise Gender-responsive and Inclusive Sectoral Adaptation Strategies and Action Plans
	4. List of stakeholders
	5. Schedule of Country Visits
	6. Agenda for the in-country consultations
 | 7 weeks after signing contract | 25% |
| 2a. Draft Gender Responsive Budgeted Sectoral Adaptation Strategies and Action Plans and Project Concepts for the Financial Sector for Antigua and Barbuda | 10 weeks after signing contract | 0% |
| 2b. Final Gender Responsive Budgeted Sectoral Adaptation Strategies and Action Plans and Project Concepts for Financial for Antigua and Barbuda | 12 weeks after signing contract | 25% |
| 3a. Draft Revised Monitoring Evaluation Plan for the Financial Sector GBR SASAPs for Antigua and Barbuda | 14 weeks after signing contract | 0% |
| 3b. Final Monitoring and Evaluations Plan for the Financial Sector GBR SASAPs for Antigua and Barbuda | 15 weeks after signing contract | 20% |

**4. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS**

The consultant/firm will report directly to the EnGenDER Technical Specialist Climate Change (with support from the Technical Specialist for Gender Equality) in accordance to the approved schedule of works, on progress, challenges encountered, risks foreseen, proposed or taken mitigation measures, and where UNDP support may be required. The company is expected to liaise/interact/collaborate/ work closely, within the course of performing the work, with the established National EnGenDER Focal Point and the National Mechanism for Decision Making, other government agencies, national Climate Change and Disaster Risk Technical Officers, Technical Officers from the priority sectors, other consultants, other agencies, donors, communities, CSOs, local government units, etc. Whenever requested, the consultant may participate in wider multi-agency assessment exercises and coordination forum, but not to represent and/or to speak on behalf of UNDP.

**5. DURATION AND RENUMERATION**

The duration of the contract is for a period of 110 calendar day for a period of 5 months, from January 2021 to May 2021. The company’s price is a fixed output regardless of extension of the duration specified herein. Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days). All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket.

*Despite the opening of borders, the COVID 19 pandemic may still impede travel to Antigua and Barbuda as far as is possible therefore the financial proposal should provide information on all travel and logistical cost related to each required mission in country.*

The consultant’s price proposal will include ***all expected costs of the assignment.*** Payment will be remitted subject to the approval of final deliverables and based on the company’s price proposal. In country technical clearance/approval must be provided for the all deliverables.

**6. COMPOSITION AND REQUIRED COMPETENCIES**

The technical capacities within the company should include at least a Gender Equality Specialist and a Technical Specialist.

The consultant must present the following qualifications:

|  |
| --- |
| Gender Specialist |
| Education | * Postgraduate degree (MSc, MA, or higher) in Development Studies, Gender Studies, Poverty Reduction, International Policy, Sustainable Development, Social Sciences, or a related field
 |
| Experience | * At least 5 years of experience addressing issues specific to Caribbean SIDS surrounding gender equality and the application of gender-responsive budgeting
* At least 2 years’ experience in developing and implementing Gender-Responsive Facilitation Stakeholder Participation (participatory research approaches) and the use of multi-criteria analysis and gender-responsive budgeting approach.
* Sound understanding of national and local development planning processes in the Caribbean especially knowledge of the National Adaptation Plan (NAP)/National Appropriate Mitigation Action (NAMA)/National Determined Contribution (NDC) development or implementation process in the Caribbean.
* Ability to transfer analytical results into simple and actionable solutions (based on job experience/field work).
* Sound understanding of the issues relevant to the priority sectors surrounding climate change vulnerability and risk, or other related development issues within Caribbean region (based on job experience/field work).
* Previous work in any of the beneficiary countries and in a similar project is highly desirable.
* Excellent conceptual, analytical, writing and communication skills.
 |
| Technical Specialist |
| Education | * Postgraduate degree (MSc, MA, or higher) in Climate Change and Development, Natural Resource Management, Environmental Science, Environmental Engineering or a related field (Finance, Financial Management, International Financial, Accounting, Economics).
 |
| Experience | * At least 5 years of experience addressing issues specific to Caribbean SIDS surrounding climate change vulnerability and adaptation, or other related development issues specifically related to the Financial Sector.
* At least 2 years’ experience in the development of sectoral adaptation strategies and action plans.
* Sound understanding of national and local development planning processes in the Caribbean especially knowledge of the National Adaptation Plan (NAP)/National Appropriate Mitigation Action (NAMA)/National Determined Contribution (NDC) development or implementation process in the Caribbean.
* Ability to transfer analytical results into simple and actionable solutions (based on job experience/field work).
* Sound understanding of the issues relevant to the Financial Sector surrounding climate change vulnerability and risk, or other related development issues within Caribbean region (based on job experience/field work).
* Previous work in any of the beneficiary countries and in a similar project is highly desirable.
* Excellent conceptual, analytical, writing and communication skills.
 |

**SELECTION CRITERIA**

The technical component for the scope of works (technical capacity and related qualifications for, Gender Equality Specialist, Technical Specialist and Methodology) would accumulatively contribute to 70%. The financial proposal will be assigned 30%.

The consultant will be evaluated separately based on the selection criteria listed below.

|  |
| --- |
| Selection Criteria |
| 1. Company’s Qualification, Capacity and Experience
 | Weight (20%) | Max. Points (260pts) |
| 1.1 | Reputation of Organization and Staff Credibility / Reliability / Industry Standing based on the Reference Letters submitted |  | Weak | 15 |
| Satisfactory | 25 |
| Good | 35 |
| Excellent | 50 |
| 1.2 | General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted based on the Company Profile submitted. |  | Weak | 20 |
| Satisfactory | 40 |
| Good | 60 |
| Excellent | 80 |
| 1.3 | Relevance of specialized knowledge and experience on similar engagements done in the region/country based on the list of similar projects provided in the Company Profile. |  | Weak | 25 |
| Satisfactory | 40 |
| Good | 55 |
| Excellent | 70 |
| 1.4 | Quality assurance procedures and risk mitigation measures included in the Company’s Proposal (stating the measures). |  | Weak  | 15 |
| Satisfactory | 30 |
| Good | 45 |
| Excellent | 60 |
| 1. Management Structure and Key personnel
 | Weight (20%) | Max. Points (310pts) |
| 2.1 | Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services? |  | 50 |
| 2.2 | Qualification of Key Personnel |  | 260 |
| 2.2a | *Gender-Equality Specialist* |  | *130* |
|  | Experience A minimum of 5 years of experience addressing issues specific to Caribbean SIDS surrounding gender equality and the application of gender-responsive budgeting. Additional experience is desirable and will be granted 5 points per additional year of experience up to a limit of 30 points. |  | 30 |
| A minimum of 2 years' experience in developing and implementing Gender-Responsive Facilitation Stakeholder Participation and the use of multi-criteria analysis and gender-responsive budgeting approach. Additional experience is desirable and will be granted 5 points per additional experience up to a limit of 30 points. |  | 30 |
| Regional Experience: Previous work in any of the beneficiary countries and in a similar project is highly desirable.  |  | 25 |
| Knowledge and SkillsAbility to transfer analytical results into simple and actionable solutions (based on job experience/field work). |  | 25 |
| Excellent conceptual, analytical, writing and communication skills. |  | 20 |

|  |  |  |  |
| --- | --- | --- | --- |
| 2.2b | ***Technical Specialist*** |  | ***130*** |
|  | **Experience**A minimum of 5 years of experience addressing issues specific to Caribbean SIDS surrounding climate change vulnerability and adaptation, or other related development issues specifically related to the Financial Sector. Additional experience is desirable and will be granted 5 points per additional years of experience up a limit of 30 points |  | 30 |
| A minimum of 2 years’ experience in the development of sectoral adaptation strategies and action plans. Additional experience is desirable and will be granted 5 points per additional experience up to a limit of 30 points. |  | 30 |
| Regional Experience: Previous work in any of the beneficiary countries and in a similar project is highly desirable.  |  | 25 |
| **Knowledge and Skills**Ability to transfer analytical results into simple and actionable solutions (based on job experience/field work). |  | 25 |
| Excellent conceptual, analytical, writing and communication skills. |  | 20 |
| 1. **Proposed Methodology, Approach and Implementation Plan**
 | **Weight (30%)** | **Max. Points (130pts)** |
| 2.1 | The methodology for the Gender-responsive Budgeting Approach (Gender-Responsive Facilitation Stakeholder Participation and the use of multi-criteria analysis) is clear and coherent with the TOR demonstrating fulfilment of the requirements and provides clear and encouraging signs that the Specialists will provide an adapted work. |  | Weak | 15 |
| Satisfactory | 25 |
| Good  | 35 |
| **Excellent** | **50** |
| 2.2 | The methodology for the Gender-responsive Budgeting Approach (Gender-Responsive Facilitation Stakeholder Participation and the use of multi-criteria analysis) has sufficient details and is well balanced. The scope of each task is clearly defined addressing all aspects of the TOR and there is not uncertainty as to what will be provided. |  | Weak  | 10 |
| Satisfactory | 20 |
| Good  | 30 |
| **Excellent** | **40** |
| 2.3 | Sequence of activities are logical, realistic and the execution of the methodology is coherent and constructive and, designed to add value to the project. Companies are asked to provide financials for in country missions as well as a remote approach based on the COVID mitigation strategy |  | Weak | 10 |
| Satisfactory | 20 |
| Good | 30 |
| **Excellent** | **40** |
| **Final Score** | **70%** | **700** |

**OTHER**

The team/company must submit their CVs, reference letters, company profile, business registration certificate, methodology together with their financial proposal. Applications must be submitted in English and incomplete proposals will not be considered.

**Documents to be included when submitting the proposal**

* **Proposed Methodology for the Completion of Services.** The consultant must describe how they will address/deliver the demands of the assignment as specified in the ToR;
* **Company profile.** Brief history explaining the number for years the company has been providing a similar service; history any company name changes and previous and current collaborative partnerships; show evidence of the financial and technical capacity of the company to provide required service.
* **CV** in alignment with the required qualifications and relevant experience for each member of the company.
* **Reference Letters.**  The company must submit two reference letters from previous work undertaken.
* **Business registration certificate**
* **Financial Proposal.** The company must submit the financial proposal containing the final and all-inclusive (professional fees, all envisaged travel costs, etc.) total price offer for the full range of services required, broken down into all major cost components associated with the services. All envisaged travel costs must be included in the Offeror’s financial proposal. This includes all duty travels.

**Annex**

**Annex 1: Sample of Scoring/Ranking Matrix for the Prioritisation of the Adaptation Strategy and Action Plan**

**Instructions:** 1) List all adaptation measures in the first column. 2) Enter the priority score (1-5) for each criteria and corresponding adaptation measure.



**ANNEX 2: SAMPLE CRITERIA FOR THE PRIORITISATION OF ADAPTATION MEASURES**

|  |  |
| --- | --- |
| CRITERIA  | DESCRIPTION |
| 1. Relevance and alignment (weight: 1.0) | The measure is well aligned with national development plans and climate policy goals andtargets.1=low relevance and/or not aligned; 5= high relevance and/or aligned |
| 1. Contribution to gender equality (weight 0.8)
 | The measure identifies and addresses gender inequality.1=low contribution to gender equality; 5=high contribution to gender inequality |
| 1. Upfront cost of the technologies (weight:0.8)
 | The upfront cost of the technologies and deployment is too expensive to purchase. Arethere any possibilities for cost sharing?1= expensive; 5= inexpensive |
| 1. Implementing, operational and maintenance cost (weight: 1.0)
 | The long term operational and maintenance costs are attainable. Are there any possibilitiesfor cost sharing?1= unattainable; 5= attainable |
| 1. Effectiveness and impact (inclusive of impact on vulnerable and marginalised groups) (weight: 1.0)
 | The measure or intervention can effectively solve problems or realise opportunities derivedfrom climate change adaptation (economic benefits, social benefits, benefits toecosystems).1= low effectiveness/impact; 5= high effectiveness/impact |
| 1. Ease of implementation /feasibility (weight: 0.8)
 | Measures are highly feasible/easy to implement (e.g. no/limited policy, regulatory,institutional, legal, technical, financial, business, social and gender barriers).1= low feasibility (many barriers); 5= high feasibility (few barriers) |
| 1. Social acceptability (weight: 1.0)
 | Stakeholders will accept, adopt and apply the adaptation measures.1= low acceptance; 5=high acceptance |
| 1. Institutional capacity (weight: 0.8)
 | Sufficient institutional absorptive capacity exists within the implementing agency (ies) tosupport the implementation of the measure. Can the capacity be sourced locally? Howmuch additional capacity and knowledge are needed to implement the measure?1=insufficient capacity; 5= sufficient capacity |
| 1. Size of beneficiary group(s) (specifically vulnerable and marginalised groups) (weight: 1.0)
 | The adaptation measure provides direct benefits to a large number of local, community, district and national beneficiaries.1= low number of beneficiaries; 5= high number of beneficiaries |
| 1. Potential environmental risks (weight: 1.0)
 | No significant environmental risks. Will there be any expected adverse effects on the environment, natural resources or people?1= high risk; 5= low risk |
| 1. Synergies with other initiatives (weight: 0.6)
 | The measure builds on past, current or planned initiatives. Is there an opportunity for resource sharing; e.g. technical assistance, institutional support, etc.?1=low synergies; 5= high synergies |
| 1. Sustainability (weight: 1.0)
 | The measure can be sustained over time beyond this one-off project, i.e., there is a strongexit strategy (e.g. financial, institutional, etc). |
| 1. Scalability and replicability (weight: 0.6)
 | The measure is scalable and replicable in the specific countries, beyond this intervention.1= low scalability/replicability; 5= high scalability/replicability |
| Notes |
| Weighting scale | 0.1 (low importance) to 1.0 (high importance) |

**PROJECT CONCEPT NOTE ANNOTATED TEMPLATE**

|  |
| --- |
| CONCEPT NOTE FOR CLIMATE CHANGE ADAPTATION PROJECT TO BE INTEGRATED IN SASAP |
| Project title |
| Objective(s) |
| Rationale* Short explanation on the climate risks / expected impacts that make the intervention necessary

(see table of impacts for support)* Short explanation of the proposed intervention, if possible, mentioning:
* what has been done before and current gaps to be covered by the project. e.g. *“Currently, there is an island-wide flood early warning system that requires improving, as data limitations do not allow the calculation of xxxx, hampering the prioritization of infrastructure relocation”*
* What will the project improve/do and what are the expected project benefits?
* Main project partners (Institutions/communities/businesses/other).
* Proposed location/site(s)
 |
| Beneficiaries *e.g. Community members and households exposed to flooding* |
| Activities and TasksShort list: |
| Main outputs/productsShort list: |
| Implementation * Responsible institutions:
 |
| Cost estimate (rough estimate of costs, if possible disaggregated into broad budgetlines/activities)Total: USD \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Duration |
| Additional informationIf possible, link the proposal to specific measures in the SASAP (*e.g. this project is directly related**to the SASAP’s measures 12, 62, 64 and 65*).Include a note here if the proposal has mitigation co-benefits. |

1. *A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.* [↑](#footnote-ref-2)
2. *VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.* [↑](#footnote-ref-3)
3. *UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding $30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.* [↑](#footnote-ref-4)
4. *Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.*  [↑](#footnote-ref-5)
5. *Where the information is available in the web, a URL for the information may simply be provided.* [↑](#footnote-ref-6)
6. *This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.* [↑](#footnote-ref-7)
7. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-8)
8. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-9)
9. https://wedocs.unep.org/bitstream/handle/20.500.11822/32638/GCS.pdf [↑](#footnote-ref-10)
10. <https://www2.unwomen.org/-/media/field%20office%20caribbean/attachments/publications/2019/gender%20responsive%20budgeting%20-%20a%20tool%20for%20enhancing%20parliamentary%20oversight%20and%20accountability.pdf?la=en&vs=3230> [↑](#footnote-ref-11)
11. Antigua and Barbuda, Third National Communication: https://unfccc.int/sites/default/files/resource/atgnc3\_0.pdf [↑](#footnote-ref-12)
12. Antigua and Barbuda, Third National Communication: https://unfccc.int/sites/default/files/resource/atgnc3\_0.pdf [↑](#footnote-ref-13)
13. Antigua and Barbuda Country Risk Report. http://www3.ambest.com/ratings/cr/reports/antiguaandbarbuda.pdf [↑](#footnote-ref-14)
14. Antigua and Barbuda Country Risk Report. http://www3.ambest.com/ratings/cr/reports/antiguaandbarbuda.pdf [↑](#footnote-ref-15)
15. https://www.greenclimate.fund/sites/default/files/document/readiness-proposals-antigua-and-barbuda-ministry-health-and-environment-adaptation-planning.pdf [↑](#footnote-ref-16)
16. https://www.greenclimate.fund/sites/default/files/document/readiness-proposals-antigua-and-barbuda-ministry-health-and-environment-adaptation-planning.pdf [↑](#footnote-ref-17)