

## **Terms of Reference**

### **Consultancy to Update Belize's National Climate Change Policy, Strategy and Action Plan**

**Job Title:** Consultancy to Update Belize's National Climate Change Policy, Strategy and Action Plan

**Consultancy:** Consulting Firm or Consortium

**Location:** Belize

**Duration:** 130 days over a period of 6 months

**Project Reference:** "Climate Promise" and "Enabling Gender-Responsive Disaster Recovery, Climate and Environmental Resilience in the Caribbean (EnGenDER)" Projects

#### **A. Background**

Belize ratified to the United Nations Framework Convention on Climate Change (UNFCCC) in 1994, the Kyoto Protocol in 2003 and the Paris Agreement in 2016. In that same year, Belize submitted its Third National Communication and its first Nationally Determined Contributions which embodies planned efforts to reduce national emissions and adapt to the impacts of climate change. By ratifying to the UNFCCC, Belize committed to addressing climate change issues, protecting its people and resources from its impacts through both adaptation and mitigation means, and putting in efforts and measures to curtail the emissions of greenhouse gases that contribute to climate change.

Climate change is a very serious threat to sustainable development in Belize especially considering its geographical location and dependence on natural resources. Belize's geographical location causes the country to be vulnerable to the risks of sea level rise and increasing frequency and intensity of tropical storms, while the economic dependence on natural resources are threatened by rising temperatures and resulting impacts on climate sensitive sectors of the economy. To facilitate climate resilience, in 2015 the Government of Belize developed the first edition of the National Climate Change Policy, Strategy and Action Plan (NCCPSAP) which describes the country's efforts to address climate change and directs the implementation of sectoral initiatives to mitigate and adapt to climate change.

According to the NCCPSAP, the document is to be revised to accommodate for new scientific findings and the determination of updated measures to help enhance the resilience of sectors and built infrastructure and to reduce potential vulnerabilities to the effects of climate change and climate variability. Its goal is to guide short, medium- and long-term processes of climate change adaptation and mitigation in accordance with national prospects for sustainable development in addition to regional and international commitments.

The Policy covers the persistent issues that Belize faces including its vulnerability to crop production, food security, natural disasters, loss in biodiversity, human health conditions and as well as on housing and infrastructure. Therefore, the National Climate Change Policy, Strategy and Action Plan provides policy guidance for the development of an appropriate administrative and legislative framework, in harmony with other sectoral policies, for the pursuance of a low-carbon development path for Belize.

## **B. Overall Purpose of the Consultancy**

The overall purpose of the consultancy is to update the National Climate Change Policy, Strategy and Action Plan (NCCPSAP), to be named the National Climate Change Policy, Strategy and Master Plan (NCCPSMP), taking into account new information on vulnerabilities and needs, technologies and actions for mitigation and adaptation and means of implementation, in order to reflect progress in Belize's preparedness to respond to the impacts of climate change covering the period 2021 to 2025.

## **C. Specific Objective**

Specifically, the consultancy aims:

- To update the national climate change scenarios and conduct climate impact studies using ensemble modelling techniques
- To update the organizational, institutional and legislative framework supporting national climate change governance
- To develop a Master Plan identifying actionable programmes for implementation within the policy period

## **D. Scope of Work**

The consulting firm or consortium will work in close collaboration with the Deputy Chief Climate Change Officer, and other duly appointed personnel of the National Climate Change Office (NCCO). The consultants will be responsible for carrying out detailed desk review and consultations in order to take stock of actions and developments that may have occurred since the acceptance of Belize's first NCCPSAP. They will be required to carry out climate modelling and to update the climate scenarios and predictions while identifying the climate impacts and responses for priority sectors.

The consulting firm or consortium will also be required to carry out stakeholder consultations (which includes interviews, meetings, focus groups, workshops) while ensuring that their comments, concerns and recommendations are taken into consideration and as well as to ensure that the stakeholders are kept informed of the NCCPSAP updating process. From this, the consultants will update and prioritize mitigation and adaptation options that will direct all government and non-governmental organizations, the private sectors, civil society and all citizens in the pursuance of climate resilience. The target groups include policy and decisionmakers of the Government of Belize, in local government and private sector as well as civil society and other stakeholder groups and institutions.

The consulting firm or consortium will also be required to develop a Master Plan including budgets and timelines. The Master Plan will compose of policy focus areas identified based on current actions, plans, projects and any other activity taking place in the country. The policy focus areas should comprise of programmes which will provide actions to address the vulnerabilities and prioritized sectors identified throughout the updating process. The recommended actions given in

the update should be translated into tangible programmes and projects that would benefit communities and trigger the process of factoring climate issues into Belize's development.

The consultancy firm or consortium will be required to meet with the Deputy Chief Climate Change Officer, and other duly appointed personnel of the National Climate Change Office, in order to provide an update of progress. This should be done fortnightly (every two weeks) and the meeting should last no more than one hour unless specifically requested.

The update of the NCCPSAP should guide Belize in addressing the evolving effects of climate variability and climate change on the economic and social development of the country taking into consideration especially vulnerable areas and applying a gender sensitive perspective and consideration for vulnerable persons. A cross-sectoral approach will be needed as the following sectors are taken into consideration: Agriculture, Forestry, Fisheries & Aquaculture, Coastal & Marine, Tourism, Human Health, Human Settlements, Water Resources, Transport, Energy and Waste. These are national priorities for climate change mitigation and adaptation efforts. However, the consultants will be able to either add or remove sectors based on prioritization results of the stakeholder consultations.

The updated NCCPSAP should provide an enhanced policy guidance for the updated administrative and legislative framework, in harmony with other sectoral policies, for the pursuance of a low carbon development path for Belize whilst simultaneously allowing the Policy to be fully and effectively implemented. The update of the NCCPSAP should be aligned with Belize's Nationally Determined Contributions (NDCs) (Revised, 2020).

## **E. Key Tasks**

The consulting firm or consortium will carry out the following tasks:

1. Prepare an inception report including a detailed workplan and implementation schedule.
2. Conduct an inception workshop to launch the updating of the National Climate Change Policy, Strategy and Action Plan and to identify stakeholder needs and priorities as well as their expectations, significant sectors to be addressed and to obtain the necessary documents (e.g. sectoral policies, action plans) to be used for the update.
3. Desk review of all relevant national and international literature related to this consultancy (i.e. policies, programmes, plans, international obligations, etc.) by collecting, organizing and synthesizing available information to gain an understanding of the country's circumstances and priorities and analysis of the current status of the Policy. This includes identifying what has been accomplished and as well as the gaps in the Policy from the time of implementation to present. Ensure that new findings produced throughout the current policy period is incorporated into the update. Take stock of progress made in the on-going NDC update and Low Emission Development Strategy (LEDS) development consultancies to ensure alignment within all documents, ensuring any new information and data is used for the update of the Policy.
4. Develop new climate scenarios and conduct climate impact studies using Ensemble modelling techniques. Update the climate change projections inter alia air temperature, rainfall, sea level rise, temperatures, etc. This should allow for the identification of local and

national adaptation and mitigation interventions. This should also feed into updating the situational analysis to identify the current opportunities and challenges of Belize, identifying the especially vulnerable areas and sectors in the country in terms of economy, social and environmental vulnerability, and identifying its effects on priority sectors in the country. This should also facilitate the update of the NCCPSAP in terms of its rationale, actions/measures, resources needed, financial needs, timeframe, and links to new policies, programmes and agencies, if applicable, for the respective sectors.

5. Undertake a comprehensive political, environmental, social, technological, economic, and legal analysis of the NCCPSAP in context of the national development objectives and international priorities, taking into consideration the current climate change models and predictions, historical data, model data, climate change projections, etc., with a view of enhancing Belize's response to climate change.
6. Prioritize issues, programmes, needs by sector and allow for the mainstreaming of climate change activities to be encouraged in sectoral plans and budgets. Highlight challenges and opportunities in implementing the policy on national and local levels with a focus on achieving the goals of Belize's Growth and Sustainable Development Strategy (GSDS) and the Horizon 2030. Highlight the policy impact on public and private sector and reflect on how best to involve them in the process. Apply a gender perspective approach to be included within the actions of the updated policy. Update the NCCPSAP's goals and objectives and develop actions aligned to key development plans/frameworks for efficient and effective implementation.
7. Task #6 should, comprehensively, result in Policy Focus Areas to be developed for the Master Plan of the updated policy. The Policy Focus Areas should comprise of programmes that will address the pertinent issues of climate change identified. Each programme should contain actions and a budget along with an Monitoring Reporting and Verification (MRV) component to facilitate the implementation of the programmes.
8. Facilitate two stakeholder consultation sessions: (i) validate climate scenarios and projections, situational analysis (ii) present the developed Master Plan. (Dependent on the national circumstances during the period of the consultancy, consultations may be conducted virtually).
9. Establish and/or update monitoring mechanisms that will ensure compliance of the NCCPSMP. Where applicable, provide an updated overview of the policy instruments to address climate change; of the institutional, legislative, and regulatory framework; of the comparative legislative instruments; and international and regional obligations.
10. Ensure that the results from International Organization for Migration's "Building the capacities of the government of Belize to address the challenges associated with migration and climate change in vulnerable coastal communities" project is mainstreamed into the update of the National Climate Change Policy, Strategy and Master Plan.
11. Facilitate one national validation workshop to present the updated National Climate Change Policy Strategy and Master Plan to stakeholders.
12. After including stakeholders' recommendations and input, present the edited NCCPSMP to the technical and finance sub-committee and do a final revision.
13. Prepare final draft document: The National Climate Change Policy, Strategy and Master Plan for Belize 2021 - 2025 (Revision 2020).

## 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 consultancy are:

- Belize's Second and Third National Communications
- Greenhouse Gas Inventories
- Updated sectoral policies
- Vulnerability assessments conducted during the current policy period
- Mitigation Assessment and Strategy
- Belize's Nationally Determined Contribution

## G. Expected Outputs/Deliverables

- i. Inception report including a detailed work plan and implementation schedule.
- ii. Report on the inception workshop to launch the update of the NCCPSAP
- iii. Report on the analysis and assessment of the Policy including the comprehensive political, environmental, social, technological, economic and legal analysis and updated situational analysis.
- iv. Consolidated Report for stakeholder consultations held for Task #8.
- v. Draft one (1) of the updated National Climate Change Policy, Strategy and Master Plan.
- vi. Report on the national validation workshop, Task #11.
- vii. Final draft of the updated National Climate Change Policy, Strategy and Master Plan, inclusive of submission of elaborate excel files for data and methodology selection criteria report for data and information generated for the sectors identified, along with all data sets collected, assumptions, and reference materials utilized.

Deliverables/ Outputs	Percentage of lump sum (payment)	Allotted time	Review and Approvals Required
Upon receipt and approval of Inception report including a detailed work plan and implementation schedule	20%	No later than 1 week after signing the contract	UNDP Programme Analyst
Upon receipt and approval of an Inception report and Report on the analysis and assessment of the Policy including the comprehensive political, environmental, social, technological, economic and legal analysis and updated situational analysis.	30%	No later than 4 weeks after the inception workshop	UNDP Programme Analyst

Upon receipt and approval of the Consolidated Report for the stakeholder consultation and Draft Updated National Climate Change Policy, Strategy and Master Plan.	<b>35%</b>	<b>No later than 5 weeks after the two stakeholder consultation sessions</b>	UNDP Programme Analyst
Upon receipt and approval of National Validation Workshop Report and Final draft of the updated National Climate Change Policy, Strategy and Master Plan inclusive of submission of elaborate excel files for data and methodology selection criteria report for data and information generated for the sectors identified, along with all data sets collected, assumptions, and reference materials utilized.	<b>15%</b>	<b>Within 2 weeks of receiving comments on the draft final report from the Programme Analyst and at least one month before the end of the contract</b>	UNDP Programme Analyst

## **H. Institutional Arrangements**

The consulting firm or consortium will be responsible to and report the EnGenDER Project Manager for all correspondence related to this work. The Deputy Chief Climate Change Officer will supervise the day to day in-country supervision and monitoring of the consultancy to ensure that the expected outputs are achieved.

## **I. Submission and Approval of Reports**

The consulting firm or consortium will produce the reports/deliverables as indicated above. The consultant will incorporate comments and inputs from stakeholders including the Technical and Finance Sub-Committees 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 Committee.

Fifty (50) hard copies and one (1) electronic copy of the final draft National Climate Change Policy, Strategy and Master Plan will be presented to the National Climate Change Office of the Ministry of Sustainable Development, Climate Change and Disaster Risk Management 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 EnGenDER Project Manager within the National Climate Change Office. The reports must be written in proper 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 and implementation schedule. 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 conducting analysis and projection models.

The team to prepare the update of the NCCPSAP for Belize will include a team leader with experience in Climate Change policy development, a Climate Change specialist, and an Institutional development/legal 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 three years of experience in their fields and must hold at least a university degree in the related field.

### **Key Expert 1: Policy and Strategy Specialist (Team Leader)**

- Qualifications and skills: University degree in economics, management or related field. Post-graduate degree and specialist training in the development of policy and strategy, government/public policy or natural resource economics or management preferred.
- General professional experience: At least five years (for BSc) and three years (for MSc) continuous working experience in the field.
- Specific professional experience: Demonstrated experience in the preparation of policy and strategy reports for national governments and the technical review of national reports and relevant international documents.

### **Key Expert 2: Climate Change Specialist:**

- Qualifications and skills: Post-graduate degree in climate science, physical sciences or related field.
- General professional experience: At least five (5) years continuous working experience in the field and preferably with specialised training in climate modelling.
- Specific professional experience: Specific work experience in climate change adaptation and/or mitigation. Knowledge and understanding of development issues and relevant work experience in particular familiarity with technical concepts related to environment and Climate Change issues. Familiarity with relevant global conventions and agreements or experience in the UNFCCC climate change regime will be an asset.

### **Key Expert 3: Institutional Development/Legal Specialist**

- Qualifications and skills: University degree in economics, the social sciences, or related field. Post-graduate degree and/or specialist training in economics, environmental law or related fields preferred.
- General professional experience: At least five years (for BSc) and three years (for MSc) continuous working experience in the field.
- Specific professional experience: Specific work experience in the use of socio-economic models, climate change adaptation or in the design and application of legal and institutional instruments. 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 tender evaluation but should be included in tenders.

The selected national consulting firm shall select and hire other experts as required to complete the tasks and according to the profiles identified in the 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 civil servants and other staff of the public administration of the beneficiary country cannot be recruited as experts, unless prior written approval has been obtained from the Chief Executive Officer of their designated ministry.

### **Competencies**

- Ability to conduct research and analysis and strong synthesis skills
- Good analytical skills with ability to come up with solutions to complex and interconnected development challenges
- Ability to think strategically, to express ideas clearly, to work independently or in teams with a strong sense of initiative, discipline and self-motivation, to demonstrate a sense of self-assuredness combined with political, cultural and gender sensitivity
- Have excellent interpersonal, communication, report writing and organizational skills
- Excellent English and grammar drafting/reporting, communication and presentation skills
- Regional and national knowledge is highly desirable
- Computer skills including a working knowledge of Word, PowerPoint, Excel and Access software.

### **K. Scope of Price Proposal and Schedule of Payments**

The contract price is a fixed output-based price. The Proposer must include the cost of Fifty (50) book bound copies and one (1) electronic copy of the National Climate Change Policy, Strategy and Master Plan in the computation of contract price. Payments will be made upon satisfactory submission of each product.



<b>Deliverables/ Outputs</b>	<b>Percentage of lump sum (payment)</b>
Upon receipt and approval of Inception report including a detailed work plan and implementation schedule	<b>20%</b>
Upon receipt and approval of an Inception report and Report on the analysis and assessment of the Policy including the comprehensive political, environmental, social, technological, economic and legal analysis and updated situational analysis.	<b>30%</b>
Upon receipt and approval of the Consolidated Report for the stakeholder consultation and Draft Updated National Climate Change Policy, Strategy and Master Plan.	<b>35%</b>
Upon receipt and approval of National Validation Workshop Report and Final draft of the updated National Climate Change Policy, Strategy and Master Plan inclusive of submission of elaborate excel files for data and methodology selection criteria report for data and information generated for the sectors identified, along with all data sets collected, assumptions, and reference materials utilized.	<b>15%</b>

#### **L. Recommended Presentation of Offer**

Proposals are to include the below sections. Proposals shall be reviewed based on completeness and compliance of the proposal.

##### **Technical Proposals are to include, but not limited to:**

- Qualification of the Service Provider – profile of business, business licenses, track record, certificates of accreditation
- Proposed Methodology for the completion of service
- Qualification of Key Personnel along with confirmation of their availability for the entire duration of the contract.

##### **Financial Proposals are to include, but not limited to:**

- Cost Breakdown per Deliverable
- Cost Breakdown by Cost Component

#### **M. Criteria for Selection of the Best Offer**

The final selection will be based on the combined scoring method where the qualifications and methodology will be weighed a maximum of 70% and combined with the price offer which will be weighed a maximum of 30%

#### **N. 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 UPDATE OF BELIZE’S NATIONAL CLIMATE CHANGE POLICY, STRATEGY AND ACTION PLAN**” and should include **two (2) separate attachments: (1) ONE TECHNICAL PROPOSAL and (1) ONE FINANCIAL PROPOSAL.**

The above email should be submitted by 5:00pm Belize time on Monday, 22 February 2021 to:

United Nations Development Programme  
Attn: Procurement Associate  
3rd Floor, Lawrence Nicholas Building, Belmopan  
Cayo District, Belize, C.A.  
Tel: (501) 822-2688, 0467, 4228  
Email: [procurement.bz@undp.org](mailto:procurement.bz@undp.org)

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