



TERMS OF REFERENCE INDIVIDUAL CONSULTANT PREPARATION OF A FIVE-YEAR STRATEGY AND IMPLEMENTATION PLAN FOR THE OFFICE OF CLIMATE CHANGE

1. INTRODUCTION

- 1.01 Guyana's 215,000 square kilometres (km²) is endowed with abundant natural resources and diverse ecosystems and includes some of the last large-scale tracts of tropical forest in the world. With its size, small population and poor hinterland infrastructure, there has been limited pressure on its biodiversity and biological resources and these have remained more or less intact. The current rate of deforestation remains one of the slowest rates in Latin America and the developing world. With its large store of carbon and wealth of natural resources, Guyana is considered a major provider of global environmental services. Guyana's coastal area is the low-lying delta of the Berbice, Mahaica, Demerara and Essequibo Rivers. This fertile coastal strip (77 km wide in the east and 26 km wide in the west) includes Georgetown the capital city, and is home to roughly 90% of the total population and majority of its Gross National Product producing activities.
- 1.02 Despite being a net sink for greenhouse gas emissions, its geography and historical settlement development have made it one of the most vulnerable countries to climate change (CC). Within the last century, Guyana has experienced an increase of 1°C of the mean annual temperature. It is projected that by 2100, under the worst-case scenario, temperatures can increase by up to 4°C as weather patterns become more extreme, and there is a decrease in average annual rainfall. Sea levels are projected to rise at a rate of one centimetre (cm)/year, or about 40-60 cm by the end of the 21st century. Extreme weather events have resulted in fires, droughts and extensive flooding along the coast and in some inland areas. In January to February 2005, the country experienced the highest rainfall recorded since 1888, resulting in the most severe flooding in the country's history with the damage estimated at four hundred and sixty-five million United States Dollars or the equivalent of 60% of the country's Gross Domestic Product for 2004. In April 2015, the

country experienced a severe drought, resulting in potable water having to be trucked to communities in Regions One and Nine, previously regarded as water surplus areas.

- 1.03 CC could create serious and high magnitude risks for all sectors, and will likely have a negative impact on the sustainability of economic development unless action is taken to address these issues. Recent studies¹ indicate that the agriculture sector will see a decrease in crop yields due to temperature increases, frequent flooding and salinisation of soils. Furthermore, coastal infrastructure and housing stock in the coastal zone will likely suffer increased damage from more intense floods, storm surges and sea level rise. Against this background, Guyana has started to take steps to combat the adverse effects of CC.
- 1.04 The Office of Climate Change (OCC), established in 2009, has the mandate to lead in the development and implementation of national policies and actions for climate change mainstreaming and coordinate efforts on climate change adaptation, mitigation and forest conservation across sectors and agencies at the national and regional levels. The OCC was the lead agency in the preparation of Guyana's Low Carbon Development Strategy (LCDS), the consultative process for its finalization, and implementation of the on-going stakeholders' engagement, communication and outreach.
- 1.05 Further, the Head of the OCC is the Focal Point for the United Nations Framework Convention on Climate Change and is responsible for ensuring that Government of Guyana (GoG) fulfils its obligations as a Party to the Convention, its Protocol and Agreement. The OCC leads in the engagement and dialogue with multilateral agencies on behalf of the GoG, to establish partnerships and facilitate access to technical and financial support for low carbon initiatives, climate change mitigation and adaptation, in furtherance of national development thrust.
- 1.06 One main area of weakness constraining the effective functioning of the OCC is the absence of an overarching policy to "pull" the various policies and strategies together as a cohesive whole for guiding climate mitigation and adaptation actions in the country. As such, support provided by Guyana's development partners for CC is being managed in a non-programmatic manner as there is limited cross-sectoral coordination and information sharing by the OCC. The capacity of the OCC to access and manage climate finance resources is also weak. Taking this situation into account, the Government of Guyana has requested support from the Caribbean Development Bank to assist in strengthening the capacity of the OCC to better manage CC activities in Guyana. The intervention will focus on developing a National CC Policy and Action Plan.

2. **OBJECTIVES**

- 2.01 The objective of the consultancy is to support and lead the OCC in a technically grounded, consultative and participatory planning process for the preparation of a strategic plan for the period 2018–2022 in line with its mandate, including institutional arrangements, specific activities, proposed programmes, timelines, targets and a detailed costing. The Consultant should also provide a monitoring plan.

¹ Based on information from the Climate Resilience Strategy and Action Plan (CRSAP).

3. SCOPE OF WORK

3.01 Under the supervision of the Head, OCC, Ministry of the Presidency and the Project Coordinator (PC), the Consultant's specific duties and responsibilities include:

- (a) carry out a desk review of documents relevant to an understanding of the mandate, work and context of the OCC;
- (b) review relevant policy frameworks, laws, approaches and national implementation plans on climate issues;
- (a) hold discussions with Minister of State and the management of the OCC;
- (b) conduct an institutional needs assessment of the OCC, including a review of the OCC's existing structure and institutional arrangements with a view to developing a "strategy for expansion". This will be a component of the final plan;
- (c) develop a comprehensive methodology and work plan for a participatory process of the development of the OCC strategic plan with a view to achieving both support, concrete cooperation and programming with relevant agencies such as the Guyana Forestry Commission, Guyana Lands and Survey Commission, Guyana Energy Agency, Ministry of Agriculture, Department of Environment, Ministry of Education (National Centre for Educational Research and Development), Faculty of Earth and Environmental Sciences, University of Guyana, the Ministry of Finance, other relevant agencies, and external funder;
- (f) develop the Draft Strategic Plan and Implementation Plan with consideration for gender mainstreaming;
- (d) finalise the Strategic Plan, including a Results Matrix and a detailed Implementation Plan for 2018-2019 and provide general activities for 2021-2023. The plan should include vision and mission statements, priority programmes, baselines and targets, timelines and resource allocations and a monitoring plan. Data should be disaggregated by sex and by regional and ethnic diversity, and gender results should be determined; and
- (h) develop a costing for the implementation of the plan.

4. QUALIFICATIONS AND EXPERIENCE

4.01 The Consultant is required to have at least a master's degree in a relevant field in the area of planning, public policy or development studies.

4.02 The Consultant must have:

- at least ten (10) years professional experience in strategic planning and management;
- demonstrated experience in working with government partners and other stakeholders in public sector development programmes especially in the area of capacity development;
- experience in programme management and understanding of the planning and funding cycles of the public sector and development financing organisations; and
- experience in coordinating diverse staff and in engaging in participatory data collection and participatory monitoring and evaluation.

4.03 The Consultant must possess the following skills and abilities:

- (a) excellent analytical skills;
- (b) excellent time management skills;
- (c) ability to conduct research and to produce results;
- (d) excellent written and oral English
- (e) ability to communicate and work effectively with internal and external stakeholders;
- (f) results-oriented, highly motivated and capable of working independently; and
- (g) competence in the use of Microsoft applications including Word, Excel, PowerPoint.

5. REPORTING REQUIREMENTS AND DELIVERABLES

5.01 The Consultant will report to the PC, who will have overall responsibility for the management and implementation of the consultancy and facilitate the work of the Consultant. OCC will make arrangements for the introduction of the Consultant to the key stakeholders. OCC will provide in-country transportation, office accommodation, office equipment and administrative services for the Consultant as required.

5.02 The Consultant will deliver the following outputs:

- (a) an Inception Report; the report will be presented within one week after the signing of the contract, and will include: consultant's work schedule and methodology, including proposed resources;
- (b) a Draft Strategic Plan and Implementation Plan: inclusive of a Results Monitoring Framework and Institutional Needs Assessment Report, which will include results of a Focus Group Meeting and Strategic Planning Session with OCC staff, interviews and meetings with stakeholders presented within six weeks after signing of the contract;
- (c) a Final Strategic Plan and Implementation Plan inclusive of a Results Monitoring Framework and Monitoring and Evaluation Strategy; a Results Matrix, a detailed Implementation Plan for 2018-2019 and general activities for 2020–2023; presented within nine weeks after the signing of the contract;

- (f) an End of Consultancy Report: presented within 14 weeks after signing of the contract.

6. DURATION

- 6.01. The Consultancy is expected to last for approximately four (4) months with significant amount of time spent in Guyana.