



Caribbean Community Climate Change Centre

REQUEST FOR EXPRESSIONS OF INTEREST (EoI)
NATIONAL ESD COORDINATORS/CONSULTANTS

BELIZE

30th August 2017

Institution	<i>Caribbean Community Climate Change Center</i>
Countries	<i>Belize</i>
Project	<i>Energy for Sustainable Development in Caribbean Buildings (ESD) Project</i>
Sector	<i>Energy</i>
Abstract	<i>Implementation of the Energy for Sustainable Development in Caribbean Buildings (ESD) Project, aimed at reducing fossil fuel-based per capita electricity consumption in buildings in five Caribbean pilot countries.</i>
Contract/Bid No	<i>Contracts #23 /2017/GEF-UNEP/CCCCC</i>
Deadline for Submission of Expression of Interest (EoI)	<i>2:00pm (GMT-6), Monday 2nd October 2017</i>

The Centre has received financing from the Global Environment Facility-United Nations Environment Programme (GEF-UNEP) for the implementation of the Energy for Sustainable Development in Caribbean Buildings (ESD) Project, aimed at reducing fossil fuel-based per capita electricity consumption in buildings in five Caribbean pilot countries (Antigua and Barbuda, Belize, Grenada, Saint Lucia and St. Vincent and the Grenadines, Trinidad and Tobago) and intends to apply part of the proceeds towards contracts for consulting services titled “ESD National Coordinator/Consultant, Belize”.

The services required of the National Coordinators include:

- Serve as the technical focal point for the national level activities of the ESD Project within the designated government agency;
- Responsible for the day-to-day management and implementation of all national project activities;
- Responsible for the formulation and preparation of annual and quarterly work plans and budgets;



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- Ensure the achievement of project objectives in accordance with the UNEP Project Document and the country-specific annual and quarterly work plans;
 - Assume overall responsibility for all the reporting obligations of the project to the designated host government agency, the NSC and PTC/5CS, including annual work plans and budgets, quarterly progress and financial reports.
 - Ensure an effective coordination of all ESD Project activities with all national project partners, particularly those who are implementing and/or funding co-financed activities in the country.
 - Coordinate and monitor the national activities described in the work plans.
 - Responsible for all project consultation meetings including a national Inception Phase Meeting and meetings of the country team.
 - Serve as the national representative to the annual meetings of the ESD Project Regional Coordination Committee.
 - Manage all necessary nationally-managed contracts and consultancies in the project, including reviewing consultancy reports.
 - Ensure regular and timely receipt of progress reports on the various parallel funded activities of the project at the national level.
 - Coordinate in-country studies and activities.
 - Provide guidance to contractors and consultants.
 - Facilitate liaison and networking between and among the National Steering Committee.
 - Foster and establish strong links with all national co-financing activities.
 - Assume responsibility for the widespread dissemination of ESD Project best practices and experiences as well as highlighting GEF's and UNEP's roles in the project.
 - Ensure that the national level ESD Project activities are consistent with national policies and strategies.

The Caribbean Community Climate Change Centre now invites eligible Consultants to indicate their interest in providing the Services. Interested Consultants should provide EoI's and CV's as prescribe in the Terms of Reference indicating that they have the required qualifications and relevant experience to perform the Services.

Consultants will be selected in accordance Consultants' Qualifications Selection (CQS), meaning that a consultant will be selected based on experience and competence relevant to the assignment.

Further information can be obtained at awilliams@caribbeanclimate.bz during office hours 8.00 a.m. to 12.00 noon, and 1.00 p.m. until 5.00 p.m. Monday through Friday.



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Applications should be clearly titled “Application for National ESD Coordinator/Consultant Belize” and submitted as PDF files to:

E-mail: procurement@caribbeanclimate.bz

Attn: Ms. Allison Williams

Procurement Officer

Second Floor Lawrence Nicholas Building

The deadline for submission is: on or before 2:00pm (GMT-6), Monday 2nd October 2017