

**SUPPORT THE ADOPTION OF LOW EMISSION DEVELOPMENT
STRATEGIES AND CLIMATE**

RG-T2142

CERTIFICATION

I hereby certify that this operation was approved for financing under the Sustainable Energy and Climate Change Initiative (SECCI-SCI) through a communication dated on September 27, 2013 and signed by Gerhard Lair (ORP/GCM). Also, I certify that resources from the Sustainable Energy and Climate Change Initiative (SCI) are available for up to US\$600,000 in order to finance the activities described and budgeted in this document. This certification reserves resources for the referenced project for a period of four (4) calendar months counted from the date of eligibility. 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, for which the Fund is not at risk.

ORIGINAL SIGNED
Sonia M. Rivera
Chief
Grants and Co-Financing Management Unit
ORP/GCM

10/18/2013
Date

APPROVAL

Approved by :

ORIGINAL SIGNED
Walter Vergara
Division Chief
Climate Change and Sustainability Division
INE/CCS

10/18/2013
Date

TC DOCUMENT
SUPPORT THE ADOPTION OF LOW EMISSION DEVELOPMENT STRATEGIES AND CLIMATE
RESILIENCE IN LAC (RG-T2142)

I. BASIC INFORMATION FOR TC

▪ Country/Region:	Regional
▪ TC Name:	Support the Adoption of Low Emission Development Strategies and Climate Resilience in LAC.
▪ TC Number:	RG-T2142
▪ Team Leader/Members:	Hilen Meirovich, Team Leader (INE/CCS), Jennifer Doherty-Bigara (INE/CCS); Angelo Angel (INE/CCS); Milagros de Pomar (INE/CCS); Ivette Fis de Melo (KNL/FHL); and Javier Bedoya (LEG/SGO).
▪ Date of TC Abstract authorization:	September 27, 2013.
▪ Beneficiary:	Latin American and Caribbean countries.
▪ Executing Agency and contact name:	Inter-American Development Bank.
▪ Donors providing funding:	Fund for the Sustainable Energy and Climate Change IDB Special Program (SCI)
▪ IDB Funding Requested:	US\$600,000 ¹
▪ Local counterpart funding, if any:	US\$50,000 – Latin American Center for Competitiveness and Sustainable Development (CLACDS) ² (in-kind) US\$100,000 – United States National Renewable Energy Laboratory (NREL) ³
▪ Disbursement period, including Execution period:	24 months
▪ Required start date:	October, 2013
▪ Types of consultants:	Consulting firms / individuals consultants.
▪ Prepared by Unit:	INE/CCS
▪ Unit of Disbursement Responsibility:	INE
▪ Taxonomy	Research & Dissemination
▪ Included in Country Strategy (y/n);	N/A
▪ TC included in CPD (y/n):	N/A
▪ GCI-9 Sector Priority:	Climate Change

II. OBJECTIVES

- 2.1 The objective of this Technical Cooperation (TC) is to support the operation of the recently established “Latin American and Caribbean Regional Platform”⁴ within the Low Emissions Development Strategies (LEDS) Global Partnership organization, and its Secretariat, to enhance awareness, learning and capacity for the adoption of Low Emission Development Strategies in the Latin America and Caribbean (LAC) region. Specifically, the resources of this TC will be intended to serve a three-fold purpose: a) ensure the proper functioning and operation of the LEDS LAC Platform so that the start-up and short term goals are met;

¹ Single Window Procedures deemed that other resources were not available for funding; SECCI Fund Eligibility Minutes are available (IDBDOCS# 38093168).

² The CLACDS is the main research center within INCAE Business School and it has assigned two professionals as in-kind contribution for the operation of the LEDS LAC Platform and establishment of its Secretariat.

³ NREL serves as the LEDS GP Secretariat and it has provided financial and technical resources to support the establishment of the Secretariat for the LAC LEDS Regional Platform as part of its strategic priorities for 2013.

⁴ This Platform was established in March 2012 with the objective to build on and complement ongoing initiatives and networks that are active in LAC. The founding countries were Costa Rica, Mexico, Chile and Peru.

b) promote the LAC Platform in the region through an open space of annual discussions that will strengthen the Platform's network and ensure continuity in the long term; and c) position the IDB within the LAC Platform as one of its key members through a strategic program of dissemination and outreach that allows collecting relevant information and sharing it with the public and IDB member countries through a clearing house mechanism.⁵

III. JUSTIFICATION

- 3.1 There has been an urgent need for action around the world to slow the growth rate in greenhouse gas (GHG) emissions and enhance resiliency to the impacts of climate change. As a first response to this need, a growing number of countries have explored, developed, and implemented various strategies to improve climate resilience and transition to low emission economies. After an increasing number of bilateral and multilateral donor programs supporting and collaborating with developing countries on those low emission and climate resilient development strategies, a clear need for articulation between donors and countries was apparent in order to fill gaps and learn from each other's experiences.
- 3.2 To address this issue, the United States (US) government, through its Department of State, developed a general framework called "LEDS," as a way to combine all donors' actions into country programming. The benefits of this framework were its flexibility to encompass a diversity of actions, donors and stakeholders into a coherent strategy that was relevant for each country. This process took an additional step by forming in 2011, the LEDS Global Partnership (LEDS GP) in order to enhance coordination, information exchange, and cooperation among the expanding group of participant countries, international programs, and bilateral and multilateral donor programs.
- 3.3 NREL was selected across interested partnership members to serve as the LEDS GP Secretariat. This Secretariat seeks to provide overall coordination assistance for activities of the LEDS GP, including maintenance and improvement of Partnership infrastructure, strategic outreach, communication and support for regional platforms and work stream activities.⁶ The LEDS GP has defined four main work streams or clusters as part of its strategic plan. These are: 1) LEDS planning; 2) analysis and tools; 3) finance; and 4) sectors. This global partnership has made significant progress advancing collaboration and learning across more than 100 developing and developed country governments, technical institutes, and multilateral organizations.⁷
- 3.4 The number of countries in LAC that are designing strategies to achieve development goals that lower emissions and improve climate resilience is on the rise, some of them without recognizing them as LEDS. However, these strategies may remain on the sideline of each country's development planning if they are not effective in terms of planning, mobilizing international resources and achieving targets.⁸ The LAC countries could benefit from learning from past errors, opportunities across countries, and accessing top of the line expertise on the

⁵ Part of the problem with the climate change agenda is the multiplicity of information that exists, some of which may not be accurate or validated by Governments. The LEDS LAC Platform will serve as a validating mechanisms as governments will be able to endorse or not economic studies, given the user a clear understanding of the information they are using.

⁶ <http://prod-http-80-800498448.us-east-1.elb.amazonaws.com/w/images/7/71/LEDS-Global-Partnership-TOR.pdf>

⁷ <http://ledsgp.org>

⁸ In the last two years, 6 countries have started working on LEDS (Costa Rica, Guatemala, Perú, Chile, Colombia, Brasil) as a way of showing a commitment to low carbon growth and seeking to attract international resources for those actions. The strategies are the tools to integrate development goals and objectives with economic tools that allow for reaching low carbon development. Among those tools are generating national GHG inventory, and economic and resource data, abatement curves, growth scenarios all of which could serve as prioritizing development policies.

matter. Other regions have shown that a way to do so is by creating LEDS regional platforms (e.g. the African and Development Society and the Asia LEDS Partnership). Prior Bank experience with these types of regional initiatives, among them *Finanzas Carbono*, *Regatta Platform* and *Climate Finance* confirms that platforms like the LEDS could be a powerful tool for the LAC regional policy and decision-makers in finding cost-effective, sustainable options in climate policy planning, economic modeling, and impact analysis, while identifying investment options and constraints in mitigation and adaptation interventions.⁹

- 3.5 The IDB is among the participating organizations within the LEDS GP, and given its past experience, can articulate across different initiatives to avoid duplicating efforts in the region. The Bank is central to this initiative as the LEDS LAC Platform builds upon and complements ongoing initiatives and networks in Latin America. For example, *Finanzas Carbono* has become the number one source of information, specifically on carbon markets developments for the LAC region, totaling over 100,000 visits (and this number keeps growing).¹⁰ The LEDS Platform could build on to extend that impact to other areas such as: applicability of LEDS in the region using new tools (e.g.: The Analysis and Investment for Low Emissions Growth (AILEG)), case studies, lessons learned, new mechanisms on integrating mitigation and adaptation, Nationally Appropriate Mitigation Actions (NAMAs), among others.
- 3.6 This TC recognizes the potential strategic benefits the IDB could get by becoming a key partner of the LEDS LAC Regional Platform. The importance of this alliance lies on the ability of the Regional Platform to channel international LEDS expert assistance and finance into LAC. This could provide the region access to up-to-date initiatives and international funding. In addition, this alliance will allow the IDB to provide country teams with in-depth operational assistance on achieving an organized and sectoral-oriented work stream towards low emission economic growth.

The initiative is in line with the IDB's Integrated Strategy on Climate Change Adaptation and Mitigation, and Sustainable and Renewable Energy, which supports the introduction of low-carbon alternatives to reduce GHG emissions in the LAC Region, while fostering adaptation to the future impacts of climate change. To date, several Country Strategy Papers incorporate climate change mitigation and adaptation approaches into their overarching sustainable development goals. Thus, by promoting knowledge exchange and information sharing across the region of the virtues of LEDS, this operation will seek to contribute to the IDB's goal of 25% lending for climate change investment established under the Ninth General Capital Increase and directly support GCI-9 strategic activities, including mainstreaming climate change mitigation and increasing resilience of Bank-funded activities; identifying and developing lending and technical assistance for climate action in key sectors; scaling up investments; addressing financial gaps; and leveraging private sector investments.¹¹

IV. DESCRIPTION OF COMPONENTS AND BUDGET

- 4.1 **Component 1: Support to LEDS LAC Platform and its Secretariat.** This component will focus on providing financial and technical assistance to support the day-to-day operation and the strategic planning of the recently established LEDS LAC Platform and its Secretariat. This

⁹ Existing platforms seek to either provide information in Spanish on climate financing in general (*Finanzas Carbono*), provide documents and reports on climate change actions in the region (*Regatta*), while others (*Climate Finance*) seek to collect country profiles of what is being done in the region. The LEDS Platform comes as a way to 1) provide economic tools for long term planning and 2) go beyond the web based interaction platforms to becoming a face to face platform for interaction across countries in the Region.

¹⁰ See "Plataforma Finanzas Carbono, una herramienta de conocimiento e información para la toma de decisiones".

¹¹ A non-objection letter from a beneficiary country will be obtained in case any activity of this TC is performed in that country.

component will support the Secretariat on implementing the start-up phase of the platform and ensuring a solid foundation is established on the intermediate and the long term. The LEDS LAC Platform and its Secretariat will be under the umbrella of the LEDS GP and in synchronization with the LEDS GP Secretariat, keeping in alignment with the GP framing vision to achieve the main goal of providing “a forum for governments, practitioners, donors and multilateral organizations to promote cooperation and coordination on LEDS initiatives and activities around the world”¹² and embracing it in LAC. The LEDS LAC Platform will provide the LEDS GP ways to investigate more deeply and improve understanding of low emissions development at different geographic, topical and sectoral levels. The broader partnership brings this knowledge together at a global level to ensure that common themes and synergies are captured. Through its Secretariat, the LEDS LAC Platform seeks to advance in this vision by: (i) building upon and complementing ongoing initiatives and networks active in LAC; (ii) learning and information exchange, sharing best practices, and providing enhanced opportunities for coordination and collaboration on the development and implementation of LEDS; (iii) creating a regional clearing house mechanism for a network of country governments, multilateral institutions and non-governmental organizations (NGO) that are working to develop and implement LEDS; and (iv) collaborating with the LEDS GP topical working groups and its Secretariat to provide peer-learning forums on LEDS topics of interest.

- 4.2 The LEDS LAC Secretariat will provide further efforts toward its strategic outreach plan to ensure long-term financial sustainability of the LAC Platform by: (i) collaborating with LEDS GP on a fundraising strategy that supports the work of the LAC Secretariat as well as new LEDS activities in the LAC region; (ii) engaging in finding a permanent institutional home for the LAC Secretariat in order to secure funding in the short and long term; and (iii) proposing a mechanism for financial sustainability or "business model" so that the LAC Platform will become less dependent on the international community to function and eventually become autonomous. It will also measure LEDS adoption across countries in the region seeking to understand the levels of success and areas of improvements for the region. In that regard, the Secretariat will map capacity building activities and available tools in order to spot needs, gaps and opportunities for collaboration in capacity development related to the work plan or any other emerging needs from the countries. Also, the LAC Secretariat will develop and maintain an inventory of LEDS developed in the region, capacity building events, activities and resources in the form of a clearing house. As part of this component, the LAC Secretariat will be responsible for developing a results framework with expected outcomes and tracking the impact of the activities implemented at the regional and country levels.
- 4.3 The output of this activity will be an implementation work plan which will include a manual for the day-to-day operations and other activities related to the LAC Platform and its Secretariat: organizing calls, webinars, tracking LEDS adoption in the region, web-based communities of practice, and other forms of exchanging ideas and lessons from the ground, outlining an outreach strategy, developing action plans, reporting on progress to the LEDS GP, identify needs and opportunities in the LAC region and connecting new activities in the LAC region that support LEDS implementation with the goal of avoiding the duplication of efforts.
- 4.4 **Component 2: Support Face-to Face Learning on LEDS LAC.** This component aims to continue positioning the LAC Platform in the region and facilitate peer-to-peer learning beyond the monthly activities carried out by the Secretariat. As a follow-up to the First Regional Forum in Costa Rica held in 2012, a Second Regional Forum will be held in Peru in 2013 to set strategic planning and review the goals and achievements reached since the LAC Platform was established. The workshop should respond to the specific request made by participants in the First Forum to move from high-level discussions to much more granular debates that offer

¹² LEDS Global Partnership Strategic Vision. 2013-2014.

specific know-how and preliminary insights into how to deal with barriers to implementing LEDS. Also, it would address how to integrate sectoral expertise into the four clusters of work (see paragraph 3.3) in the LAC Platform.

- 4.5 Since the target users of the LAC Platform are practitioners, government representatives, and international and regional expert institutions, the Forum will target audiences engaged with emission climate-resilient development. This includes: government planners, technical experts, and facilitators who drive LEDS design and implementation and government leaders in both crosscutting agencies (e.g. finance, planning, environment, etc.) and sectoral agencies (e.g. agriculture, forestry, energy, transport, water resources, etc.). The Forum will initially focus on mid-level government policy officials while seeking to build engagement with senior-level government officials and political leaders over time; international institutions and knowledge hubs as they are key contributors to LEDS activities. Moreover, the Forum organizers will ramp up efforts to support dialogue with the private sector related to low emissions development and seek to engage this audience further as limited engagement has occurred with this sector. As the LAC Platform becomes stronger, it will also seek the participation of a more broad range of civil society stakeholders in LEDS processes since it is important to ensure all interests are understood and to achieve broad support. The LAC Platform will continue to engage civil society in the upcoming forums with focus on universities, technical institutes, NGO and community groups that play critical roles in LEDS development and implementation.
- 4.6 This component will provide the logistics and organization for the Forum. The output of this component will be the conference itself with a detailed report on the processes, methodologies, lessons learned and recommendations for the following Annual Workshops. All guidelines, guest lists, and materials developed in the design and facilitation of the Second LEDS LAC Forum are to be included.
- 4.7 **Component 3: Dissemination and outreach of IDB work on LEDS.** In order to position the Bank as a supporter of LEDS and the LAC Platform in the region, this activity will focus on supporting workshops, seminars, Massive Open Online Courses (MOOCs) and disseminating publications and materials generated by the Bank as part of the LAC Platform on low carbon development. Also, detailed case studies on LAC countries will be financed and published to share concrete experiences on the four top priority areas identified by members of the LAC Platform. The case studies will cover barriers to implementing LEDS and initiatives that tackled specific sectors (e.g.: transport, waste, energy). These studies will contribute to the two databases the Secretariat will develop on: 1) low emission development activities in LAC, implementing institutions, and the tools and resources they use; and 2) low emission development experts in the region.¹³
- 4.8 The output of this activity will be at least three country studies conducted by the IDB that cover all four priorities and activities mentioned above, the outreach strategies and communications to disseminate those studies during regional workshop and seminars.
- 4.9 The matrix of indicative results and indicative budget are included below:

¹³ The selection of countries will be based on the demand presented to the LEDS LAC secretariat on a first come first serve basis.

Indicative Results Matrix

Results Indicators	Unit	Baseline		Year 1 2013- 2014	Year 2 2014- 2015	Outcome
		Value	Year	Planned	Planned	
Indicator Result #1						
Adoption and Development of LEDS in LAC. Indicator : Number of countries that have adopted and implemented LEDS within the context of National Development Plans.	Countries	6	2012	2	2	10
Products						
Publications and materials generated by the Bank or the LAC Platform on low carbon development including case studies.	Reports	0	2012	1	1	2
Database on low emission development activities in the LAC region, institutions, tools and resources; and development experts.	Database	0	2012	0	1	1
Government officials, practitioners and other key stakeholders that participated in the 2 nd Annual Forum.	#	300	2012	400		700
Training activities (webinars, workshops) provided by the LAC Platform.	Activities	0	2012	2	3	5

Indicative Budget

Activity/Component	Description	IDB/Fund Funding	Counterpart Funding	Total Funding
Component 1	Support for LAC Platform and Secretariat's activities.	230,000	50,000	280,000
Component 2	Support Face-to Face Learning on LEDS LAC.	250,000	100,000	350,000
Component 3	Generation and publication of 3 studies and organization of workshops and seminars to disseminate them.	120,000		120,000
Total		600,000	150,000 ¹⁴	750,000

V. EXECUTING AGENCY AND EXECUTION STRUCTURE

- 5.1 This operation will be executed by the IDB given the IDB's regional coverage where the activities will be performed (i.e. Dissemination of work across the region) and the opportunities for complementing the activities with Bank initiatives (i.e. Finanzas Carbono and the Adaptation Platform, in addition to ongoing dialogue with relevant Ministries and sector authorities in the region as the IDB has a strong participation at the country level).
- 5.2 The project team recommends the single source selection of the Central American Institute of Business Administration from Costa Rica (INCAE) to carry out the activities under Component 1 (support to LEDS LAC Platform and its Secretariat), since INCAE has had a critical role in the functioning of this initiative since its foundation, it offers strong outreach capabilities to stakeholder groups and professional networks, and has remained actively

¹⁴ Counterpart is in-kind. A written commitment for these amounts will be requested to the United States National Renewable Energy Laboratory and the Latin America Center for Competitiveness and Sustainable Development. Obtaining those written commitments is a condition prior to the first disbursement.

engaged in the efforts to keep moving forward the LEDS LAC Platform acting as part of the interim Secretariat. INCAE has gained important experience collaborating with international and regional institutions, governments and civil society and has extensive experience in low emission and climate resilient development strategies, which gives it a technical advantage if a competitive process were to take place. Furthermore, the estimated value of the services, set at US\$230,000, represents a fair value in the market for the type of services requested. This complies with Policy GN-2350-9, par. 3.9 and 3.10(d).

- 5.3 The project team also recommends the single source selection of the firm Libélula Comunicación, Ambiente y Desarrollo S.A.C., to coordinate the 2013 LEDS LAC Regional Forum as they are best suited to organize this regional mid-level government policy officials event since they were responsible for the Regional Forum 2012 that was carried out satisfactorily to the Bank. Their methodology to develop objectives and content for the different workshops and audience, in coordination with LEDS LAC and other thematic organizational groups required for this special event, gives them an expertise in that gives Libélula a clear advantage of success over other firms if a competitive process were to be used. Furthermore, the estimated small amount of the contract at US\$35,000 complies with Policy GN-2350-9, par.3.10(c).
- 5.4 For the contracting of consulting firms, the project team will follow the Policies for the Selection and Contracting of Consultants (GN-2350-9) using e-Sourcing; in the case of individual consultants, the Human Resources selection procedures (AM-650); and for non-consulting services, the Corporate Policy and Procedures (GN-2303-20).

VI. MAJOR ISSUES

- 6.1 The LAC Platform is not an isolated initiative. Instead, it is part of a well-structured global partnership that has a central priority to support the start-up of the LEDS LAC Secretariat to ensure the successful implementation and sustainability of the LAC Platform. The LEDS GP has a solid track record in attracting experts and resources to strengthen its international network, from which the LAC Platform will benefit. In particular, a close interaction among the IDB, the LAC Secretariat team and the NREL team will ensure a strong connection to the GP. Although the responsibility for the success of the initiative relies on the LAC Platform and the LEDS GP, the IDB team would ensure that the resources of this TC will leverage efforts for the continuity of the LAC Platform's work and achieve the expected synergies and goals. The IDB team will work very closely with the LAC Secretariat to oversee activities of this proposed program and make sure that all reports and deliverables meet IDB standards, including the result evaluations and impact assessments.

VII. EXCEPTIONS TO BANK POLICY

- 7.1 There are no exceptions to Bank Policies made for this TC.

VIII. ENVIRONMENTAL AND SOCIAL STRATEGY

- 8.1 The proposed project is not expected to have any environmental and social impacts on the Region as it focuses primarily on research and dissemination. In fact, it is expected to have positive impacts. Therefore, the proposed classification is "C". See: Safeguard Screening Form and Safeguard Policy Filter Report.

IX. REQUIRED ANNEXES:

Annex I: Terms of Reference for activities/components to be procured (38010247 - 38070945)

Annex II: Procurement Plan (38072929).

REGIONAL
SUPPORT TO THE LOW EMISSIONS DEVELOPMENT STRATEGIES
RG-T2142

SUPPORT TO THE MANAGEMENT AND COORDINATION FOR THE SECRETARIAT OF THE LAC
LEDS PLATFORM

TERMS OF REFERENCE

I. BACKGROUND

- 1.1 The Low Emission Development Strategies Global Partnership (LEDS-GP) is a partnership, of more than 100 countries and international programs, that seeks to enhance the coordination, information exchange and cooperation among them in order to advance climate-resilient low emission development in the countries.
- 1.2 The Latin American and Caribbean Regional Platform (LEDS-LAC) was agreed upon at the LEDS-GP workshop in London in March 2012 with the objective to build on and complement ongoing initiatives and networks that are active in LAC, facilitating information exchange and peer collaboration on low emission development in the region.
- 1.3 On November 2012, the official launching of the LEDS LAC Platform took place during a regional workshop held at the INCAE Campus in Alajuela, Costa Rica with the attendance of more than 100 representatives of governments, multilateral and bilateral cooperation agencies, international and regional nongovernmental organizations and individual experts.
- 1.4 The LEDS LAC Platform serves as a clearing house mechanism for a regional network of country governments, multilateral institutions and non-governmental organizations that are working to develop and implement LEDS. The Platform will collaborate with the LEDS GP topical working groups and the GP Secretariat to provide peer-learning forums on LEDS topics of interest.
- 1.5 The Platform builds upon and complements ongoing initiatives and networks in Latin America, like *Finanzas Carbono Regatta*, and *Climate Finance* facilitating information exchange, peer-learning and collaboration on low emissions development in the Region on monthly basis. While thus far, the Platform has functioned mainly through the support of the NRAL¹ and USAID², the IDB will support this initiative to maximize and better

¹ National Renewable Energy Laboratory.

² United States Agency for International Development.

articulate its actions and programs on low emissions and climate resilience; promote synergies and feedback within the Platform's members; and strengthen institutional capacity of its member countries through lessons learned and knowledge exchange.

II. OBJECTIVES

- 2.1 The general objective of this Consultancy is to provide overall coordination and support for the activities of the LAC Platform through its Secretariat, including ensuring the implementation of the annual work plan of the LAC Platform and developing and supporting the Platform's infrastructure. The LAC Secretariat will also provide strategic outreach for the Platform. A central priority of the LAC Secretariat is to support the start-up phase of this newly created platform and ensure a solid foundation is established for the short and long term.

III. DESCRIPTION OF ACTIVITIES

- 3.1 The consulting team assigned to this task will collaborate with relevant international, regional, and national institutions. Specific activities to be undertaken include:

1. Consolidation and operation of the Secretariat:

- a) Provide strategic orientation and operational and managerial tools to the LAC Secretariat to ensure implementation of the Work Plan of the LAC Platform. These activities will include but are not limited to:
 - i. Developing of the Secretariat's vision and strategic plan, also, outlining its outreach strategy.
 - ii. Developing action plans for each of the four priority themes identified at the 1st LAC Platform workshop that form the basis of the Work Plan: a) assessing Co-Benefits of LEDS strategies; b) financing LEDS; c) Links between Adaptation and LEDS and; d) LEDS Process – planning.
 - iii. Revising work plan 2013 and draft work plan 2014 based on outcomes of the 2013 regional workshop.
 - iv. Identifying needs and opportunities in the LAC region for LEDS development while coordinating and raising awareness of new activities that relate to LEDS to avoid duplication of efforts across organizations.
 - v. Preparing a manual of organization and functions.
 - vi. Developing a monitoring and evaluation plan.

- b) Provide overall coordination and support for the day-to-day operations of the LAC Secretariat. These specific activities (described in detail in section 5 and 6) will include but are not limited to:
 - i. Reporting on progress to the LAC Platform and global LEDS GP and follow-up reports.
 - ii. Coordinating the Steering Committee Calls, note-taking and reporting.
 - iii. Coordinating across working groups and platforms – bimonthly calls, coordination of activities, joint sessions at workshops.

2. Development of capacity building packages:

- a) Map current LEDS activities in LAC (ongoing initiatives/events) and available tools in order to spot needs, gaps and opportunities for collaboration in capacity building activities to the work plan or any other emerging needs from the countries.
- b) Based on the mapping exercise, develop a series of capacity building activities taking into account the inputs from the LAC Steering Committee and Platform members. Furthermore, the Secretariat will explore learning and capacity building opportunities with the LEDS GP's working groups.
- c) Serve as a clearing house mechanism for information on capacity building events, activities and resources related to LEDS in the region available for practitioners and experts.
- d) Coordinate at least four webinars (bi-monthly) and two regional workshops on technical subjects in collaboration with pertinent working groups.
- e) Coordinate the general organization of the LEDS GP LAC Platform 2nd Workshop in Lima, Peru, 2013. This will include an agenda, operational plan and logistical arrangements.

3. Collaboration, outreach, and communications:

- a) Seek partnership with existing initiatives that promote LEDS implementation in the region.
- b) Conduct outreach to promote and broaden the membership of the LAC Platform.
- c) Maintain regular communication with the LAC Platform's members and interested stakeholders.

- d) Organize and notify members of meetings of the LAC Platform and the LAC Steering Committee and provide the minutes from these meetings.
- e) Develop the content of the LAC Platform webpage, to be incorporated in the main LEDSGP.org site and linked to Steering committee members' websites as well as any other communication materials such as videos, how- to-manuals and factsheets for the Platform.
- f) Revise and update the webpage periodically, including news, documents, forums, etc.
- g) Develop membership procedures in coordination with the global LEDS GP Secretariat and the IDB.
- h) Develop communication material.

4. Database development (experts and activities):

- a) Develop at least two databases of information: (i) Data on low emission development activities in the LAC region, implementing institutions, and the tools and resources they use; (ii) Data on low emission development experts in the region, including their contact details and areas of expertise. These databases will be publicly available at the LEDSGP.org and updated regularly. They will also inform the design of activities with the LEDS GP working groups.

5. Report to and Support LAC Steering Committee:

- a) Present an annual progress report on the LAC Platform activities, outcomes, and expenditures to the LAC Steering Committee, LEDS GP Secretariat and the IDB, according to its fiduciary procedures and other specifications stated and accepted in the signed agreement with the IDB.
- b) Incorporate proposed changes in the Work Plan and objectives of the LAC Platform.
- c) Convene and participate in the Steering Committee's monthly calls, producing notes and circulating summary and follow-up notes.
- d) Develop a report on 2nd Workshop in Lima, Peru.

6. Coordination with LEDS Global Partnership:

- a) Collaborate with the LEDS Global Partnership and report progress to the LEDS GP Steering Committee and LEDS GP Secretariat.

- b) Develop a coordination strategy with the leads of the work streams of the LEDS GP with the goal of exploring opportunities for synergies and capacity development in the LAC region.
- c) Exchange lessons learned with other LEDS GP regional platforms and document case studies (at least 3-4 countries/sectors).
- d) Adjust and disseminate the sectorial toolkits in coordination with GPs working groups.
- e) Provide inputs and feedback to the Partnership strategy and activities based on the region's needs.
- f) Support the LEDS GP Secretariat in coordinating the participation of the regional Platform members in the 2014 LEDS GP Workshop.

7. Measuring and Evaluation:

- a) Develop a results framework with expected outcomes and tracking the impact of the activities implemented at the regional and country levels and reporting to the LEDS GP Secretariat.

8. Support the LAC Platform Funding Strategy

- a) Collaborate with LEDS GP in a fundraising strategy with the goal of increasing core funding that supports the work of the LAC Secretariat as well as new LEDS activities in the LAC region.
- b) Engage in finding a permanent institutional home for the LAC Secretariat in order to secure funding in the short and long term.
- c) Develop a proposal of mechanism for financial sustainability or "business model".

IV. PRODUCTS AND REPORTS³

4.1 The consultancy will be responsible for submitting the following interim and final deliverables:

- a. **Product 1:** work plan for this consultancy to be submitted within 2 weeks after signature of the contract.

³Every report submitted to the Bank for review must be sent in one electronic file that should include cover, main document, and all annexes in MSWord format and MS Excel where appropriate. All final reports must be submitted to the Bank in one electronic file that should include cover, main document, and all annexes using PDF format. Zip files will not be accepted as final reports, due to regulations from the Records Management Section.

- b. Product 2:** a document to be submitted within 3 months after signature of the contract that compiles the following chapters:
- i. Secretariat's strategic plan.
 - ii. Secretariat's working plan 2013.
 - iii. Positioning and outreach strategy.
 - iv. Manual of organization and functions.
 - v. Monitoring and evaluation plan.
- c. Product 3:** first biannual report of activities to be submitted within 6 months after signature of the contract. This report will include but is not limited to:
- i. Executive summary of the main activities, achievements and challenges during the first semester of the consultancy with recommendations for the second semester.
 - ii. Detailed report of activities undertaken in the following areas: I) Consolidation and operation of the Secretariat; II) Core activities and services (training activities, information and experience exchange; III) Platform positioning and outreach (communication and outreach).
 - iii. Annexes, if needed:
 - Documentation of completed activities (webinars, databases, webpage, fundraising activities, etc.) and samples of the communication material.
 - A detailed report on the technical workshop "Transport co-benefits" in Mexico, October 2013, including main discussions, participants, conclusions and recommendations.
 - A detailed report on the LEDS-LAC Platform workshop in Lima, Peru, December 2013, including main discussions, participants, conclusions and recommendations.
- d. Product 4:** a document to be submitted within 9 months after signature of the contract that compiles the following chapters:
- i. Secretariat's final working plan 2014.
 - ii. Detailed report on the applicability of the analyzed case studies and other capacity building products in the region, including any material that supports these activities.
 - iii. Annexes, if needed, documentation of completed activities (webinars, databases, toolkits, seminars, workshops, etc.).
- e. Product 5:** second biannual and final report of activities to be submitted within 12 months after signature of the contract. This report will include but is not limited to:
- i. Executive summary of the main activities, achievements and challenges during the second semester of the consultancy with final considerations, recommendations and perspective for the Secretariat.
 - ii. Detailed report of activities undertaken during the second semester in the following areas: I) Consolidation and operation of the Secretariat; II) Core activities and services (training activities, information and experience exchange;

III) Platform positioning and outreach (communication and outreach); and IV) Sustainability and continuity of the platform.

iii. Annexes, if needed:

- Detailed proposal of the mechanism for financial sustainability or "business model".
- Documentation of completed activities (webinars, databases, webpage, fundraising activities, etc.) and samples of the communication material.

V. SCHEDULE OF PAYMENTS

5.1 The modality for payment of services is a lump sum disbursed according to the following schedule:

1. 20% upon signature of the contract.
2. 10% upon IDB's approval of the Product 1.
3. 20% upon IDB's approval of the Product 2.
4. 20% upon IDB's approval of the Product 3.
5. 20% upon IDB's approval of the Product 4.
6. 10% upon IDB's approval of the Product 5.

VI. COORDINATION

6.1 The overall supervision of this contract, including approval for payments, will be the responsibility of the Climate Change and Sustainability Division (INE/CCS) through Hilen Meirovich (hilenm@iadb.org Ext. 2002).

VII. CHARACTERISTICS OF THE CONSULTANCY

7.1 Type of consultancy: International consulting firm. Modality PEC. The amount of the contract includes all expenses that might incur during the development of this assignment (i.e. gathering of data, travel, printing and publishing of material, etc.).

7.2 Duration: 12 months upon signature of the contract by both parties.

7.3 Place of work: The consultancy will take place in the firm's premises.

VIII. QUALIFICATIONS:

8.1 The consulting firm should have at least 10 years of extensive experience in collaborating with international institutions, governments and civil society organizations to promote sustainable development in the Latin American Region.

8.2 Proved experience in playing a leadership role on LEDS in LAC and other climate change and development issues either with a government agency or a technical institute working closely with a government on LEDS.

- 8.3 Proved experience in working across countries, donors, and technical institutes in the region.
- 8.4 Expertise in convening peer learning and capacity building forums and activities.
- 8.5 Experience in fundraising at the national and international level.

**REGIONAL
RG-T2142**

**SUPPORT THE ADOPTION OF LOW EMISSION DEVELOPMENT STRATEGIES AND
CLIMATE RESILIENCE IN LAC**

**SUPPORT THE METHODOLOGY AND FACILITATION FOR THE LEDS LAC PLATFORM SECOND
ANNUAL FORUM**

TERMS OF REFERENCE

I. BACKGROUND

- 1.1 The Low Emission Development Strategies Global Partnership (LEDS-GP) is a partnership, of more than 100 countries and international programs, that seeks to enhance the coordination, information exchange and cooperation among them in order to advance climate-resilient low emission development in the countries.
- 1.2 The Latin American and Caribbean Regional Platform (LEDS-LAC) was agreed upon at the LEDS-GP workshop in London in March 2012 with the objective to build on and complement ongoing initiatives and networks that are active in LAC, facilitating information exchange and peer collaboration on low emission development in the region.
- 1.3 On November 2012, the official launching of the LEDS LAC Platform took place during a regional workshop held at the INCAE Campus in Alajuela, Costa Rica with the attendance of more than 100 representatives of governments, multilateral and bilateral cooperation agencies, international and regional nongovernmental organizations and individual experts.
- 1.4 The LEDS LAC Platform serves as a clearing house mechanism for a regional network of country governments, multilateral institutions and non-governmental organizations that are working to develop and implement LEDS. The Platform will collaborate with the LEDS GP topical working groups and the GP Secretariat to provide peer-learning forums on LEDS topics of interest.
- 1.5 The Platform builds upon and complements ongoing initiatives and networks in Latin America, like *Finanzas Carbono Regatta*, and *Climate Finance* facilitating information exchange, peer-learning and collaboration on low emissions development in the Region on monthly basis. While thus far, the Platform has functioned mainly through the support of the NRAL¹ and USAID², the IDB will support this initiative to maximize and better articulate its actions and programs on low emissions and climate resilience; promote

¹ National Renewable Energy Laboratory.

² United States Agency for International Development.

synergies and feedback within the Platform's members; and strengthen institutional capacity of its member countries through lessons learned and knowledge exchange.

- 1.6 The LAC Platform is working on the Second Annual Forum to promote LEDS in the Region and consolidates its network and stakeholders.

II. OBJECTIVES

- 2.1 The general objective of this Consultancy is to develop the methodology and facilitation services for the LEDS LAC Annual Forum and its implementation.

III. DESCRIPTION OF ACTIVITIES

- 3.1 The consulting team assigned to this task will collaborate with relevant international, regional, and national institutions. Specific activities to be undertaken include:

1. Coordination with the Workshop Committee, LEDs LAC Secretariat and the InterCLIMA Committee

- a) The consultancy team will coordinate closely the activities undertaken and discuss its proposals within the Workshop Committee that is conformed within the LEDs LAC Steering Committee and the InterCLIMA organization group to ensure that the methodologies are ensuring objectives compliance and that all issues are well organized.
- b) The consultancy team will also coordinate closely with the logistical team to ensure that the venue suites the methodology, that materials are developed and available on a timely manner and that the Agenda timing is well managed during the three days.

2. Methodological design of the workshop:

- a) Develop a proposal of objectives and the outcomes of the workshop, based on the Platform and InterCLIMA requirements.
- b) Develop the methodological approach to be applied during the workshop to attain the objectives and maintain a good climate of collaboration between Platform members and workshop invitees.
- c) Discuss the methodology and objectives/questions for with the Workshop Committee and adjust where applicable.
- d) Develop briefs, guidelines and materials needed to apply the methodologies
- e) Develop an annotated template of the workshop that will serve as the guidance for the different members of the organization (it includes objectives per section and questions to be answered where applicable, materials needed, methodology to be applied, who is in charge, timing)

3. Guidelines for facilitators and moderators and organization of task

- a. Develop guidelines for the different methodologies that will be applied during the various sections of the workshop and briefs to be circulated among participants
- b. Organize the facilitation team to perform their roles before the workshop
- c. Organize half a day meeting with facilitators, moderators, logistics team and rapporteurs the previous day of the workshop to:
 - i. Clarify roles and tools that they count on
 - ii. Explain the methodological approach and flux of the three days
 - iii. Explain the different methodologies and do some exercises to ensure they are understood.
 - iv. Check all materials and the venue

4. Facilitation during the workshop

- a. Lead the facilitation team during the whole workshop
- b. Support facilitation activities during plenary and different segments of the workshop
- c. Organize the team during the workshop to facilitate the different segments and have daily meetings (at the end of the day) to adjust the agenda where needed

5. Workshop methodological report

- a. Develop workshop methodological report: Consolidation report of the process, methodologies applied, lessons learned and recommendations for improvements. All guidelines, and materials develop for the methodological design and facilitation will be attached.
- a. Hold a meeting with LEDs LAC Workshop Committee (phone conference) to present the report, receive feedback and incorporate it in the report.

IV. PRODUCTS AND REPORTS³

- 4.1 The consultancy will be responsible for submitting the following interim and final deliverables:

A. Product 1: Methodological design document

B. Product 2: Annotated workshop template

³Every report submitted to the Bank for review must be sent in one electronic file that should include cover, main document, and all annexes in MSWord format and MS Excel where appropriate. All final reports must be submitted to the Bank in one electronic file that should include cover, main document, and all annexes using PDF format. Zip files will not be accepted as final reports, due to regulations from the Records Management Section.

C. **Product 3:** Consolidation report of the process, methodologies applied, lessons learned and recommendations for improvements.

V. SCHEDULE OF PAYMENTS

- 5.1 The modality for payment of services is a lump sum disbursed according to the following schedule:
1. 20% upon signature of the contract.
 2. 30% upon IDB's approval of the Product 1.
 3. 30% upon IDB's approval of the Product 2
 4. 20% upon IDB's approval of the Product 3

VI. COORDINATION

- 6.1 The overall supervision of this contract, including approval for payments, will be the responsibility of the Climate Change and Sustainability Division (INE/CCS) through Hilén Meirovich (hilenm@iadb.org Ext. 2002).

VII. CHARACTERISTICS OF THE CONSULTANCY

- 7.1 Type of consultancy: international consultant firm. Modality PEC. The amount of the contract includes all expenses that might incur during the development of this assignment (i.e. gathering of data, travel, printing and publishing of material, etc.).
- 7.2 Duration: 5 months upon signature of the contract by both parties.
- 7.3 Place of work: The consultancy will take place in Lima, Peru.

VIII. QUALIFICATIONS:

- 8.1 The consulting firm should have at least 5 years of extensive experience in climate change management and in facilitating and designing workshops.
- 8.2 Proved experience in playing a leadership role on LEDS in LAC and other climate change and development issues either with a government agency or a technical institute working closely with a government on LEDS.
- 8.3 Proved experience in working across countries, donors, and technical institutes in the region.

PROCUREMENT PLAN FOR NON-REIMBURSABLE TECHNICAL COOPERATIONS										
Country: REGIONAL					Executing agency: Inter-American Development Bank			Public or private sector: both		
Project number: RG-T2142					Title of Project: Support the Low Emission Development Strategies and Climate Resilience.					
Period covered by the plan: Octubre 2013 - Octubre 2015										
Threshold for ex post review of procurements:				Non consulting services(\$):		335,000		Consulting services(\$): 265,000		
Item No.	Ref. AWP	Description (1)	Estimated contract cost (US\$)	Procurement Method (2)	Procurement (ex-ante or ex-post) (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/MTF %	Local/other %			
1		Component 1: Support to LEDS LAC Platform and its Secretariat								
		Consulting services								
		Management, coordination and support for the Secretariat of the LAC LEDS Platform.	230,000	SSS	Ex-post	100		October 15, 2013	Ex ante	
2		Component 2: Support Face-to Face Learning on LEDS LAC								
		Consulting services								
		Design the methodology to support facilitation of the LEDS LAC Second Forum, Peru-2013.	35,000	SSS	Ex-post	100		October 15, 2013	Ex ante	
		Non consulting services								
		Logistics and coordination of the Forum.	215,000	PC	N/A	100		November, 15 2013		This includes the agreement letters for external invitees to the Event with a fixed amount to cover travel expenses; travel for IDB consultants supporting the activity, and some lodging, catering services, etc.
3		Component 3: Dissemination and outreach of IDB work on LEDS								
		Non consulting services								
		Workshops, seminars, and publications	120,000	PC	N/A	100		December, 15 2013		
Total			600,000	Prepared by: Angelo Angel			Date: September 27th, 2013			

(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 of 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 XI".

(2) Goods and works: CB: Competitive bidding; PC: Price comparison; DC: Direct contracting.

(2) Consulting firms: CQS: Selection Based on the Consultants' Qualifications; QCBS: Quality and cost-based selection; LCS: Least Cost Selection; FBS: Selection under a Fixed Budget; SSS: Single Source Selection; QBS: Quality Based selection.

(2) Individual consultants: IICQ: International Individual Consultant Selection Based on Qualifications; SSS: Single Source Selection.

(3) Ex ante/ex post review: 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. N/A : Non Applicable, related to cash transfers or other non procurement cases.

(4) Technical review: 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.