



Ministry of Economic Transformation

Request for Expressions of Interest

For:

Consultancy Service to “Execute a GAP assessment and develop an adaptive climate change Masters & Doctoral educational program and an Operational Model for an autonomous institute for interdisciplinary climate change and environmental health research at University of Belize”

Ref No: GCF/RPSP14/CFU/SER/03

Issue date: 13 February 2026

Instructions to Consultancy firms

Reference Number: GCF/RPSP14/CFU/SER/03

14 July 2026

Consultancy Service to “Execute a GAP assessment and develop an adaptive climate change Masters & Doctoral educational program and an Operational Model for an autonomous institute for interdisciplinary climate change and environmental health research at University of Belize”

1. **The *Government of Belize* has received financing from the Green Climate Fund towards building capacity. The Ministry of Economic Transformation (MET) partners with the University of Belize (UB), in its ongoing commitment to promote academic excellence and make significant contributions to national development goals,**
2. the University of Belize (UB) intends to engage in the identification and establishment of a suitable mechanism for procuring consultancy services through a Green Climate Fund (GCF), funded by Readiness 14 Project. The consultancy proposed will conduct a thorough gap analysis and create an adaptive Master’s and Doctoral program focused on climate change and environmental health, tailored to address national and regional priorities while enhancing Belize’s capacity for climate resilience and sustainable development.

The use of any Green Climate Funding financing shall be subject to MET and Ministry of Finance approval, pursuant to the terms and conditions of the financing agreement, as well as GCF’s rules, policies and procedures. GCF and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with Readiness 14 Programme.

3. The client now invites expressions of interest (EOIs) from legally constituted consulting firms to provide consulting services to execute the assignment: Consultancy Service to: **“Execute a GAP assessment and develop an adaptive climate change Masters & Doctoral educational program and an Operational Model for an autonomous institute for interdisciplinary climate change and environmental health research at University of Belize”.**
4. The firm shall not have any actual, potential or reasonably perceived conflict of interest. A firm with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. A firm

including their respective personnel and affiliates are considered to have a conflict of interest if they:

- a. have a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract,
- b. participate in more than one EOI under this procurement action,
- c. have a business or family relationship with any individual that was, has been or might reasonably be directly or indirectly involved in any part of:
 - i. the preparation of this expression of interest,
 - ii. the selection process for this procurement, or
 - iii. execution of the contract.

The firm has an ongoing obligation to disclose any situation of actual, potential or reasonably perceived conflict of interest during preparation of the EOI, the selection process or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the firm and the termination of the contract.

5. All firms are required to comply with the GCF Addressing Fraud, Corruption and Other Prohibited Practices, and Policies Addressing Anti-Money Laundering and Countering the Financing of Terrorism (hereinafter, “GCF’s Anticorruption Policy”) in competing for, or in executing, the contract.

- a. If determined that a firm or any of its personnel or agents, or its sub-firms, sub-contractors, service providers, suppliers, sub-suppliers and/or any of their personnel or agents, has, directly or indirectly, engaged in any of the prohibited practices defined in GCF’s Anticorruption Policy¹ or integrity violations such as sexual harassment, exploitation and abuse as established in GCF’s Prevention and Protection from Sexual Exploitation, Sexual Abuse, and Sexual Harassment² in competing for, or in executing, the contract, the EOI may be rejected or the contract may be terminated by the client.
- b. In accordance with GCF’s Anticorruption Policy, the Fund has the right to sanction firms and individuals, including by declaring them ineligible, either indefinitely or for a stated period of time, to participate in any GCF-financed and/or GCF-managed activity or operation. A debarment includes, *inter alia*, ineligibility to:

¹ <https://www.greenclimate.fund/document/gcf-b11-18>

² <https://www.greenclimate.fund/document/gcf-b23-14>

- i. be awarded or otherwise benefit from any GCF-financed contract, financially or in any other manner;
 - ii. be a nominated sub-contractor, firm, manufacturer, supplier, sub-supplier, agent or service provider of an otherwise eligible firm being awarded an GCF-financed contract; and
 - iii. receive the proceeds of any loan or grant provided by the Fund. The Fund also has the right to recognize debarments issued by other international financial institutions in accordance with its Anticorruption Policy.
- c. Firms and any of their personnel and agents, and their sub-firms, sub-contractors, service providers, suppliers, sub-suppliers and any of their personnel and agents are required to fully cooperate with any investigation conducted by the Government of Belize (GOB) or Green Climate Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to this selection process or the execution of the contract and to have such accounts, premises, records and documents audited and/or inspected by auditors and/or investigators appointed by the GOB or Fund
- d. Firms have the ongoing obligation to disclose in their EOI and later in writing as may become relevant:
 - i. any administrative sanctions, criminal convictions or temporary suspensions of themselves or any of their key personnel or agents for fraud and corruption, and
 - ii. any commissions or fees paid or to be paid to agents or other parties in connection with this selection process or the execution of the contract. As a minimum, firms must disclose the name and contact details of the agent or other party and the reason, amount and currency of the commission or fee paid or to be paid. Failure to comply with these disclosure obligations may lead to rejection of the EOI or termination of the contract.
- e. Firms are required to keep all records and documents, including electronic records, relating to this selection process available for a minimum of three (3) years after notification of completion of the process or, in case the firm is awarded the contract, execution of the contract.

6. The Fund requires that all beneficiaries of GCF funding or funds administered by GCF, including the client, any firms, implementing partners, service providers and suppliers, observe the highest standards of integrity during the procurement and execution of such contracts.
7. **Procedure:** Procurement for this Consultancy will be carried out through open tendering, using the Quality and Cost Based Selection (QCBS) method in accordance with procurement policies and best practices of the Government of Belize. The client will evaluate the EOIs using the criteria provided in **Annex 1**. The shortlisted firm(s) will be provided with the TORs and asked to submit a detailed technical and financial offer. The evaluation will include a review and verification of qualifications and past performance, including a reference check of the firm, prior to the contract award.
8. Any request for clarification on this EOI should be sent via e-mail to the address below no later than 5:00 p.m., local time, 24th July 2026. The response to all clarification requests will be made by 31st July 2026.
9. **Submission Procedure:** EOIs can be submitted either physically or electronically. Qualified firms should submit in English via email, in PDF format as a single document to procurement@met.gov.bz or submit one (1) original and two (2) copies in a sealed envelope properly marked “**Execute a GAP assessment and develop an adaptive climate change Masters & Doctoral educational program and an Operational Model for an autonomous institute for interdisciplinary climate change and environmental health research at University of Belize Consultancy**”. The Deadline for submission is no later than Wednesday 11th August 2026, by 12:00 p.m. local time. Hard copies of the expression of interest should be submitted to the following address

Annex 1
Form EOI-1
EOI Submission Form

(Date/Location)

(authorised person's name)

Re: “Execute a GAP assessment and develop an adaptive climate change Masters & Doctoral educational program and an Operational Model for an autonomous institute for interdisciplinary climate change and environmental health research at University of Belize”

(GCF Readiness 14)

Ref: GCF/RPSP14/CFU/SER/03

I, the undersigned, declare that:

1. We are expressing our interest in providing the consulting services for the above-mentioned assignment and have no reservations to the EOI, the instructions to the firms and any addenda thereto.
2. Our expression of interest is open for acceptance for a period of ninety (90) days.
3. Our firm, its associates, including any subcontractors or suppliers for any part of the contract, have not been declared ineligible by the Fund and have not been subject to sanctions or debarments under the laws or official regulations of the client's country or not been subject to a debarment recognized under the Policy on Prohibited Practices³, beyond those declared in paragraph 9 of this EOI submission form.
4. We acknowledge and accept the GCF Anticorruption Policy. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any prohibited practices. Further, we acknowledge and understand our obligation to report to **integrity@gcfund.org** any allegation of prohibited practice that comes to our attention during the selection process or the contract execution.
5. No attempt has been made or will be made by us to induce any other firm to submit or not to submit an EOI for the purpose of restricting competition.
6. We acknowledge and accept the GCF's Prevention and Protection from Sexual Exploitation, Sexual Abuse, and Sexual Harassment Policy. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any sexual harassment, sexual

³ <https://www.greenclimate.fund/sites/default/files/document/policy-prohibited-practices.pdf>

exploitation or abuse. Further, we acknowledge and understand our obligation to report to **integrity@gcfund.org** any allegation of sexual harassment,

sexual exploitation and abuse that comes to our attention during the selection process or the contract execution.

7. The following commissions, gratuities, or fees have been paid or are to be paid with respect to the selection process: *[Insert complete name of each recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity.]*

Name of Recipient	Address	Reason	Amount	Currency

(If none has been paid or is to be paid, indicate “none.”)

8. We declare that neither our consulting firm nor any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have any actual, potential or perceived conflict of interest regarding this selection process or the execution of the contract. *[insert if needed: “other than the following:” and provide a detailed account of the actual, potential or perceived conflict]*. We understand that we have an ongoing disclosure obligation on such actual, potential or perceived conflicts of interest and shall promptly inform the client and the Fund, should any such actual, potential or perceived conflicts of interest arise at any stage of the procurement process or contract execution.

9. The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our consulting firm and/or any of its directors, partners, proprietors, key personnel, agents, sub-firms, sub-contractors, consortium and joint venture partners:

Nature of the measure (i.e., criminal conviction, administrative sanction or temporary suspension)	Imposed by	Name of party convicted, sanctioned or suspended (and relationship to the firm)	Grounds for the measure (i.e., fraud in procurement or corruption in contract execution)	Date and time (duration) of measure

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If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate “none”.

10. We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this EOI submission form.

11. We further understand that the failure to properly disclose any of information in connection with this EOI submission form may lead to appropriate actions, including our disqualification as firm, the termination of the contract and any other as appropriate under the GCF Corruption Policy in its Projects and Operations.

12. We understand that you are not bound to accept any EOI that you may receive.

Annex 2

Expression of Interest (EOI)

Project Name	
Assignment	
Process IDs #	

I. Consulting Firm Information

Consultant Name:	Country of Incorporation
EOI submission Authorized by:	Position

Associations (Joint Venture or Sub-consultancy)

Consultant	Acronyms	Joint Venture (JV) or Sub-consultant	EOI Interest submitted by:	Position

I confirm that:

☐ A written agreement to associate for the purpose of this Expression of Interest has been signed between the consortium partners and has been attached.