



# CARIBBEAN COMMUNITY CLIMATE CHANGE CENTRE

Building Resilience. Securing Our Future.

## Terms of Reference Request for Expression of Interest Individual Consultant

### 1. Summary

<b>Country</b>	The Commonwealth of Bahamas
<b>Funding Agency</b>	Green Climate Fund (GCF)
<b>Project Name and Number/Code</b>	BHS-009: Advancing National Adaptation Planning in The Bahamas (NAP-Bahamas)
<b>Title of Consultancy</b>	Stakeholder Engagement Expert to consultant to coordinate stakeholders' engagement and support the Climate Change and Environmental Advisory Unit (CCEAU) throughout the development of the NAPs
<b>Contract Number</b>	Contract #72/2026/ /BHS-RS-009/CCCCC
<b>Duty Station:</b>	Home-based/ Office of the Prime Minister
<b>Budget</b>	USD48,000 per annum
<b>Duration</b>	12 Months
<b>Consultancy Type</b>	Individual
<b>Type of Contract</b>	Fixed Price
<b>Expected Start Date</b>	August, 2026
<b>Deadline for Submission of EOIs</b>	<b>2:00 p.m. (GMT-6), Thursday, July 9, 2026</b>

### 2. Introduction

Officially opened in August 2005, the Caribbean Community Climate Change Centre (CCCCC) was established to coordinate the region's response to managing and adapting to the impacts of climate change. To support its mandate, the CCCCC works with countries to mobilise climate finance to implement national and regional actions. One such entity is the Green Climate Fund, to which the CCCCC was accredited in 2015 and recredited in 2023.

The Green Climate Fund (GCF) is a unique global platform to respond to climate change by investing in low-emission and climate-resilient development. GCF was established to limit or reduce greenhouse gas (GHG) emissions in developing countries, and to help vulnerable societies adapt to the unavoidable impacts of climate change. Given the urgency and seriousness of this challenge, the Fund is mandated to make an ambitious contribution to the united global response to climate change. Through a country-driven approach, the GCF works directly with National

Designated Authorities (NDAs) in individual countries to improve their access to climate financing to develop climate change adaptation and mitigation programming.

The Bahamas, an archipelago highly susceptible to climate impacts such as rising sea levels, hurricanes, and ecosystem degradation, requires inclusive adaptation strategies. The NAP-Bahamas project aims to integrate gender-responsive and socially inclusive approaches to strengthen national adaptive capacities and enhance institutional frameworks for climate resilience. Gender considerations are essential to ensure that adaptation benefits equitably reach all segments of society, especially women, youth, elderly, and marginalized communities.

The NAP project directly benefits multiple stakeholders, including government ministries, civil society, academia, and private sector entities, ensuring equitable participation, gender mainstreaming, and inclusive outcomes across adaptation activities.

### **3. Background and Context**

The Bahamas, as a Small Island Developing State (SIDS), is uniquely vulnerable to the adverse effects of climate change, including sea-level rise, increasing frequency and intensity of hurricanes, coastal erosion, ocean acidification, changing rainfall patterns, and rising temperatures. These climate-related challenges pose significant risks to the country's socio-economic stability, ecosystem integrity, infrastructure resilience, and overall sustainable development.

Recognizing these profound vulnerabilities, The Bahamas, supported by the Green Climate Fund (GCF) and coordinated through the Caribbean Community Climate Change Centre (CCCCC), is undertaking a comprehensive National Adaptation Planning (NAP) process. This process aims to strategically enhance the country's capacity to address current and future climate risks systematically, sustainably, and inclusively.

Effective stakeholder coordination and engagement form the cornerstone of this initiative, ensuring broad-based participation from governmental institutions, private sector entities, academia, civil society organizations, and local communities. The successful implementation of the NAP depends heavily on establishing robust governance structures and clearly defined institutional mechanisms. To this end, key foundational activities include executing an inception workshop to formally launch the NAP process and establishing and operationalizing a dedicated NAP Steering Committee and Technical Advisory Panel to guide strategic decisions and provide technical oversight.

Furthermore, establishing an effective NAP Coordination and Implementation Team is crucial for the timely development and coherent integration of sector-specific adaptation plans (SAPs) and national priorities. These institutional arrangements and mechanisms will collectively strengthen inter-ministerial collaboration, stakeholder dialogue, technical guidance, and participatory decision-making.

This consultancy, led by an individual local consultant, specifically seeks to facilitate cohesive stakeholder engagement and provide comprehensive support to the Ministry responsible for Climate Change throughout the NAP development process. The consultant will coordinate and manage stakeholder interactions across all planned activities, including those related to

vulnerability and risk assessments. These consultations are vital for identifying, understanding, and prioritizing climate risks and adaptation needs specific to The Bahamas, ensuring informed, inclusive, and locally-relevant adaptation strategies.

Through targeted and sustained stakeholder engagement, this consultancy aims to foster national ownership, build institutional capacities, enhance knowledge transfer, and support participatory adaptation planning. Ultimately, this integrated approach will promote resilient development pathways, safeguarding the well-being and livelihoods of current and future generations across The Bahamas.

## **4. Objective**

### **4.1 General Objective**

To facilitate effective stakeholder coordination, institutional collaboration, and comprehensive support to the Climate Change and Environmental Advisory Unit (CCEAU) in The Bahamas throughout the development and implementation of the National Adaptation Planning (NAP) process, including consultations related to climate vulnerability and risk assessments.

### **4.2 Specific Objective/Purpose:**

- Facilitate comprehensive stakeholder engagement and participatory consultations across key adaptation sectors, ensuring inclusive dialogue and integration of diverse perspectives, particularly during vulnerability and risk assessment activities.
- Provide continuous coordination and liaison support to enhance inter-agency communication, foster stakeholder ownership, and ensure sustained collaboration throughout the NAP planning and implementation stages.
- Execute the Stakeholder Engagement Strategy developed under the □BHS 008: Enhancing The Capacity of The Bahamas for Direct Access to Climate Finance□ project to ensure stakeholders at all levels understanding the climate change rhetoric as well as build awareness surrounding GCF projects and respective components.
- Develop knowledge products such as presentation materials, print/handout materials, visual communications products, capacity building tools like training manuals, consultation & workshop reports, etc.

## **5. Outputs**

**Output 3.1.3.** Inter and intra-institutional coordination and decision-making mechanisms established or strengthened.

## **6. Scope of Work (Activities/Tasks)**

Under the direct supervision of the National Designated Authority (NDA), the Consultant is expected to facilitate stakeholder coordination, consultation sessions, capacity-building initiatives,

and overall support to the CCEAU throughout the implementation of the NAP process. Specifically, the consultant is expected to:

- Conduct stakeholder mapping and development of a stakeholder engagement plan that identifies key stakeholders' interests in and influences over the NAP process. The mapping exercise should ensure that a diverse group of state and non-state stakeholders are identified.
- Provide comprehensive support for planning, coordination, and implementation of stakeholder engagement activities, including inception workshops, steering committee meetings, technical advisory panels, and consultation sessions. Support the organization, coordination, and facilitation of capacity-building activities, including workshops, training sessions, and stakeholder consultations, and assist with pre-and post-event assessments.
- Develop effective data collection methodologies and tools for capturing lessons learned, success stories, and best practices from stakeholder engagement and consultations.
- Prepare and support the implementation of communication and visibility strategies to enhance project awareness and stakeholder participation.
- Provide ongoing advisory support to the NDA, highlighting implementation challenges and recommending corrective actions to address emerging issues promptly relative to stakeholder engagement.
- Ensure effective coordination and maximize synergies with other climate-related projects and initiatives in The Bahamas, particularly those supported by the Green Climate Fund (GCF).
- Undertake additional tasks and responsibilities relevant to the successful implementation of the project, as required by the NDA and/or CCCCC.

## 7. **Schedule of Payment**

Payment will be made in monthly instalments upon the submission and acceptance of a monthly project highlight report and invoice. **Additional deliverables highlighted in Section 6 are to be submitted with the monthly report for the payment to be proceed.** Please note that all reports must first be approved and accepted by the NDA prior to submission to the CCCCC.

## 8. **Duty Station, Expected Duration and Level of Effort**

### 11.1 **Duty Station**

The consultant shall be based in The Bahamas for the duration of this assignment. **The consultant is expected to work principally from their own office space and from the Office of the Prime Minister, 2 days a week when requested.**

## 11.2 Management Arrangement

The consultancy is commissioned by the Caribbean Community Climate Change Centre which is the Contracting Authority for contractual and administrative purposes. The Office of the NDA will provide additional technical inputs and advice, coordination, and oversight for the consultancy. The Consultant will liaise with the NDA but will ultimately report to the Project Development and Management Department (PDMD) of the Caribbean Community Climate Change Centre (CCCCC).

## 11.3 Expected duration CHARACTERISTICS OF THE ASSIGNMENT

- a. Duration of Contract: This assignment is expected to be completed over 12 months from the contract effective date.
- b. Start date: The proposed commencement date is **August 1<sup>st</sup>, 2026**

## 12. Qualifications and Experience

The assignment is to be undertaken by a suitably qualified consultant. The selected consultant will be responsible for all required/specified deliverables to CCCCC and the Government of The Bahamas.

### Academic

- Minimum of a bachelor's degree, preferably in the field of Economic Development, Social Sciences, Environmental Sciences, Climate Change, or related field. A master's degree in these fields would be an advantage.

### General Experience

- At least three (3) years' professional experience in climate change, economic development, sustainable development, renewable energy, water security, natural resource management or related projects.
- At least five (5) years' experience working with inclusive client and stakeholder management and coordination.
- At least one (1) year of experience in climate finance and working knowledge of multilateral agencies and other financial institutions such as the Inter-American Development Bank, the World Bank, and/or the Caribbean Development Bank.

### Specific Experience

- Prior experience coordinating the implementation of projects funded by the Green Climate Fund or other similar funding institutions.

- At least two years’ experience navigating the national context in The Bahamas or another Caribbean country. Specific experience in The Bahamas will be considered an asset.

### 13. Evaluation Criteria

Consultants will be selected in accordance with **Individual Consultant Selection (ICS)** process meaning that a consultant will be selected based on qualification and experience relevant to the assignment.

**Responsive consultants will be evaluated as per the evaluation grid below:**

Section	Description	Points
<b>Qualifications</b>		
	<ul style="list-style-type: none"> <li>• Minimum of a bachelor’s degree, preferably in the field of Economic Development, Social Sciences, Environmental Sciences, Climate Change, or a related field. A master’s degree in these fields would be an advantage.</li> </ul>	<b>20</b>
<b>General Experience</b>		
	<ul style="list-style-type: none"> <li>• At least three (3) years' professional experience in climate change, economic development, sustainable development, renewable energy, water security, natural resource management or related projects.</li> </ul>	<b>15</b>
	<ul style="list-style-type: none"> <li>• At least five (5) years’ experience working with client and stakeholder management and coordination.</li> </ul>	<b>15</b>
	<ul style="list-style-type: none"> <li>• At least one (1) year of experience in climate finance and working knowledge of multilateral agencies and other financial institutions such as the Inter-American Development Bank, the World Bank, and/or the Caribbean Development Bank.</li> </ul>	<b>15</b>
<b>Specific Experience</b>		
	<ul style="list-style-type: none"> <li>• Prior experience coordinating the implementation of projects funded by the Green Climate Fund or other similar funding institutions.</li> </ul>	<b>20</b>

	<ul style="list-style-type: none"> <li>• At least two years’ experience navigating the national context in The Bahamas or another Caribbean country. Specific experience in The Bahamas will be considered an asset.</li> </ul>	<b>15</b>
<b>Total (total score should be 100)</b>		<b>100</b>

**14. Suitably qualified Individual Consultants are invited to submit an Expression of Interest which should include the following application documents:**

- a. **Letter of motivation** outlining motivation and how your Individual Consultant’s experience, skills, qualifications, and professional networks fit with the required job description as well as the Individual Consultants.
- b. Curriculum vitae or Résumé with full details of experience, achievements, and qualifications relevant to the services outlined in the TOR.
- c. Contact details of three (3) professional references.
- d. Be a national of one of the CARICOM Member States living in and eligible to work in The Bahamas; and
- e. Copy of a Valid National ID

**15. Application Submission Procedure**

The CCCCC’s Bonfire Procurement Portal shall be used to manage the submission, withdrawal, substitution, or modification of EOI’s. Consultants must first register by creating a Username, profile and password before accessing the bid submission form at the URL: <http://www.caribbeanclimate.bonfirehub.com/>.

Prior to EOI Submission, Consultants will be required to complete the submission form with fields that include:

- i.Name of Consultant (Company):
- ii.Contract Reference:
- iii.Contract Title:
- iv.Name and Email address of uploader

**Submission of Expressions of Interest**

- i. EOI’s must be addressed to **Colin Young (PhD), Executive Director, Caribbean Community Climate Change Centre. EOI’s must be uploaded as PDF files to: <https://caribbeanclimate.bonfirehub.com/>**
- ii. All requests for Clarification must be submitted electronically to

<https://caribbeanclimate.bonfirehub.com/> through the Vendor Discussions section under Consultancy- “Stakeholder Engagement Expert (CCEAU) - Bahamas NAP”.

iii Requests for clarification should be received by the CCCCC no later than: **Monday 29 June 2026. Bidders are advised that the responses to requests for clarification will be posted by Wednesday 1 July 2026** on the CCCCC’s webpage at: <https://caribbeanclimate.bonfirehub.com/>.

iv The deadline for the submission of Bids is **2:00 p.m. (GMT-6) Belize time, Thursday 9 July 2026.**

#### V Attachments to the REOI

For additional information, please peruse the following documents. (Terms of Reference, Draft Contract, and Consultant eligibility Criteria).

vi To be in compliance with the Money Laundering Laws of Belize and the recommended best practices of the **Financial Action Task Force (FATF)** and the **Caribbean Financial Action Task Force (CFATF)**, and donors, the CCCCC requires all awardees of contracts to complete the CCCCC’s **Anti Money Laundering Form** [REV\\_AML Form\\_IC.docx](#)

vii. The CCCCC reserves the right to accept or reject any EOI and to annul the procurement process and reject all EOIs at any time prior to contract award, without thereby incurring any liability to consultants.

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