

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES– FIRMS SELECTION)

**Saint Vincent and the Grenadines (SVG)
Green Climate Fund
Grant No.: VCT-RS-001**

Assignment Title:

Consultancy services to:

1. Strengthen the capacity of the National Designated Authority
2. Develop a strategic framework for engagement with the GCF, including preparation of a country programme

Reference No.: SVG GCF-IC-01

The Government of Saint Vincent and the Grenadines has received financing from the Green Climate Fund towards the cost of the improving the readiness of SVG to access climate financing from the GCF, and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include:

1. Description of services:

- A. Strengthening the capacity of the NDA/FP:
 - Strengthen the NDA/FP’s capacity to carry out its roles and responsibilities. Strengthening will be achieved through engagement in active communication with the GCF and all stakeholders, and through training provided to the NDA staff, the scope of which will not be limited to:
 - i. Increase knowledge of climate change and finance priorities
 - ii. Establish capacity and systems to monitor, evaluate and report on the activities of the GCF and other relevant finance mechanisms and institutions
 - iii. Develop operational guidelines for the functioning of the NDA/FP
 - iv. Support the NDA/FP in understanding its roles and responsibilities
 - v. Establish a no-objection procedure for screening GCF funding proposals and a mechanism for the nomination of prospective Direct Access Entities (DAEs) seeking GCF accreditation

- Develop a communication strategy for engagement with the GCF by all stakeholders including the design and implementation of a public awareness campaign
 - Other activities may be added in accordance with the GCF's defined scope of works for strengthening of the NDA/FP
- B. Development of a strategic framework for engagement with the GCF:
- Develop a country programme that includes draft concept notes of the top five (5) identified priority projects. This programme must be consistent with the NESDP (2013-2025), the SDGs, NDCs, the NEMS and other policy and strategic documents;
 - Review existing policy and strategic documents and identify and reduce gaps;
 - Identify opportunities for the private sector to execute the programming priorities for Saint Vincent and the Grenadines;
 - Identify and prioritise programmes and projects, including public private partnerships consistent with the GCF's investment framework;
 - Identify synergies between the GCF and other development partners;
 - Coordinate national stakeholder consultations to include, among other things, identification of investment priorities;
 - Ensure that there is coherence between funding proposals and national priorities.

2. Implementation period: twelve (12) months

3. Expected start date (by readiness area):

The intended start dates are:

- Strengthening the capacity of the NDA or Focal Point: **1st December, 2017**
- Development of a strategic framework for engagement with the GCF: **1st March, 2018**

The detailed Terms of Reference (ToR) for the assignment can be found at the following website: www.gov.vc and using the following link:

http://www.gov.vc/images/VacanciesAndNotices/SVG_ToR_Operational-Manual-and-Strategic-Framework_08092017.pdf

The Ministry of Economic Planning, Sustainable Development, Industry, Information and Labour now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria for the firm are:

1. Have at least seven (7) years' experience in developing national priorities, strategies and plans;
2. Demonstrated experience in developing country strategic frameworks and/or related documents
3. Demonstrated experience with the development of operational manuals and communication strategies including raising public awareness;
4. Demonstrated experience in climate finance, at the international and regional level, with knowledge of the current climate finance architecture of the Green Climate Fund;
5. Proven experience working in climate financing for small island developing states (SIDS);
6. Proven experience in institutional and skills-based capacity development including in the public sector
7. Demonstrated experience in coordinating and moderating consultations and meetings, and reporting on national stakeholder workshops

Key Experts will not be evaluated at the shortlisting stage.

The attention of interested Consultancy firms is drawn to the following specific information on conflict of interest related to this assignment:

No firm or individual involved in this assignment shall have conflict of interest. Accordingly, it is required that consultants:

- i. Provide impartial, objective and professional advice;
- ii. Hold the interest of the Government and people of Saint Vincent and the Grenadines as paramount;
- iii. Provide advice that does not conflict with other assignments nor their corporate interests;
- iv. Assigned to this activity not be in conflict with any prior or current obligations/assignments to/with other clients and must be in a position to complete the assignment in a manner consistent with 'ii' above.
- v. Shall not be hired who have a close business or family relationship with a professional staff of this client that is involved (directly or indirectly) in any part in: 1) the preparation of the ToR related to this assignment; 2) the selection process for the award of contract and 3) the supervision of the contract.

Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A Consultant will be selected in accordance using the quality and cost based selection method to ensure that value for money is obtained.

Further information can be obtained at the address below during office hours 8:00am to 4:00pm.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail) by 29th September, 2017.

Ministry of Economic Planning, Sustainable Development, Industry, Information and Labour

Attn: National Designated Authority

1st Floor, Administrative Building

Bay Street

Kingstown

Saint Vincent and the Grenadines

Tel: 784-457-1746; 784-457-2182

E-mail: cenplan@svgcpd.com ; dcorea@svgcpd.com; ctoby@svgcpd.com
