



CARIBBEAN POLICY DEVELOPMENT CENTRE (CPDC)

TERMS OF REFERENCE

Request for CDRFI Facilitator

Call for Full Proposals (Technical and Financial)

Description: Consultant to facilitate Climate and Disaster Risk Finance and Insurance (CDRFI) Three (2 Day) Technical Capacity Building Workshop and Five (½ Day) Community Sessions.

Location: Regional

Nature of the Consultancy: The Consultancy will be undertaken by an individual.

BACKGROUND

The Caribbean Policy Development Centre is a legally registered non-profit organisation headquartered in Barbados and established in 1991. CPDC serves as a regional umbrella NGO for organisations located across CARICOM. Our main modalities are research, advocacy, publications, public education, and institutional strengthening.

The CPDC is committed to engaging the services of a consultant who will provide technical assistance to the CPDC to increase the knowledge base of key stakeholders on the importance of Climate and Disaster Risk Finance and Insurance (CDRFI) in combatting climate vulnerabilities and external shocks.

The Terms of Reference are attached in Annex 1.

GUIDELINES FOR APPLICATIONS

Interested persons are requested to submit the following:

- A detailed technical proposal inclusive of general description of the approach, detailed methodology, and work plan for performing the assignment (approximately five pages).
- A detailed proposed budget for this project.
- Any value-added elements you may wish to add to your service provision to enhance your evaluation bid(optional).



Submissions are to be sent to the Caribbean Policy Development Centre via electronic mail - cpdcsubmissions@gmail.com with the subject line: **CONSULTANT TO FACILITATE CLIMATE AND DISASTER RISK FINANCE AND INSURANCE (CDRFI) THREE (2 DAY) TECHNICAL CAPACITY BUILDING WORKSHOP AND FIVE (½ DAY) COMMUNITY SESSIONS.**

All applications must be submitted by **January 5th, 2024, by 11:59 p.m. (UTC/GMT -4).**

CPDC will only respond to the successful applicant (s). Only applicants meeting the criteria outlined in the Terms of Reference should apply.



ANNEX 1

CARIBBEAN POLICY DEVELOPMENT CENTRE (CPDC)

TERMS OF REFERENCE

CONSULTANT TO FACILITATE CLIMATE AND DISASTER RISK FINANCE AND INSURANCE (CDRFI) THREE (2 DAY) TECHNICAL CAPACITY BUILDING WORKSHOP AND FIVE (½ DAY) COMMUNITY SESSIONS.

I. BACKGROUND

The Caribbean Policy Development Centre is a legally registered non-profit headquartered in Barbados, established in 1991. CPDC serves as a regional umbrella NGO for organisations comprising of small farmers, women, youth, Indigenous People, rural populations, and faith-based organisations located across CARICOM. CPDC also has strong networking partnerships with organisations of persons with disabilities, artisans, micro-entrepreneurs, human rights, and workers. Altogether it serves some thirty-five (35) regional, sub-regional and national NGOs working at the grassroots level in economic, social, and cultural areas in the Caribbean. The Centre also has working relationships with many other NGOs and development partners across the region.

The organisation was mandated to work with NGOs and civil society to understand how policies affecting Caribbean people are made; to share information about policies and decision-making processes; to work to influence and bring change to the developmental process, and to support and to lobby for policies which improve the lives of Caribbean people. In fulfilling its mandate, the CPDC seeks to build the confidence and the ability of the Caribbean people to influence public policy. Our main work modalities are research, training, advocacy, publications, public education, and institutional strengthening. CPDC is officially recognised, both regionally and internationally, as the principal representative of Caribbean NGOs working with such organisations CARICOM/CARIFORUM, Commonwealth Foundation, UN System Agencies, among others.

CPDC has successfully implemented a number of region-wide projects during the past 29 years working with member organisations and networking partners within the civil society sector as well as departments of government. This consultancy is being implemented as one component of such a regional project which is being undertaken in partnership with a global network of organisations.



Funded by the German Ministry for Economic Cooperation and Development (BMZ), and coordinated by CARE International, CPDC is implementing the Caribbean component of a project titled “Multi-Actor-Partnership for pro-poor & gender equitable climate risk financing in context of the InsuResilience Global Partnership’s (IGP) 2025 vision.” Other key partners are Germanwatch and the Munich Climate Insurance Initiative (MCII). In addition to the global level networking goal of the project which contributes to the IGP, the core of the project is implementing and scaling up effective and evidence-based poverty-focused gender-responsive and human rights-based Climate And Disaster Risk Finance And Insurance (CDRFI) approaches have improved significantly on the basis of strengthened structures, coordination, networking and technical capacities of MAP cooperation partners. This will be facilitated through national-level engagement, capacity development and the establishment of multi-actor partnerships on climate and disaster risk finance and insurance. Project countries are Bangladesh, Sri Lanka, Malawi, Madagascar, Senegal, Philippines, and the Caribbean (Antigua and Barbuda, Barbados, Dominica, Grenada and Jamaica).

The overall objective of the project is to ensure the integration of pro-poor and gender equitable and human rights based CDRFI approaches for the benefit of vulnerable population groups in selected developing countries. It is believed that this can be achieved by the effective, poverty-oriented, and human rights-based implementation of measures to finance resilience-building to climate and disaster risks.

The overall goal of the multi-country project is to ensure the integration of key aspects of pro-poor, gender equitable and human rights-based CDRFI approaches for the benefit of particularly vulnerable population groups. Further to this, the incorporation of these methodologies in the climate and disaster risk finance and insurance (CDRFI) MAPs, and the redesign of CDRFI mechanisms in the project countries/regions and in the context of the InsuResilience Global Partnership, with global, regional and national levels mutually influencing and informing each other.

The direct target groups include:

- (a) civil society actors in the priority countries and at international level (regional, global);
- (b) relevant actors as potential partners in multi-actor partnerships involved in the design and implementation of climate and disaster risk financing measures under the IGP, at national, regional and global levels (including governments, implementing agencies, private sector, universities).

The indirect target group is the wider local population, which should benefit from local mechanisms for climate and disaster risk financing, especially in the vulnerable developing countries in which the project focuses.



II. PURPOSE AND OBJECTIVE

The Consultant is expected to provide thematic technical assistance to the CPDC to strengthen the knowledge base on the importance of Climate and Disaster Risk Finance and Insurance (CDRFI) in combatting climate vulnerabilities and external shocks. In this context, the facilitator will provide a synopsis of the CDRFI environment in the region while training stakeholders on its importance and best methods of utilizing climate finance. In addition, the sessions should map out how climate change and risk affect the organisation and their beneficiaries. The consultant should also identify how to utilise CDRFI to mitigate against and adapt to the negative impacts of climate change.

The facilitator should set the context by examining the existing CDRFI mechanisms available to vulnerable groups, such as Caribbean Oceans and Aquaculture Sustainability Facility (COAST), Livelihood Protection Policy (LPP), Flexible Hurricane Protection etc. Additionally, the consultant should assess the ability of NGOs/CBOs to access funding through the Green Climate Fund and other donor agencies across the region and globally.

The Consultant will serve as an external contractor functioning in a teaching capacity to ensure a coordinated approach to delivering the training materials. The candidate should have appropriate, relevant experience working on climate finance in the region with knowledge of climate change and its negative impact on the region.

General Objective

1. To facilitate three (2 day) Technical capacity-building workshops and five (1/2 day) Community Sessions in the project countries on the importance of Climate and Disaster Risk Finance and Insurance to build resilience and effectively mitigate against the impacts of climate change.

Specific Objectives

1. To enhance the technical capacity of the workshop participants to understand various concepts and principles of climate finance. Key areas to be covered include:
 - The importance of climate finance in adaptation and building resilience in various sectors.
 - Various forms of climate financing inclusive of *ex-ante* and *ex-post* finance.
 - Understanding the primary applications of climate finance in the Caribbean.
 - The availability of climate finance mechanisms suitable for vulnerable populations.



- The mechanisms through which climate finance can be accessed in the Caribbean.
- 2. To formulate and disseminate an evaluation tool to assess the CDRFI technical capacity of workshop participants pre- and post-workshop.
- 3. To develop a workshop evaluation report that assesses the effectiveness of the CDRFI technical capacity-building sessions and proffer recommendations to strengthen future training.

III. PROFILE/ CONSULTANCY REQUIREMENTS

The Consultant/s is expected to have the following qualifications/specialized knowledge/experience required to complete the task:

Qualification and Experience

- A relevant post-graduate university degree in Climate Resilience, Economics, Social Development, Environmental Science, Development Studies or a related field with at least five years of experience.

Other Experience and Knowledge Requirements

- Minimum of five years professional work experience within the Climate Resilience sector, Banking Sector, Social Development Field, Economic Sector, or donor institutions, and in project administration
- Proven experience undertaking climate-related assessments and climate finance related projects
- Proven knowledge of Climate Disaster Risk Finance and Insurance
- Track record of working with vulnerable populations, preferably in the Caribbean
- Strong interpersonal skills and ability to perform tasks timely with a high level of accuracy.
- Excellent written and spoken English.

IV. DELIVERABLES

The Consultant is expected to facilitate the technical workshops and community sessions over four months (January – April 2024):

- A training and implementation schedule in collaboration with CPDC and MAPs focal points for the workshop delivery by 20th January 2024.
- A draft of the agenda, slideshow presentation, and evaluation instrument will be requested for each meeting.



- The final agenda, slideshow presentation, and evaluation instrument are to be delivered at least two weeks before any workshop or community session.
- Completed facilitation of the three (2 day) Technical capacity-building workshops and 5 half-day Community Sessions in the project countries by 30th April 2024.
- Development and dissemination of pre- and post-evaluation tools. The tool's results, with recommendations, must be included in the workshop report.
- Submission of the workshop report within seven days of each capacity building session.

V. ADMINISTRATION

The Consultant shall report to the CPDC Officer in Charge or his designate.

VI. INTELLECTUAL PROPERTY

All information pertaining to this consultancy shall remain the property of the CPDC who shall have exclusive rights over their use. The information shall not be disclosed to the public nor used in whatever form without written permission from the CPDC.

VII. GUIDELINES FOR APPLICATIONS

Interested persons are requested to submit the following:

- A detailed technical proposal inclusive of general description of the approach, detailed methodology, and work plan for performing the assignment (approximately five pages).
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