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**Terms of Reference (TOR)**  
**Request for Expression of Interest for Consultancy Services**  
**(Individual - Local Consultant)**  
**Project Manager**  
**GCF Project: BLZ-RS-014**

**TITLE OF PROJECT:** Strengthening the Capacity of the Ministry of Economic Development, University of Belize, National Climate Change Office, the Ministry of Blue Economy and Disaster Risk Management, and the Belize Social Investment Fund

**PROJECT OBJECTIVE:** The overarching objective of the grant is to strengthen the institutional, technical, and strategic capacity of national entities in Belize to access and implement climate finance.

## **1. BACKGROUND**

Belize, as a Small Island Developing State (SIDS), faces significant exposure to the adverse impacts of climate change, including rising sea levels, more intense hurricanes, flooding, coastal erosion, and droughts. These hazards threaten key economic sectors such as agriculture, tourism, fisheries, water resources, and infrastructure, which are vital to Belize's economy and livelihoods. Recognizing this vulnerability, the Government of Belize (GoB) has committed to pursuing a climate-resilient development pathway in line with its international obligations under the United Nations Framework Convention on Climate Change (UNFCCC), the Paris Agreement, and its updated Nationally Determined Contributions (NDCs).

To implement these goals, Belize must strengthen its institutional capacities to effectively access and utilize climate finance. The Green Climate Fund (GCF), as the largest multilateral climate fund, provides critical support for countries to prepare for and respond to the challenges of climate change. However, access to GCF resources requires national institutions to meet rigorous fiduciary, environmental, social, gender, and monitoring standards. To date, several Belizean institutions—such as the Ministry of Economic Transformation (MET), Belize Social Investment Fund (BSIF), and Development Finance Corporation (DFC)—have been engaged in pre-accreditation processes to become Direct Access Entities (DAEs).

The Ministry of Economic Transformation (MET), which serves as the National Designated Authority (NDA) to the GCF, plays a pivotal role in coordinating climate finance in Belize. In addition to supporting national institutions on their accreditation journey, the MET also ensures alignment of projects with national priorities such as the Medium-Term Development Strategy (MTDS) 2022–2026, the Growth and Sustainable Development Strategy (GSDS), and the national NDCs. MET is also responsible for developing and updating Belize’s GCF Country Programme, which outlines strategic engagement with the Fund.

The 2024 GCF Readiness grant seeks to build on previous readiness investments to close key institutional and policy gaps for several national stakeholders. The project will enhance the technical and operational capacity of five entities:

1. Ministry of Economic Transformation (MET) – through the development of a gender policy, grievance redress mechanism, and a Monitoring, Evaluation, Accountability, and Learning System (MEALS), and by conducting a feasibility study for establishing a national climate finance fund and department.
2. Belize Social Investment Fund (BSIF) – by improving its monitoring and evaluation systems and developing its own grievance redress mechanism.
3. University of Belize (UB) – through the development of an operational model for a climate change and environmental health institute, including graduate-level curricula focused on interdisciplinary research.
4. National Climate Change Office (NCCO) – via a national public awareness campaign in collaboration with MET to improve climate change and climate finance knowledge among citizens and stakeholders.
5. Ministry of Blue Economy and Disaster Risk Management (MBEDRM) – by updating the legal framework for disaster risk and emergency response management.

This project is designed to reinforce cross-sectoral coordination, institutional sustainability, and country ownership of climate initiatives. By addressing technical and operational capacity gaps, the Readiness 2024 grant will further enable Belize to access larger climate investments and deliver transformational projects that build national resilience and support long-term development.

## **2. SCOPE OF WORKS**

The Project Manager will:

1. Lead the implementation of the MET Readiness project.
2. Coordinate the work of national and international consultants and service providers.
3. Prepare and submit monthly work plans and progress reports to the CFU Director.
4. Coordinate all procurement processes in collaboration with the MET Procurement Officer.

5. Organize and facilitate all Project Steering Committee (PSC) meetings and follow up on action items.
6. Monitor project implementation and budget execution.
7. Provide technical and logistical support for workshops, consultations, and validation sessions.
8. Ensure timely preparation and submission of GCF-required semi-annual reports and audits.
9. Support the development and review of key deliverables such as (but not limited to):
  - Grievance redress mechanisms
  - Gender policy and MEALS systems
  - National climate change and climate finance campaign strategy
  - Feasibility study for the Climate Finance Fund
  - Operational model for UB's Climate Institute

### 3. DELIVERABLES AND TIMEFRAME

<b>Deliverables</b>	<b>Timeframe</b>
Inception Report <ul style="list-style-type: none"> <li>• Detailed scope of work</li> <li>• Methodology</li> <li>• Timelines (Gantt Chart)</li> <li>• Milestones including stakeholder engagement</li> </ul>	2 weeks after signing contract
1 <sup>st</sup> PSC Meeting	2 weeks after signing contract
2 <sup>nd</sup> PSC Meeting	4 months after signing Contract
3 <sup>rd</sup> PSC Meeting	8 months after Signing Contract
4 <sup>th</sup> PSC Meeting	12 months After Signing Contract
5 <sup>th</sup> PSC Meeting	16 months after signing Contract
Final Report: Lessons Learnt and Recommendation 6 <sup>th</sup> PSC Meeting	18 months after signing contract

#### **4. PROFESSIONAL QUALIFICATIONS AND EXPERIENCE REQUIREMENTS**

Required:

- Bachelor's degree in project management, public administration, climate policy, or a related field.
- At least 3 years of experience in project management
- Proven experience coordinating multi-stakeholder initiatives and managing consultants.
- Strong knowledge of procurement, budget execution, and reporting processes.

Assets:

- Master's degree or certification in Project Management (e.g. PMP, PRINCE2).
- Knowledge of the Green Climate Fund (GCF) procedures, Readiness Programme, and accreditation process.
- Familiarity with Belize's climate policy landscape, including the NDC, MTDS, and NAPs.
- Knowledge of the Ministry of Economic Transformation and GOB procedures.

Skills required:

- Excellent communication and organizational skills.
- Advanced proficiency in Microsoft Office Suite (excel, word, etc.)
- Strong analytical and problem-solving abilities.
- Ability to work independently and in a team environment.
- Leadership/team management skills

#### **5. CHARACTERISTICS OF THE CONSULTANCY**

- Tenure: eighteen (18) months commencing from the date of engagement.
- Location: Climate Finance Unit Office in Belmopan
- Reporting Responsibility: The Project Manager will report to the Director of the Climate Finance Unit.

## 6. DOCUMENTATION REQUIRED AND EXPRESSION OF INTEREST

- Interested applicants are asked to submit hard copy package that has a letter of interest and the most recent Curriculum Vitae and two recent letters of recommendations no later than 4 pm Monday, October 27, 2025, addressed to

Chief Executive Officer  
ATTN: Mr. Kaelan Mendez  
Project Officer  
Ministry of Economic Transformation  
Sir Edney Cain Building  
City of Belmopan  
Belize C.A  
Ref: Project Manager: GCF Project: BLZ-RS-014

Soft Copies should be sent via email [procurement@met.gov.bz](mailto:procurement@met.gov.bz) Ref: Project Manager:  
BLZ-RS-014

The consultant will be selected in accordance with the Individual Consultant Selection (ICS) Method.

MET is an equal opportunity employer and does not discriminate against protected characteristics (gender, age, sexual orientation, race, nationality, ethnicity, religion, disability).

MET is not liable for any costs incurred by applicants in submission of their application.