



## ENVIRONMENTAL MANAGEMENT AUTHORITY (EMA)

### TERMS OF REFERENCE FOR THE ELABORATION OF CLIMATE VULNERABILITY ANALYSIS FOR THREE (3) SECTORS UNDER PROJECT TITLED STRENGTHENING TRINIDAD AND TOBAGO'S CAPACITY IN TRANSPARENCY FOR CLIMATE CHANGE MITIGATION AND ADAPTATION

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#### TERMS OF REFERENCE

*To contract a consultancy firm for the review of existing vulnerability analyses and the elaboration of climate vulnerability analysis for the three (3) identified adaptation priority sectors (agriculture, water resource and health) in Trinidad and Tobago.*

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**Project Title:** *Strengthening Trinidad and Tobago's capacity in transparency for climate change mitigation and adaptation*

**Duration:** *Nine (9) months*

**Estimated Starting Date:** *May 2023*

#### 1. BACKGROUND

Trinidad and Tobago (T&T) as a ratified signatory to the Paris Agreement (PA), is obligated to report regularly on its greenhouse gas (GHG) emissions and on the progress in the implementation and achievement of its mitigation actions towards the achievement of the Nationally Determined Contribution (NDC). Additionally, countries are required to report on the progress of adaptation efforts under Article 7 which establishes “the global goal on adaptation of enhancing adaptive capacity, strengthening resilience and reducing vulnerability to climate change, with a view to contributing to sustainable development and ensuring an adequate adaptation response in the context of the temperature goal.” Under Article 13 of the Paris Agreement, an Enhanced Transparency Framework (ETF) has been established which obliges countries to report on climate action and support received using a common framework. As such, the country is committed to complying with the modalities, procedures and guidelines (MPGs) for operationalization of the ETF, as outlined in the Katowice Climate Package<sup>1</sup> and the Glasgow Climate Pact, and to continuing pioneering transparency activities in the Caribbean region.

Consequently, the Government of the Republic of Trinidad and Tobago (GORTT) through the Global Environment Facility (GEF) Capacity Building Initiative for Transparency (CBIT) has initiated the project entitled “Strengthening Trinidad and Tobago's capacity in transparency for climate change mitigation and adaptation” to meet the requirements of the ETF under the Paris Agreement on Climate Change. The project implementation spans the period January 2022 to August 2024 through GEF financing and project execution by the Environmental Management Authority (EMA) in collaboration with the United Nations Environment Programme (UNEP).

The project will support the country in increasing the coordination and capacity of institutions that participate in the preparation of national reports and in achieving the climate commitments

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<sup>1</sup> Katowice Climate Package sets out the main procedures and mechanisms that will make the Paris Agreement operational and reflected in different decisions of the meeting of the Parties Agreement (CMA) in Katowice, Poland in December 2018.



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expressed in its NDC, and Government policies such as the National Climate Change Policy (NCCP) and the draft National Adaptation Plan/Adaptation Communication (NAP/AC). The project also aims to assist the Government in integrating climate change issues into sectoral and national development priorities.

## 2. REQUEST FOR CONSULTANCY

The vulnerability of T&T is informed by a combination of factors including exposure, sensitivity and adaptive capacity to climate change. Climate change has the potential to exacerbate areas of current vulnerability and disproportionately impact various key sectors vital to the stability and security of economic and social progress in the country. Although there is an awareness of climate change in the public, and a national effort to describe and address the known impacts of climate change, there is limited data and technical capacity needed to support robust vulnerability and impact analyses, which – in turn – are critical to informing the development and implementation of scenario-appropriate adaptation measures and policy responses. T&T recognizes that climate change is a national development issue and addressing climate change has to be integrated into all sectors to build climate resiliency towards long-term adaptation. The country has taken an iterative “pathways approach” to adaptation, that is, building climate resiliency through identifying climate risks, responding to identified climate risks in the various sectors, formulating, implementing and evaluating responses, while maintaining focus on long-term adaptation through climate impact modeling using various scenarios.

To this end, T&T has conducted multiple vulnerability assessments<sup>2</sup> for several sectors on the basis of vulnerability to climate risks, as well as on the basis of modelling climate projections. These assessments have identified the agriculture, water resources and health sectors as among the most vulnerable sectors to the impacts of climate change. These three sectors have been identified as priority adaptation sectors as they are intimately interlinked and interrelated, since impacts in one sector can have indirect impacts on the other. Similarly, the benefits of adaptation interventions in one of these sectors can have co-benefits in another. Although the country understands the urgency to address these three sectors to maximize synergy and avoid duplication from both an impacts perspective and an adaptation co-benefit perspective, there are capacity constraints and challenges in the sectors to fully integrate climate risks. These include a Monitoring & Evaluation (M&E) framework, indicators and processes to track climate resiliency and adaptation actions in the vulnerable sectors, along with the adequate mechanisms for data collection and management.

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<sup>2</sup> Assessment reports include but not limited to:

1. Technical Assistance to the Environment Programme in Trinidad and Tobago (TAEP) – Vulnerability and Capacity Assessment (VCA) Report Trinidad and Tobago (2019)
2. Trinidad and Tobago's Third National Communication (TNC) and First Biennial Update Report (BUR) to the UNFCCC (2021)
3. Technology Needs Assessment (TNA) Report - Trinidad and Tobago Identification and Prioritization of Technologies for Adaptation (2021)



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Under this consultancy, vulnerabilities to climate risks in each of the three prioritized adaptation sectors (agriculture, water resources, and health), need to be assessed for both islands, in consultation with relevant stakeholders. This work must build on the vulnerability assessments elaborated under the Technical Assistance to the Environmental Programme in Trinidad and Tobago (TAEP) and Third National Communication (TNC) projects and shall seek to increase usability of the assessments to properly inform policy-making and national planning, and to report to the UNFCCC.

As vulnerability to climate risk assessments build on existing risks and local projections of climate models (e.g., downscaling global models to Trinidad and Tobago's specific conditions), as well as on scenarios of climate impacts on various sectors, the updated vulnerability assessments must include updated projections and scenarios. These assessments are necessary for several reasons, firstly, vulnerability to climate risk assessments need to be periodically updated as new information and methodologies become available, as the risks change with increasing climate change. Secondly, the level of detail of the vulnerability assessments and information provided under the TNC project needs to be built upon and transformed into standardized guidelines for policymakers and national planners to allow them to make climate-informed decisions. Finally, the iterative nature of addressing sectoral climate risks to build climate resiliency towards long-term adaptation means that climate risk vulnerability needs to be continually assessed. For instance, the adaptation actions identified in the current assessments are generally applicable to all Caribbean countries and not specific to the T&T context, particularly at the sectoral scale as there is no "one size fits all" even within countries.

Accordingly, this consultancy focuses on the three adaptation sectors recognized as priority by the T&T government, to facilitate the identification of intervention options to reduce climate risk vulnerability and adaptation actions with the highest impact in the country context. There must be continuity and consistency to build on the previous assessments and what is to be completed under this project. Stakeholder consultations and the work done under TAEP, TNC projects and the draft National Adaptation Plan (NAP) will also allow for the identification of mutually reinforcing actions that will maximise adaptation co-benefits among the three priority sectors and enhance resilience to climate change impacts. Barriers, stakeholders, costing, and financing options for the implementation of the proposed adaptation actions must also be assessed, building on previous assessments with a view to, *inter alia*, validating the previous studies and updating them, as appropriate.

Standardized guidelines to integrate climate information into decision-making processes for national planning to enhance their resilience are to be developed based on the identified options to reduce climate risk vulnerability and adaptation actions which [contribute to NAP objectives<sup>3</sup> ii), iv), and v)]. Additionally, national decision-makers capacities will be built to

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<sup>3</sup> NAP Objectives ii), iv), and v)

- ii. Enhancing capacity to analyze and understand climate change scenarios and risks.
- iv. Identifying and executing adaptation strategies and actions that address immediate climate impacts to human and natural systems, while building long-term resilience.
- v. Ensuring that adaptation pathways are sustainable, cost-efficient, inclusive, and considerate of the most vulnerable.



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enable them to use assessments, projections, and scenarios to integrate climate considerations in national planning for mitigation and adaptation.

In this context, the EMA is seeking to contract a suitable consulting firm to review existing climate risk vulnerability assessments to determine the degree of vulnerability to climate variability and change, identify opportunities that exist to reduce these vulnerabilities and inform adaptation planning. This work will help gauge the capacity for adaptation measures in Trinidad to effectively reduce vulnerability, enhance adaptive capacity and build resilience.

### 3. OBJECTIVES

1. To review existing climate risk vulnerability assessments to determine the degree of vulnerability to climate variability and change, identify opportunities to reduce these vulnerabilities and inform adaptation planning.
2. To update the climate risk vulnerability assessments conducted to date, in order to include revised climate risk assessments, projections and scenarios.
3. To determine ecosystems, infrastructure, etc. within the priority sectors of agriculture, water resources and health at risk to inform intervention options and action plans. Developed action plans should include a barrier analysis, stakeholder identification, a costing estimation, and proposals for financing options, building on previous assessments.
4. Devise a validation strategy to integrate climate risk assessments, projections and scenarios into the agriculture, water resources and health sectors and into adaptation national planning.

### 4. SCOPE OF SERVICES

The scope of services (SOS) includes but is **not limited** to the following:

- i. Participate in an inception meeting with the CBIT project team and produce an Inception Report and detailed work plan for the assignment and methodology with incorporated comments and recommendations from the Project Team (2 weeks after contract signing).
- ii. Undertake a desk review of existing national reports and international methods and tools for conducting climate risk and vulnerability assessments and adaptation to climate change relevant for the sectors/country; synthesize and identify best practices.
  - a) review available climate risk and vulnerability assessment documents and synthesize all (quantitative and qualitative) risk and vulnerability analysis results.
  - b) provide an overview of the country from a climate sensitivity perspective.
  - c) summarize climate change trends, hazards, risks, projections and scenarios for the country (up to 2050).
  - d) synthesize/analyze socio-economic data, including losses and damages caused (or expected) by these hazards.



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- e) outline gaps, needs and constraints that need to be addressed for improving the results/quality of vulnerability assessments, as well as barriers to planning, design and implementation of adaptation activities, including at the institutional level.
- iii. Conduct at least one (1) stakeholder consultation workshop with key stakeholders on the climate risks and vulnerability assessment of the agriculture, water resources and health sectors, and identify possible actions to enhance the resilience of these sectors and facilitate their adaptation to the impacts of climate change.
  - a) conduct extensive and thorough surveys/interviews and focus group discussions to identify locally relevant secondary information to gain the necessary background knowledge (bottom-up assessment).
  - b) identify/analyze hazards and stresses that present the highest risk through targeted interviews.
  - c) as part of climate risks and vulnerability assessment analyze socio-economic impacts of climate change at the sector level.
  - d) identify gender dimensions of vulnerability to climate change based on surveys/interviews.
  - e) apply the recommended guidelines and methodology for a consolidated and comprehensive, integrated risk and vulnerability assessment.
  - f) compile the climate risks and vulnerability assessment with spatially linked, GIS-based high-resolution vulnerability maps (describing the methodology followed, stakeholder input/verification and findings from quantitative and qualitative assessments described above).
  - g) identify which hazards, impacts, and stressors the country should prioritize for adaptation planning based on stakeholder consultations.
  - h) present and discuss main climate risks and vulnerability assessment findings to key stakeholders during a workshop and incorporate the feedback into the climate risk and vulnerability report.
- iv. Produce an updated climate risk and vulnerability assessment report based on the above assessment (*SOW iii*) and present by sector the appropriate and prioritized climate response options including critical tools for monitoring and evaluation, responding to climate change, climate resilience technologies, infrastructure and a summary of the extent of stakeholder consultations undertaken. Engage stakeholders (through bilateral meetings or other suitable means) to obtain feedback and validate vulnerability and report findings.
- v. Based on the results of the Stocktaking exercise, climate risks and vulnerability assessment findings, and in consultation with key stakeholders, identify overarching adaptation goals, key outcomes and associated strategic objectives of the adaptation plan to develop an Adaptation Action Plan.
  - a) identify, discuss and agree with sector-specific and cross-sectoral considerations and coordination requirements/issues to be addressed in the adaptation action plan.
  - b) for each strategic objective, identify proposed period for implementation of adaptation measures to offset the current and future impacts of climate change.
  - c) based on the identified adaptation options, appraise, rank and prioritize adaptation measures for implementation; finalize prioritization of measures with stakeholders.



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- d) the prioritized measures should be proposed for short-term as well as for mid-term and long-term periods and include financial assessment and the source of funding.
  - e) propose a roadmap for the implementation of the priority measures.
  - f) identify the lead agencies for formulation and implementation of the adaptation action plan.
  - g) outline the strategy to be followed for implementation of the adaptation action plan, including integration of the proposed adaptation measures into the country's development planning process.
  - h) outline sector-specific monitoring and evaluation provisions/indicators for the adaptation action plan (in line with the outputs of the consultancy on indicators).
  - i) identify partners/stakeholders for further consultations and implementation of the adaptation action plan.
  - j) discuss with the stakeholders and provide a strategy/approach for financing options/mechanisms of adaptation measures for short, mid-term and long-term implementation.
  - k) present and discuss with key stakeholders the draft Adaptation Action Plan and the proposed measures and incorporate the feedback in final report.
- vi. Prepare guidelines for submission to relevant Ministries for their endorsement, identifying who should take the appropriate decisions/actions, and when, integrating this into their existing decision-making processes. The guidelines must also outline the standardization, implementation and use of climate assessments, projections and scenarios in:
- a. the agriculture, water resources and health sectors into adaptation national planning
  - b. and the mitigation synergies and co-benefits for adaptation into national planning.

## 5. DELIVERABLES

Deliverables will include:

- i. Inception Report and detailed workplan.
- ii. Summary Report of key findings from review of national circumstances that includes a review of existing climate risk vulnerability assessment to determine the degree of vulnerability to climate variability and change, identify opportunities to reduce these vulnerabilities and inform adaptation planning.
- iii. At least one (1) Stakeholder Consultation Workshop with feedback report.
- iv. Vulnerability Assessment Report with updated climate risk vulnerability assessments conducted to date, inclusive of climate risk assessment, projections and scenarios.
- v. Adaptation Action Plan - developed action plans should include barrier analysis, stakeholder identification, costing estimation, and proposals for financing options, building on previous assessments.



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- vi. Guidelines for integration to be submitted to relevant Ministries to integrate climate risk assessments, projections and scenarios into the agriculture, water resources and health sectors into adaptation national planning and for the mitigation co-benefits of adaptation into national planning.

A detailed work plan must be provided within two (2) weeks of the start of the consultancy. The work plan should also detail deliverables, milestones, timelines, and relevant methodologies to be approved by the Project Team.

Output No.	Deliverable	Payment Terms
<b>1. Workplan/Inception Report</b>	Detailed work plan and methodology.	10% on acceptance and final approval of the Workplan/Inception Report
<b>2. Summary Report of key findings</b>	Summary Report including: a) background profile of the country from a climate change sensitivity perspective, (as appropriate), particularly focusing on geographic location, climate, natural hazards observed; agriculture, health and water resources, among others; institutional framework for development planning, and b) Stocktaking exercise on vulnerability of the country to climate change that includes a review of existing climate risk vulnerability assessments to determine the degree of vulnerability to climate variability and change, identify opportunities to reduce these vulnerabilities and inform adaptation planning.	10% on acceptance of Summary Report
<b>3. Stakeholder Consultation Workshop</b>	Successful delivery of at least one (1) Stakeholder Consultation Workshop with key stakeholders on climate vulnerability for the three identified sectors to identify possible actions to enhance resilience and facilitate their adaptation to the impacts of climate change. Submission of Feedback Report on the key findings of the consultations conducted with participants list disaggregated by gender.	20% on completion of workshop and acceptance of workshop report



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<p><b>4. Vulnerability Assessment Report</b></p>	<p>Climate Risks Vulnerability Assessment Report for the country, including updated, consolidated climate risks and vulnerability assessment analyses (based on quantitative and qualitative data). This report should identify, evaluate and prioritize climate response options for building climate resilience systems including critical tools for monitoring and responding to climate change, climate resilience technologies, infrastructure and a summary of the extent of stakeholder consultations undertaken.</p>	<p>30% on acceptance of vulnerability assessment report</p>
<p><b>5. Action Plan</b></p>	<p>Produce an Adaptation Action Plan of selected tools, climate resilience technologies and infrastructure with a cost-benefit analysis of the agriculture, water resources and health sectors of T&amp;T. The report should include as detailed above (SOW v) the identification of climate projections, scenarios, and recommendations for adapting these identified sectors to climate change and increasing resilience.</p>	<p>20% on acceptance of action plan report</p>
<p><b>6. Guidelines</b></p>	<p>Develop guidelines for relevant Ministries for standardizing, implementing, and using climate assessments, projections and scenarios into their planning as identified in Output 5 and as outlined in SOW vi.</p>	<p>10% on acceptance of guidelines</p>

**Note: All data collected and models, templates, guides etc., developed by the Consultant for use in this Project shall become the property of the GORTT.**

#### 6. DURATION

The duration of this consultancy is nine (9) months.

#### 7. COST

The financial proposal shall include proposed costs and other rates as outlined in Section 11. Proposal Requirements, amounts or associated cost information, planned missions to T&T. The total cost for this activity must not exceed **US\$89,500 VAT INCLUSIVE**.





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#### 8. QUALIFICATIONS AND REQUIREMENTS OF CONSULTANCY FIRM

The Consulting firm should demonstrate its capability and thorough understanding of the work to be carried out, as outlined in the Terms of Reference, present a clear methodology for implementing the task and its ability to mobilize resources and the experts in order to successfully implement the works per Terms of Reference. The requirements for this contract are as follows:

##### The Firm/Consortium:

- Consultant should be a legally registered entity, or consortium of legal entities.
- Experience in monitoring and evaluation.
- A minimum of ten (10) years of working experience in an area relevant to vulnerability to climate change risk.
- Experience in undertaking vulnerability/climate risk assessments and adaptation, and sustainable development issues.
- Proven experience in the successful completion of at least three (3) contracts of similar value, nature and complexity related to vulnerability assessment and feasibility study within the last ten (10) years, particularly in small island developing states.
- Demonstrable knowledge of key vulnerability assessment (VA) methodologies including climate modelling, empirical data-based analysis, scenario-based sector risk/hazards projections, risks management and strategy and programme development.
- Sound and broadly recognized scientific expertise on climate change research relevant to the study.
- Proficiency in using GIS software (e.g., QGIS, ArcGIS, etc.) and GPS devices.
- Excellent oral and written communication skills in English.
- Experience working with a cross-section of stakeholders in the community, non-governmental and public sectors within the CARICOM Region.

It is the consultancy firm's responsibility to ensure that their team has an appropriate mix of key and non-key experts required to satisfy the full requirements of the Terms of Reference (TOR). Therefore, as a guide only, it is recommended that the consulting team should include the following key experts at a minimum from which a **Team Leader (the candidate must have performed the function of team leader on at least two (2) similar projects within the past five (5) years)** shall be selected and proposed:

##### **Expert 1 – Climate Change Adaptation Expert/Team Lead:**

- Master's degree in Climate Science, Physical Science, Natural Resource Management, Environmental Science or a related field or discipline.
- A minimum of seven (7) years relevant working experience and a proven track record in the conducting of vulnerability assessments including those developed under the IPCC and the UNFCCC.



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- Demonstrated experience in identifying climate change response solutions and climate resilience tools in the region.
- Experience in conducting research and development on climate change vulnerability and adaptation assessment methodologies.
- Experience in working as a team leader in at least two (2) projects of similar scope and complexity.
- Extensive knowledge of national policies relevant to climate change/climate risk and vulnerability assessments.
- Extensive knowledge of adaptation studies and climate change technologies in the identified sectors.
- Extensive knowledge of climate risks assessment, vulnerability mapping and approaches, and on downscaling climate change modelling.
- Excellent in working with Government, NGOs/Donors.
- Experience in supervising and managing teams.

#### **Expert 2 – Financial Expert:**

- A Post Graduate degree in Business/Finance, Economics, or related field from a recognized University.
- A minimum of seven (7) years of relevant professional experience (i.e., experience in financial and investment planning).
- Extensive expertise, knowledge, and experience in environmental management related issues at national and sector levels.
- Extensive experience in national development financial policies, programmes and projects monitoring and budgeting processes, legislation, and strategies.
- Knowledge of climate finance from both public and private sources.
- Familiarity and experience in developing countries/Small Island Developing States (SIDS) investment environments, preferably in the Caribbean region.
- Excellent working relations with both government and non-government entities.
- Excellent organizational skills, especially in facilitating meetings and writing reports.
- Excellent interpersonal/communication skills.
- Excellent oral and written communication skills in English.

#### **Expert 3 – Policy Development Expert:**

- Bachelor of Law Degree, Environmental Science, or a related field or discipline.
- Five (5) years of legal experience in developing policy standards and guidelines.
- Experience in developing legal frameworks for data collection, or environmental aspects.
- Familiarity and experience in developing country/Small Island Developing States (SIDS) investment environments, preferably in the Caribbean region.
- Excellent working relations with both government and non-government entities.
- Excellent organizational skills, especially in facilitating meetings and writing reports.
- Excellent interpersonal/communication skills.
- Excellent oral and written communication skills in English.



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#### 9. ADMINISTRATIVE ARRANGEMENTS/ REPORTING

The consulting Team Lead will report directly to the Chief Technical Advisor and be guided by the Project Steering Committee. In addition, the Team Lead is expected to meet at least once per month and /or as necessary with the Project Team and personnel of the EMA, and relevant stakeholders.

Reports shall be submitted on each of the **deliverables** outlined above to the Chief Technical Advisor which would indicate whether the project is on schedule. The reports should include at a minimum, a table of contents, acronyms/abbreviations list, description of any significant findings, issues/challenges arising, achievements and recommendations, references used and will be assessed for validity and completeness of required information and should be in the desired format identified by the client for subsequent submission to the Project Steering Committee for acceptance and approval.

Once approved by the Project Steering Committee, all outputs become the property of the client to utilize and disseminate as deemed necessary.

#### 10. INSTRUCTIONS ON SUBMISSION OF APPLICATION

The following requirements will apply to all responses to this Tender, which are submitted to the EMA for consideration:

Proposals are to be submitted electronically as a two-envelope process (i.e., Technical and Financial). They must be signed, dated, and marked "**Tender# 020-2022-2023**"- Request for Proposal for the elaboration of climate vulnerability analyses, see 11. PROPOSAL FORMAT AND CONTENTS for further details.", and submitted via electronic mail to:

[CorpSec@ema.co.tt](mailto:CorpSec@ema.co.tt)

Addressed on email to:  
The Corporate Secretary  
Environmental Management Authority  
#8, Elizabeth Street  
St Clair, Port-of-Spain  
Trinidad, West Indies

*NB: In instances where the entire subject title cannot be named on the document/email, the Subject/label - must at least contain/reference the assigned Tender number and Proponent's Name.*



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1. The deadline for submission of your proposal is on or before **Monday 17<sup>th</sup> April 2023, at 11:59 p.m., Eastern Standard Time.**
2. Proposals sent after the deadline date shall not constitute receipt and will not be considered.
3. No exceptions or extensions will be granted for delivery failures of any sort unless explicitly stated by the EMA. The EMA assumes no liability for delivery failures.
4. Your proposal will become part of the contract if it is selected for award.
5. The financial proposal and other time dependent information contained in your proposal shall remain firm for a minimum of ninety (90) days from the proposal submission deadline.
6. All costs associated with the development and presentation of the proposal will be at the sole expense of the Proponent and will not be reimbursed by the EMA.
7. Proposals and all supporting documentation will become the property of the EMA and will not be returned. The EMA reserves the right to copy the material for evaluation and informational purposes.
8. The EMA reserves the right to reject all proposals and to waive any irregularity therein.
9. The EMA is under no obligation to award this contract to the proposal that reflects the lowest cost.

#### 11. PROPOSAL FORMAT AND CONTENTS

Proponents should address the content sections presented below in narrative format. Information should be as concise and direct as possible. Any supporting documentation submitted in conjunction with the proposal should be directly related to one or more of the content sections. Proponent should follow the general guidelines for the format and content of the proposal:

##### 1. Required Proposal Format, Electronic Submission:

Proposals shall be submitted in one (1) email with two (2) separate attachments as follows:

- One (1) **Technical Proposal** provided as a single file in PDF and Microsoft Word formats (MUST be exclusive of cost). The file shall be named: **Tender# 020-2022-2023 Request for Proposal for the elaboration of climate vulnerability analyses - Technical Proposal - [Proponent Name].**
- One (1) **Financial Proposal** is provided as a single file in PDF and Microsoft Excel formats. The file shall be named: **Tender# 020-2022-2023 Request for Proposal for the elaboration of climate vulnerability analyses -Financial Proposal - [Proponent Name].**
- The electronic submission containing **both the Technical Proposal and the Financial Proposal** is to be submitted as **ONE (1) email (but two separate documents)** and labelled: **Tender# 020-2022-2023 Request for Proposal for the elaboration of climate vulnerability analyses -Technical and Financial Proposal - [Proponent Name].**



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*If the file(s) are too large to submit in one email, please insert the example: "1 of 'the total number emails". For the downloadable access link – do ensure that the files are correctly and accurately labelled and can be opened and saved without issues.*

- Must include Cover Letter, Qualifications and Experience, Technical Proposal and Financial Proposal.
- Document format - Use 1.5 line spacing, 1-inch margins and Arial 12-point font size.

#### **2. Required Proposal Content:**

##### **a. Cover letter**

Proposals must include a cover letter. Failure to provide information may result in the proposal being non-responsive and may be removed from consideration. Proposals must meet the Cover Letter requirements by referencing responses to sub-sections in sequence and then attaching corresponding documents as required.

Submissions must include a cover letter, which must:

- Provide the complete name of the organization submitting the proposal.
- Provide the name, mailing address, e-mail address, telephone number and fax number of the individual(s) responsible for responding to this RFP.
- Give a brief background on the company and type of work usually conducted.
- The proposal must remain valid for at least ninety (90) days from the closing date and must be accompanied by the following valid documents where appropriate and not dated more than six (6) months prior to the closing date of the RFP:
  - Income Tax Compliance Certificate
  - VAT Clearance Certificate
  - Certificate of Registration/Incorporation
  - Company Profile
  - Organizational Chart
  - Three (3) References
  - Work History
  - Audited Financial Statement (last three (3) years) or most recent Bank Statement for the last two (2) years
  - Any other related compliance documents
- Provide a brief statement of the Proponent's plan for working with the EMA to ensure maximum implementation of goals and objectives and be signed by a company officer to bind the Proponent to the provisions of the RFP and any agreement awarded pursuant to it.

##### **b. Qualifications and Experience**



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Referencing sub-sections in sequence please provide the Proponent's qualifications and experience, as outlined below, in delivering services similar to those required within this RFP. Proponents are required to provide:

Submissions must include:

- A brief descriptive statement indicating the Proponent's credentials/qualifications and experience.
- A description of the Proponent's background and history.
- Professional resumes of the Proponent.
- Three (3) customer references, over a ten (10) year period, for similar projects of like or larger scale that have been completed within T&T and/or the Caribbean.

Each reference must include:

- i. Company name and address.
  - ii. Name, title, email address and phone number of company contact knowledgeable about both the project and the quality of service provided or being provided.
  - iii. A brief description of the project including dates.
- NOTE: The successful Bidder shall not sub-contract the works which are the subject of this proposal, save and except where the successful Proponent advises the EMA that same is required in the original submission, and where the EMA agrees to allow same prior to the conduct of works by the sub-contractor. In any event, the successful Proponent remains liable for any loss arising out of such arrangements.

c. Technical Proposal

The Proponent shall describe plans and approaches for delivering the services requested. The information provided shall be in enough detail to enable the EMA to determine the Proponent's understanding of the tasks to be accomplished and should outline the steps for services to be provided. The Proponent shall provide the narrative information referenced in the sequence outlined below, thereby evidencing the suitability of the Proponent's technical approach to delivering the services required by this RFP. The proposal shall contain but not be limited to:

- A comprehensive narrative, entitled "Interpretation", that clearly illustrates the Proponent's understanding of the requirements and the proposed schedule of the EMA.
- A comprehensive narrative, entitled "Methodology" outlining how the Proponent will complete the scope of works included in this RFP. This section should include an identification of key resources needed.
- A comprehensive narrative, entitled "Management" clearly illustrates how the Proponent will manage the contract, ensure completion of the scope of works, and accomplish the objectives and performance measures defined within this RFP.



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d. Financial (Cost) Proposal (Should be included as a separate document)

- The total cost of this consultancy must not exceed the sum of US \$89,500 VAT INCLUSIVE. In cases where VAT is applicable, it must be clearly stated by the Proponent.
- The financial proposal shall specify a total lump sum amount and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon deliverables, (i.e., upon delivery of the services specified in the TOR).
- The financial proposal must **include** a breakdown of the lump sum amount (including professional fees, any data tools/models to be purchased, travel, per diems, accommodation, and the number of anticipated working days). Costs associated with hosting training sessions (venue, catering and other logistics) will be covered by the Project and do not need to be included in the financial proposal.
- For this consultancy, should the Proponent be based outside T&T, the majority of the work will be performed remotely. Most of the communication will be done via email and/or video conferencing. The Proponent will only be required to travel to the duty station for field data collection and stakeholder consultations and workshops. All envisaged travel must comply with COVID-19 restrictions and all travel costs should be itemized in the financial proposal.
- The total proposed cost shall be reflective of Value Added Tax of 12.5%, once the Proponent is VAT Registered. Evidence of VAT registration shall be included in the submitted proposal.
- Proposals submitted by Proponents that are not VAT registered shall explicitly state the same in the proposal but shall submit a VAT exemption letter.
- If the Proponent fails to provide cost information in the required format, or neglects to sign and date the financial proposal, the EMA shall determine the proposal to be null and void.

## 12. CLARIFICATION AND AMENDMENT OF TERMS OF REFERENCE

The Candidate may request clarification of any item in the Terms of Reference up to **five (5) days** before the deadline date of submission of the application. Any request for clarification must be sent in writing by electronic mail ONLY to:

[jwilliams-thongs@ema.co.tt](mailto:jwilliams-thongs@ema.co.tt)

Addressed on email to:  
Procurement Officer  
Administration and Support Services  
Environmental Management Authority  
#8 Elizabeth Street, St Clair  
Port-of-Spain  
Trinidad, WI



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- The EMA will respond accordingly by electronic mail to such requests.
- At any time before the deadline for the submission of applications, the EMA may, for any reason, whether at its initiative or in response to a clarification requested by an interested party, amend the Terms of Reference.
- The EMA may, at its discretion, extend the deadline for the submission of proposals.

### 13. EVALUATION CRITERIA

Consultancy Firms applying for this consultancy shall meet a minimum score of 98 points on the evaluation scale as seen in the table below.

Categories that are considered in the evaluation process are as follows:

<b>COMPANY:</b> <i>(Delete this &amp; Insert Supplier's Name Here)</i>		<b>MAXIMUM MARKS</b>	<b>MARKS AWARDED</b>
<b>TECHNICAL EVALUATION</b>			
<b>1.0 Qualifications, Knowledge, and Experience of Consultant / Firm / Consortium</b>	1.1	<b>RELEVANCE OF KNOWLEDGE AND EXPERIENCE</b> <ul style="list-style-type: none"> <li>• Demonstrate a minimum of ten (10) years experience in conducting vulnerability assessments.</li> </ul>	10
	1.2	<b>SIMILAR PROJECTS FOR OTHER CLIENTS</b> <ul style="list-style-type: none"> <li>• Executed at least three (3) projects related to vulnerability assessment and feasibility study within the last 10 years.</li> <li>• Projects should include one (1) or more project (s) in the following sectors: <ul style="list-style-type: none"> <li>- Water Resource</li> <li>- Agriculture</li> <li>- Health</li> </ul> </li> </ul>	10





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	1.3	ORGANIZATIONAL CAPABILITY SUPPORTED BY REFERENCES	5	
	1.4	EXPERIENCE IN THE CARIBBEAN REGION	5	
<b>SUBTOTAL</b>			<b>40</b>	
<b>2.0 Personnel</b>	2.1	<p><b>LEAD/ CLIMATE CHANGE ADAPTATION EXPERT PERSONNEL:</b></p> <ul style="list-style-type: none"> <li>Qualifications-Master's degree in Climate Science, Physical Science, Natural Resource Management, Environmental Science or a related field or discipline. The candidate must have performed the function of team leader on at least two similar projects within the past five (5) years.</li> <li>Experience - A minimum of seven (7) years relevant working experience and proven track record in the conducting vulnerability assessment including those developed under the IPCC and the UNFCCC. Experience in conducting research and development on climate change vulnerability and adaptation assessment methodologies.</li> </ul>	10	
			10	

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**CHANGE MITIGATION AND ADAPTATION**

	2.2	<p><b>KEY PERSONNEL-Financial Expert:</b></p> <ul style="list-style-type: none"> <li>• Qualifications - A Post Graduate degree in Business/Finance, Economics or related field from a recognized University.</li> <li>• Experience – A minimum of seven (7) years of relevant professional experience in national development financial policies, investment planning programmes and projects monitoring and budgeting processes and strategies.</li> </ul> <p><b>KEY PERSONNEL-Policy Development Expert:</b></p> <ul style="list-style-type: none"> <li>• Qualifications - Bachelor of Law Degree, Environmental Science, or a related field or discipline.</li> <li>• Experience – At least five (5) years of legal experience in developing policy standards and guidelines and in developing legal frameworks for data collection, or environmental aspects.</li> </ul>	<p>10</p> <p>10</p> <p>10</p> <p>10</p>	
<b>SUBTOTAL</b>			<b>60</b>	
<b>3.0 Workplan and approach:</b>	3.1	<p><b>TO WHAT DEGREE DOES THE FIRM/CONSULTANT UNDERSTAND THE TASK</b></p> <ul style="list-style-type: none"> <li>• Solid understanding of vulnerability assessment needs of the Caribbean region and particularly T&amp;T.</li> <li>• Methodology relevant to T&amp;T.</li> </ul>	10	



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	3.2	HAVE ALL IMPORTANT ASPECTS OF THE TASK BEEN ADDRESSED IN SUFFICIENT DETAIL AND BASED ON A SURVEY OF THE PROJECT ENVIRONMENT	10	
	3.3	IS THE SCOPE OF THE TASK WELL-DEFINED AND CONFORMS <ul style="list-style-type: none"> <li>• Inclusive of proven experience in working with diverse teams.</li> </ul>	10	
	3.4	IS PRESENTATION CLEAR AND SEQUENCE OF ACTIVITIES LOGICAL <ul style="list-style-type: none"> <li>• Ability to strategize and formulate strategic business plan.</li> <li>• Excellent communication and consulting skills presented.</li> </ul>	5	
	3.5	IS THE TIME SCHEDULE PROPOSED REALISTIC <ul style="list-style-type: none"> <li>• Work Plan for the consultancy showing the implementation schedule, timelines, and milestones for all activities.</li> </ul>	5	
<b>SUBTOTAL</b>			<b>40</b>	
<b>TECHNICAL EVALUATION TOTAL (MINIMUM SCORE - 98)</b>				
<b>GRAND TOTAL</b>			<b>140</b>	
<b>All proponents who meet the minimum threshold of 98 will have their Financial Proposal opened for evaluation and scoring.</b>				

COMPANY: <i>(Delete this &amp; Insert Supplier's Name Here)</i>			MAXIMUM MARKS	MARKS AWARDED
<b>FINANCIAL EVALUATION</b>				
<b>4.0 Financial Criteria</b>	4.1	REASONABLENESS OF TOTAL PRODUCT/SERVICE COST	10	



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	4.2	APPLICABILITY OF PRODUCT/SERVICE COST TO SCOPE OF WORKS	10	
	4.3	PAYMENT TERMS: COST EFFICIENCIE APPROACH	10	
<b>SUBTOTAL</b>			<b>30</b>	
<b>OVERALL EVALUATION TOTAL (Maximum 150 points)</b>			<b>170</b>	

#### SCORING CRITERIA

ASSESSMENT	DESCRIPTION	SCORE	SCORE
Excellent	Exceeds the required standard. The proposal was detailed with precision and relevance. Includes improvement through innovation/added value.	5	9-10
Good	Meets the standard required. Comprehensive response in terms of detail and relevance.	4	7-8
Acceptable	Meets the standard in most aspects but fails in some areas. Acceptable level of detail, accuracy, and relevance.	3	5-6
Limited	Fails the standard in most aspects but meets some. Limited information / inadequate / only partially addresses scope/relevance.	2	3-4
Inadequate	Significantly fails to meet the standard. Inadequate detail provided / scope did not answer / answers not directly relevant.	1	1-2
Not Eligible for consideration	Completely fails to meet the standard. The response is significantly deficient / no response.	0	0

-END-