



**ANTIGUA AND BARBUDA, Department of Environment**  
**Request for Proposal**  
**Resilience to hurricanes in the building sector in Antigua and Barbuda**  
**(GCF Build Project)**

<b>Title</b>	Strategic Impact Assessment on updated Building Code Consultancy
<b>Contracting Authority</b>	Department of Environment, Ministry of Health, Wellness and the Environment, Antigua and Barbuda
<b>Date of Issue</b>	8 <sup>th</sup> August 2022
<b>Deadline:</b>	8 <sup>th</sup> September 2022
<b>Duration</b>	2 months
<b>To Apply</b>	<p>Interested consultants or firms are invited to apply for this opportunity. Please email the Procurement Officer at <a href="mailto:DOE@ab.gov.ag">DOE@ab.gov.ag</a> and copy to <a href="mailto:antiguaenvironmentdivision@gmail.com">antiguaenvironmentdivision@gmail.com</a> the following:</p> <ol style="list-style-type: none"><li>1) Cover Letter or proposal inclusive of (max 5 pages):<ol style="list-style-type: none"><li>a. Title of Request for Proposal</li><li>b. Curriculum Vitae – experience and qualification of consultant or firm</li><li>c. Experience on similar projects</li><li>d. Testimonials and/or three (3) references</li></ol></li></ol> <p>Please use email subject line: “Request for Proposal - <i>GCF Build – Social Impact Assessment</i>”</p> <p><b><i>In the event, that clarification questions are asked the answers will be found at this site:</i></b> <a href="https://www.environment.gov.ag/procurement-opportunities#procurements/opportunities">https://www.environment.gov.ag/procurement-opportunities#procurements/opportunities</a></p>
<b>EQUAL EMPLOYMENT OPPORTUNITY (EEO)</b>	The Department of Environment (DoE) provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The DoE also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

<b>RIGHTS OF ACCEPTANCE</b>	The contracting Authority has the right not to accept any of the bids nor the lowest bids.
<b>CONFLICT OF INTEREST REQUIREMENTS</b>	The company receiving the contract award must sign a conflict-of-interest declaration and cannot make any payments for work done to any staff member of the DOE or the Ministry of Finance.

**TERMS OF REFERENCE**

**I. ABOUT THE ORGANIZATION**

The Department of Environment is an agency within the Ministry of Health, Wellness and the Environment in the Government of Antigua and Barbuda. Its overall mission is to provide technical advice on the environment and to design and implement projects on behalf of the Government and the people of Antigua and Barbuda. These interventions are designed to protect and enhance the environment, as well as seek common solutions to national, regional and global environmental challenges. The Department of Environment accomplishes its mission through:

- An integrated environmental planning and management system that prioritizes public participation and interagency collaboration,
- Efficient implementation of programs, projects and technical services,
- Providing accurate council on environmental management as well as effective and consistent enforcement of environmental laws and regulations, and
- Disseminating information and providing the public with easily accessible data on the environment.

The DOE is focused on designing high-impact, transformational projects that maximize funding directly available to the public, private and civil society actors in order to meet an ambitious environmental agenda. The DOE has an active portfolio of 13 projects, with project sizes ranging from US\$50,000 to US\$15 million, with an additional 15 projects under development. Partners of the DOE include United Nations Environment Programme (UNEP), United Nations Development Programme (UNDP), International Union for Conservation of Nature (IUCN), Caribbean Development Bank (CDB), Government of Italy, Global Environment Facility, Green Climate Fund, and the Adaptation Fund, among others. The DOE was accredited as a direct access entity to the Adaptation Fund in 2015 and to the Green Climate Fund in 2017. The Adaption Fund (AF) is an international monetary fund established under the Kyoto Protocol of the United Nations Framework Convention on Climate Change (UNFCCC). The AF finances

projects and programmes that assist vulnerable communities in developing countries to adapt to the effects of climate change.

To learn more about the Department of Environment, please visit: <https://environment.gov.ag/en/>

## II. PROJECT BACKGROUND

The GCF Build Project is a six (6) year project being implemented by the Ministry of Finance Project Management Unit (MOF-PMU). The main objective of this project is to shift the country’s building sector away from reactive development – involving costly recovery actions after an extreme climate event –towards a proactive approach in which buildings are adapted to withstand the increased frequency of high-intensity hurricanes, in line with the predictions for climate change. This proactive approach will include direct investments into critical public service and community buildings (including health centers) to climate-proof them against Category 4 and 5 hurricanes. Mainstreaming climate resilience into the building and financial sectors as well as facilitating the upscaling of such interventions across all buildings in the country will also be a primary focus. The proactive approach of this project will include the following main activities:

OUTPUT	ACTIVITY
<p>1. Climate-proofing interventions implemented in critical public service and community buildings to improve resilience to, and recovery from, extreme climate events</p>	<p>1.1 Implement climate-proofing measures on critical infrastructure. This involves the following measures for 52 priority buildings:</p> <ul style="list-style-type: none"> <li>• Site specific climate proofing interventions for 52 buildings</li> <li>• Installation of back-up renewable energy solutions and energy efficiency measures for 34 buildings</li> <li>• Installation of water harvesting solutions for 52 buildings</li> </ul> <p>1.2 Construct climate-resilient storm shelters attached to five (5) public clinics</p> <p>1.3 Construct a climate-resilient bunker to store emergency supplies for the health, energy, building and welfare sectors</p> <p>1.4 Implement measures to preserve vital information/data within public institutions</p>

OUTPUT	ACTIVITY
<p>2. Climate change adaptation mainstreamed into the building sector and relevant financial mechanisms</p>	<p>2.1 Mainstream climate change adaptation into the building sector by making provision for the Building Code in the <i>Physical Planning Act 2003</i> to become regulations and updating the Environmental Management System plans under the <i>Environmental Protection and Management Act 2019</i> to encourage the private sector to also become climate-resilient.</p> <p>2.2 Mainstream climate change adaptation for the building sector into public and private financial, insurance and banking sectors;</p> <p>2.3 Train relevant staff from the National Office of Disaster Services, Development Control Authority, and the Public Works Department as well as the private sector on operational procedures for long-term monitoring, maintenance and upscaling of climate-resilient renewable energy and water harvesting technologies in accordance with the national Building Code</p> <p>2.4 Train the local workforce on the installation, operation and maintenance of climate-proofing measures for the targeted buildings</p>
<p>3. Climate information services strengthened to facilitate early action within the building sector to respond to extreme climate events.</p>	<p>3.1 Climate information services strengthened to facilitate early action for extreme climate events</p> <p>3.2 Establish a formalized communication protocol to facilitate rapid information sharing and early action preceding an extreme climate event</p>

**III. OBJECTIVE OF CONSULTANCY**

- (a) The primary purpose is to engage a team comprising of an Environment Social Specialist (ESS) and Gender Expert, an Economist and Construction Sector Expert to conduct a

strategic impact assessment (SIA) of the building code regulations to evaluate potential environmental, social and gender risks that can be associated with the enactment of these regulations;

- (b) To conduct full scale SIA and prepare the associated Environmental Social Management Plan (ESMP), to capture appropriate social preventive, mitigation and monitoring interventions;
- (c) To inform the Government of Antigua and Barbuda, interested and affected parties, and other stakeholders about the potential social impacts and risks associated with the enforcement of the newly presented building code regulations.

#### **IV. SCOPE OF WORK**

The consultant, working collaboratively with the Ministry of Finance- Project Management Unit (MOF-PMU), will perform all investigative work and analyses to describe all potential and major impacts from the enactment of the building code regulations which will be significant over the long term. This shall include direct, indirect and cumulative impacts. The consultant will use participatory and consultative methodologies in working closely with the Component Coordinator, the MOF-PMU, DOE and other critical stakeholders.

The Consultant will carry out the following tasks outlined to achieve the objectives of this project:

- (a) prepare the Inception Report which incorporates a Combined Work Plan, outlining the approach to the consultancy. It should include the work plan to facilitate the process; methodology, preliminary list of stakeholders to be consulted; draft research instrument(s); and the proposed outline of the report;
- (b) review relevant documentation including both the existing and updated OECS Building Codes and Guidelines for Antigua and Barbuda, the Physical Planning Act No. 6 of 2003, associated Building Code Regulations and related polices and existing documents on gender, economic and social conditions;
- (c) prepare Progress Report from the baseline assessment conducted;
- (d) prepare and conduct a thorough assessment of the impact of the updated building code regulations, assessing the environmental and social safeguards and gender risks, consequences and mitigation measures related to the enactment of these regulations;

- (e) conduct trade-off analysis and cost-benefit analysis which could result from the enactment of the updated Building Codes, by using various instruments such as (but not limited to) surveys, interviews and focus group discussions;
- (f) recommend cost effective mitigation measures to prevent or reduce significant negative impacts on vulnerable groups;
- (g) disaggregate data collected across variables including, but not limited to, gender, age, vulnerability;
- (h) compile and analyse the data collected to inform the development of an Environmental and Social Management Plan (ESMP);

The ESMP should include, but is not limited to, the following:

- I.** A brief project description that allows the users of the ESMP to understand the context in which the ESMP will operate;
- II.** A brief description of the Administrative Arrangements, Policies, and Regulatory Framework which give oversight to or enforce the Building Code Regulations;
- III.** The potentially significant environmental, economic, social risks and impacts associated with the adoption of the Building Code Regulations which must be mitigated as well as potential enhancement measures; the planned mitigation measures in relation to these risks and impacts and the actions required to implement each mitigation measure; a list, identifying and detailing the roles, responsibilities and functions of all key entities involved in ESMP implementation;
- IV.** Mitigation measures to prevent, minimize, mitigate or compensate for adverse environmental, economic and social impacts;
- V.** Enhancement measures to improve environmental, economic and social performance;
- VI.** Present initiatives proposed to complement the enhancement and mitigation measures;
- VII.** The critical parameters requiring monitoring to ensure compliance with mitigation measures captured in an Impact Management and Monitoring Plan;

**VIII.** A Stakeholder Engagement Plan (SEP) for public consultations during the preparation and implementation of the ESMP. The SEP and the level of consultation should be commensurate with the level of risks and impacts on vulnerable groups. The SEP must also reflect the involvement of the identified NGO in making the necessary inputs during the assessment. The SEP will allow for information to be made available in a timely manner, and the location(s), format(s) and language(s) of the plan should allow relevant stakeholders to form an opinion and comment on the proposed course of action. The SEP must be gender sensitive. A report on stakeholder consultations held should be summarised and included as an Appendix to the ESMP;

**IX.** All cost estimates for implementation of the ESMP;

**X.** Conclusion and Recommendations.

- (i) conduct consultations with key stakeholders identified within the SEP to present findings and discuss the requirements for effective analysis;
- (j) submit required reports.

## **V. REPORTING REQUIREMENTS**

The consultant shall report to the Project Manager (PM) of the -MOF-PMU and will collaborate with the GCF Build Component 2 Coordinator (CC). The CC will oversee the work of the consultant, make available project-related information, and act as liaison between the consultant and stakeholders.

Reports shall be concise and limited to significant environmental and social issues. The main text must focus on findings, conclusions and recommendations, supported by summary of data collected and citation for any references used in interpreting those data.

The consultant shall submit the following, one hard copy each, along with an electronic copy (in editable Microsoft Word format) either by email, or flash drive, which shall be submitted to MOF-PMU and DOE at the times indicated below.

All deliverables will be subject to review and approval by MOF-PMU and DOE.

The expected outputs of this assignment are as suggested in the following schedule:

- (a) **Inception Report:** This should include, but not be limited to, the Work Programme, methodology and instruments for stakeholders to be engaged over the course of the assignment and the proposed outline of the Final Report. This report shall be submitted within **one (1) week** of commencement of the assignment.
- (b) **Draft Progress Report:** This should include (i) findings from the research including the desk/literature review, focus group discussions and surveys, (ii) trade-off analysis as well as a cost-benefit analysis, (iii) recommendations to include feasible and cost-effective measures to prevent or reduce significant negative impact on vulnerable groups. This report shall be submitted **four (4) weeks** following commencement of the consultancy.
- (c) **Final Progress Report:** This should reflect feedback from the review of the MOF-PMU This shall be submitted **one (1) weeks** after receiving feedback from MOF-PMU and DOE
- (d) **Draft Final Report:** This should include further feedback from the stakeholder consultation, MOF-PMU and DOE as well as providing details on any further items to be reviewed or addressed based on the comments provided. This report shall be submitted within **one (1) weeks** of submission of the Final Progress Report.
- (e) A **minimum of three (3)** public consultations on the approved draft of the Strategic Impact Assessment.
- (f) **Final Report: This report shall be submitted within one (1) week after** receipt of the comments of MOF-PMU and DOE on the draft Final Report

All Reports shall contain sex and age-disaggregated data for information. Disability data should be included as available.

## VI. DELIVERABLES

The consultant will provide the following deliverables in line with the Scope of Work:

<b>DELIVERABLES</b>	<b>INDICATIVE DEADLINE</b>
Inception Report (inclusive of, <i>inter alia</i> , a detailed work plan with deliverables, and methodology)	<b>1 week of the contract</b>
Draft Progress Report (Draft SIA with findings and recommendations inclusive of a trade-off analysis as well as a cost-benefit analysis)	<b>4 weeks of the contract</b>



Final Progress Report (to reflect feedback from MOF-PMU and DOE)	<b>5 weeks of the contract</b>
Draft - Final Report (updated Progress Report reflecting changes from further stakeholder consultations, to include MOF-PMU and DOE)	<b>7 weeks of the contract</b>
Final Report (updated Draft – Final Report to reflect feedback from MOF-PMU and DOE)	<b>8 weeks of the contract</b>

## **VII. DURATION**

The assignment is expected to require a maximum of **3 months** to complete.

## **VIII. INTELLECTUAL PROPERTY**

All information pertaining to this project (documentary, audio, digital, cyber, project documents, etc.) created under this consultancy shall remain the property of the Department of Environment who shall have exclusive rights over their use. Except for the purposes of this assignment, the information shall not be disclosed to the public nor used in whatever form without written permission of the Department of Environment.

## **IX. QUALIFICATIONS AND EXPERIENCE**

The Consultant must have:

The Consultant team shall include professionals covering all skills and relevant experience (at least 5 years), including experience in similar projects, required to carry out the described tasks. The selected team shall have knowledge of the current national environmental legislation and procedures, including experience in organizing public consultations. The team will include the following experts:

### **Environment, Social and Gender Specialist -**

- (a) A minimum of a Master's in Environmental Science and/or Management and Social Sciences, Natural Resource Management, Environmental Law or related discipline; Ph.D., in any of the fields mentioned would be an asset
- (b) A minimum of three (3) years demonstrated experience of conducting secondary data analysis and primary qualitative and quantitative research using a range of methods
- (c) At least three (3) years demonstrated experience in the design/adaptation of the quantitative and qualitative research instruments.

- (d) A minimum of three (3) years proven experience in environmental, social and economic impact assessment, environmental compliance, environmental policy, monitoring and management, with at least two (2) assignments preferably in the Caribbean region; local experience would be an asset.
- (e) Knowledge, understanding and application of international standards for gender equality and social inclusion.

**Construction Expert-** A minimum of a First Degree in Construction Management or at least 10 years' experience in the construction sector with knowledge of climate change adaptative technologies/solutions.

**Economist-** A minimum of a Bachelor's Degree in Economics and a minimum of 5 years conducting financial analyses.

**General Requirements-**

- (a) Ability to work independently and within a multi-disciplinary team of experts involved in project/programme design.
- (b) Excellent report writing skills.
- (c) Excellent organizational and coordination skills.
- (d) Good communication, presentation and interpersonal skills required for communicating with people of diverse disciplines and backgrounds.

**I. EVALUATION CRITERIA**

The evaluation criteria and weightings that will be applied to this TOR are as follows:

<b>Category</b>	<b>Description</b>	<b>Weighting</b>
1	Qualifications of consultant	25
2	Evidence of prior knowledge of the local context	10
3	Adherence to TOR specifications and related requirements: Clear understanding of required deliverables	25
4	Experience with similar work	25
5	Demonstrated track record of success, supported by references	15

	<b>Total</b>	<b>100</b>
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