

1.1 *Appendix 1 – Terms of Reference*



Terms of Reference

For Consultancy for the development of a National Strategic Framework for climate services with a complementary action plan in Jamaica

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TERMS OF REFERENCE (TOR)

| | |
|--------------------------|---|
| Title of project: | Intra-ACP Climate Services and Related Applications Programme (ClimSA) |
| Project duration: | Four years |
| Donor: | European Union |
| Executing Entity: | Caribbean Institute for Meteorology and Hydrology (CIMH) |
| Consultancy: | Consultancy to develop a National Strategic Framework for climate services with complementary action plan in Jamaica |

1. Programme Description

1.1. Project Introduction

The Intra-ACP Climate Services and Related Applications Programme (ClimSA) is a four-year project funded through the European Union (EU) African, Caribbean, Pacific (ACP) Secretariat and being implemented by the Caribbean Institute for Meteorology and Hydrology (CIMH).

Its goal is to support the climate information services value chain with technical and financial assistance, infrastructure, and capacity building. This will ultimately result in improved access and use of climate information, services, and applications at all levels of decision-making and will lead to improved adaptation measures that allow for the Caribbean region to become more sustainable and resilient.

For the Caribbean, these activities are timely and necessary since climate variability and change are already having, and will continue to have, severe impacts on national economies and key socio-economic sectors in the absence of this type of large scale, resilience intervention.

The ClimSA Caribbean Programme will be executed through pilot activities aimed at strengthening climate services value chains in the:

- health sector of Dominica;
- water sector of Jamaica; and
- agriculture and food security sector of Guyana.

Key partners of the programme at the national level are the National Meteorological and Hydrological Services (NMHSs), government ministries with national responsibility for health, water and agriculture/food security sectors, private sector entities and end users of products and services from the three target sectors.

The 16 Caribbean Member Countries of the Organisation of the African, Caribbean and Pacific States (OACPS) will benefit from the programme through regional capacity building initiatives, sharing of results and lessons learned from the three pilot countries and institutional and capacity building at the CIMH.

1.2. Project Outcomes and Outputs

The ClimSA programme has the following Outcomes:

- | | |
|-----------|---|
| Outcome 1 | Interaction between the users, researchers and climate services providers in the Caribbean regions is structured |
| Outcome 2 | Provision of climate services at Regional and National levels is effectively guaranteed and secured |
| Outcome 3 | Access to Climate Information is improved |
| Outcome 4 | Capacity of the Caribbean region to generate and apply climate information and products relevant to particular concerns enhanced |
| Outcome 5 | Climate-informed decision-making is enhanced, and climate services are mainstreamed into policy processes at regional and national levels |

2. Objective of the Consultancy and Activities

Background

The Intra-ACP Climate Services and Related Applications Programme (ClimSA) aims to strengthen the climate services value chain from observation to decision-making. This consultancy will directly contribute to the implementation of the Regional Roadmap and Plan of Action for Climate Services 2020–2030, focusing on the development of National Frameworks for Climate Services (NFCSs) and costed, prioritized action plans in Jamaica, Dominica, and Guyana.

NFCSs are nationally owned coordination mechanisms designed to bring together key institutions and stakeholders across priority climate-sensitive sectors to co-produce, deliver, and use climate information for better-informed decisions. The frameworks are led by the NMHSs and focus on the pillars of the WMO-led Global Framework for Climate Services (GFCS), typically across the five priority sectors (agriculture and food security, disaster risk reduction, energy, health, and water), while remaining inclusive of any socio-economic sector of significant national importance. National frameworks help overcome operational challenges, such as clarifying and coordinating the roles and responsibilities of the institutions and stakeholders involved in the climate services value chain. The process follows the 7-Step NFCS Implementation Approach (Steps 0–6), as outlined in the updated 2025 WMO Guidelines.

Objective: To develop, validate, and launch National Frameworks for Climate Services (NFCSs) and complementary, costed action plans for Jamaica, Dominica, and Guyana, fully aligned with the WMO 7-step NFCS guidelines.

Specific Objectives:

- Conduct readiness and baseline assessments (Step 0 and Step 1).
- Facilitate inclusive, multi-stakeholder consultations (Step 2).
- Draft NFCSs and Action Plans that are costed, prioritized, and integrate GESI, SEB, and MEL components (Step 3).

- Support high-level endorsement and resource mobilization (Step 4).
- Co-facilitate the national launches (Step 5).
- Provide a plan for ongoing monitoring, evaluation, and evolution of the NFCS (Step 6).

Scope/Activities

The consultant, in collaboration with CIMH and NMHSs, will carry out the following activities:

Activity I: Planning & Readiness (Step 0)

- Conduct readiness assessment.
- Map existing climate service initiatives, institutional mandates, and potential overlaps.

Activity II: Baseline Assessment (Step 1)

- Undertake a comprehensive baseline study of climate services capacity, policies, and gaps.
- Conduct stakeholder mapping (including influence/interest analysis).
- Perform a GESI (Gender Equality and Social Inclusion) analysis to identify vulnerable groups and equity gaps.
- Conduct Socio-Economic Benefits (SEB) scoping and identify data needs.

Activity III: Stakeholder Engagement (Step 2)

- Organize consultations in multiple formats, including workshops, focus groups, and online surveys.
- Coordinate with CIMH RCC and regional stakeholders to ensure regional alignment.

Activity IV: NFCS & Action Plan Development (Step 3)

- Draft NFCS using WMO templates.
- Develop costed, prioritized Action Plans with clear roles, timelines, and responsibilities.
- Develop a Monitoring, Evaluation, and Learning (MEL) framework with baseline indicators and a Theory of Change.
- Integrate findings of GESI analysis and SEB assessment.

Activity V: Validation & Endorsement (Step 4)

- Facilitate national validation workshops.
- Prepare briefing notes for high-level decision-makers.
- Support government endorsement and prepare resource mobilization strategy.

Activity VI: Launch & Capacity Building (Step 5)

- Co-facilitate NFCS launch events and communication campaigns.
- Deliver initial capacity-building sessions on implementation and MEL.

Activity VII: Review & Evolve Plan (Step 6)

- Provide recommendations for NFCS review cycle (every 2–3 years).
- Define mechanisms for periodic updates, institutional learning, and sustainability.

3. Deliverables

Consultant deliverables and indicative schedule

| No. | Deliverables | Deliverable Timeline (after start of contract) |
|-----|---|--|
| 1 | Inception Report outlining the approach and methods, readiness findings, detailed work plan, and governance proposal. | 1 Month |
| 2 | Baseline report (including GESI analysis, SEB scoping, stakeholder map) | 3 Months |
| 3 | First National Consultation report (summary of engagement outcomes, priorities) | 3 Months |
| 4 | Draft NFCS and Action Plan (with MEL framework, Theory of Change, GESI and SEB integration) | 5 Months |
| 5 | Validation & Endorsement Report (including political engagement outcomes) | 6 Months |
| 6 | Report on the Second National Consultation, including stakeholder feedback and the endorsement process. | 7 Months |
| 7 | Final NFCS and Action Plan (costed, endorsed, with resource mobilization strategy) | 8 Months |
| 8 | Launch Report & Capacity Building Plan (materials and training summary) | 9 Months |
| 9 | NFCS Review & Evolve Plan (recommendations for Step 6 implementation) | 10 Months |

CIMH inputs

- (i). In collaboration with the NMHS, provide logistics support for national consultations and other meetings
- (ii) Assist the consultant in the facilitation of national consultations and other meetings
- (iii) Provide any reports or documents deemed necessary for the success of the consultancy

4. Duration & Expected Start Date

The duration of the consultancy is 10 months with an expected start date by June 2026.

The working time includes home/office-based work. The breakdown of deliverable payments can be found in the Deliverables section. *Travel is required and may involve up to 7 working days, including meetings with relevant CIMH staff.*

5. Contract Type and Price

The assignment will be contracted through a fixed-priced consultancy agreement. Remuneration will

depend on the level and degree of expertise of the consultant.

The contract will be concluded between the Consultant and CIMH and will contain the above-stated deliverables.

Payment for consultancy services will be made upon satisfactory delivery of services.

6. Proposal Requirements

Technical proposal inclusive of the following:

- a) A detailed curriculum vitae of the candidate, including a description of key achievements.
- b) Proposed methodology for completion of the work.
- c) References for previous work similar to this TOR, including contact information for three (3) referees.

Financial Proposal:

- a) Full financial proposal.
- b) Hourly rate for additional work beyond this scope.
- c) Full work plan inclusive of time for the provision of feedback.

7. Eligibility

Education:

An advanced university degree (MSc, MPhil, or PhD) in meteorology, climate science, environmental sciences, natural resources management, social sciences, or related disciplines.

Experience

- Minimum eight years of professional experience in climate services, strategic planning and multi-stakeholder processes.
- Proven experience with NFCS or similar national framework.
- Knowledge of Caribbean Small Island Developing States (SIDS) context.
- Experience in Monitoring, Evaluation, and Learning (MEL) framework design.
- Familiarity with Socio-Economic Benefit (SEB) analysis methodologies.
- Familiarity with Gender, Equity, and Social Inclusion (GESI) mainstreaming.
- Proven facilitation, communication, and analytical skills

Other Experience and Expertise

- Experience working in the Caribbean would be an asset.
- Excellent oral and written communication skills, along with proven analytical and writing skills.
- Fluency in English is essential.

8. Evaluation and Selection Process

Proposals will be evaluated according to the Combined Scoring Method, with the technical criteria weighted at 70% and the financial criteria weighted at 30%. The specific weighting is detailed below:

| Category | Description | Weighting |
|-----------------|--|------------------|
| 1 | Level of education | 10 |
| 2 | Proven experience with NFCS or similar national framework. | 20 |
| 3 | Knowledge of Caribbean Small Island Developing States (SIDS) context. | 10 |
| 4 | Experience in Monitoring, Evaluation, and Learning (MEL) framework design. | 10 |
| 5 | Familiarity with Socio-Economic Benefit (SEB) analysis methodologies | 10 |
| 6 | Familiarity with Gender, Equity, and Social Inclusion (GESI) mainstreaming. Proven facilitation, communication, and analytical skills | 10 |
| | Total | 70 |

9. Supervision of contract

The Consultant shall report directly to the Head of Section, Applied Meteorology and Climatology (AMC) at the CIMH, or his designate. On-island supervision will, however, be provided by the Head of the NMHS or his/her designate.

CIMH and its partners will review and provide feedback on the Consultant's outputs. CIMH will approve the outputs after consultation with the Heads of the respective NMHSs.