



## CARIBBEAN COMMUNITY CLIMATE CHANGE CENTRE CONSULTING SERVICES

**COUNTRY:** St. Kitts and Nevis

**NAME OF PROPOSED PROJECT:** TRANSITIONING THE WATER SUPPLY IN ST. KITTS  
AND NEVIS TO A LOW CARBON, CLIMATE RESILIENT  
SECTOR (SKN TRANSWATER PROJECT)

**ASSIGNMENT TITLE:** “Consultancy to Conduct a Project Design, Feasibility Study and  
Project Operational Manual to support the completion of the  
Funding Proposal”

**CONTRACT REFERENCE:** Contract #72/2024/GCF/St. Kitts- PPF/CCCCC

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### REQUEST FOR EXPRESSIONS OF INTEREST

#### 1. OVERVIEW

The Caribbean Community Climate Change Centre (CCCCC) has received grant funding from the Green Climate Fund (GCF) under a Project Preparation Facility to fund certain studies to support the development of a Water Sector Project for St. Kitts and Nevis.

The CCCCC intends to use part of the proceeds of the grant to contract a *Consulting Firm* to conduct specified Baseline Studies, as a pre-requisite to developing a Full Proposal for submission to the Green Climate Fund (GCF) for a project titled: “*Transitioning the Water Supply in St. Kitts and Nevis to a Low Carbon, Climate Resilient Sector (SKN TransWater Project)*”, to be implemented in *St. Kitts and Nevis*.

This Study is expected to produce the following broad key deliverables:

1. **Inception Report**, an inception meeting with the core project team will be held within the first week of contract award.
2. **Baseline Study**
3. **Project Design** including description (verbal and schematics), [project log frame](#), [detailed budget](#) and [implementation timeline](#), risk matrix and compliance with the GCF’s [six investment criteria](#), [results management framework](#) as well as provide relevant activities (review the activities as presented in concept note) associated the following indicative components:
  - a. Enabling environment for low carbon, climate resilient water supply strengthened at national and institutional levels
  - b. Implementing actions to address Non-revenue water (NRW)
  - c. Mainstreaming low carbon, climate resilient water supply systems at national and community levels
4. Willingness and Ability to Pay Survey and Stakeholder Map including gender disaggregated data.
5. **Feasibility Study** – considering technical, financial, economic, social and environmental, legal feasibility of the Transwater Project.
6. **Project Risk Assessment and Matrix** – identifying the potential risks associated with the proposed activities for the TRANSWater Project.
7. **Beneficiary Map and GHG Emission Reduction Potential** – showcasing the linkages to each proposed outputs/outcomes and the GCF investment/results areas (template to be provided).
8. **Project Operational Manual** – describing the standards, procedures and guidelines for the operationalization and implementation of the Transwater project.

9. **Project Preparation Report** – Technical summary of the proposed project including Baseline Information, Climate Rationale, Institutional and Regulatory Framework, Project Structure and Design, Implementation Arrangements, Feasibility Assessment and Sustainability of the Investment. See Annex A an indicative outline for the Project Preparation Report.

This Consultancy will be implemented over a period of maximum *twelve (12) months*. The expected commencement date is estimated at June 2024. Some of the activities to be conducted under this Consultancy include:

1. Identify and analyse the climate change impacts on the existing water management and supply systems in St. Kitts and Nevis and barriers (financial, technical, legal, social, environmental and economic) to addressing these impacts. Review activities identified in the concept note and make recommendations for the inclusion of activities that address the financial, technical, legal, social, environmental and economic barriers to realising a resilient water sector.
2. The Project design for the upgrades addressing climate change impacts and improving the effectiveness and efficiency of management, treatment and distribution of potable water in St. Kitts and Nevis. This design should include:
  - Cadastral documentation (to include in the design and status quo topographic plans the registered land plot(s) outlined with indication of cadastral boundaries and codes); topographic survey of the area; general geological survey of the area; and, information on existing communications;
  - An Analysis of Existing Conditions Site and Landscape Evaluation, documenting and analysing the significance of the proposed activities to enhance management, treatment and distributions of water, and including recommendations for any missing element(s) and/or additional required works to ensure the maximum benefit of an integrated approach in the creation of climate resilient water sector;
  - An analysis and recommendations of technologies to enhance management, monitoring, collection and storage, treatment, distribution and use of water in St. Kitts and Nevis. This includes consideration for compatibility implementation into existing facilities and systems, costs and capacity needed for the adoption of the proposed technology.
  - Site recommendations and any related sites/pathways that may be used as a path for optimising the collect, storage and distribution systems.
3. Conduct stakeholder mapping and implement a ability and willingness to pay study to inform the cost-benefit analysis and identify and integrate gender and stakeholder consideration into the project design.
4. Identify all activities to be implemented, specified project site parameters, technologies, structural, architectural and technical solutions and map with major project site(s) and associated site plan(s). As part of the final project design the consultant will be expected to:
  - a. Prepare the project log frame with well-defined indicators, targets, inputs and outputs; make sure that indicators in log frame fully respond to the GCF indicator framework for adaptation;
  - b. Produce a scoping report for the project on the consultations, research and analysis conducted;
  - c. Produce a detailed budget and implementation timeline; and,
  - d. Produce a risk assessment and a risk matrix with potential mitigation measures.

Interconnected with the project design, the feasibility study will include following inter-related activities:

1. Technical (including geotechnical), institutional, financial and economic feasibility analysis to make an informed decision of the most appropriate water management, monitoring, collection and storage, treatment, distribution and use interventions in St. Kitts and Nevis and any other related activities to be proposed in the project design;
2. Detailed screening and analysis profile, with recommendations to remedy any risks, for any related environmental and social impacts that the recommended project design may create;
3. Land related matters, and legal remedies applicable in St. Kitts and Nevis, such as acquisition of land for the public good purposes and resettlement of communities where it absolutely cannot be avoided (with potential costs included); and
4. Elaboration of the capacity building plans into specific action plans for the WSD & NWD, the CCCCC and GCF.
5. Conduct a thorough analysis to justify acceptance, modification or rejection of a proposed list of socioeconomically ranked project interventions, highly applicable to St. Kitts and Nevis, with a climate

change adaptation dimension. The list would include priority actions, which would support the implementation of the proposed project design;

6. Provide a concise guidance manual for the selection process of the most suitable and relevant projects for further project formulation, based on the amount of funds available under the GCF medium sized projects, in support to the implementation of the Project;
7. Provide documentation for selected activities for consideration and financing; and,
8. Identify possible co-financing sources, with their realisation being ranked and possible risks identified, to assist in the achievement of the proposed project.

The successful Consulting Firm will be required to assign a team of Experts for this assignment with expertise in areas that include: **(i) Project Design/Development Specialist (Team Leader); (ii) Water Sector Expert/Engineer; (iii) Financial Specialist / Economist; (iv) Environmental and Social Safeguard Specialist; (v) Gender and Stakeholder Specialist.**

2. The Terms of Reference (TOR) could be downloaded at <https://www.caribbeanclimate.bz/blog/category/opportunities/procurement-2/procurement/>

3. **MAXIMUM BUDGET**  
USD400,000 for fees and reimbursables.

4. The Centre requires compliance with the provisions related to prohibited practices. as set forth in the Centre’s Policy on “**Prohibited Practices**”  
<https://www.caribbeanclimate.bz/wp-content/uploads/2022/01/Annex-III.pdf>

5. **INSTRUCTIONS**

The CCCCC now invites eligible Consulting Firms to indicate their interest in providing the Services. Interested firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services as well as client references for projects.

Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected. Key Experts will not be evaluated at this shortlisting stage.

**Expressions of Interest submitted should not exceed 50 pages (including all annexes).**

6. **SHORTLISTING CRITERIA**

The criteria used to evaluate the Expressions of Interest received in relation to this assignment are Technical competence; Qualification and experience of staff; Local and Regional Experience, Financial Capacity and Commitments.

A maximum of six (6) Consulting Firms will be shortlisted to submit Technical and Cost Proposals for selection in accordance with the ***Quality and Cost Based Selection (QCBS) Method.***

Criteria	Maximum Score
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<b>1. Technical Competence of Consultants/Firm:</b>	<b>30</b>
The Consulting Firm is expected to demonstrate expertise in the following areas: <ul style="list-style-type: none"> <li>• A minimum of five (5) years proven experience in project/programme development and project cycle management, preferably in the Caribbean and related to climate change, for Bilateral and Multilateral Organisations such as the GCF, Caribbean Development Bank, World Bank and the European Union;</li> <li>• Proven experience conducting feasibility studies, hydro-geological studies, climate change vulnerability assessments, especially for the water sector, in the Caribbean.</li> <li>• At least 3 project design and/ or feasibility consultancies of value of at least US\$250,000 over the past 5 years (2019 – 2024); and,</li> <li>• Experience producing technical and strategic documents and engaging with a cross-section of stakeholders, including senior government officials at a national and regional level</li> </ul>	
<b>2. Qualification and Experience of Staff:</b>	<b>30</b>
Evidence that skilled experts with advanced degrees and expertise in the following field are available: <i>project design, economics, engineering, water, energy, environmental sciences, environmental policy, gender &amp; stakeholder, sustainable development, or other relevant fields</i> (provide general information on the number and qualification (brief background/bio) of key expert staff attached to the firm or available for assignment). <b>CVs of the experts are not required at this time.</b>	
<b>3. Local and Regional Experience</b>	<b>20</b>
At least 5 years demonstrated professional experience in the wastewater sector, in St. Kitts and Nevis and/or small island developing states (design, implementation, supervision)  At least 5 years project design, development or management experience in water sector technologies, in St. Kitts and Nevis/CARICOM or, small island developing states (design, implementation, supervision).	
<b>4. Financial Capability</b>	<b>10</b>
Audited Financial Statements (in English) for the last five (5) years.	
<b>5. Commitments/Ability to mobilise within a short timeframe</b>	<b>10</b>
Consulting team will be required to commence activities within 3 weeks of contract signature estimated at June, 2024.	
<b>TOTAL</b>	<b>100</b>

## 7. DEADLINE FOR SUBMISSION

The Centre’s electronic-procurement system shall be used to manage the submission, withdrawal, substitution, or modification of EOI’s.

Consultants must first register by creating a Username, profile and password before accessing the bid submission form at the URL: [www.caribbeanclimate.bz/bid-submission](http://www.caribbeanclimate.bz/bid-submission).

1. Prior to EOI Submission, Consultants will be required to complete the submission form with fields that include:
  - i. Name of Consultant (Company):
  - ii. Contract Reference:
  - iii. Contract Title:
  - iv. Name and Email address of uploader

2. Consultants must upload **ONE (1) PDF** file for the EOI. An automatic receipt time stamped email will be sent to the uploader's email account as a receipt and proof of submission. Each submission will be given a confirmation number.
3. Interested firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. **Firm's EOI should also be accompanied with the following documents:**
  - a) Description of the background and organization of your firm
  - b) List of projects demonstrating the experience of the Firm that is most relevant to the assignment. In the case of a joint venture, information on similar assignments should be provided for each partner.
  - c) Certificate of Registration or Incorporation of the Firm, in the case of JV (for each member)
  - d) Audited Financial Statements (in English) for the last 5 years.

#### 4. **Submissions of Bids**

- i) EOI should be addressed to Colin Young (PhD), Executive Director, Caribbean Community Climate Change Centre
- ii) EOI's must be uploaded as files to <http://www.caribbeanclimate.bz/bid-submission/>
- iii) The subject matter of the email must read: **SKN -TRANSWATER PROJECT**
- iv) EOI's must be secured with a password. Such password must be emailed to [attillet@caribbeanclimate.bz](mailto:attillet@caribbeanclimate.bz) no later than 15 minutes prior to the deadline for bid submission. The subject matter for email containing password must read: **SKN-TRANSWATER PROJECT [Consultants Name]**

**Requests for Clarification:** email: [procurement@caribbeanclimate.bz](mailto:procurement@caribbeanclimate.bz) Attention: **Andrea Tillett, Procurement Officer.** Requests for clarification should be received by the Centre no later than: **Tuesday, 2<sup>nd</sup> April 2024.**

Consultants are advised that the responses to the requests for clarification will only be posted on the Centre Webpage at:

<https://www.caribbeanclimate.bz/blog/category/opportunities/procurement-2/procurement/>

**Deadline for submission: on or before 2:00 pm (GMT-6), Friday, 12<sup>th</sup> April 2024**

The Centre is not bound to accept any Expression of Interest received and may cancel the selection process at any time prior to the award of contract without liability.

Interested firms that do not comply with the requirements set out in the Detailed Request for Expressions of Interest (EOI) may be disqualified.

The Centre is an equal opportunity employer.