



CARIBBEAN COMMUNITY CLIMATE CHANGE CENTRE

Building Resilience. Securing Our Future.

TERMS OF REFERENCE

Knowledge Management Consultant

PROJECT SUMMARY

Item	Details
Country	Barbados
Donor	Green Climate Fund (GCF)
Accredited Entity	Caribbean Community Climate Change Centre (CCCCC)
Co-Executing Entity	Barbados Water Authority (BWA)
Project Name	The R's (Reduce, Reuse, Recycle) for Climate Resilience Wastewater Systems in Barbados (3R-CReWS) Project
Contract Title	3R-CReWS Knowledge Management Consultant
Contract #	#139/2026/GCF/Barbados- 3RCReWS/CCCCC
Number of Positions	1
Type of Contract	Individual Consultant — Full-time position
Estimated Start Date	November 1, 2026
Contract Duration	12 months — renewal subject to satisfactory performance and project needs
Main Duty Station	Barbados Water Authority (BWA) offices, Barbados
Budget	USD 28,000.00
Reports To	Public Relations and Communication Consultant, 3R-CReWS Project
Deadline for Submission	On or before 2:00 p.m. (GMT-6), [insert date]

I. BACKGROUND

The Caribbean Community Climate Change Centre (CCCCC) was established by an Agreement signed in February 2002 and was officially opened in August 2005. Membership is open to all Member States and Associated Member States of the Caribbean Community (CARICOM) on an optional basis. In 2013, the CCCCC was registered with the United Nations under Article 102 of the Charter of the United Nations and designated as a Centre of Excellence by the United Nations Institute for Training and Research (UNITAR). Its staff comprises a cadre of highly qualified professionals.

The CCCCC has the mandate to coordinate the Caribbean Community's (CARICOM) response to climate change as well as provide climate change-related policy advice and guidance to CARICOM Member States. As part of its effort to continuously execute its mandate, the CCCCC was accredited on July 9, 2015, as a regional implementing entity by the Board of the Green Climate Fund (GCF), a key multilateral financing mechanism to support climate action in developing countries. As a regional direct access entity, the CCCCC has the mechanism, which includes the Regional Framework for Achieving Development Resilient to Climate Change and its Implementation Plan, to coordinate climate action in the region. Utilizing a bottom-up approach, the aim is to develop bankable projects, both national and regional, consistent with national priorities, the Regional Framework, GCF's strategic results areas and investment criteria, and the Sustainable Development Goals.

This consultancy is related to the implementation of the Funded Activity Agreement (FAA) signed on October 21, 2022, between the Caribbean Community Climate Change Centre and the Green Climate Fund (GCF) relevant to the project titled, The R's (Reduce, Reuse, Recycle) for Climate Resilience Wastewater Systems in Barbados (3R-CReWS), approved by the GCF Board under Decision B.34/10. The project has an implementation period of five (5) years, and the Gender Sensitive Public Education and Awareness Campaign under Output 4.3 carries an allocated budget of USD 0.9 million, financed entirely by the GCF.

This project was developed through a collaboration between the Government of Barbados, the Barbados Water Authority (BWA) and the CCCCC, whereby a Subsidiary Agreement was signed between the BWA and the CCCCC for the implementation of the project. The BWA is the entity in Barbados charged with supplying the island with potable water as well as the provision of wastewater treatment and disposal services to the sewered areas of Bridgetown and the South Coast. The BWA is also responsible for the monitoring, assessment, control, and protection of the water resources in the public's interest.

Expanding on the above, the goal of the 3R-CReWS project is to facilitate the enhancement of the health, wellbeing, and productivity of Barbadians using carbon neutral and climate resilient water and energy management technologies and strategies that ensure water is protected, managed, recycled, reused, and conserved. This will be achieved through the 3R-CReWS four (4) components:

- **Component 1** involves upgrading centralized and installing cluster wastewater collection and treatment to achieve a tertiary water-quality standard. The outputs of this component are: (1) The Bridgetown Sewage Treatment Plant (BSTP) upgraded to treat wastewater to a tertiary water-quality standard; (2) Recycled wastewater being reused to supplement non-potable uses including irrigation and aquifer recharge; (3) Decision-

making tools implemented to mitigate climate change risks to the wastewater treatment and collection systems; and (4) Sewering network installed (2).

- **Component 2** intends to enhance the climate resilience and carbon-neutrality of the BSTP wastewater treatment system through photovoltaic energy, energy conservation and efficiency equipment. The main output of this component is improved emergency power and energy efficiency and reduction in emissions at the BSTP.
- **Component 3** aims to enhance the enabling environment for wastewater management through the development of a standard operating procedures manual, flow and water quality monitoring, and institutional human capacity development. This component will result in improved technical capabilities of water technical personnel to operate, maintain and monitor, and implement climate change adaptation planning strategies for wastewater management.
- **Component 4** focuses on educating the public and private sector on the importance of wastewater reclamation and addressing climate change issues affecting the water sector and enabling policy and legislation. The outputs of this component are: (1) Governance and planning frameworks updated/developed to enable wastewater reuse; (2) A funding mechanism for the adoption of water reuse applications/systems developed; and (3) A Gender Sensitive Public Education and Awareness Campaign implemented.

Under Output 4.3 of the project, Activity 4.3.3 provides for the development of a 3R-CReWS Project Web Page and social media accounts, dedicated to transparent measures of reporting, knowledge products, hosting/identifying a link to the Redress Mechanism, and providing updates to all stakeholders on project activities. This Terms of Reference (TOR) is issued for a Knowledge Management Consultant who will be directly responsible for the delivery of Activity 4.3.3 and its sub-activities:

- **4.3.3.1** — Develop a knowledge management strategy;
- **4.3.3.2** — Update the 3R-CReWS webpage; and
- **4.3.3.3** — Posts on social media — YouTube, X, Instagram and Facebook accounts combined.

II. OBJECTIVE

The CCCCC, in collaboration with the BWA, seeks to engage the services of a qualified Knowledge Management Consultant to develop and implement the project's Knowledge Management Strategy (KMS) and to be directly responsible for the delivery of Activity 4.3.3 of the project. The Consultant will capture, package, curate and disseminate the knowledge generated by the 3R-CReWS project — its achievements, lessons learnt and good practices — through the project webpage and its social media accounts on YouTube, X, Instagram and Facebook, and through compelling infographic, photographic and video content for both online and print materials. The objective is to make project knowledge accessible, visible and usable by key stakeholders and the general public, support the Gender Sensitive Public Education and Awareness (PEA) Campaign, and contribute to measurable increases in public awareness of, and engagement with, the project.

III. DUTIES AND RESPONSIBILITIES

Reporting directly to the Public Relations and Communication Consultant and working closely with the Project Manager, the communications office at the CCCCC's headquarters in Belize

and the BWA's marketing team, the Knowledge Management Consultant will be responsible for the implementation of Activity 4.3.3 of the project, which includes, but is not limited to, the following:

A. Knowledge Management Strategy (Activity 4.3.3.1)

- Develop and implement a Knowledge Management Strategy (KMS) that identifies the goal/vision for knowledge management of the project and provides a roadmap that highlights the approach that will be taken to implement this strategy, identifies key persons for implementing the KMS, identifies and describes how the different project components will be addressed under the KMS, and specifies the required resources (time, budget and expertise) for executing each activity and the dissemination tools to be utilized.
- Implement the approved KMS, including the categorization, archiving and retrieval of project knowledge products, data and records, and the capture and documentation of lessons learnt and good practices across all four project components.
- Ensure the KMS is aligned with the project's Communication Strategy, the Gender Action Plan, and GCF and CCCCC knowledge management and visibility requirements.

B. Webpage Management (Activity 4.3.3.2)

- Update, maintain and manage the content of the 3R-CReWS project webpage, ensuring timely publication of project news, results, events, tenders (as required), knowledge products and milestones.
- Host/identify and maintain the link to the project's Grievance Redress Mechanism on the webpage.
- Ensure the webpage reports project results disaggregated by gender, where possible, and complies with GCF and CCCCC visibility and branding guidelines.

C. Social Media Management (Activity 4.3.3.3)

- Develop, maintain and implement a social media content calendar, and publish a minimum of 1,000 posts on the project's YouTube, X, Instagram and Facebook accounts combined during the contract period, in accordance with the approved workplan and the Communication Strategy.
- Produce and publish platform-appropriate content — short-form videos and reels (YouTube/Instagram), photography, infographics, stories, live coverage of project events (town hall meetings, site tours, school programmes, Water Wednesdays) and written posts.
- Monitor, moderate and respond to audience interactions across the accounts, and manage community engagement in a professional and gender-responsive manner.
- Track and report monthly analytics (reach, impressions, followers, interactions, video views) for each platform against agreed targets and use the insights to optimize content and posting frequency.

D. Infographic and Graphic Design

- Design infographic content for both online and print materials, translating project data, results and technical information into clear, accurate and visually compelling graphics in keeping with organizational standards.

- Design digital flyers, posters, banners, brochures, newsletter layouts and other visual products in support of the PEA campaign and project events.
- Ensure all designs are accessible, gender-sensitive and consistent with the CCCCC corporate identity and branding guidelines.

E. Photography and Videography

- Perform photo and video making and editing, including coverage of project events, site tours, infrastructure works, training sessions and stakeholder consultations.
- Produce and edit videos and documentaries for the project, including short-form social media edits and longer-form knowledge products, with sub-titling/accessibility features to the extent possible.
- Develop, maintain and update the project's digital photo and video records/library, with proper metadata, consent/release documentation and secure archiving.

F. Other

- Write captions, alt-text, blog-style posts and short articles to accompany published content, ensuring accuracy of technical information.
- Ensure that all products, documents, materials, and events comply with the established institutional and intellectual property policies of the organization, and that they are also in accordance with the requirements that counterparts and donor's request.
- Support the PR and Communication Consultant in the preparation of exhibitions, displays and press events, as required.
- Perform any other required activity to fulfil the objectives of these Terms of Reference or upon request of the Public Relations and Communication Consultant or the Project Manager.

IV. EXPECTED OUTPUTS AND DELIVERABLES

The Consultant will deliver the following outputs, consistent with the project's results framework (Activity 4.3.3 and its sub-activities):

#	Deliverable	Minimum specification	Indicative timeline
1	Knowledge Management Strategy (KMS), with implementation roadmap	Goal/vision, roadmap, roles and responsibilities, coverage of all four project components, resources (time, budget, expertise) and dissemination tools	Month 3
2	Updated 3R-CReWS webpage	Content refreshed and current; accessibility features (audio, sub-titles and/or sign language) to the extent	Month 2, then continuous

#	Deliverable	Minimum specification	Indicative timeline
		possible; Grievance Redress Mechanism link; gender-disaggregated results reporting where possible	
3	Social media posts	Minimum 1,000 posts across YouTube, X, Instagram and Facebook accounts combined, per the approved content calendar	Rolling, per approved workplan
4	Infographic and design products	Infographic content for online and print materials; digital flyers, posters and other visual products per the Communication Strategy and PEA campaign plan	Rolling, per approved workplan
5	Photo and video products	Event coverage; edited videos/documentaries with sub-titles to the extent possible; maintained and updated digital photo/video records	Rolling, per approved workplan
6	Monthly analytics and highlight reports	Platform-by-platform analytics (reach, impressions, followers, interactions, video views) and delivery status against the content calendar	Monthly
7	Final report	Implementation of the KMS and Activity 4.3.3, including analytics summary, lessons	Month 12

#	Deliverable	Minimum specification	Indicative timeline
		learnt and recommendations	

All deliverables are subject to review and written acceptance by the Public Relations and Communication Consultant, in consultation with the Project Manager.

V. REPORTING

The Knowledge Management Consultant will report directly to the Public Relations and Communication Consultant of the 3R-CReWS project, who in turn reports to the Project Manager in the PDMD. The Consultant will work in close collaboration with the communications office at the CCCCC's headquarters in Belize and with the BWA's marketing team. The Consultant will submit a monthly highlight report with analytics summarizing content published, engagement results and delivery status against the content calendar, and will participate in project coordination meetings as required.

VI. LOCATION OF ASSIGNMENT AND DURATION

The Knowledge Management Consultant will be stationed in Barbados at the offices of the Barbados Water Authority (BWA). The initial contract duration is for one (1) year with a probationary period of three (3) months, and is subject to extension, contingent on performance and project needs.

VII. REMUNERATION AND PAYMENT

The total contract value is USD 28,000 for the twelve (12)-month period. Payment will be made in monthly instalments of USD 2,333 upon the submission and acceptance of a monthly highlight report (including social media analytics) and invoice.

VIII. QUALIFICATIONS AND EXPERIENCE

Education

- Minimum of a bachelor's degree (a master's degree is an advantage) in Knowledge Management, Communications, Media Studies, Graphic Design, Multimedia Production, Information Science, or similar discipline is required.

Specific experience

- At least 3 years' experience in knowledge management, digital communications, social media management or multimedia production.
- Demonstrated experience developing and implementing knowledge management strategies for projects or organizations, including knowledge capture, documentation of lessons learnt and archiving systems.
- At least 3 years' experience managing organizational social media accounts — including YouTube, X, Instagram and Facebook — with a portfolio of published content and measurable engagement results.
- Demonstrated experience in photo and video making and editing, including event coverage and short-form and long-form video production.

- Demonstrated experience designing infographic content for both online and print materials.

General experience

- Fluency with industry-standard design, photo- and video-editing software (e.g., Adobe Creative Suite — Photoshop, Illustrator, Premiere Pro — or equivalent) and social media management and analytics tools.
- Evidence of excellent written and visual communication skills, attention to detail, and the ability to work effectively and harmoniously within a diverse work environment.
- Ability to manage multiple deadlines, work independently and travel within Barbados for event coverage as required.

Desirable

- Experience working on projects financed by the GCF or other international development partners, including familiarity with donor visibility and branding guidelines.
- Knowledge of the water and sanitation, wastewater, climate change, agriculture or environment sectors, and/or of the Barbadian and Caribbean media landscape.
- Experience with web content management systems and basic web analytics tools; knowledge of accessibility standards for digital content.

IX. EVALUATION CRITERIA

Responsive candidates will be evaluated as per the evaluation criteria below.

Proposals/candidates must obtain a minimum of 70 points in the technical evaluation to be shortlisted for an interview. The final combined score will weight the technical evaluation at 70% and the interview at 30%.

#	Criterion	Weight
A	Qualifications	
A1	Bachelor's degree (master's preferred) in Knowledge Management, Communications, Media Studies, Graphic Design, Multimedia Production, Information Science or similar discipline	10
B	Specific experience required	
B1	At least 3 years' experience in knowledge management, digital communications, social media management or multimedia production	15
B2	At least 3 years' experience managing organizational social media accounts (YouTube, X, Instagram and Facebook), with a portfolio of published content and measurable engagement results.	15
B3	Demonstrated experience developing and implementing knowledge management strategies, including knowledge capture, documentation of lessons learnt and archiving systems	15
B4	Demonstrated experience in photo and video making and editing, including event coverage and video production	15
C	General experience required	

#	Criterion	Weight
C1	Demonstrated experience designing infographic content for both online and print materials, with fluency in industry-standard design and editing software	15
C2	Evidence of excellent written and visual communication skills and experience producing content consistent with corporate branding and visibility guidelines	10
C3	Evidence of strong organizational skills, ability to manage multiple deadlines and work effectively within a diverse work environment	5
	Total	100

X. INTERVIEW (OR EQUIVALENT)

The evaluation committee may interview the experts short-listed, after having written provisional conclusions, but before concluding the technical evaluation. The interview shall be conducted virtually and the date and time of these interviews will be confirmed or notified to the consultant at least 5 days in advance. If a consultant is unable to participate in an interview by force majeure, a mutually convenient alternative date and time is arranged with the tenderer. If the consultant is unable to participate in this second scheduled time, he/she will be eliminated from the evaluation process. Short-listed candidates should be prepared to present a portfolio of relevant knowledge management, social media, design, photo and video work.

XI. APPLICATION SUBMISSION PROCEDURE

Interested candidates should submit the following, in English:

- A cover letter (maximum 2 pages) explaining their suitability for this TOR, with reference to the evaluation criteria;
- A curriculum vitae (maximum 4 pages), including at least three (3) contactable professional references;
- A portfolio of at least three (3) samples of relevant work (e.g., social media campaigns with engagement results, knowledge products, infographics, photographs and videos), with a brief description of the candidate's role in each.

The CCCCC is an equal opportunity employer and is committed to diversity and inclusion. Female candidates and candidates with disabilities are strongly encouraged to apply. The CCCCC applies zero tolerance for harassment, sexual exploitation and abuse.

The CCCCC is an equal opportunity employer and is committed to diversity and inclusion. Female candidates and candidates with disabilities are strongly encouraged to apply. The CCCCC applies zero tolerance for harassment, sexual exploitation and abuse.

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

Prior to EOI Submission, Candidates 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

Submissions of EOIs

- i. EOI should be addressed to Colin A. Young, Ph.D., Executive Director, Caribbean Community Climate Change Centre
- ii. **EOI must be uploaded as PDF file to <http://caribbeanclimate.bonfirehub.com/>**
The subject matter of the email must read: **“3R-CReWS Knowledge Management Consultant”**.
- iii. All request for clarification must be submitted electronically to <http://caribbeanclimate.bonfirehub.com/> through the Vendor Discussions section under the **“3R-CReWS Knowledge Management Consultant”**.
- iv. Request for Clarification should be received by the CCCCC no later than **Tuesday, 13 October 2026**. Consultants are advised that the responses to requests for clarification will be posted by **Thursday, 15 October 2026** on the CCCCC’s webpage at <https://caribbeanclimate.bonfirehub.com/>.
- v. **The deadline for submission of EOI is on or before 2:00 p.m. (GMT-6), Thursday, 22 October 2026.**