

TERMS OF REFERENCE

I. BACKGROUND

1.1 The Inter-American Development Bank (IDB) has provided grant funding in the amount of US\$10.39 million to the Caribbean region to implement the Investment Plan for the Caribbean Regional Track of the Pilot Program for Climate Resilience (PPCR) over a five-year period. The program is to be executed by the University of the West Indies (UWI), through its Mona Office for Research and Innovation (MORI), and will be co-implemented by regional organizations working on climate change in the region.

1.2 The general objective of the operation is to improve regional processes of climate relevant data acquisition, storage, analysis, access, transfer and dissemination and to pilot and scale up innovative climate resilient initiatives. In pursuing this objective the program will utilize a regional approach, that seeks to develop data and information products and services that can be utilized at both the regional and national levels. The program is structured in four components:

- Component 1. Improving geospatial data and management for adaptation planning, sea level rise and storm surge impact analysis. The focus of the component is to improve the accessibility of high quality and current/updated bathymetric and near shore topographic data to support climate change analysis related to sea-level rise, storm surge, flooding, and ongoing adaptation planning at the regional and national levels.
- Component 2. Consolidating and Expanding the Regional Climate Network and Global Platform Linkages. The focus of the component is to strengthen regional and national structures and mechanisms for the delivery of climate products and services at the national level through enhancements to the regional climate data monitoring networks and complementary linkages with global climate information centers/platforms.
- Component 3: Downscaling and Expanded Climate Projection Models and High Resolution Maps. The focus of this component is to improve and enhance the availability of the downscaled future climate projections in the Caribbean in support of adaptation planning, decision making, and sector level modeling/projection efforts (such as marine, agriculture, health and water).
- Component 4: Applied Adaptation Initiatives. This Component will finance various sectoral interventions led by different regional organizations in Health, Marine, Agriculture and Water sectors.

1.3 Component 2 is co-implemented with the Caribbean Institute for Meteorology and Hydrology (CIMH) and aims to facilitate:

- i. improvements in the acquisition of weather data across Caribbean PPCR countries;
- ii. the development of priority climate products and services for some PPCR countries, to complement ongoing initiatives aligned with the Global Framework for Climate Services (GFCS);
- iii. six capacity building workshops for the national meteorological offices to deliver on their expanded role as providers of climate services at the national level; and
- iv. increase in the capacity of backup storage of regional climate data.

1.4 These actions will directly support building resilience to climate change and climate variability in priority climate sensitive sectors at national levels, the reduction of negative climate impacts in such sectors, and enhance existing safeguards for the region's valuable climate data.

II. OBJECTIVES:

2.1 MORI is now seeking a Consultant to:

- (i) Lead the enhancement of the national framework for climate services (NFCS) in selected PPCR countries.
- (ii) Support capacity building exercises for sectoral practitioners in relevant climate services.

III. ACTIVITIES:

In order to successfully implement a NFCS, national stakeholders should drive the process and design it in collaboration with national meteorological offices in a manner that addresses national needs and priorities. The main outcome of this assignment will be the development and finalization of a national Roadmap and Plan of Action for Climate Services in each selected PPCR country. The work will be done in close collaboration with national meteorological offices, national stakeholders and the CIMH.

Specifically, the consultant will undertake the following activities:

- i. Assist in the planning of national consultation workshops in selected PPCR countries;

- ii. Assist in conducting national consultation workshops in selected PPCR countries through delivering presentations, moderating plenary sessions and facilitating sectoral working group discussions;
- iii. Lead the continued development, validation and finalization of national climate services Roadmaps and Plans of Action for each selected PPCR country.

DELIVERABLES:

3.2 The consultant is expected to produce the following deliverables:

- i. Inception Report and Consultant work plan.
- ii. National consultation workshops conducted and national consultation workshop reports produced for each PPCR country.
- iii. Development of a finalized National Climate Services Roadmap and Plan of Action for at least three PPCR countries¹.
- iv. Final Report.

IV. SUPERVISION

4.1 The consultant will work remotely and be supervised by the Chief of Applied Meteorology and Climatology/ Head of the Caribbean Regional Climate Centre of the CIMH. The CIMH will approve the reports and deliverables as satisfactory and submit same to the PPCR PMU who will authorize payment. The PPCR PMU reserves the right to request changes and/or additional information before the authorization is granted. Additionally, the Consultant would also be required to conduct regional travel which will be funded in addition to the consultant fees for this assignment.

V. QUALIFICATIONS

- **Academic Degree:**

Candidates should possess a Master's Degree, specializing in Climatology, Environmental Science, Natural Resources Management or Disaster Risk Management. Possession of a PhD in a related field is considered advantageous.

- **Level & Years of Professional Work Experience:**

- Candidates should have at least five (5) years of experience developing national policy and plan documents related to climate change and variability mainstreaming, disaster risk reduction, or other relevant aspects of sustainable development.
- Experience in international climate consulting related to the development of climate services or experience in development work related to climate change or disaster management at the national level.
- Familiarity with the application of climate services in the developing world context; particular experience in the Caribbean is desirable.
- Experience in applying participatory techniques to enhance multi-sectoral stakeholder engagement and consultation in the development of national policy and plan documents.
- Candidates should demonstrate that they are performance driven through independent, as well as, collaborative and synergistic outputs and demonstrate excellent coordinating and communicational skills.
- Candidates should be familiar with: (i) common spreadsheet/database software, and (ii) the scientific principles of climate variability in the Caribbean.

- **Skills:**

Candidates should be results-orientated, highly motivated and demonstrate the following: a) excellent writing and editing skills; b) a good understanding of climate extremes, variability and change and related environmental issues; c) knowledge of the operations of national and regional organizations working in the climate services space; d) an ability to communicate and work effectively with multi-sectoral stakeholders, e) ability to work independently and as part of a team, and; f) be able to demonstrate experience/skills through the submission of examples of work previously done.

VI. CHARACTERISTICS OF THE CONSULTANCY

- Type of consultancy: Individual
- Contract Duration: 6 months

¹ Consultant outputs should build on already existing information about societal needs for climate services, as well as, present climate policies and action plans. The World Meteorological Organization's *Guidelines on Frameworks for Climate Services at the National Level* should be applied.

- Place of work: Home based with travel
- Means of payment: The consultant will be paid on the approval of deliverables I, II, III & V

Eligible Countries:

A Consultant, and all parties constituting the Consultant, shall be nationals of member countries of the Bank. Consultants from other countries shall be disqualified from participating in contracts intended to be financed in whole or in part from Bank loans. This section lists the Bank's member countries, as well as the criteria to determine the nationality of Consultants and the country of origin of goods and consulting services.

Eligible countries are: Argentina, Austria, Bahamas, Barbados, Belgium, Belize, Bolivia, Brazil, Canada, Colombia, Costa Rica, Chile, Croatia, Denmark, Dominica, Dominican Republic, Ecuador, El Salvador, Finland, France, Germany, Guatemala, Guyana, Haiti, Honduras, Israel, Italy, Jamaica, Japan, Mexico, Netherlands, Nicaragua, Norway, Panama, Paraguay, People's Republic of China, Peru, Portugal, Republic of Korea, Slovenia, Spain, St. Lucia, St. Vincent and the Grenadines, Suriname, Sweden, Switzerland, Trinidad & Tobago, United Kingdom, and United States, Uruguay and Venezuela.

In addition to the list above, the following countries are also eligible for financing under this project only: Grenada, Dominica, Saint Lucia and St. Vincent & the Grenadines.

Nationality and origin of Goods and Services Criteria

The policy provisions make it necessary to establish criteria to determine: a) the nationality of the firms and individuals eligible to bid or participate in a bank-financed contract and b) the country of origin of goods and services. For these determinations, the following criteria shall be used:

(A) Nationality.

a) An individual is considered to be a national of a member country of the Bank if he or she meets either of the following requirements:

- i. is a citizen of a member country; or
- ii. has established his/her domicile in a member country as a "bona fide" resident and is legally entitled to work in the country of domicile.

b) A firm is considered to have the nationality of a member country if it meets the two following requirements:

- i. is legally constituted or incorporated under the laws of a member country of the Bank; and
- ii. more than fifty percent (50%) of the firm's capital is owned by individuals or firms from member countries of the Bank.

All members of a joint venture and all subcontractors must meet the nationality criteria set forth above.

(B) Origin of Goods.

Goods have their origin in a member country of the Bank if they have been mined, grown, harvested, or produced in a member country of the Bank. A good has been produced when through manufacture, processing or assembly, another commercially recognized article results that differ substantially in its basic characteristics, function, or purpose of utility from its parts or components.

For a good consisting of several individual components that need to be interconnected (either by the supplier, the purchaser or by a third party) to make the good operative and regardless of the complexity of the interconnection, the Bank considers that such good is eligible for financing if the assembly of the components took place in a member country, regardless of the origin of the components. When the good is a set of several individual goods that are normally packaged and sold commercially as a single unit, the good is considered to originate in the country where the set was packaged and shipped to the purchaser.

For purpose of origin, goods labeled "made in the European Union" shall be eligible without the need to identify the corresponding specific country of the European Union.

The origin of materials, parts or components of the goods or the nationality of the firm that produces, assembles, distributes or sells the goods, does not determine the origin of the goods.

(C) Origin of Services.

The country of origin of services is that of the individual or firm providing the services as determined under the nationality criteria set forth above. These criteria apply to services ancillary to the supply of goods (such as transportation, insurance, erection, assembly, etc.), to construction services, and to consulting services.

Prohibited Practices

1.1. The Bank requires that all borrowers (including grant beneficiaries), executing agencies and contracting agencies as well as all firms, entities and individuals bidding for or participating in a Bank-financed activity including, inter alia, applicants, bidders, suppliers, contractors, consultants, personnel, sub-contractors, sub-consultants, service providers and concessionaires (including their respective officers, employees and agents irrespective of whether the agency is express or implied), adhere to the highest ethical standards, and report to the Bank² all suspected acts of Prohibited Practices of which they have knowledge or become aware both, during the bidding process and throughout negotiation or execution of a contract. Prohibited Practices include acts of: (a) corrupt practices, (b) fraudulent practices, (c) coercive practices, (d) collusive practices and (e) obstructive practices. The Bank has established mechanisms to report allegations of Prohibited Practices. Any allegation shall be submitted to the Bank's Office of Institutional Integrity (OII) for the appropriate investigation. The Bank has also adopted sanctions procedures to adjudicate cases. The Bank has also entered into agreements with other International Financial Institutions (IFIs) to mutually recognize sanctions imposed by their respective sanctioning bodies.

- (a) The Bank defines, for the purposes of this provision, the terms set forth below:
- (i) A "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
 - (ii) A "fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
 - (iii) A "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - (iv) A "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party; and
 - (v) An "obstructive practice" is:
 - a.a. Deliberately destroying, falsifying, altering or concealing evidence material to the investigation or making false statements to investigators in order to materially impede a Bank Group investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - b.b. acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under paragraph 1.1 (e) below.
- (b) If, in accordance with the Sanctions Procedures of the Bank, it is determined that at any stage of the procurement or implementation of a contract any firm, entity or individual bidding for or participating in a Bank-financed activity including, inter alia, applicants, bidders, suppliers, contractors, consultants, personnel, sub-contractors, sub-consultants, service providers, concessionaires, Borrowers (including grant Beneficiaries) executing agencies or contracting agencies (including their respective officers, employees and agents irrespective of whether the agency is express or implied) engaged in a Prohibited Practice the Bank may:
- (i) not finance any proposal to award a contract for works, goods, and related services as well as consulting services financed by the Bank;
 - (ii) suspend disbursement of the operation if it is determined at any stage that an employee, agent or representative of the Borrower, Executing Agency or Contracting Agency has engaged in a Prohibited Practice;
 - (iii) declare misprocurement and cancel, and/or accelerate repayment of, the portion of a loan or grant earmarked for a contract, when there is evidence that the representative of the Borrower, or Beneficiary of a grant, has not taken the adequate remedial measures (including, inter alia, providing adequate notice to the Bank upon learning of the Prohibited Practice) within a time period which the Bank considers reasonable;
 - (iv) issue the firm, entity or individual a reprimand in the form of a formal letter of censure of its behavior;
 - (v) declare that a firm, entity, or individual is ineligible, either permanently or for a stated period of time,

² [Information on how to present allegations of Prohibited Practices, the applicable rules regarding the investigation and sanctions process, and the agreement regulating the mutual recognition of sanctions](http://www.iadb.org/integrity) among the IFIs are available [on the Bank's website \(www.iadb.org/integrity\)](http://www.iadb.org/integrity).

to (i) be awarded or participate in activities financed by the Bank; and (ii) be nominated³ sub-consultant, sub-contractor, supplier or service provider of an otherwise eligible firm being awarded a Bank-financed contract;

- (vi) refer the matter to appropriate law enforcement authorities; and/or
 - (vii) impose other sanctions that it deems to be appropriate under the circumstances, including the imposition of fines representing reimbursement of the Bank for costs associated with investigations and proceedings. Such other sanctions may be imposed in addition to or in lieu of the sanctions referred above.
- (c) The provisions of sub-paragraphs 1.1 (b) (i) and (ii) shall also be applicable when such parties have been temporarily suspended from eligibility to be awarded additional contracts pending a final outcome of a sanction proceeding, or otherwise.
- (d) The imposition of any action to be taken by the Bank pursuant to the provisions referred to above will be public.
- (e) In addition, any firm, entity or individual bidding for or participating in a Bank-financed activity including, inter alia, applicants, bidders, suppliers, contractors, consultants, personnel, sub-contractors, sub-consultants, service providers, concessionaires, Borrowers (including grant Beneficiaries), Executing Agencies or Contracting Agencies (including their respective officers, employees, and agents, irrespective of whether the agency is express or implied) may be subject to sanctions pursuant to agreements that the Bank may have with other IFIs regarding the mutual enforcement of debarment decisions. For purposes of this paragraph the term “sanction” shall mean any debarment, conditions on future contracting or any publicly-disclosed action taken in response to a violation of an IFI’s applicable framework for addressing allegations of Prohibited Practices.
- (f) The Bank requires all applicants, bidders, suppliers, and their agents, contractors, consultants, personnel, sub-contractors, service providers and concessionaires to permit the Bank to inspect any and all accounts, records and other documents relating to the submission of bids and contract performance as well as to have them audited by auditors appointed by the Bank. Applicants, bidders, suppliers, and their agents, contractors, consultants, sub-contractors, sub-consultants, service providers and concessionaires shall fully assist the Bank with its investigations. The Bank also requires all applicants, bidders, suppliers, and their agents, contractors, consultants, personnel, sub-contractors, sub-consultants, service providers and concessionaires to: (i) maintain all documents and records related to the Bank-financed activities for seven (7) years after completion of the work contemplated in the relevant contract; and (ii) deliver any document necessary for the investigation of allegations of Prohibited Practices and make available employees or agents of the applicants, bidders, suppliers and their agents, contractors, consultants, personnel, sub-contractors, sub-consultants, service providers or concessionaires with knowledge of the Bank-financed activities to respond to questions from Bank personnel or any properly designated investigator, agent, auditor or consultant relating to the investigation. If the applicant, bidder, supplier and its agent, contractor, consultant, personnel, sub-contractor, sub-consultant, service provider or concessionaire fails to cooperate and/or comply with the Bank’s request, or otherwise obstruct the investigation, the Bank, in its sole discretion, may take appropriate action against the applicant bidder, supplier and its agent, contractor, consultant, personnel, sub-contractor, service provider or concessionaire.
- (g) If the Borrower procures goods, works, non-consulting services or consulting services directly from a specialized agency, all provisions under section 5 regarding sanctions and Prohibited Practices shall apply in their entirety to applicants, bidders, suppliers and their agents, contractors, consultants, personnel, sub-contractors, sub-consultants, service providers, concessionaires, (including their respective officers, employees, and agents, irrespective of whether the agency is express or implied), or any other entities that signed contracts with such specialized agency to supply such goods, works, non-consulting services or consulting services in connection with the Bank-financed activities. The Bank retains the right to require the Borrower to invoke remedies such as suspension or termination. Specialized agencies shall consult the Bank’s list of firms and individuals suspended or debarred. In the event a specialized agency signs a contract or purchase order with a firm or an individual suspended or debarred by the Bank, the Bank will not finance the related expenditures and will apply other remedies as appropriate.

1.2. The Consultants, by submitting a bid and signing the contract represent and warrant:

- (i) that they have read and understood the Bank’s Prohibited Practices and agrees to abide by the applicable rules;
- (ii) that they have not engaged in any violation of Prohibited Practices described herein;

³ A nominated sub-consultant, sub-contractor, supplier, or service provider (different names are used depending on the particular bidding document) is one which has either been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower.

- (iii) that they have not misrepresented or concealed any material facts during the procurement or contract negotiation processes or performance of the contract;
- (iv) that neither they nor their agents, personnel, sub-contractors, sub-consultants or any of their directors, officers or principal shareholders have been declared ineligible by the Bank or by another International Financial Institution (IFI) and subject to agreements that the Bank may have for the mutual enforcement of sanctions to be awarded Bank-financed contracts or have been convicted of a crime involving Prohibited Practices;
- (v) that none of their directors, officers or principal shareholders has been a director, officer or principal shareholder of any other company or entity that has been declared ineligible by the bank or by another International Financial Institution (IFI) and subject to agreements that the Bank may have for the mutual enforcement of sanctions, to be awarded a Bank-financed contract or has been convicted of a crime involving Prohibited Practices;
- (vi) that all commissions, agents' fees, facilitating payments or revenue-sharing agreements related to the Bank-financed activities have been disclosed;
- (vii) that they acknowledge that the breach of any of these warranties constitutes a basis for the imposition of any or a combination of the measures described in Clause 1.1(b).