

## ANNEX A TERMS OF REFERENCE

### *Disaster Vulnerability Reduction Project - Climate Change Coordinator*

#### **1. Background**

Saint Lucia is vulnerable to climate change and intense extreme weather and climate events, such as heavy rainfall, strong winds, drought and high sea temperatures and levels. These and other events have claimed lives, caused severe damage to infrastructure and other economic assets in addition to adversely impacting livelihoods. Importantly, these changes and their adverse consequences, attributable to climate change, are projected to escalate in the near and longer terms. As a result of this, the Government of Saint Lucia has secured financing from the Climate Investment Fund (CIF) and the International Development Association (IDA) channeled through the World Bank towards the implementation of the Disaster Vulnerability Reduction Project (DVRP), also referred to in this TOR as “the Project.”

The DVRP seeks to measurably reduce Saint Lucia’s vulnerability to natural hazards and climate change events and is also implemented in Dominica, Grenada and St. Vincent and Grenadines. The DVRP includes five components, namely:

- (i) Risk Reduction and Adaptation Measures to support structural and non-structural flood and landslide risk reduction interventions and climate adaptation measures to improve the Country’s resilience against current and future climatic shocks.
- (ii) Technical Assistance for Improved Assessment and Application of Disaster and Climate Risk Information in Decision-Making to support capacity building for open systems and platforms to create, share, analyze and use disaster risk and climate change data and information for improved decision making and engineering design for risk reduction and climate change adaptation;
- (iii) Climate Adaptation Financing Facility (CAFF) designed to pilot a financing mechanism meant to incentivize pre-emptive climate adaptation amongst households and businesses
- (iv) Contingent Emergency Response. This provisional component would allow rapid re- categorization and reallocation of project financing from other project components to partially cover emergency response and recovery costs associated with a natural catastrophe.
- (v) Project Management and Implementation Support to finance activities required for efficient project management and implementation through the provision of technical advisory services, staffing, training, operating costs and acquisition of goods.

The Department of Economic Development, (DED) is responsible for the implementation of the DVRP. The Project Coordination Unit (PCU) within the DED is responsible for the fiduciary aspects of the Project.

Given the complex and multi-sectoral approach (involving public and private sector) required for implementation of the Project, the Department of Economic Development seeks to engage the services of a Climate Change Coordinator to enhance the capacity of implementing agencies to effectively execute Project activities.

## **2. Objectives of the Assignment**

The objective of this consultancy is to ensure effective project implementation through the provision of the necessary technical guidance required to support participating agencies and stakeholders involved in implementation of the Project and secure the integration of climate change adaptation and resilience into project activities. The Climate Change Coordinator will serve as a resource person to assist in enhancing the capacity of national institutions to ensure that all project activities, especially those specifically addressing climate change adaptation (CCA) and resilience, are conducted in accordance with the guidelines and procedures agreed to among the Climate Investment Funds (CIF), the World Bank and the Government of Saint Lucia.

## **3. Scope of Services**

The general objective of the Climate Change Coordinator is to ensure that climate change adaptation and resilience are mainstreamed in project activities as well as to support DED in strengthening its technical capacity for effective implementation, monitoring and evaluation of the DVRP.

*The Climate Change Coordinator shall carry out the following tasks:*

### **3.1. Coordination of Project Portfolio Activities**

- (a) Work in consultation with the Chief Economist, DED to coordinate adaptation/climate resilience and disaster risk reduction activities beneficial to the Project sub-components at the national, regional and international level for integration, where appropriate.
- (b) Keep abreast and inform the Chief Economist of other projects implemented by the GOSL (through agreed interagency institutional arrangements) that may impact negatively or enhance the implementation of the DVRP.

### **3.2 Monitoring of Project Activities**

- (a) Keep abreast, monitor and report on other PPCR initiatives undertaken by the GOSL.
- (b) Report to the National Climate Change Committee (NCCC), Climate Resilience Steering Committee (CRSC), Project Coordinating Committee, NGCC and any other relevant climate change related committees on the progress of the Project and seek areas for collaboration.
- (c) Design instruments for monitoring and evaluation of sub project activities to determine impact (outcomes); Support the process for capturing climate change and resilience data in project documentation.
- (d) Report semi-annually on project indicators to the M&R Officer, DVRP, Chief Economist and PPCR.
- (e) Engage in discussion with relevant stakeholders, focal points, management teams, project implementation units/teams to monitor and report on core indicators (including baselines and targets). This includes collection of relevant data/updates and preparation and completion of performance monitoring and reporting tables and scorecards for the PPCR project components, in accordance with the SPCR, the revised PPCR Results Framework, the Work Plan for

Monitoring and Reporting on Core Indicators and other guidance provided from time to time by the Climate Investment Funds (CIF) Administrative Unit.

- (f) Identify areas for relevant M&E training and identify resources for training.

### ***3.3 Support the SLDB in relation to implementation of the CAFF***

- (a) Maintain on-going communication with the SLDB to ensure its awareness of and engagement with other government climate-related project activities and with relevant regional and national climate-related initiatives.
- (b) Assist with the review of specific CAFF project proposals to determine climate relevance, as requested.
- (c) Assist SLDB in addressing climate-related technical issues related to administration and implementation that arise in the CAFF.
- (d) Assist SLDB in identifying climate change-related capacity-building needs and help to identify training resources.
- (e) Assist in the development of indicators for monitoring the progress and impact of the CAFF.

### ***3.4 Mainstreaming of climate change adaptation and DRM measures within the National Budget Process***

- (a) Work with the Chief Economist to facilitate the mainstreaming of climate resilience and instruments to be used in the annual national budget process.
- (b) Work with the Budget Office in synchronizing indicators related to climate change adaptation and DRM.
- (c) Work with Chief Economist and the Director of Statistics in developing instruments that may be used for capturing data for monitoring of DRM and climate change initiatives and the national level.
- (d) Develop tools for monitoring and evaluation that would assist in analysing inclusion / participation / benefits to vulnerable groups, which herein will include women, youth, elderly, persons with disabilities as well as the socio-economically and geographically marginalized.
- (e) Provide input to the Implementation Completion Report.

## **4. Reporting and Supervision**

The officer will work under the guidance/supervision of the Project Coordinator or his/her designate.

The Consultant will carry out services with the best ability and in accordance with approved and recognized international code and ethics of the profession.

## **5. Duration of engagement**

The duration of the assignment is June 1, 2022 to June 30, 2023. The Climate Change Coordinator will be monitored to ensure continuous commitment in meeting the objectives of the assignment as indicated above (Scope of Services). The Contract, inclusive of the Terms of Reference, detailed work plan with agreed targets and timelines, will be used as the basis to

evaluate performance. This will consider the quality of the services undertaken in respect to managing and reporting on the scope of services and the quality of the quarterly reports.

## **6. Method of Evaluation**

The following instruments will be used for monitoring purposes, including:

- (a) Quarterly Report submitted by the 15<sup>th</sup> day following the end of the quarter
- (b) Tracking and reporting tool(s) developed or updated to ensure timely and accurate climate and DRM data capturing at the national level (TOR Section 3.4 related).
- (c) A guidance paper developed with methodologies and formats to collect evidence on the project results in reducing vulnerability to natural hazards and climate change impacts.

## **6. Responsibilities of the Employer**

The Climate Change Coordinator will be provided with office space within the DEDTCA.

Further to the existing qualifications, the PCU will make every effort to have the recruited Climate Change Coordinator receive necessary and pertinent World Bank Procurement, Safeguards and Operational training as soon as such trainings/services are identified. This training is intended to enhance the Coordinator's skills and ensure thorough familiarization with the World Bank's processes/requirements for efficient delivery of duties.

## **7. Reporting Requirements**

The Climate Change Coordinator shall prepare the following reports:

- (a) Quarterly Reports, be submitted by the 15<sup>th</sup> day of the end of the quarter, to form an annex to the Interim Unaudited Reports to be submitted to the Bank. These reports should highlight achievements, delays, challenges for the quarter and provide a forecast for planned activities for the next quarter. In highlighting potential delays with project activities, recommendations must be made to address these delays.
- (b) Final Report at the end of the consultancy including, but not limited to, the documentation of lessons learnt

All Reports must cover all relevant activities of the Project. These reports should include photographs, progress charts and drawings describing the activities executed and progress on implementation of works goods and services.

The Project Manager Coordinator of the PCU (or other duly authorized officers) will review and provide feedback on all reports received and shall arrange with the Climate Change Coordinator for correspondence exchanges in connection with the assignment.

## **8. Restrictions**

To ensure impartiality, the Climate Change Coordinator (including his or her home office, if any) must not in any way be affiliated with business entities that are currently providing or are seeking to provide goods or services to the project.

## **9. Qualification Requirements**

- (a) At least a Master's Degree in Climate Change, or Climate Change and Development, or Environment and Climate Change or Natural Resource Management, with a minimum of 5 years' working experience in climate change, disaster management or related fields.

OR

- (b) A Bachelor of Science Degree in the above areas, with a minimum of 7 years' working experience in climate change, disaster management or related fields.

WITH

- (c) Professional Certification in Project Management

## **10. Competence, Knowledge, Skills, and Abilities**

Additional knowledge, skills and abilities sought include:

- (a) Working knowledge of the public and private sector, preferably, direct working experience with government, community-level interests, resource users and community groups, private sector and international organizations.
- (b) Experience in project review and project systems development.
- (c) Ability to communicate effectively in written and oral formats and to prepare reports; including ability to communicate accurate information concerning processes, policies and procedures to diverse project stakeholders.
- (d) Strong leadership capabilities and a demonstrated record of successful leadership of multi-disciplinary teams.
- (e) Strong awareness of particular needs of vulnerable groups which include women, youth, elderly and persons with disabilities as well as the socio-economically and geographically marginalized.
- (f) Knowledge of World Bank procurement and financial management guidelines.
- (g) Functionally computer literate, possessing operational skills in word-processing and spreadsheet application, including software programs such as Word, Excel, PowerPoint, Microsoft Project.
- (h) Appropriate involvement and/or experience in similar projects in Saint Lucia or locations with similar development (or climate vulnerability) challenges.
- (i) Experience working in developing countries in general and in the Caribbean Region in particular, is an asset.
- (j) Experience in the development and implementation of stakeholder engagement strategies.
- (k) Ability to handle diverse stakeholders tactfully, courteously and diplomatically.
- (l) Must be of high integrity, transparent, and accountable.

- (m)** Ability to establish and maintain effective working relationships with relevant agencies and bodies involved in the implementation of the project.
- (n)** Maintain integrity and confidentiality in the discharge of services and of all documents and information made available in the discharge of these services.