



Caribbean Community
Climate Change Centre

Caribbean Community Climate Change Centre (the Centre)
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www.caribbeanclimate.bz

REQUEST FOR EXPRESSION OF INTEREST (REOI)
INDIVIDUAL CONSULTANT

Country	St. Kitts and Nevis
Donor	Green Climate Fund (GCF)
Project Name	Capacity Building to support Accreditation, Planning, Programming and Implementation of GCF-funded activities in St. Kitts and Nevis
Contract Title	Project Development Consultant
Contract No.	Contract #94/2021/GCF/ST.Kitts & Nevis/CCCCC
Number of Positions	1
Type of Consultant	Individual Consultant
Type of Contract	Lump Sum
Expected Duration of Project	11 Months
Max Budget	USD 59,500.00
Deadline for Submission	<i>on or before 2:00pm (GMT-6), Wednesday, 8 December 2021</i>

1. The Caribbean Community Climate Change Centre (the Centre) has received financing from Green Climate Fund (GCF), toward the cost of the project titled “**Capacity Building to support Accreditation, Planning, Programming and Implementation of GCF-funded activities in St. Kitts and Nevis**” and intends to apply part of the proceeds towards the contracting of a “**Project Development Consultant**”
2. The Consultancy (herein after referred to as (“**the Services**”)) include but are not limited to:
 - I. Provide an Inception Report based on review of documentation and inception meeting
 - II. Finalize Concept Note for Building Resiliency in the Water Supply Sector in St. Kitts and Nevis Project for submission to GCF.
 - III. Complete Project Preparation Funding Application based on consultations with stakeholders and inputs.

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- IV. Conduct pre-feasibility study to strengthen the finalization of the Climate Smart Agriculture Concept Note.
 - V. Finalize a Concept Note and corresponding Project Preparation Funding (PPF) application in conformity with the requirements of the GCF detailed in the GCF [Programming Manual](#) and in accordance with the Centre's accreditation to the GCF.
 - VI. Conduct Project Development Training Workshops.
3. 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 experience, skills, qualifications, and professional networks fit with the required job description.
 - b) Curriculum vitae or resume with full details of qualifications, full description of activities and experience, and achievements.
 - c) Contact details for three (3) professional references
 - d) Budget inclusive of breakdown of costs for key activities (*The amount should include Professional fees, non-travel related costs, travel related expenses, tax obligation and profits*)
 4. 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.
 5. **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://www.caribbeanclimate.bz/bid-submission/>.**
 - iii. The subject matter of the email must read: "**Project Development Consultant**"
 - iv. EOI must be secured with a password. Such password must be emailed to atillett@caribbeanclimate.bz no later than 15 minutes prior to the deadline for bid submission. The subject matter for email containing password must read: **Project Development Consultant (Consultant's Name)**.

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- v. **Requests for Clarification:** email: procurement@caribbeanclimate.bz
Attention: **Andrea Tillett, Procurement Officer.** Requests for clarification should be received by the Centre no later than: **Monday, November 29, 2021.** Consultants are advised that the responses to the requests for clarification will be only posted on the Centre's Webpage at: <https://www.caribbeanclimate.bz/category/opportunities/>
- vi. **Deadline for submission of EOI, on or before 2:00pm (GMT-6), Wednesday, 8 December 2021.**
- vii. **Attachments to the REOI**

For additional information, please pursue the following attached documents.

1. Terms of Reference
2. Bidders Eligibility
3. Draft Contract

The Centre 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.

The Centre is an equal opportunity employer.