

**PREPARATION SUPPORT FOR CLIMATE VULNERABILITY REDUCTION PROGRAM**

**BL-T1090**

**CERTIFICATION**

I hereby certify that this operation was approved for financing under the **Ordinary Capital Strategic Development Program for Sustainability (SUS)** through a communication dated March 30, 2017 and signed by Felipe Caicedo (ORP/GCM). Also, I certify that resources from said fund are available for up to US\$200,000 in order to finance the activities described and budgeted in this document. This certification reserves resource for the referenced project for a period of six (6) calendar months counted from the date of eligibility from the funding source. If the project is not approved by the IDB within that period, the reserve of resources will be cancelled, except in the case a new certification is granted. The commitment and disbursement of these resources shall be made only by the Bank in US dollars. The same currency shall be used to stipulate the remuneration and payments to consultants, except in the case of local consultants working in their own borrowing member country who shall have their remuneration defined and paid in the currency of such country. No resources of the Fund shall be made available to cover amounts greater than the amount certified herein above for the implementation of this operation. Amounts greater than the certified amount may arise from commitments on contracts denominated in a currency other than the Fund currency, resulting in currency exchange rate differences, represent a risk that will not be absorbed by the Fund.

## TC Document

### I. Basic Information

▪ Country/Region:	Belize/CID
▪ TC Name:	Preparation Support for Climate Vulnerability Reduction Program
▪ TC Number:	BL-T1090
▪ Team Leader/Members:	Team Leader: Gines Suarez (RND/CES); Co-Team Leader: Christopher Persaud (INE/TSP); Sara Valero (CSD/CCS); Michele Lemay (CSD/RND); Hector Valdes Conroy (CSD/RND); Khafi Weekes (CSD/RND); John Primo (FMP/CBL); Jane Chow (CID/CBL); Elizabeth Ayala (CID/CBL); David Baringo (VPS/ESG); Ignacio Barragan (LEG/SGO); and Lisa Sofia Restrepo (CSD/RND)
▪ Indicate if: Operational Support, Client Support, or Research & Dissemination	Operational Support
▪ If Operational Support TC, give number and name of Operation Supported by the TC:	Climate Vulnerability Reduction Program (BL-L1028)
▪ Date of TC Abstract authorization:	February 24, 2017
▪ Beneficiary:	Government of Belize
▪ Executing Agency and contact name:	IDB through CSD/RND, Gines Suarez
▪ Donors providing funding:	Ordinary Capital Strategic Development Program for Sustainability (SUS)
▪ IDB Funding Requested:	US\$200,000
▪ Local counterpart funding, if any:	None
▪ Disbursement period:	12 months
▪ Required start date:	April 2017
▪ Types of consultants:	Firms and individual consultants
▪ Prepared by Unit:	CSD/RND
▪ Unit of Disbursement Responsibility:	CID/CBL
▪ TC Included in Country Strategy (y/n):	Yes
▪ TC included in CPD (y/n):	Yes
▪ Alignment to the Update to the Institutional Strategy 2010-2020:	Development challenges: social inclusion and equality; productivity and innovation Cross-cutting themes: climate change and environmental sustainability; institutional capacity and rule of law

### II. Description of the Associated Loan

- 2.1 Belize is one of the countries with highest vulnerabilities to climate disaster risk in terms of potential losses as a proportion of Gross Domestic Product (GDP) <sup>1</sup> ([Sonke et al., 2016](#)). This high climate risk is mainly associated with tropical cyclones (hurricanes and tropical storms) that impact Belize through strong winds, storm surge, heavy rains, coastal erosion, and flooding ([WB, 2010](#)). The concentration of population

<sup>1</sup> Belize is classified as the 8<sup>th</sup> country worldwide in terms of disaster losses as a proportion of (GDP).

and infrastructure in coastal areas as well as the fact that 94% of tourism accommodations and 79% of tourism activities are located within 0-2 meters above sea level along the shoreline, contributes to Belize's exposure to tropical cyclones.

- 2.2 Belize is currently undergoing a post-disaster recovery process after Hurricane Earl, which impacted the country in August 2016. The total economic cost of the hurricane reached US\$89 million ([ECLAC et al, 2016](#)). The most affected sectors were agriculture, tourism and housing, each accounting for 46%, 16% and 13%, respectively, of total economic costs. It is projected that this impact will reduce the expected GDP growth rate by 37% (from 0.8% to 0.5%).
- 2.3 The Climate Vulnerability Reduction Program's objective is to reduce climate vulnerability and risk of Belize's key economic sectors in critical areas affected by climate-related disasters. To achieve this objective the program will carry out risk mitigation investments in the tourism sector to reduce climate vulnerability of population affected by Hurricane Earl, and will build national capacities to improve Disaster Risk Management (DRM) and Climate Change Adaptation (CCA) and its governance, with a focus in the agriculture and tourism sectors. The program consists of two components.
- 2.4 **Component 1. Climate risk reduction in sectors affected by Hurricane Earl (US\$9.47 million).** It includes: (i) implementation of climate resilient flood control measures to protect public and private infrastructure in tourism areas of Belize City's downtown, potential investments are canals, levees and sluices; and (ii) shoreline stabilization measures on public land in coastal tourism areas, potential measures are small-scale structural and non-structural coastal protection works, including enhancement of natural infrastructure for the purposes of risk reduction.
- 2.5 **Component 2. Governance for Disaster Risk Management and Climate Change Adaptation (US\$0.53 million).** It includes: (i) improving risk identification by making risk information accessible to decision makers, technicians, private sector and the general population, and by increasing capacities to produce and analyze risk information; (ii) improving risk reduction by supporting the design of tourism and land use building codes, including nature-based solutions; and (iii) improving disaster risk financial protection by supporting the design of a climate risk financing strategy, for the tourism and agriculture sectors.
- 2.6 This TC will support the preparation of the loan BL-L1028 and will be complemented, to complete the design of Component 1 of the loan, with resources from the regional TC RG-T2896 (ATN/MD-15969-RG), which will fund the update<sup>2</sup> of flood control designs for Belize City to a pre-feasibility level. Complementarily, the TC BL-T1098 (under preparation) will be requested to the Japan High Quality Infrastructure (JHQI) to support the execution of loan activities, including capacity building to reduce climate vulnerability and finance the final designs for the civil works.

### III. Objectives and Justification of the TC

- 3.1 The general objective of this TC is to support the reduction of climate vulnerability in key economic sectors affected by Hurricane Earl and support improved governance for disaster risk reduction in Belize. The specific objectives are to prepare the

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<sup>2</sup> Previous flood control designs for Belize City have been carried out with funds from: (i) BL-L1013, 2566/OC-BL "Flood Mitigation Infrastructure Program for Belize City;" and (ii) BL-T1076; ATN/OC-15100-BL, Implementation of the Emerging and Sustainable Cities Initiative in Belize City."

implementation and monitoring tools and conduct the technical studies for the design of the Climate Vulnerability Reduction Program (BL-L1028).

- 3.2 **Bank's strategy and alignment:** The program is consistent with the Update to the Institutional Strategy (UIS) 2010-2020 (AB-3008) and it is aligned with the development challenge (ii) "productivity and innovation," through the Country Development Results (CDR) (GN-2727-6) indicators: (i) "beneficiaries of improved management and sustainable use of natural capital" by the natural enhancement activities of Component 1; and (ii) "government agencies benefited by projects that strengthen technological and managerial tools to improve public service delivery" through the capacity building activities of Component 2. The program is also aligned with the cross-cutting themes of: (i) climate change and environmental sustainability; and (ii) institutional capacity and rule of law by the aforementioned CDR indicators. The program will contribute to the Corporate Results Framework 2016-2019 (GN-2727-6) by the aforementioned CDR indicators and the auxiliary indicators: (i) households protected from flood risk; (ii) terrestrial and marine areas with improved management; and (iii) countries that have improved disaster risk management. The program is consistent with the IDB Country Strategy with Belize 2013-2017 (GN-2746) which identified tourism as one of four priority areas for support, and disaster risk and climate change adaptation as cross cutting issues. The program will contribute to the indicator of the Country Strategy to increase "total overnight visitor expenditures" because of the implementation of a resilience-based approach for managing the coast, that recent studies show contributes to increase tourist's expenditure (Barnejee et al, 2016). The outcome indicator is aligned with the indicator of the OC-SDP for Sustainability Fund (SUS) "expand the knowledge base on climate change mitigation, adaptation, and sustainable energy geared towards leveraging climate investment."

#### IV. Description of Activities/Components and Budget

- 4.1 **Component 1. Technical consultancies for the design of the Climate Vulnerability Reduction Program.** This component will support preparation of studies that will generate information for the design of loan BL-L1028. These studies include: (i) institutional analysis of the eventual executing agency; (ii) design of program management tools (Annual Operating Plan, Procurement Plan, Pluriannual Execution Plan and PMR); (iii) environment and social assessment; (iv) feasibility analysis and detailed design of small-scale structural and non-structural coastal protection; and (v) systematization of the technical information required for the formulation of agriculture activities of Component 2 and infrastructure in Goff's Caye and Caye Caulker. The studies (i), (ii) and (iii) will contribute to the general design of the loan. Study (iv) will support the design of Component 1, and study (v) will support the design of Component 2. The preparation of these inputs will start in May 2017 and will end by July 2017, before the analysis mission programmed by August 2017.
- 4.2 **Component 2. Preparatory activities for implementation and upscale of the program.** This component includes: (i) technical assistance to prepare the Program Operations Manual; (ii) support to the Belizean government through studies required

to access additional climate financing through the Green Climate Fund (GCF) for scaling up the program; particularly to finance additional investments in shoreline stabilization with a green infrastructure approach; and (iii) carry out the program baseline. Regarding climate financing options, the IDB in coordination with the government of Belize, has identified the GCF as a feasible option to scale the climate vulnerability program. Currently, Belize received funding through the readiness window to strengthen its capacity to prepare a proposal to the GCF and this together with the NDC-Invest window of IDB will complement the resources of this TC in terms of stakeholder mapping and definition of priorities. The stakeholder mapping will include meetings with communities and private sector actors.

- 4.3 The total amount of the TC is US\$200,000 and will be financed 100% through the OC-SDP for Sustainability (SUS). Please see Table 1 for the indicative budget.

**Table 1. Indicative Budget**

Activity/Component	Description	IDB/Fund Funding	Total Funding
Component 1. Technical studies for the design of the Climate Vulnerability Reduction Program.	Activity 1: Conduct institutional analysis.	US\$15,000	<b>US\$15,000</b>
	Activity 2: Design of technical program management tools (AOP, PP, PEP, PMR.).	US\$15,000	<b>US\$15,000</b>
	Activity 3: Environment and Social Assessment.	US\$40,000	<b>US\$40,000</b>
	Activity 4. Feasibility analysis and detailed design of small-scale structural and non-structural coastal protection infrastructure in Goff's Caye and Caye Caulker.	US\$70,000	<b>US\$70,000</b>
	Activity 5: Systematization of the technical information required for the formulation of agriculture activities of Component 2.	US\$15,000	<b>US\$15,000</b>
<b>Subtotal (Component 1)</b>		<b>US\$155,000</b>	<b>US\$155,000</b>
Component 2. Preparatory Activities for Implementation and upscale of the program.	Activity 1: Elaborate the Program Operating Manual.	US\$8,000	<b>US\$8,000</b>
	Activity 2: Conduct studies to prepare a proposal for climate financing scale up.	US\$15,000	<b>US\$15,000</b>
	Activity 3: Collect the program's baseline data.	US\$22,000	<b>US\$22,000</b>
<b>Subtotal (Component 2)</b>		<b>US\$45,000</b>	<b>US\$45,000</b>
<b>TOTAL</b>		<b>US\$200,000</b>	<b>US\$200,000</b>

## V. Executing agency and execution structure

- 5.1 At the request of the Ministry of Economic Development (MED), the Bank will execute this TC based on the Bank's ability and extensive experience in coordinating the preparation studies necessary for compliance with the Bank's internal institutional requirements and given the in-house expertise to review the expected outputs in a timely manner. This execution by the Bank of an Operational support TC is based on Annex 10 of the operational guidelines for technical cooperation products (GN-2629-1) under the circumstance of technical weakness of the MED regarding these types of

consultancies that require technical knowledge of the products required for the preparation of an IDB's loan.

- 5.2 CSD/RND will be responsible for the execution of the project through the Disaster Risk Management Specialist (RND/CES) assigned to the country. Procurement will be carried out in accordance with the Policies for the Procurement of Works and Goods financed by the IDB (GN-2349-9), guidelines set out in the AM-650 and the new Policy for the Selection and Contracting of Consulting Firms for Bank-executed Operational Work (GN-2765-1) and related Operational Guidelines (OP-1155-4) effective January 1, 2017.

## **VI. Major issues**

- 6.1 There is a risk of lack of technical capacity among the national and local level stakeholders as it relates to data collection for the technical studies. This risk is mitigated by the Bank execution, which will advise on specific terms of reference, contribute to technical monitoring and supervision, and review reports for timely execution. The other risk is the lack of technical information. This risk will be mitigated by the previous information collected as part of the studies of: (i) the Emergent Cities Initiative in Belize City, (ii) Shoreline stabilization studies as part of the program BL-L1020 and the TC BL-T1080 (ATN/MD-15572-BL); and (iii) flood mitigation studies carry out as part of the flood mitigation program in Belize City (BL-L1030). Additionally, the Bank has experience filling the information gaps with available satellite information.

## **VII. Exceptions to Bank policy**

- 7.1 There are no exceptions to Bank policy.

## **VIII. Environmental and Social Strategy**

- 8.1 It is not anticipated that the activities to be financed in this TC will have negative direct nor indirect social or environmental effects. According to the Bank's Safeguards Screening Toolkit, this operation was classified as category "[B](#)". This operation does not require an Environmental and Social Strategy due to the TC will only include studies to support the preparation of the design of the BL-L1028 operation; and these studies will include the environmental and social assessments (ESA).

### **Required Annexes:**

- [Letter of Request](#)
- [Results Matrix](#)
- [Terms of Reference](#)
- [Procurement Plan](#)



## GOVERNMENT OF BELIZE

Ministry of Economic Development, Petroleum,  
Investment, Trade and Commerce

**ECONOMIC DEVELOPMENT AND  
PETROLEUM**

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**Our Ref: IA/IDB/1/2017(37) Vol. III**

February 24, 2017

Dr. Cassandra Rogers  
Representative  
Inter-American Development Bank  
1024 Newtown Barracks  
101 1<sup>st</sup> Floor  
Marina Towers Building  
Belize City, Belize

Dear Dr. Rogers:

**Subject: Request for Technical Assistance - Support to Climate Vulnerability  
Reduction Program**

The Government of Belize (GOB) and the Inter-American Development Bank (IDB) recently agreed to begin preparation and design of Loan Operation BL-L1020 Climate Vulnerability Reduction Program. Said operation is in response to the recommendations of the report "Assessment of the Effects and Impacts of Hurricane Earl" prepared by the Economic Commission for Latin America and the Caribbean (ECLAC) and aims to improve Belize's governance for disaster risk reduction and reduce climate vulnerability in productive sectors affected by Hurricane Earl.

Given the anticipated studies required during the preparation phase of the Climate Vulnerability Reduction Program, the GOB hereby formally requests technical assistance through Technical Cooperation (TC) BL-T1090 Support to Climate Vulnerability Reduction Program. Among the studies to be financed under this operation are: modeling of risk reduction works benefits in terms of avoided losses, compilation and analysis of existing agricultural data for assessing the sector's weather vulnerability, environmental and social strategy and public consultations, cost benefit analysis and baseline studies.



Considering the need to carry out the above-mentioned studies within the coming months to achieve the timely approval of the Climate Vulnerability Reduction Program, the GOB also requests that the Bank execute the operation on its behalf. The Bank has extensive experience in supervising the preparation studies required for loan operation approval and has technical experts ready to execute this operation.

We anticipate your favorable response to this request.

With best wishes,

**ECONOMIC DEVELOPMENT**

A handwritten signature in black ink, appearing to read 'Y. Hyde', written over a horizontal line.

**YVONNE S. HYDE**  
**Chief Executive Officer**



## Results Matrix

### Outputs: Annual Physical and Financial Progress

1 Technical studies for the design of the Climate Vulnerability Reduction Program						Physical Progress			Financial Progress			Theme	Flags	
Outputs	Fund Indicator	Unit of Measure	Baseline	Baseline Year	Means of Verification	2017	2018	EOP	2017	2018	EOP			
1.1 Institutional capacity analysis conducted	Other(SUS) Institutional analysis	Assessments (#)	0	2017	Report delivered by consultant	P	1.00	1.00	P	15,000.00	15,000.00	Disaster Prevention		
						P(a)	1.00	1.00	P(a)	15,000.00	15,000.00			
						A			A					
1.2 Implementation and Management Plan developed	Other(SUS) Implementation and Management Plan	Plans (#)	0	2017	Report provided by consultant	P	1.00	1.00	P	10,000.00	10,000.00	Disaster Prevention		
						P(a)	1.00	1.00	P(a)	10,000.00	10,000.00			
						A			A					
1.3 Procurement plan prepared	Other(SUS) Procurement plan	Plans (#)	0	2017	Report provided by consultant	P	1.00	1.00	P	5,000.00	5,000.00	Disaster Prevention		
						P(a)	1.00	1.00	P(a)	5,000.00	5,000.00			
						A			A					
1.4 Environmental impact assessment completed	Other(SUS) Environmental Impact Assessment	Assessments (#)	0	2017	Report provided by consultant	P	1.00	1.00	P	20,000.00	20,000.00	Sustainable Infrastructure		
						P(a)	1.00	1.00	P(a)	20,000.00	20,000.00			
						A			A					
1.5 Social impact assessment completed	Other(SUS) Social impact assessment	Assessments (#)	0	2017	Report provided by consultant	P	1.00	1.00	P	20,000.00	20,000.00	Sustainable Infrastructure		
						P(a)	1.00	1.00	P(a)	20,000.00	20,000.00			
						A			A					
1.6 Feasibility study completed	Other(SUS) Feasibility study	Studies (#)	0	2017	Report provided by consultant	P	2.00	2.00	P	85,000.00	85,000.00	Disaster Prevention		
						P(a)	2.00	2.00	P(a)	85,000.00	85,000.00			
						A			A					
2 Preparatory activities for implementation and upscale of the program						Physical Progress			Financial Progress			Theme	Flags	
Outputs	Fund Indicator	Unit of Measure	Baseline	Baseline Year	Means of Verification	2017	2018	EOP	2017	2018	EOP			
2.1 Operational manuals developed	Other(SUS) Operation Manual	Manuals (#)	0	2017	Report provided by consultant	P		1.00	P		8,000.00	8,000.00	Disaster Prevention	
						P(a)		1.00	P(a)		8,000.00	8,000.00		
						A			A					
2.2 Surveys conducted	Other(SUS) Surveys	Surveys (#)	0	2017	Report provided by consultant	P	1.00	1.00	P		22,000.00	22,000.00	Disaster Prevention	
						P(a)	1.00	1.00	P(a)		22,000.00	22,000.00		
						A			A					
2.3 Conduct Studies to prepare a proposal for climate financing scale up		Studies(#)	0	2017	Report provided by consultant	P		1.00	P		15,000.00	15,000.00	Climate Change	
						P(a)		1.00	P(a)		15,000.00	15,000.00		
						A			A					

Other Cost

Total Cost

	2017	2018	Total Cost
P	\$155,000.00	\$45,000.00	\$200,000.00
P(a)	\$155,000.00	\$45,000.00	\$200,000.00
A			

CRF Indicator

Standard Output Indicator

**Country Office Belize**  
**RND/CBL**

**Consulting Services**  
**Institutional analysis of the eventual executing agency**

**Terms of Reference**

**1. Background**

- 1.1 Belize is highly vulnerable to hurricanes and tropical storms due to its location (in the Caribbean basin) and topography. On August 3<sup>rd</sup>-4<sup>th</sup> 2016, the country was hit by Hurricane Earl. With maximum wind speeds of 75 mph, the storm made landfall in Belize City as a category 1 hurricane and then moved westward across the country. The wind and rain caused extensive damage to housing and infrastructure in Belize City, and to the country's two main industries, agriculture and tourism.
- 1.2 Belize's National Emergency Management Organization (NEMO) was responsible for the emergency response in coordination with government authorities including the conduct of a preliminary damage and needs assessments for the most urgent supplies and recovery work. However, for assessing and planning reconstruction efforts, there is a need for a nationally coordinated effort, in collaboration with relevant international agencies, to design a comprehensive strategy for resilient and sustainable reconstruction. Belize's capacity to carry out this work is limited.
- 1.3 In this context, the Government of Belize (GOB) requested support from the Inter-American Development Bank (IDB) and the Economic Commission for Latin America and the Caribbean (ECLAC) to assess the effects and impacts of Hurricane Earl in their national territory. Additionally, the GOB requested recommendations for a reconstruction plan to improve future investments in the country. The report estimated the monetary effects (damage, loss and additional costs) and macroeconomic impact of the hurricane. Subsequently, based on the effects and impact of the disaster, and in coordination with the government's resources and priorities, the GOB stated its interest in the Climate Vulnerability Reduction Program with the overall aim of: (i) reducing the main climate-related vulnerabilities of the tourism and agriculture sectors, especially in the areas affected by Hurricane Earl—as identified in ECLAC's damage assessment report—; and (ii) installing flood control measures in Belize City that build from (a) the Bank-financed Flood Mitigation Infrastructure Program and (b) risk assessment studies recently completed under the Emerging and Sustainable Cities Program for Belize City.
- 1.4 The IDB and the GoB agreed to a strategy to reduce climate-related vulnerabilities in the productive sector and to improve flood control in Belize City that comprises three components:

Component 1. Climate risk reduction in sectors affected by Hurricane Earl. Includes: (i) implementation of flood control measures in Belize City; (ii) shoreline stabilization measures in coastal areas affected by hurricane Earl (potential measures include small-scale structural and non-structural coastal protection infrastructure, including enhancement of natural infrastructure for the purposes of risk reduction); and (iii) climate vulnerability reduction in agriculture.

Component 2. Improve Governance for Disaster Risk Management and Climate Change Adaptation. Includes: (i) making risk information accessible to decision makers, technicians, private sector and the general population; (ii) increasing capacities for DRM and CCA

planning with a focus on water management; (iii) supporting the design of climate resilient housing and tourism building codes, including nature-based solutions and (iv) supporting the design of a climate risk financing strategy, especially for the tourism and agriculture sectors.

Component 3. Project Management. It includes the project implementation unit and monitoring and evaluation costs.

## **2. Objective of the Consultancy**

2.1 The main objective of the consultancy is to evaluate the institutional capacity and design the respective plan to strengthen the Executing Agency and the participating entities for the implementation of the BL-L1028 Program, using the methodology indicated by the Bank.

## **3. Main Activities**

- a) Institutional Capacity Assessment and Strengthening Plan:  
The evaluation of the institutional capacity of the executing entity will focus on the following aspects: i) availability of human resources; (ii) facilities, computer equipment and materials available; (iii) computerized systems for the control of planning and monitoring, physical and financial execution, procurement, and evaluation of the results of the Program. To this end, the consultant will apply the methodology indicated by the Bank's Project Team. The systems evaluated through the analysis will be, at least:
- Component and Activity Programming System
  - Administrative Organization System
  - Personnel Management System
  - System of Administration of Goods and Services
  - Financial Management System
  - Internal Control System.
- b) Based on the results of such institutional evaluation, the Consultant shall:
- Determine the human resources needs, training, information systems, and other material resources required to form the Program's Executing Unit, in accordance with IDB rules, policies, and requirements.
  - Determine the potential risks to which the executor / participants are exposed;
  - Determine strengthening measures to minimize the risks detected and ensure efficiency, effectiveness and transparency in the management and administration of the operation;
  - Submit an Evaluation Report and Strengthening Plan with the results of the evaluation described in the previous item, informing in each case: i) the deficiencies of the systems; (ii) the causes; (iii) the risks; And (iv) the proposed corrective actions. It should contain the recommended investments to the Bank and EXECUTIVE / PARTICIPANTS Project Team to be included in Component 3 of Institutional Strengthening of the Program.

## **4. Reports/Deliverables**

- 4.1 The consultant will prepare the following reports:
- Work Plan, to be submitted within five days after the signature of the contract.

- Interim Report: To be submitted after the mission to Belize, providing a detailed analysis of the results of the mission and progress achieved in the preparation of all outputs of this consultancy.
- Final Report: Final Report will include all documents part of this consultancy.

**5. Payment Schedule**

30% upon submission and acceptance of work plan

40% upon submission and acceptance of Interim Report

30% upon submission and acceptance of Final Report

**6. Qualifications**

- 6.1 Academic Degree/Level & Years of Professional Work experience: Bachelor's Degree in Economics, Engineering, Accounting, Business Management or related field. Master's Degree in Strategic Planning, Business Administration or a related field is preferred. A minimum of five years of demonstrated relevant experience in financial and accounting management, internal financial/accounting control systems or the equivalent combination of education and experience.
- 6.2 Language: Must be fluent in English.
- 6.3 Areas of Expertise: Project Management, project preparation, planning, business administration. Knowledge of the planning instruments utilized by multilateral financing institutions.

**7. Characteristics of the Consultancy**

- 7.1 Consultancy category and modality: Products and External Services Contractual, Lump Sum
- 7.2 Contract duration: 30 days during a 2-month period. The contract will include 1 mission of six days in Belize.
- 7.3 Places of Work: Office of Consultant and one week in Belize.
- 7.4 Coordinator: Gines Suarez, Disaster Risk Management Specialist

## **Country Office Belize**

### **RND/CBL**

#### **Consulting Services**

#### **Design of program management tools (Annual Operating Plan, Procurement Plan, Pluriannual Execution Plan for the Climate Vulnerability Reduction Program and PMR, BL-L1028**

#### **Terms of Reference**

##### **1. Background**

- 1.1 Belize is highly vulnerable to hurricanes and tropical storms due to its location (in the Caribbean basin) and topography. On August 3<sup>rd</sup>-4<sup>th</sup> 2016, the country was hit by Hurricane Earl. With maximum wind speeds of 75 mph, the storm made landfall in Belize City as a category 1 hurricane and then moved westward across the country. The wind and rain caused extensive damage to housing and infrastructure in Belize City, and to the country's two main industries, agriculture and tourism.
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- 1.4 The IDB and the GoB agreed to a strategy to reduce climate-related vulnerabilities in the productive sector and to improve flood control in Belize City that comprises three components:
  - Component 1. Climate risk reduction in sectors affected by Hurricane Earl. Includes: (i) implementation of flood control measures in Belize City; (ii) shoreline stabilization measures in coastal areas affected by hurricane Earl (potential measures include small-scale structural and non-structural coastal protection infrastructure, including enhancement of natural infrastructure for the purposes of risk reduction); and (iii) climate vulnerability reduction in agriculture.

Component 2. Improve Governance for Disaster Risk Management and Climate Change Adaptation. Includes: (i) making risk information accessible to decision makers, technicians, private sector and the general population; (ii) increasing capacities for DRM and CCA planning with a focus on water management; (iii) supporting the design of climate resilient housing and tourism building codes, including nature-based solutions and (iv) supporting the design of a climate risk financing strategy, especially for the tourism and agriculture sectors.

Component 3. Project Management. It includes the project implementation unit and monitoring and evaluation costs.

## **2. Objective of the Consultancy**

- 2.2 The main objective of the consultancy is the preparation of the planning and program monitoring instruments for the operation based on the IDB guidelines.

## **3. Main Activities**

- 3.1 The selected candidate will prepare the following documents:

- a) Pluriannual Execution Plan (PEP) to include the following items:
  - Work Breakdown Structure, that defines the hierarchy of the project's deliverables.
  - Pluriannual Execution Plan (PEP) to include the following items:
    - Definition of activities and their sequence
    - Cost estimate per activity and review of the final project budget
    - Project chronogram
    - Multiannual Financial Plan, including disbursement projections by component and activity
    - Annual Operations Plan
- b) Procurement Plan: Prepare the Procurement Plan for the entire project and for the first 18 months.
- c) Revised Results Matrix: Review the physical and financial figures for outputs as well as the outcomes matrix for the PMR (Progress Monitoring Report).

## **4. Reports/Deliverables**

- 4.2 The consultant will prepare the following reports:

- Work Plan, to be submitted within five days after the signature of the contract.
- Interim Report: To be submitted after the mission to Belize, providing a detailed analysis of the results of the mission and progress achieved in the preparation of all outputs of this consultancy.
- Final Report: Final Report will include all documents part of this consultancy.

## **5. Payment Schedule**

30% upon submission and acceptance of work plan

40% upon submission and acceptance of Interim Report

30% upon submission and acceptance of Final Report

## **6. Qualifications**

- 6.4 Academic Degree/Level & Years of Professional Work experience: Bachelor's Degree in Economics, Engineering, Accounting, Business Management or related field. Master's Degree in Strategic Planning, Business Administration or a related field is preferred. A minimum of five years of demonstrated relevant experience in financial and accounting management, internal financial/accounting control systems or the equivalent combination of education and experience.
- 6.5 Language: Must be fluent in English.
- 6.6 Areas of Expertise: Project Management, project preparation, planning, business administration. Knowledge of the planning instruments utilized by multilateral financing institutions.

## **7. Characteristics of the Consultancy**

- 7.5 Consultancy category and modality: Products and External Services Contractual, Lump Sum
- 7.6 Contract duration: 30 days during a 2-month period. The contract will include 1 mission of six days in Belize.
- 7.7 Places of Work: Office of Consultant and one week in Belize.
- 7.8 Coordinator: Gines Suarez, Disaster Risk Management Specialist



**ANNEX A**

**Country Office Belize  
RND/CBL**

**TERMS OF REFERENCE**

**Preparation of an Environmental and Social Assessment for the Climate Vulnerability  
Reduction Program**

**1. Background**

- 1.1. Belize is highly vulnerable to hurricanes and tropical storms due to its location and topography. On August 3rd-4th 2016, the country was hit by Hurricane Earl, a category 1 hurricane which landfall in Belize City and then moved westward across the country. As reported by the Nacional Emergency Management Organization (NEMO), Earl caused significant damages to infrastructures, housing and productive sectors (mainly tourism and agriculture) in Belize City, Belize Rural, Orange Walk, Cayo and the Stann Creek districts.
- 1.2. Before that hurricane, Belize City was selected to be part of the IDB's Emerging and Sustainable Cities Initiative (ESCI) and, during 2016, different baseline studies and recommendations were carried out including a Vulnerability and Natural Disasters Study. That report highlighted that the city, due to its flat relief and low elevation is easily flooded. This problem has been exacerbated due to the fast growth of the urbanized area (from 140Ha in 1925 to 1,462 in 2015) and the impacts of climate change. ESCI's recommendations focused on improving the local management of natural hazards and disasters systems and on building some grey-interventions to reduce risks from fluvial, pluvial and coastal flooding.
- 1.3. In this context, the IDB and the GoB agreed to a strategy to reduce climate-related vulnerabilities in the productive sector and to improve flood control in Belize City that comprises two main components:

Component 1. Improve Governance for Disaster Risk Reduction. Includes: (i) make risk information accessible to decision makers, technicians, private sector and population; (ii) increase capacities for climate change adaptation planning with a focus on water management; (iii) support the design of climate proof housing and tourism building codes, including nature-based solutions; (iv) support the design of a climate risk financing strategy, especially for tourism and agriculture sectors; and (v) increased damage assessment capacities, particularly in the agriculture and environment sectors.

Component 2. Climate risk reduction in sectors affected by Hurricane Earl. Includes: (i) Flood Control Works in Belize City. Including: (i-i) Fluvial risk alleviation: Construction of an

alternative course to the end to the Belize River, starting at the Airport, which diverts a fraction of the total discharge to the nearby swamp area. Additionally, it will be required to reshape and realign the two channels linking the diversion site with the swamp, and the swamp with the sea (outlet). Because the channel crosses through Western Highway and other infrastructures, it will be necessary to build new bridges (not included in the budget); (i-ii) Fluvial risk alleviation: construction of around 3,235m of new canals and the improvement of existing ones. All of them located into different urban areas; (i-iii) Coastal risk alleviation: installation of sluices in several points of the Haulover Creek and other secondary canals to isolate the urban area from the sea in case of storm; (ii) Coastal Protection Works on Caye Caulker. Beach nourishment works along 600m of beach at Palapa gardens, with the aim of improving coastal stabilization and recovering the significant loss of sandy beaches; (iii) Coastal Protection Works on Goff's Caye. Construction of small-scale soft structures to mitigate beach erosion; (iv) Climate Proofing Horticultural Activities. Rebuilt and improve 61 farmers covers structures damaged or destroyed by the hurricane at Belize and Cayo districts.

There are two Technical Cooperation including additional studies to support the implementation and monitoring tools for the design of this Program.

- 1.4. The Banks Environment and Safeguards Compliance Policy requires that, as part of the overall preparation and design process of Bank operations, Category A and B operations be subject to an Environmental and Social Assessment (ESA), according to the nature and significance of the potential impacts of the operation. This EA is the responsibility of the project sponsor/borrower, however in the case of this Program the IDB Team has agreed with the Borrower to finance this ESA.
- 1.5. The purpose of the ESA is to provide an overview of the proposed Program, its environmental and social setting, and the likely environmental and social impacts and risks that will be produced from the Program. From this information, the analysis can recommend an environmental and social management framework to be put into place to mitigate, manage, and monitor measures to manage these impacts and risks for the life of the Program.

## **2. Consultancy objective(s)**

The purpose of this consultancy is to develop an Environmental and Social Analysis (ESA) for the Climate Vulnerability Reduction Program, to meet with the IDBs environmental assessment requirements. The ESA must comply with the requirements established in the IDB Environment and Safeguards Compliance Policy and Guidelines<sup>1</sup>. The ESA is expected to focus on issues of potentially significant impact including: institutional risks, temporary/permanent loss of livelihoods and any potential negative impacts to the long-term sustainability of the area.

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<sup>1</sup> IDB Safeguard Policies and Guidelines are available at [www.iadb.org/sustainability](http://www.iadb.org/sustainability)

### 3. Main activities

The selected candidate will review the existing documentation, visit the Belize City and Caye Caulker and meet with the relevant stakeholders including affected people living and/or working in the area of influence of the Program and other stakeholders, in order to:

1. Undertake an information review including but not limited to the following documents: NEMO assessments of the overall sectoral damages caused by Hurricane Earl; baseline studies carried out by the IDB's Emerging and Sustainable Cities Initiative (ESCI) at Belize City;
2. Undertake site reconnaissance including visual observation of the relevant areas directly and indirectly affected by the Program and Belize City and Caye Caulker, meetings with relevant individual/groups/organizations, data and information collection;
3. Evaluate the legal and regulatory framework applicable to the Project, including IDB requirements;
4. Assess the potential environmental, social, cultural, health and safety, and labor impacts and risks associated with the Program, and the planned climate vulnerability reduction interventions; including but not limited to:
  - ESHS aspects during the construction and their mitigation measures: Manages through specific plan such as the waste management plan, water/wastewater management plan and transportation management plan.
  - Loss of Livelihoods: Undertake a livelihoods assessment of the impacts of the Program and development of a Livelihood Restoration Plan aimed at ensuring that the people whose livelihoods are negatively temporally/permanent affected by the Program receive fair and adequate compensation and rehabilitation (to comply with the requirements established by the IDB's operational policies on Involuntary Resettlement).
  - Disaster Risks: Based on the findings and recommendations from the Vulnerability and Natural Disasters Study delivered by the IDB's Emerging and Sustainable Cities Initiative, include a Disaster Risk Assessment and Management activities during the construction phase.
5. Assess institutional and technical strengthening needs for the Executing Agency to manage environmental, social, cultural, health and safety and labor issues involved with the Program;
6. Recommend mitigation, management and monitoring plans required at the level of the Program, in an Environmental and Social Management Framework (ESMF).
7. Design and agree with IDB and local institutional counterparts a Stakeholder Engagement Plan and Grievance Management Plan for the Program. Participate in a consultation event in which the Borrower will present the Program, the main impacts and risks, the results of ESA that will seek feedback from the public on the Program and the proposed ESMF. The Consultant will prepare a Consultation Report (including attendance sheets, photos, videos etc).

#### **4. Deliverable Outline**

The consultant must present (i) workplan and an annotated table of contents for the draft report (within two weeks of contracting) and (ii) a final consolidated report which should include at a minimum:

- Introduction and Program Description: objectives; location; analysis of alternatives; present status of the Program; locations of proposed climate vulnerability reduction interventions and a timetable for their planning and construction;
- Legal and Regulatory Framework (i.e. national and international): evaluation of the legal and regulatory framework applicable to the Program;
- Environmental and Social Setting: A socioeconomic and environmental baseline;
- Environmental and Social Impacts and Risks assessment of the potential direct, indirect and cumulative environmental and social impacts and risks of the proposed Program both during construction and operation of the planned climate vulnerability reduction interventions;
- Public Consultations: A description of public consultations undertaken;
- Environmental and Social Management Framework: An outline of the proposed environmental and social management framework to be implemented by the Executing Agency, including procedures for identifying, assessing, mitigating and monitoring climate vulnerability reduction interventions undertaken as part of the Program;
- Environmental and Social Management Plans for the Program: including but not limited to: Livelihoods Restoration Plan; Community Health and Safety Management Plan; Waste Management Plan; Water/wastewater Management Plan, Transportation Management Plan, Stakeholder Engagement Plan and Grievance Management Plan.

#### **5. Reports / Deliverables**

5.1. The consulting firm will be responsible for submitting the following interim and final deliverables:

- a. Work plan to be submitted within two weeks after signature of the contract
- b. Interim report to be submitted XX weeks after contract signature and containing:
- c. Draft final report to be submitted XX weeks after contract signature and containing...
- d. Final report to be submitted XX weeks after contract signature incorporating comments from the Bank, Ministry of Economic Development and Petroleum, Ministry of Works and Ministry of Natural Resources.

5.2. Every report must be submitted to the Bank in an electronic file, in an editable format compatible with Microsoft Office, and should include cover, main document and annexes. (Zip files will not be accepted as final reports, due to regulations from the Records Management Section).

#### **6. Payment Schedule**

6.1. Payment will be made for approved deliverables according to the following schedule:

- 20% upon signature of contract and submission of work plan
- 40% upon submission and approval by the Bank of the interim report
- 40% upon submission and approval by the Bank of the final report

## 7. Proposal

The proposal for the preparation of the ESA should include the following Information, and should not exceed 6 pages

- **Experience and Personnel:** Please describe the structure including roles and responsibilities of the individual or team proposed (including any partnering or subcontracting), describing for each: qualifications, previous relevant experience (preparing ESIA/SEAs/Livelihood Assessments/Disaster risk assessment, experience working on MFI Programs (IDB, World Bank, IFC etc); specific in-country or regional experience and relevant language skills (English).
- **Scope of Work:** Please provide a “Scope of Work” based upon understanding of the proposed scope of work including a description of the specific activities that will be performed in order to accomplish the required tasks identified, as well as any gaps, or requirements in order to complete the work.
- **Budget:** Please provide a fixed-price, all-inclusive cost estimate, including (i) direct labor costs (number of days and unit costs for Consultant(s)), as well as indirect costs (travel, per diem etc.). Please state if there are any additional costs outside of the scope of work (i.e. translation etc.). Any assumptions related to the estimated costs must be clearly stated.
- **Schedule:** Please provide a proposed schedule for undertaking the ESA including consultation. The schedule should indicate the proposed start and completion dates for the work, including any important or specific project milestones (i.e., site reconnaissance, consultation, draft report submittal, etc.). Please identify and discuss any concerns, constraints or conditions that may impact your ability to meet the schedule.
- **Travel Requirements:** The work will require field trips and meetings at Belize City and Caye Caulker. Trip costs should be incorporated in the budget presented in the proposal.
- **Other Considerations:** Please provide any additional information that should be considered. Please indicate if you or your firm has any current or past engagements that may conflict with the interests of the Borrower, or the IDB.

**Payment and Conditions of Employment:** Remuneration will be determined in accordance with Bank regulations and criteria.

**Consanguinity:** Individuals with relatives working for the IDB within, and including the fourth degree of consanguinity and the second degree of affinity are not eligible for employment as staff or consultants. Candidates must be citizens of a member country of the Inter-American Development Bank.

**Diversity:** The IDB is committed to diversity and inclusion and to providing equal opportunities in employment. We embrace diversity on the basis of gender, age, education, national origin, ethnic origin, race, disability, sexual orientation, religion, and HIV/AIDs status. We encourage women, Afro-descendants and persons of indigenous origins to apply.

## **ANNEX A**

### **Country Office Belize RND/CBL**

#### **TERMS OF REFERENCE**

#### **Feasibility and Detailed Designs of Small Scale, Nature Based Coastal Protection Works in Caye Caulker and Goff's Caye**

##### **1. Background and Justification**

- 1.1 Belize is highly vulnerable to hurricanes and tropical storms due to its location (in the Caribbean basin) and topography. On August 3<sup>rd</sup>-4<sup>th</sup> 2016, the country was hit by Hurricane Earl. With maximum wind speeds of 75 mph, the storm made landfall in Belize City as a Category 1 hurricane and then moved westward across the country. Most areas affected received 8-12 inches of rain for a period of 5 to 8 hours. The wind and rain caused extensive damage to housing and infrastructure in Belize City, as well as to the country's two main industries: agriculture and tourism.
- 1.2 Belize's National Emergency Management Organization (NEMO) was responsible for the immediate emergency response, in coordination with government authorities, including the conduct of preliminary damage and needs assessments for the most urgent supplies and recovery work. However, in order to assess and plan for medium to long term reconstruction efforts, there is a need for a nationally coordinated effort, in collaboration with relevant international agencies, to design a comprehensive strategy for climate and disaster risk resilient and sustainable reconstruction. Belize's capacity to carry out this work is limited.
- 1.3 In this context, the Government of Belize (GOB) requested support from the Inter-American Development Bank (IDB) and the Economic Commission for Latin America and the Caribbean (ECLAC) to assess the effects and impacts of Hurricane Earl in their national territory. Additionally, the GOB requested recommendations for a reconstruction plan to improve future risk resilience building investments in the country. The ECLAC report estimated the monetary effects (damage, loss and additional costs) and macroeconomic impact of the hurricane. Subsequently, based on the effects and impact of the disaster, and in keeping with the government's resources and priorities, the GOB stated its interest in the IDB's Climate Vulnerability Reduction Loan Program with the overall aim of: (i) Reducing the main climate-related vulnerabilities of the productive sector which includes the tourism and agriculture segments of the economy, especially in the areas affected by Hurricane Earl—as identified in ECLAC's damage assessment report—; and (ii) installing flood control measures in Belize City that build from (a) the Bank-financed Flood Mitigation Infrastructure Program and (b) risk assessment studies recently completed under the Emerging and Sustainable Cities Program for Belize City.

- 1.4 The IDB and the GoB agreed to a strategy to reduce disaster and climate-related vulnerabilities in the productive sector and to improve flood control in Belize City that comprises two main components:

*Component 1. Improving Climate and Disaster Risk Reduction Governance.* This includes: (i) making risk information accessible to technocrats, the private sector and general population; (ii) increasing capacities for climate change adaptation planning with a focus on integrated water management, integrated coastal zone management and land use planning; (iii) supporting the design of climate proof housing and tourism building codes, including nature-based solutions; (iv) supporting the design of a climate risk financing strategy for the productive sector; and (v) increasing damage assessment capacities, particularly in the agriculture and environment sectors.

*Component 2. Climate risk reduction in sectors affected by Hurricane Earl.* Includes: (i) flood control in Belize City; and (ii) small-scale, nature-based shoreline stabilization measures in coastal areas of Caye Caulker and Goff's Caye that were most affected by Hurricane Earl for the purposes of risk reduction and climate change resiliency.

- 1.5 As part of the pre-feasibility studies for Component 2 of the Climate Vulnerability Reduction Loan Program, the IDB will hire three consultants: one national and two international. The national consulting firm will be hired to assist with the prioritization and subsequent detailed design of flood control works in Belize City. One individual consultant will be hired to assist with the prioritization and subsequent detailed designs of small-scale, nature based coastal protection works on Caye Caulker and Goff's Caye to augment the resiliency of the tourism productive sector. Finally, one international consulting firm will be hired to provide technical information to support (i) detailed civil engineering designs and prioritization of flood control works; the technical support information including but not limited to: hydrological modelling required for civil engineering design parameters and cost benefit analysis of avoided losses to support the prioritization of flood control and (ii) coastal protection feasibility analysis and nature-based infrastructure designs on Caye Caulker and Goff's Caye; the technical support also including coastal nearshore modelling required for resilient coastal engineering design parameters and cost benefit analysis of avoided losses. Given the linkages between the consultancies, both design consultants are expected to devise coordinated project execution plans with the technical support firm to support respective project progress and milestones.

- 1.6 In order to identify and design nature based coastal protection measures for Caye Caulker and Goff's Caye, the IDB is seeking the services of an international consultant with demonstrated experience in the detailed design of soft engineering coastal protection interventions.

## **2. Consultancy objective(s)**

- 2.1 The consultancy will consist of two parts. First, the consultant, in collaboration with the international technical support firm, will analyze existing data and current socio-economic conditions as detailed in reports emanating from the Sustainable Tourism Program II of the IDB and other relevant reports, and carry out site visits and public consultations in order to identify the priority coastal protection works for Caye Caulker and Goff's Caye to be executed under the Climate Vulnerability Reduction Loan Program. Second, upon agreement of the priority works, the consultant will prepare the corresponding detailed designs and estimated budget for small scale, nature based coastal protection works in Caye Caulker.



### **3. Main activities**

3.1 The selected consultant will carry out the following main tasks:

- In consultation and agreement with the IDB, the Ministry of Works, the Ministry of Tourism and Civil Aviation (MTCA) and the Coastal Zone Management Authority and Institute (CZMAI) and relevant municipal councils and with technical assistance from the international firm, identify priority coastal protection works from which meet the following criteria:
  - Has a combined budget below US\$1 Million for both locations.
  - Have the most impact in reducing economic losses due to coastal flooding and erosion indicated in climate change and disaster risk scenarios developed by the international firm specializing in coastal risk modeling.
  - Are the most feasible in terms of environmental impact and do not include (or include a limited need) for land acquisition or resettlement.
  - Include ecosystem based or hybrid coastal engineering design parameters
  - Greater consideration should be given to interventions that are labor intensive in order to generate local employment during execution of works.
  - Are socially acceptable. To this end, public consultations will be carried out, documented and reflected in detailed construction designs and recommendations where feasible, to ensure public acceptance of the proposed works.
- Prepare designs inclusive of site plans, profiles and elevations; and detailed construction layouts for the proposed works. Component documents must include landmarks and GPS coordinates to adequately reference their location.
- Prepare the bills of quantities, budget and technical specifications with specific recommendations for their timely execution so as to contribute to the planning and project management of implementation phases and organization of local laborers.
- Verify that each type of coastal protection works is (1) in compliance with the established parameters of existing building codes, in particular those related to tourism zones or areas in high or very high risk zones given the feasibility of risk mitigation in the project zone and (2) do not generate downstream risks which would require relocation of existing settlements.

### **4. Reports / Deliverables**

4.1 The consultant will be responsible for submitting the following interim and final deliverables within a 3 month timeframe:

- a. Work plan to be submitted within two weeks after signature of the contract
- b. Interim report to be submitted two weeks after contract signature and containing:
- c. Draft final report to be submitted 10 weeks after contract signature and containing...
- d. Final report to be submitted 12 weeks after contract signature incorporating comments from the Bank, MTCA and CZMAI.

4.2 Every report must be submitted to the Bank in an electronic file, in an editable format compatible with Microsoft Office, and should include cover, main document and annexes.

(Zip files will not be accepted as final reports, due to regulations from the Records Management Section).

## 5. Payment Schedule

5.1 Payment will be made for approved deliverables according to the following schedule:

- 20% upon signature of contract and submission of work plan
- 40% upon submission and approval by the Bank of the interim report
- 40% upon submission and approval by the Bank of the final report

## 6. Characteristics of the Consultancy

6.1 Qualifications: International consultant with demonstrated experience and in-depth expertise in the design and feasibility analysis of coastal risk assessment and management programs in countries with similarities to Belize,

6.2 *Expertise required: ICZM; coastal engineering, with expertise in design and modeling of nature based solutions; drafting with expertise in preparation of detailed technical drawings for coastal infrastructure and Auto-CAD; quantity surveying with expertise in nature based coastal civil works cost planning, preliminary and detailed design cost estimation, risk management and calculation, feasibility analysis, and costing of design variations.*

6.3 Contract duration: 3 months

6.4 Place(s) of work: Meetings and field work in Belize City, Caye Caulker and Goffs Caye.

6.5 Coordination: The work of the consultant will be coordinated by CSD/RND, in charge of the execution and supervision, and the Bank's Natural Disaster and Risk Management Specialist (RND/CES). The work will also be closely coordinated with the Ministry of Tourism and Civil Aviation and the Coastal Zone Management Authority and Institute.

**Payment and Conditions:** Compensation will be determined in accordance with Bank's policies and procedures. In addition, candidates must be citizens of an IDB member country.

**Consanguinity:** Pursuant to applicable Bank policy, candidates with relatives (including the fourth degree of consanguinity and the second degree of affinity, including spouse) working for the Bank as staff members or Complementary Workforce contractuels, will not be eligible to provide services for the Bank.

**Diversity:** The Bank is committed to diversity and inclusion and to providing equal opportunities to all candidates. We embrace diversity on the basis of gender, age, education, national origin, ethnic origin, race, disability, sexual orientation, religion, and HIV/AIDs status. We encourage women, Afro-descendants and persons of indigenous origins to apply.

## Country Office Belize

### RND/CBL

## TERMS OF REFERENCE

### **Systematization of the technical information required for the formulation of agriculture activities of component 2 for the Climate Vulnerability Reduction Loan Program for Belize (BL-L1028).**

#### **1. Background and Justification**

- 1.1 Belize is highly vulnerable to hurricanes and tropical storms due to its location in the Caribbean basin and its topography. On August 3<sup>rd</sup>-4<sup>th</sup> 2016, the country was hit by hurricane Earl. With maximum wind speeds of 75 mph, the storm made landfall in Belize City as a category 1 hurricane and then moved westward across the country. Most areas affected received 8-12 inches of rain over a period of 5 to 8 hours. The wind and rain caused extensive damage to housing and infrastructure in Belize City, as well as to the country's two main industries: agriculture and tourism.
- 1.2 Agriculture represents 10% of GDP, employs 15% of the labor force, and provides 80% of merchandise export earnings, approximately. For all its importance, the sector is highly vulnerable to climatic events, as evidenced by the effects of hurricane Earl. Total losses and damages in agriculture—including fisheries—were estimated at more than BZ\$82.5 million—46% of all damages and losses in the country (ECLAC 2016). The entirety of this economic cost was borne by private producers, including several small producers for whom agriculture is their main livelihood.
- 1.3 Belize lacks a financial protection strategy for the agriculture sector—including both internal and external sources of funding. In addition, the paucity of data in the country makes it difficult to assess the vulnerability of agricultural producers to weather events. After hurricane Earl hit the country, the Government of Belize (GoB) requested support from the Inter-American Development Bank (IDB) and the Economic Commission for Latin America and the Caribbean (ECLAC) to assess the effects and impacts of hurricane Earl in their national territory.
- 1.4 Based on the effects and impact of the disaster, and in keeping coordination with the government's resources and priorities, the GoB stated its interest in the IDB's Climate Vulnerability Reduction Loan Program with the overall aim of: (i) Reducing the main climate-related vulnerabilities of the productive sector, which includes the tourism and agriculture segments of the economy, especially in the areas affected by hurricane Earl—as identified in ECLAC's damage assessment report—; and (ii) installing flood control measures in Belize City.
- 1.5 The IDB and the GoB agreed to a strategy to reduce disaster and climate-related vulnerabilities in the productive sector and to improve flood control in Belize City that comprises two main components:  
*Component 1.* Improving Climate and Disaster Risk Reduction Governance. This includes: (i) making risk information accessible to governmental authorities, the private sector and the general population; (ii) increasing capacities for climate change adaptation planning

with a focus on integrated water management, integrated coastal zone management and land use planning; (iii) supporting the design of climate proof housing and tourism building codes, including nature-based solutions; (iv) supporting the design of a climate risk financing strategy for the productive sector; and (v) increasing damage assessment capacities, particularly in the agriculture and environment sectors.

*Component 2.* Climate risk reduction in sectors affected by Hurricane Earl. This includes: (i) flood control in Belize City; (ii) small-scale, nature-based shoreline stabilization measures in coastal areas of Caye Caulker that were most affected by hurricane Earl for the purposes of risk reduction and climate change resiliency and (iii) climate vulnerability reduction in agriculture.

- 1.6 As part of the preparation work for components 1 and 2, the IDB will hire one consultant to consolidate the country's available agricultural information and determine the information gaps that need to be filled to produce an assessment of the sector's climate vulnerability.

## **2. Consultancy objective(s)**

- 2.1 The aim of this consultancy is to support the design of (i) a climate risk financing strategy for the agriculture sector and (ii) climate vulnerability-reducing investments for the agriculture sector.

## **3. Main activities**

- 3.1 Compilation of available agricultural information: The selected consultant will meet with authorities from public, private, or academic entities that collect, administer or analyze data relevant to the agriculture sector, including but not limited to:

- Ministry of Agriculture & Fisheries (MAF)
- Statistical Institute of Belize (SIB)
- Belize Agricultural Health Authority (BAHA)
- Caribbean Agricultural Research & Development Institute (CARDI)
- National Emergency Management Organization (NEMO)
- Food and Agriculture Organization (FAO)
- Inter-American Institute for Cooperation on Agriculture (IICA)

- 3.2 The purpose of those meetings will be to collect and produce an inventory of all the available data related to the agriculture sector in Belize.

- 3.3 Data processing and identification of gaps: The consultant will process all the data collected to produce well organized and clean datasets, as well as to identify any potential duplications and inconsistencies across data sources. If any inconsistencies should be found, the consultant will identify the source of the problem and the actions that would need to be taken to correct those inconsistencies. The consultant should verify the availability of (at least) the following information items:

- Roster of agricultural producers in the country
- Crops grown
- Farm size, value of production, number of workers hired
- Ownership of productive assets, including land
- Location and accessibility of plots
- Irrigation and drainage infrastructure

- Water availability
  - Propensity to flooding
  - Weather information
- 3.4 Identification of data gaps: The consultant will determine the minimum and desirable data requirements to produce a rigorous and complete assessment of the agriculture sector's weather vulnerability. Based on the available data and their quality, the consultant will produce a list of all the information gaps (if any) that need to be filled for that purpose.
- 3.5 Data collection plan for weather vulnerability assessment: The consultant will produce a detailed plan to collect all the data necessary to produce a rigorous and complete assessment of the agriculture sector's weather vulnerability. The plan should have a timeline, a description of all resources necessary, and a budget.

#### **4. Reports / Deliverables**

- 4.1 The consultant will be responsible for submitting the following deliverables:
- e. A written report on findings, summarizing:
    - 1. Availability of agricultural data in Belize;
    - 2. Main gaps in agricultural data in Belize;
    - 3. Assessment of problems and quality of data available.
  - f. Datasets containing all collected data including:
    - 1. Well-organized and clean data;
    - 2. Codebook explaining all the variables included;
    - 3. Metadata indicating sources and any relevant information associated to specific variables or data points.
  - g. A data collection plan for weather vulnerability assessment, including:
    - 1. List of minimum and desirable data requirements to produce a rigorous and complete assessment of the agriculture sector's weather vulnerability;
    - 2. List of data/information gaps preventing the production of said assessment;
    - 3. Action plan to collect each data/information gap identified;
    - 4. Budget and list of resources required in data collection.
- 4.2 Every report must be submitted to the Bank in an electronic file, in an editable format compatible with Microsoft Office or Stata, and should include cover, main document and annexes. (Zip files will not be accepted as final reports, due to regulations from the Records Management Section).

#### **5. Payment Schedule**

- 5.1 Payment will be made for approved deliverables according to the following schedule:
- 20% upon signature of contract;
  - 40% upon submission and approval by the Bank of deliverables (a) and (b) above;
  - 40% upon submission and approval by the Bank of deliverable (c) above.

#### **6. Characteristics of the Consultancy**

- 6.1 Qualifications: Agriculture, environment, or economist degree.

- 6.2 Expertise required: 10 years of *experience in agricultural economics, statistics, and vulnerability assessments*.
- 6.3 Contract duration: *2 months*.
- 6.4 Place(s) of work: Meetings and field work in Belize.
- 6.5 Coordination: The work of the consulting firm will be coordinated by CSD/RND, in charge of the execution and supervision, and the Bank's Natural Disaster and Risk Management Specialist (RND/CES). The work will also be closely coordinated with the Ministry of Agriculture and.

**Payment and Conditions:** Compensation will be determined in accordance with Bank's policies and procedures. In addition, candidates must be citizens of an IDB member country.

**Consanguinity:** Pursuant to applicable Bank policy, candidates with relatives (including the fourth degree of consanguinity and the second degree of affinity, including spouse) working for the Bank as staff members or Complementary Workforce contractuels, will not be eligible to provide services for the Bank.

**Diversity:** The Bank is committed to diversity and inclusion and to providing equal opportunities to all candidates. We embrace diversity on the basis of gender, age, education, national origin, ethnic origin, race, disability, sexual orientation, religion, and HIV/AIDs status. We encourage women, Afro-descendants and persons of indigenous origins to apply.

## **Country Office Belize**

### **RND/CBL**

## **Consulting Services**

### **Technical assistance to prepare the Program Operations Manual**

#### **Terms of Reference**

##### **1. Background**

- 1.1 Belize is highly vulnerable to hurricanes and tropical storms due to its location (in the Caribbean basin) and topography. On August 3<sup>rd</sup>-4<sup>th</sup> 2016, the country was hit by Hurricane Earl. With maximum wind speeds of 75 mph, the storm made landfall in Belize City as a category 1 hurricane and then moved westward across the country. The wind and rain caused extensive damage to housing and infrastructure in Belize City, and to the country's two main industries, agriculture and tourism.
- 1.2 Belize's National Emergency Management Organisation (NEMO) was responsible for the emergency response in coordination with government authorities including the conduct of a preliminary damage and needs assessments for the most urgent supplies and recovery work. However, for assessing and planning reconstruction efforts, there is a need for a nationally coordinated effort, in collaboration with relevant international agencies, to design a comprehensive strategy for resilient and sustainable reconstruction. Belize's capacity to carry out this work is limited.
- 1.3 In this context, the Government of Belize (GOB) requested support from the Inter-American Development Bank (IDB) and the Economic Commission for Latin America and the Caribbean (ECLAC) to assess the effects and impacts of Hurricane Earl in their national territory. Additionally, the GOB requested recommendations for a reconstruction plan to improve future investments in the country. The report estimated the monetary effects (damage, loss and additional costs) and macroeconomic impact of the hurricane. Subsequently, based on the effects and impact of the disaster, and in coordination with the government's resources and priorities, the GOB stated its interest in the Climate Vulnerability Reduction Program with the overall aim of: (i) reducing the main climate-related vulnerabilities of the tourism and agriculture sectors, especially in the areas affected by Hurricane Earl—as identified in ECLAC's damage assessment report—; and (ii) installing flood control measures in Belize City that build from (a) the Bank-financed Flood Mitigation Infrastructure Program and (b) risk assessment studies recently completed under the Emerging and Sustainable Cities Program for Belize City.
- 1.4 The IDB and the GoB agreed to a strategy to reduce climate-related vulnerabilities in the productive sector and to improve flood control in Belize City that comprises three components:  
Component 1. Climate risk reduction in sectors affected by Hurricane Earl. Includes: (i) implementation of flood control measures in Belize City; (ii) shoreline stabilization measures in coastal areas affected by hurricane Earl (potential measures include small-scale structural and non-structural coastal protection infrastructure, including enhancement of natural infrastructure for the purposes of risk reduction); and (iii) climate vulnerability reduction in agriculture.  
Component 2. Improve Governance for Disaster Risk Management and Climate Change Adaptation. Includes: (i) making risk information accessible to decision makers, technicians, private sector and the general population; (ii) increasing capacities for DRM and CCA



planning with a focus on water management; (iii) supporting the design of climate resilient housing and tourism building codes, including nature-based solutions and (iv) supporting the design of a climate risk financing strategy, especially for the tourism and agriculture sectors.

Component 3. Project Management. It includes the project implementation unit and monitoring and evaluation costs.

## **2. Objective of the Consultancy**

The main objective of the consultancy is prepared the Operation Manual of the Program.

## **3. Main Activities**

The selected candidate will carry out the following activities:

3.1 Review the loan proposal (POD) and all relevant project documents.

3.2 Conduct structured interviews with officials of the Executing Agency and other agencies that will be involved with the execution of the Program and which will support its technical, administrative and financial management. Review the policies and regulations of the IDB, and this agencies that may affect the proper functioning of the proposed implementation mechanisms

3.3 On the basis of the previous point, evaluate the roles and responsibilities that the parties have and / or will have, paying attention to their specific scope and competencies in the execution of the Program and conducting a diagnosis of administrative and financial processes.

3.4 Survey of processes and activities of the different units involved in the program.

3.5 Evaluate the execution mechanism proposed by the counterpart and agree with the Bank on the most appropriate model to be adopted for the implementation of the Program. Also, review and propose mechanisms to ensure the correct functioning of information flows and accountability, proposing the flow of execution processes that optimize the operability and decision making to execute the Operation in the times predicted.

3.6 Participate and carry out elaboration and validation meetings and workshops regarding the content of the MOP with the technical, operational and fiduciary teams of the IDB, the executing agency and the co-executing agency.

3.7 Conduct a final MOP socialization workshop, with the technical, operational and fiduciary teams of the IDB, ICF, Clima + and SEFIN, presenting the final report and indicating the roles of the different actors of the Program.

## **4. Reports/Deliverables**

4.3 The consultant will prepare the following reports:

- Work Plan, to be submitted within five days after the signature of the contract.
- Interim Report: To be submitted after the mission to Belize, providing a detailed analysis of the results of the mission and progress achieved in the preparation of all outputs of this consultancy.
- Final Report: Final Report will include all documents part of this consultancy.

**5. Payment Schedule**

- 30% upon submission and acceptance of work plan
- 40% upon submission and acceptance of Interim Report
- 30% upon submission and acceptance of Final Report

**6. Qualifications**

- 6.7 Academic Degree/Level & Years of Professional Work experience: Bachelor's Degree in Economics, Engineering, Accounting, Business Management or related field. Master's Degree in Strategic Planning, Business Administration or a related field is preferred. A minimum of five years of demonstrated relevant experience in financial and accounting management, internal financial/accounting control systems or the equivalent combination of education and experience.
- 6.8 Language: Must be fluent in English.
- 6.9 Areas of Expertise: Project Management, project preparation, planning, business administration. Knowledge of the planning instruments utilized by multilateral financing institutions.

**7. Characteristics of the Consultancy**

- 7.9 Consultancy category and modality: Products and External Services Contractual, Lump Sum
- 7.10 Contract duration: 30 days during a 2-month period. The contract will include 1 mission of six days in Belize.
- 7.11 Places of Work: Office of Consultant and one week in Belize.
- 7.12 Coordinator: Gines Suarez, Disaster Risk Management Specialist

## **Country Office Belize**

### **RND/CBL**

## **Consulting Services**

### **Conduct studies to prepare a proposal for climate financing scale up**

## **Terms of Reference**

### **1. Background**

Belize is highly vulnerable to hurricanes and tropical storms due to its location (in the Caribbean basin) and topography. On August 3<sup>rd</sup>-4<sup>th</sup> 2016, the country was hit by Hurricane Earl. With maximum wind speeds of 75 mph, the storm made landfall in Belize City as a category 1 hurricane and then moved westward across the country. The wind and rain caused extensive damage to housing and infrastructure in Belize City, and to the country's two main industries, agriculture and tourism.

Belize's National Emergency Management Organisation (NEMO) was responsible for the emergency response in coordination with government authorities including the conduct of a preliminary damage and needs assessments for the most urgent supplies and recovery work. However, for assessing and planning reconstruction efforts, there is a need for a nationally coordinated effort, in collaboration with relevant international agencies, to design a comprehensive strategy for resilient and sustainable reconstruction. Belize's capacity to carry out this work is limited.

In this context, the Government of Belize (GOB) requested support from the Inter-American Development Bank (IDB) and the Economic Commission for Latin America and the Caribbean (ECLAC) to assess the effects and impacts of Hurricane Earl in their national territory. Additionally, the GOB requested recommendations for a reconstruction plan to improve future investments in the country. The report estimated the monetary effects (damage, loss and additional costs) and macroeconomic impact of the hurricane. Subsequently, based on the effects and impact of the disaster, and in coordination with the government's resources and priorities, the GOB stated its interest in the Climate Vulnerability Reduction Program with the overall aim of: (i) reducing the main climate-related vulnerabilities of the tourism and agriculture sectors, especially in the areas affected by Hurricane Earl—as identified in ECLAC's damage assessment report—; and (ii) installing flood control measures in Belize City that build from (a) the Bank-financed Flood Mitigation Infrastructure Program and (b) risk assessment studies recently completed under the Emerging and Sustainable Cities Program for Belize City.

The IDB and the GoB agreed to a strategy to reduce climate-related vulnerabilities in the productive sector and to improve flood control in Belize City that comprises three components:

Component 1. Climate risk reduction in sectors affected by Hurricane Earl. Includes: (i) implementation of flood control measures in Belize City; (ii) shoreline stabilization measures in coastal areas affected by hurricane Earl (potential measures include small-scale structural and non-structural coastal protection infrastructure, including enhancement of natural infrastructure for the purposes of risk reduction); and (iii) climate vulnerability reduction in agriculture.

Component 2. Improve Governance for Disaster Risk Management and Climate Change Adaptation. Includes: (i) making risk information accessible to decision makers, technicians, private sector and the general population; (ii) increasing capacities for DRM and CCA

planning with a focus on water management; (iii) supporting the design of climate resilient housing and tourism building codes, including nature-based solutions and (iv) supporting the design of a climate risk financing strategy, especially for the tourism and agriculture sectors.

Component 3. Project Management. It includes the project implementation unit and monitoring and evaluation costs.

During the design of the program the GoB requested support for scaling-up of the BL-L1028 project with additional climate financing.

## 2. **Objective of the Consultancy**

The main objective of the consultancy is exploring options to scale up BL-L1028 with climate funding and prepare a conceptual note for a potential financing window.

## 3. **Main Activities**

The selected candidate will carry out the following activities:

First Product: Mapping all the different initiatives that exist in Belize in adaptation to climate change, including proposals to access to climate financing and identify potential climate financing options to scale-up the program BL-L1028, considering the Bank's ad value. This mapping will include consultancies with communities and the private sector.

Second Product: Conceptual Note (Concept Note) in initial version for the Program to be presented by the GoB to scale up BL-L1028. This version must contain at least:

- Program Information
- Program Details: Description, objectives, context information about the Executing Entity, arrangements for implementation; Identification of the need for additional studies on the market, regulation and tax and insurance regimes
- Financial information: identification of financial elements of the Program and of the needs of the financial model; Identification of preferred financial instruments (loans, equity / equity, guarantees, repayable grants, non-refundable grants); Identification of barriers to be overcome by financial instruments; Identification of possible sources of leverage (public and / or private)
- Expected performance: an explanation of the program's potential to achieve the climate financing investment criteria
- Brief description of the logic / justification of climate financing involvement and exit strategy.
- Financial and operational risk analysis and mitigation measures
- Involvement of stakeholders
- Documentation support: geographical location of the Program, financial model (if it exists, otherwise, generate indications for its formulation); Pre-feasibility analysis (if it exists, otherwise generate indications for its formulation); Feasibility analysis (if applicable, generating indications for its formulation); Economic and social impact assessment / safeguards (if applicable, generate indications for their formulation); Evaluation report (if applicable, generate indications for its formulation).
- In parallel with the development of the concept note the contractual will train a group of government officials (no more than 10 people) in the process of formulating proposals for climate funds.

**4. Reports/Deliverables**

The consultant will prepare the following reports:

- Work Plan, to be submitted within five days after the signature of the contract.
- Interim Report: To be submitted after the mission to Belize, providing a detailed analysis of the results of the mission and progress achieved in the preparation of all outputs of this consultancy.
- Final Report: Final Report will include all documents part of this consultancy.

**5. Payment Schedule**

30% upon submission and acceptance of work plan

40% upon submission and acceptance of Interim Report

30% upon submission and acceptance of Final Report

**6. Qualifications**

Academic Degree/Level & Years of Professional Work experience: Bachelor's Degree in Economics, Engineering, Accounting, Business Management or related field. Master's Degree in Strategic Planning, Business Administration or a related field is preferred. A minimum of five years of demonstrated relevant experience in climate financing management.

Language: Must be fluent in English.

Areas of Expertise: Project Management, project preparation, planning, business administration. Knowledge of the planning instruments utilized by multilateral financing institutions.

**7. Characteristics of the Consultancy**

Consultancy category and modality: Products and External Services Contractual, Lump Sum

Contract duration: 25 days during a 3-month period. The contract will include 1 mission of six days in Belize.

Places of Work: Office of Consultant and one week in Belize.

Coordinator: Gines Suarez, Disaster Risk Management Specialist

**BELIZE**  
**Climate Vulnerability Reduction Program**  
**(BL-L1028)**

**TERMS OF REFERENCE**

**BASELINE COLLECTION**

**I. BACKGROUND AND JUSTIFICATION**

- 1.1 Belize is highly vulnerable to hurricanes and tropical storms due to its location in the Caribbean basin and its topography. On August 3<sup>rd</sup>-4<sup>th</sup> 2016, the country was hit by hurricane Earl. With maximum wind speeds of 75 mph, the storm made landfall in Belize City as a category 1 hurricane and then moved westward across the country. Most areas affected received 8-12 inches of rain over a period of 5 to 8 hours. The wind and rain caused extensive damage to housing and infrastructure in Belize City, as well as to the country's two main industries: agriculture and tourism.
- 1.2 Belize's National Emergency Management Organization (NEMO) was responsible for the immediate emergency response—in coordination with government authorities—including the conduct of preliminary damage and needs assessments for the most urgent supplies and recovery work. However, to assess and plan for medium to long term reconstruction efforts, there is a need for a nationally coordinated effort—in collaboration with relevant international agencies—to design a comprehensive strategy for climate and disaster risk resilient and sustainable reconstruction. Belize's capacity to carry out this work is limited.
- 1.3 In this context, the Government of Belize (GOB) requested support from the Inter-American Development Bank (IDB) and the Economic Commission for Latin America and the Caribbean (ECLAC) to assess the effects and impacts of hurricane Earl in their national territory. Additionally, the GOB requested recommendations for a reconstruction plan to improve future risk resilience building investments in the country. The ECLAC report estimated the monetary effects (damage, loss and additional costs) and macroeconomic impact of the hurricane.
- 1.4 Subsequently, based on the effects and impact of the disaster, and in keeping with the GOB's resources and priorities, the GOB stated its interest in the IDB's Climate Vulnerability Reduction Loan Program with the overall aim of: (i) Reducing the main climate-related vulnerabilities of the productive sector which includes the tourism and agriculture segments of the economy, especially in the areas affected by hurricane Earl—as identified in ECLAC's damage assessment report—; and (ii) installing flood control measures in Belize City that build from (a) the Bank-financed Flood Mitigation Infrastructure Program and (b) risk assessment studies recently completed under the Emerging and Sustainable Cities Program for Belize City.
- 1.5 The IDB and the GoB agreed to a strategy to reduce disaster and climate-related vulnerabilities in the productive sector and to improve flood control in Belize City that comprises two main components:

*Component 1.* Improving Climate and Disaster Risk Reduction Governance. This includes: (i) making risk information accessible to governmental authorities, the private sector and the general population; (ii) increasing capacities for climate change adaptation planning with a focus on integrated water management, integrated coastal zone management and land use planning; (iii) supporting the design of climate proof housing and tourism building codes, including nature-based solutions; (iv) supporting the design of a climate risk financing strategy for the productive sector; and (v) increasing damage assessment capacities, particularly in the agriculture and environment sectors.

*Component 2.* Climate risk reduction in sectors affected by hurricane Earl. This includes: (i) flood control in Belize City; (ii) small-scale, nature-based shoreline stabilization measures in coastal areas of Caye Caulker that were most affected by hurricane Earl for the purposes of risk reduction and climate change resiliency; and (iii) climate vulnerability reduction in agriculture.

- 1.6 Component 2 is expected to have positive short and long-term effects on the quality of life of those dwellers of Belize City most directly affected by floods. To evaluate those impacts, the IDB will hire a consulting firm to collect baseline information on the potential beneficiaries' vulnerability to floods.

## **II. CONSULTANCY OBJECTIVES**

- 2.1 The general objective of this consultancy is to obtain a microeconomic dataset suitable for statistical and econometric analyses necessary for an impact evaluation of the Climate Vulnerability Reduction Program (CVRP). The dataset will be obtained through the collection of a field survey to be applied to a representative sample of beneficiaries and non-beneficiaries of the program.
- 2.2 This consultancy is related to the data collection activities and has the following specific objectives:
1. To produce, in collaboration with the technical staff from the IDB and the Executing Unit, a draft questionnaire that captures all the necessary information to analyze the program's outcome and impact indicators;
  2. To conduct two pilot tests of the questionnaire on a group of respondents as similar as possible to the program beneficiaries to obtain a reliable survey instrument;
  3. To adjust the survey questionnaire as necessary and as determined by the pilot tests;
  4. To train interviewers, observers, and supervisors for the collection of the baseline;
  5. To perform power calculations to determine the sampling sizes required to attain representativeness among beneficiaries and non-beneficiaries;
  6. To produce a work plan describing all data collection procedures, protocols for quality control of the information, and the necessary budget to collect the survey;
  7. To collect the baseline survey on a representative sample of beneficiaries and non-beneficiaries of the CVRP.

### **III. ACTIVITIES**

3.1 To achieve the objectives of the consultancy, the consulting firm will carry out (at least) the following activities:

- Develop a detailed survey implementation protocol;
- Work closely with staff from the IDB and the Executing Unit throughout the length of the consultancy, agreeing with both entities on a detailed work program. The Bank and the Executing Unit will oversee the survey implementation process;
- For the implementation of the pilot tests and baseline survey, the consulting firm will (i) hire all necessary interviewers, (ii) train them appropriately to ensure high quality data collection, and (iii) provide all the equipment and materials necessary during the process. Interviewers shall have survey data collection experience of at least one year and shall be the same interviewers hired to conduct the pilot tests on the field. Technical staff from the Bank and the Executing Unit will be allowed to be present during the interviewers' training and during the implementation of the pilot tests.
- Pilot tests will assess the validity of the initial questionnaire applied at the beginning of the pilot, placing special attention on whether the questionnaire is being understood by respondents. To this end, the consulting firm will apply the pilot tests in two waves to a group of 70 – 100 respondents.
- At the end of the first pilot test, the consulting firm will deliver a first report describing the development of the pilot and indicating all suggested changes to the questionnaire.
- In the second pilot test, the consulting firm will apply the modified questionnaire and produce a final report presenting the results of both pilot tests and a final proposal for the questionnaire. All suggested changes shall be adequately documented for them to be considered by the technical staff from the Bank and the Executing Unit.
- The consulting firm shall use, during the implementation of the surveys in the field, all the equipment and systems necessary to obtain high-quality information that have previously been agreed upon with the technical staff from the IDB and the Executing Unit.
- During the data collection process, the consulting firm shall apply the survey questionnaire that is previously agreed upon with the technical staff from the Bank and the Executing Unit to all respondents selected during the sampling phase of the work. A number of 500 respondents is currently estimated; however, that sample size will have to be confirmed by the consulting firm.
- Any changes required to the questionnaire or the sample shall be reported to and approved by the technical staff of the Bank and the Executing Unit prior to being implemented in the field.
- The consulting firm shall capture all data collected in the field in the statistical package designated by the coordinator and following previously stipulated quality controls.

### **IV. REPORTS / DELIVERABLES**

4.1 The consultant will be responsible for submitting the following deliverables:

- A draft questionnaire to be implemented in the field;
- A report on the first pilot test and its associated datasets;
- A questionnaire incorporating the changes agreed upon after the first pilot test;



- A report on the second pilot test and its associated datasets;
- A questionnaire incorporating the changes agreed upon after the second pilot test;
- A document containing the technical note of the survey;
- A document containing the methodological note of the survey;
- A survey interviewer's manual;
- A dataset containing the micro-data collected through the survey questionnaire. This dataset will consist of various sections, each one stored in a separate file but containing all the identifiers necessary to merge it with all the other sections.
- The consulting firm shall present a final report on the field work, including a description of the methodology used in the pilot tests and in the collection of the survey baseline;
- The consulting firm will deliver a .zip file containing all the datasets resulting from the implemented surveys;
- The consulting firm will deliver to the technical staff of the Bank and the Executing Unit all completed paper questionnaires for purposes of validating the captured data.

## **V. PAYMENT SCHEDULE**

- 5.1 Payment will be made for approved deliverables according to the following schedule:
- 15% upon signature of contract.
  - 30% upon completion of the two pilot tests and delivery of the corresponding reports and final questionnaire to be applied in the field, including survey interviewers' manual, sampling methodology and methodological note of the survey.
  - 30% upon delivery of producers' dataset—corresponding to 50% of the sample.
  - 25% upon delivery of the final dataset
- 5.2 Bank approvals necessary for the execution of payments shall be granted in relation to the accomplishment of the technical specifications of the services provided.

## **VI. COORDINATION**

- 6.1 The consulting firm will work in coordination with:
- Coordinator: Supervision of the work will be responsibility of the team leader: Ginés Suárez (CSD/RND)
  - Department/Division: Environment, Rural Development and Disaster Risk Management (CSD/RND).

## **VII. CHARACTERISTICS OF THE CONSULTANCY**

- 7.1 **Category and modality:** National firm.
- 7.2 **Contract duration:** The consultancy will have a duration of 4 calendar months
- 7.3 **Place of work:** Meetings and field work in Belize

## VIII. QUALIFICATIONS OF THE CONSULTANT

- 8.1 **Specific expertise of the firm:** The consulting firm shall demonstrate prior experience with similar projects, both local and international, in which it participated directly or as a subcontractor. For every instance of prior experience, the consulting firm shall indicate duration and amount of the contract, size of the assigned team, extension of the questionnaire, and any other background information that may be helpful to assess the consulting firm's prior experience. A project is considered similar if it involved collecting surveys in rural areas, involving questionnaires with more than 150 questions, sample sizes of at least 500 respondents, and if the information was processed to produce datasets in SPSS, STATA, Excel or other similar software. The consulting firm shall present documents to demonstrate its experience collecting rural surveys in Belize or other Latin American and Caribbean countries. Experience implementing long questionnaires at the national level will be positively evaluated.
- 8.2 **Critical professional team:**
- The consulting firm shall include in its proposal the list of team members that are critical for the adequate execution of the requested activities. The firm shall specify the structure of the team, the responsibilities of each member in the project, and the time dedicated to it. This information shall be included in Form TEC-5, Section 3.
  - The professional team shall have demonstrable experience and full command of English language. To present the experience and qualifications of the critical professional team, Form TEC 6, Resume of the proposed Critical Professional Team, included in Section 3, shall be completed.
    - a) Team leader (1): A professional in the fields of economics, statistics, agricultural engineering or similar fields, with a minimum of 10 years of field work experience conducting face-to-face household surveys; at least 5 years of experience coordinating field work duties for rural, face-to-face surveys; and at least three instances of field survey coordination involving household questionnaires with more than 100 questions, teams of at least 20 members, and data processing.
    - b) Field coordinator (1): A professional in the fields of economics, statistics, agricultural engineering or similar fields, with a minimum of 5 years of field work experience conducting face-to-face household surveys; at least 5 years of experience coordinating field work duties for rural, face-to-face surveys in Belize or other Latin American and Caribbean countries; and at least three instances of field survey coordination in Belize involving household questionnaires with more than 100 questions and teams of at least 20 members.
    - c) Quality control field supervisor (1): A professional in the fields of economics, statistics, agricultural engineering or similar fields, with a minimum of 5 years of field work experience conducting face-to-face household surveys, including at least 3 instances acting as on-the-field quality control supervisor in face-to-face household surveys in Belize or other Latin American and Caribbean countries with questionnaires of more than 100 questions.
    - d) Data entry quality control supervisor (1): A professional in the field of systems engineering, with a minimum of 5 years of experience in data capturing of face-to-face surveys, including a minimum of 3 instances acting as the person in charge of the computing systems for the capture of data from questionnaires with at least 100 questions.

- 8.3 All firms shall present a technical team including a minimum of 10 interviewers and 3 field supervisors. Each of these professionals shall have a minimum of 1 year of field work experience including face-to-face surveys. The firms may include more personnel in their proposals, depending on the field logistics and the proposed work plan. The team described in this paragraph is not considered critical for the purposes of the evaluation.
- 8.4 Description of methodology and work plan: In addition to the provisions described above, the technical proposal shall explain in detail the technical approach, methodology, work plan, schedule, and logistics for the realization of the field work, including the number of interviewers and field supervisors and the training plan. Capacity to carry out the work in a short time will be considered an asset.

PROCUREMENT PLAN FOR NON-REIMBURSABLE TECHNICAL COOPERATIONS										
Country: Belize					Executing agency: CSD/RND				Public or private sector: PUBLIC	
Project number: BL-T1090					Title of Project: Preparation Support for Climate Vulnerability Reduction Program					
Period covered by the plan: April 2017 - April 2018										
Threshold for ex-post review of procurements:				Goods and services (in US\$): 0		Consulting services(in US\$): 200,000				
Item Nº	Ref. AWP	Description (1)	Estimated contract cost (US\$)	Procurement Method (2)	Review of procurement (3)	Source of financing and percentage		Estimated date of the procurement notice or start of the contract	Technical review by the PTL (4)	Comments
						IDB/MIF %	Local/other %			
1		Component 1								
		Consulting services								
		Consulting service 1 (individual): Institutional capacity analysis	15,000	Direct Hire	Ex-Post	100	0	May-17		
		Consulting service 2 (individual): Design of technical program management tools	15,000	Direct Hire	Ex-Post	100	0	May-17		
		Consulting service 3 (firm): Environmental and social assessment	40,000	SSS	Ex-Post	100	0	May-17		
		Consulting service 4 (individual): Feasibility analysis and detailed design of small-scale structural and non-structural coastal protection insurance in Goff's Caye and Caye Caulker	70,000	Direct Hire	Ex-Post	100	0	May-17		
		Consulting service 5 (individual): Systematization of the technical information required for the formulation of program components.	15,000	Direct Hire	Ex-Post	100	0	May-17		
2		Component 2						May-17		
		Consulting services						May-17		
		Consulting service 1 (individual): Program Operating Manual	8,000	Direct Hire	Ex-Post	100	0	May-17		
		Consulting service 2 (individual): Studies for the preparation of a proposal for climate financing scale-up	15,000	Direct Hire	Ex-Post	100	0	May-17		
		Consulting service 3 (firm): baseline data collection	22,000	SSS	Ex-Post	100	0	May-17		
Total			200,000	Prepared by: CSD/RND			Date: 04/04/2017			
(1) Grouping together of similar procurement is recommended, such as computer hardware, publications, travel, etc. If there are a number of similar individual contracts to be executed at different times, they can be grouped together under a single heading, with an explanation in the comments column indicating the average individual amount and the period during which the contract would be executed. For example: an export promotion project that includes travel to participate in fairs would have an item called "airfare for fairs", an estimated total value od US\$5,000, and an explanation in the Comments column: "This is for approximately four different airfares to participate in fairs in the region in years X and X1".										
(2) <u>Goods and works</u> : CB: Competitive bidding; PC: Price comparison; DC: Direct contracting.										
(2) <u>Consulting firms</u> : CQS: Selection Based on the Consultants' Qualifications; QCBS: Quality and cost-based selection; LCS: Least Cost Selection; FBS: Selection nder a Fixed Budget; SSS: Single Source Selection; QBS: Quality Based selection.										
(2) <u>Individual consultants</u> : IICQ: International Individual Consultant Selection Based on Qualifications; SSS: Single Source Selection.										
(2) <u>Country system</u> : include selection Method										
(3) <u>Ex-ante/ex-post review</u> : In general, depending on the institutional capacity and level of risk associated with the procurement, ex-post review is the standard modality. Ex-ante review can be specified for critical or complex process.										
(4) <u>Technical review</u> : The PTL will use this column to define those procurement he/she considers "critical"or "complex"that require ex ante review of the terms of reference, technical specifications, reports, outputs, or other items.										