



**TERMS OF REFERENCE
INDIVIDUAL CONSULTANT
PREPARATION OF NATIONAL CLIMATE CHANGE POLICY
AND ACTION PLAN**

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 primary objective of this consultancy is to prepare Guyana's National Climate Change Policy and Action Plan based on, but not limited to, the review of previous national documents; interviews with policy-makers and national consultations.

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

The consultancy will contribute to achieve the following expected outcomes:

1. Policy directions, delivered through a concise policy document, which guides decision-makers in considering climate change in their respective practices, projects and budget allocations for sectors and overall development choices.
2. Analysis of the legal, normative, planning and strategic environment with a view to strongly supporting mainstreaming climate change in the development process.

The overall output will be a draft National Climate Change Policy and Action Plan, to be approved by the Cabinet.

3. SCOPE OF WORK

- 3.01 The scope of services is understood to cover all activities necessary to accomplish the objectives of the consultancy, whether or not a specific activity is cited in these terms of reference (TOR). The draft TOR will be finalised based on discussions between Government of Guyana and the Consultant. A participatory and consultative approach is encouraged in the conduct of the services.
- 3.02 Under the supervision of the Head, OCC, Ministry of the Presidency and the Project Coordinator (PC), the Consultant's specific duties and responsibilities include:
- (i) submit an Inception Report inclusive of a Work Implementation Schedule for approval by OCC;
 - (ii) Review and stocktake previous and current climate-related strategies, plans, reports and actions inclusive of but not limited to: Nationally Determined Contribution (2015); Initial National Communication (2002); Second National Communication (2012); Low Carbon Development Strategy (2009/2013); Climate Change Action Plan (2001); Climate Change Adaptation Policy and Implementation Plan (2001), Draft Climate Resilience Strategy and Action Plan (2015);
 - (iii) Prepare stakeholder engagement plan for review and approval by the Project Steering Committee;
 - (iv) Review existing national legal and regulatory frameworks to ensure the Policy is in accordance with the existing laws, and is aligned with overall development policy directions, and relevant sectoral policies;
 - (v) Review recent national, regional and international developments in CC negotiations;
 - (vi) Assess CC policies and action plans from other countries and note good replicable practices;
 - (vii) Review existing and proposed projects and programmes relevant to CC;
 - (viii) Carry out consultations with the public and private sectors and non-governmental organisations, Project Steering Committee and key stakeholders to identify national priorities for addressing CC;
 - (ix) Visit "representative" communities across Guyana, hold focus group discussions separately with women and men on their main activities, vulnerabilities to CC, coping

mechanisms, roles and responsibilities during times of disasters and derive policy measures to accommodate the different needs and roles of women and men with the aim of building resilience and awareness of CC, adaptation and mitigation;

- (x) Prepare Draft National CC Policy, Action Plan and Results Monitoring Framework
- (xi) Host stakeholder workshops for discussion and feedback; members of the public from all strata and women in particular to be included in the design consultations/forums/planning meetings;
- (xii) Prepare Workshop Report and revise Draft National CC Policy and Action Plan incorporating comments and feedback received from stakeholders;
- (xiii) Conduct stakeholder workshops to review the second draft of National CC Policy and Implementation Plan. Voices of the poor in general and women in particular are included in the design consultations/forums/planning meetings;
- (xiv) Submission of finalised National CC Policy and Action Plan;
- (xv) Presentation and participation at Public Launch;
- (xvi) Prepare End of Consultancy Report.

4. QUALIFICATIONS AND EXPERIENCE

4.01 The Consultant must have an advanced university degree (Master's degree or equivalent) in Public Administration, Law, Business Administration, Environmental or Natural Resource Management or Climate Change and Gender Studies.

Experience working in related field which includes demonstrable experience with research, drafting and preparation of similar policies and programmes with professional experience in the Caribbean and developing countries.

4.02 The Consultant must have:

- At least 15 years of experience in legal, policy and institutional analysis in the area of Environment, Climate Change, Public Finance and Institutional Analysis
- At least five years' experience working in related field which includes research and drafting and analysing policies and policy development
- At least five years' experience in participatory approaches, gender analysis, community development and working with indigenous populations;
- Proven background in delivering quality actual Policies in developing countries
- Proven records in preparing legal, policy, normative documents
- Knowledge and direct experience of climate change mitigation and adaptation, climate global diplomacy, climate finance and institutional buildings

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) demonstrated fluency in 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 Project Coordinator (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. The 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:
- (a) an *Inception Report* – The report will be submitted to the PC within one week after the signing of the contract, and will include: consultant’s work schedule and methodology, including proposed resources. One hard copy of the report and one in the electronic format should be submitted to the PC for review and comments.
 - (b) Desk Review package – A *Desk Review report* will be presented within four weeks after the signing of the contract. The Report will include the findings of the *Stocktake Report*, *Community Consultation Report* and draft *stakeholder engagement plan*. One hard copy of each report and one in the electronic format should be submitted to the PC for review and comments.
 - (c) a Draft CC Policy – The document will be presented within twelve weeks after the signing of the contract, and will include: *Draft National CC Policy and Action Plan inclusive of a Results Monitoring Framework*. One hard copy of the report and one in the electronic format should be submitted to the PC for review and comments.
 - (d) a Final Draft CC Policy Package - The document, which incorporates the comments made by the PC/ OCC on the Draft Policy, will be presented within 20 weeks after the signing of the contract, and will include: *Validation Workshop Report* and *Final Draft National CC Policy and Action Plan inclusive of a Results Monitoring Framework*.
 - (e) an *end of Consultancy Report* to include challenges encountered and recommendations. One hard copy of the report and one in the electronic format should be submitted to the PC for review and comments.

6. DURATION

- 6.01. The Consultancy is expected to last for approximately six (6) months with significant amount of time spent in Guyana.