



## FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

### Terms of Reference for 5 years for a category B

<b>Name:</b>	
<b>Job Title:</b>	International Consultant- Project Development Specialist
<b>Division/Department:</b>	FLJAM
<b>Programme/Project Number:</b>	GCP/BZE/002/GCR - Enhancing adaptation planning and increasing climate resilience in the coastal zone and fisheries sector of Belize.
<b>Duty Station:</b>	Belize
<b>Expected Start Date of Assignment:</b>	January 2, 2023
<b>Duration:</b>	80 days (WAE) @400 USD/day From January 2, 2023 to April 30, 2023.
<b>Reports to: Name:</b>	Crispin Moreira
<b>Title:</b>	FAO Representative for Jamaica, Bahamas, and Belize

\* Please note: If this TOR is for Consultant / PSA.SBS contract, the minimum relevant experience required **for the assignment** is as follows:  
1 year for a category C; 5 years for a category B; 12 years for COF category A; 15 years PSA or COF category A (World Class Expert);

#### BACKGROUND, OBJECTIVE TO BE ACHIEVED AND GENERAL DESCRIPTION OF TASK(S)

Belize, a small island developing state is particularly vulnerable to the impacts of climate change owing to its low coastal region (below high tide mark), the rapid economic development in the coastal region and population increase. The fisheries and coastal zones sectors of Belize, which contribute significantly to the national economy, in regard to food security and in providing valuable tourism opportunities, are threatened especially to sea level rise and storm surge as well as rising sea surface temperatures.

The Government of Belize, in its National Designated Authority, identified coastal and marine resources and fisheries and aquaculture as priority sectors requiring increased resilience and reduced vulnerability; however, the following barriers were identified:

- Need for increased capacity building, education, and awareness around adaptation planning and at various levels including community level
- Insufficient technological capacity to undertake effective research on climate modelling and risks
- Research and monitoring for high-quality scientific information including climate data
- Need for enhanced coordination in implementation of legislation and policy
- Lack of Finance to implement adaptation activities

The Government of Belize is undertaking a Green Climate Fund (GCF) readiness project entitled, "Enhancing adaptation planning and increasing climate resilience in the coastal zone and fisheries sector of Belize". This project aims to set the stage for a more large-scale action to be taken to address climate change adaptation in the fisheries and coastal zone sectors of Belize. This readiness project seeks to increase the resilience of the coastal zone and fisheries sector through improved climate data and information gathering, monitoring and dissemination, assessments of impacts of climate change on select communities, mainstreaming of climate change considerations into the relevant plans and policies and strengthening of coastal and fisheries communities and organizations communication network for appropriate climate response.

The activities under this readiness will provide important baseline information to build coastal resilience and improve adaptive capacity for fishing communities.

Data gathered through the readiness project will be vital to develop the climate rationale for fisheries and coastal zone projects for the GCF and overall climate change projects. The data gathered will illustrate the high vulnerability of fisheries sector and coastal areas of Belize and the need to increase resilience to ensure the viability of the fishing industry and the livelihoods, well-being, and safety of the stakeholders.

#### Objectives:

- To develop one project pipeline document for the coastal zone and fisheries sector of Belize, based on the Coastal Zone and Fisheries Sector Vulnerability and Livelihood Assessment and National Adaptation Plan. In alignment with Belize's Country Programme for engagement with the Green Climate Fund, it should include private sector specific activities.
- Develop a GCF concept note for submission to the GCF Secretariat.
- Conduct a project pipeline inception consultation, validation consultation and capacity-building session on GCF proposal development.

## **General Description of Task:**

### **1.) Inception Reporting**

- Review relevant documentation at the start of the assignment and all previously implemented climate strategies, plans, and actions or any documentation and literature related to the project pipeline document and concept note being developed.
- Review the coastal zone and fisheries existing project outputs to date and coordinate other stakeholders for the formulation of the concept note in accordance with GCF project requirements. Conduct a stakeholder mapping to identify relevant stakeholders for the project.
- Prepare an inception report summarizing the objectives, scope, and outputs of the assignment, including a schedule of activities, work details, and methodologies for developing the project pipeline document and concept note being developed.
- Prepare a power point presentation in English language, which shall be presented to the project steering committee and the multi-stakeholder engagement committee of the coastal zone areas and fisheries sector of Belize.

### **2.) Develop one project pipeline document for the coastal zone and fisheries sector based on output 3.2.2 (vulnerability and livelihoods assessment) and 3.1.6 (National Adaptation Plan), aligned to Belize's Country Programme for engagement with the Green Climate Fund, it should include private sector specific activities.**

- One Project Pipeline Document for 3 project ideas: Material will be produced on the 3 shortlisted projects. There should be adequate representation of local or sub-national projects embedded the material for each project will consist of the following.
  1. High level description of the project including the scope and services to be performed and key stakeholders.
  2. Any existing feasibility or other studies (technical, financial), people/ teams working on the project – private as well as public, costs, revenues, other data available, site requirements/ availability/ costs for site, broad rehabilitation and relocation requirements/costs, other similar projects if any undertaken, legal issues etc.
  3. Capital expenditure (capex) and operational expenditure (opex) requirements.
  4. Description of demand/ sources and profiles of revenues.
  5. Risk profile of projects with strategies on allocation and mitigation.
  6. Technical, financial and Value for Money Analysis.
  7. Types and high-level amount on the potential government support required,
  8. Potential timelines given the state and facts of the projects.
  9. Market sounding and views on potential attractiveness of project to the private sector
  10. Checklist of items to progress the project
- Evaluate and prioritize project ideas using an agreed criterion. In collaboration with the NDA and through stakeholder consultations, select one bankable project idea that is in line with the priorities identified in alignment output 3.2.2 (vulnerability and livelihoods assessment) and 3.1.6 (National Adaptation Plan), aligned to Belize's Country Programme for engagement with the Green Climate Fund, it should include private sector specific activities.

### **3.) Conduct as part of the project pipeline document one inception consultation and one validation consultation, should include private sector participation.**

- Conduct two (2 days) consultations for 25 persons one in Belize City and in another identified prioritized community where the Vulnerability and Livelihood Assessment Consultations have been conducted. Representation from the private sector, fishing cooperatives, fishing associations, Belize fisheries department and cooperative department, etc., should participate. These consultations are intended to garner stakeholder input and participation in the development of the pipeline document.
- Prepare one consultation and validation report.

### **4.) Develop one GCF concept note for submission to the GCF Secretariat.**

- Building on the outputs of the GCF readiness and consultations with key stakeholders and coordinating across the team of experts engaged by the project, the Project Development Specialist should work to synthesize and utilise the information and consultations developed through the Readiness Project to formulate one GCF concept note to the GCF Secretariat.
- The concept note should be prepared using the standard GCF Concept Note Template and should include the following core sections: Project/Programme Summary, Project/Programme Information, Indicative Financing/Cost Information and Supporting Documentation Submission.
- The concept note shall be adhered with GCF investment criteria for approving funding proposal below: Impact potential, paradigm shift potential, sustainable development potential, responsive to recipient's needs, promote country ownership and efficiency and effectiveness.
- The concept note will be presented to and discussed with relevant national partners and NDA, where the consultant will solicit and integrate feedback for the preparation of its finalization.

### **5.) Conduct a GCF concept note development training session, which should include the participation of the Ministry of Blue Economy and Civil Aviation and its entities (Blue Economy Unit, Fisheries Department, CZMA), NDA and other relevant stakeholders.**

- Develop a training module and the relevant training materials for capacity building of the Blue Economy Unit, Fisheries Department, CZMAI, and NDA on (but not limited to) GCF proposal development. The capacity development session should be 2 days for 20 persons in Belize City. A draft GCF project concept note needs to be developed through the

training. This can be organization/department/unit specific, however, a multi-stakeholder/multi-sectoral proposal would be preferred

- Conduct a pre and post evaluation survey of participant's knowledge on developing GCF concept note.
- Pre and post evaluation survey of participants knowledge of developing GCF concept note is a must. This can be summarized and submitted via a report.

Note that Project Development Specialist will have to work in close collaboration with the International Adaptation Plan Specialist.

#### Qualifications and Experience:

**The consultancy is open to individuals, including both international and national experts, with the following expertise:**

- Master's Degree or higher in Project Management, Environmental Science, Business Administration, Development Studies, Finance, Climate Policy or a relevant field.
- At least 5 years of experience in climate-change related project/programme development and management, preferably in the Caribbean region or other Small Island Developing States.
- Demonstrate previous success in development and approval of multilateral funded projects (Adaption Fund, Global Environment Facility, or Green Climate Fund) – samples of previous work should be provided. Experience with the GCF is preferred.
- Familiarity with Green Climate Fund (GCF) policies, templates, and requirements for climate financing.
- Demonstrate skills in planning, organizing and decision-making.
- Knowledge of project management techniques and tools.
- Ability to work within multi-disciplinary teams.
- Ability to work independently.
- Excellent written, oral, and interpersonal skills.

#### KEY PERFORMANCE INDICATORS

Expected Outputs:	Required Completion Date:
1. Prepare an inception report summarizing the objectives, scope, and outputs of the assignment, including a schedule of activities, work details, and methodologies for developing the project pipeline document and concept note being developed.	No later than 20 days after signing contract
2. Prepare a power point presentation in English language, which shall be presented to the project steering committee and the multi-stakeholder engagement committee of the coastal zone areas and fisheries sector of Belize.	
3. Conduct 1-2 days inception and validation of project pipeline document for 25 persons in Belize City.	25 days after signing contract
4. Draft project pipeline document for the coastal zone and fisheries sector based on output 3.2.2 (vulnerability and livelihoods assessment) and 3.1.6 (National Adaptation Plan), aligned to Belize's Country Programme for engagement with the Green Climate Fund, it should include private sector specific activities.	30 days after signing contract
5. Conduct 1-2 days inception and validation of project pipeline document for 25 persons in Prioritize Community.	40 days after signing contract
6. Prepare one consultation and validation report (Deliverable 3.4.1a).	45 days after signing contract
7. Final project pipeline document for the coastal zone and fisheries sector based on output 3.2.2 (vulnerability and livelihoods assessment) and 3.1.6 (National Adaptation Plan), aligned to Belize's Country Programme for Engagement with the Green Climate Fund, it should include private sector specific activities (Deliverable 3.4.1b1).	
8. Draft GCF concept note for submission to the GCF Secretariat.	50 days after signing contract
9. Conduct 2-1-day capacity-building session on GCF concept note development, including the participation of the Fisheries Department, CZMAI, the NDA and other stakeholders (Deliverable 3.4.2b1).	70 days after signing contract
10. Pre and post evaluation survey of participants knowledge of developing GCF concept note is a must. This can be summarized and submitted via a report (Deliverable 3.4.2b2).	
11. Final GCF concept note for submission to the GCF Secretariat (Deliverable 3.4.2).	80 days after signing contract

- Below is link to project document:

<https://www.greenclimate.fund/sites/default/files/document/enhancing-adaptation-planning-and-increasing-climate-resilience-coastal-zone-and-fisheries-sector.pdf>

- Interested candidates meeting the required qualifications are invited to send their application to [Jeffy.Gomez@fao.org](mailto:Jeffy.Gomez@fao.org) before December 23, 2022.