



TERMS OF REFERENCE
Climate Finance Specialist

“Comprehensive Action for Climate Change Initiative- Latin American and Caribbean”
CACCI Project

General Information			
Name of Consultancy	Climate Finance Specialist		
Type of Consultancy	Multi-Country		
Unit	Headquarter		
Participating Unit	Agricultural Climate Action and Sustainability Program (PACSA)		
Duration of Consultancy	7 Months		
Expected Start Date	June 03, 2024	End Date	November 30, 2024
Contract Value	USD 29,400.00		

1. Background

The Inter-American Institute for Cooperation on Agriculture (IICA) is the specialized agency for agriculture of the Inter-American System that supports the efforts of Member States to achieve agricultural development and rural well-being. Through its seven hemispheric programs, IICA has developed a broad experience in areas such as technology and innovation for agriculture, agricultural health, food safety and quality, international agricultural trade, family farming, rural development, agriculture climate change and bioeconomy. To achieve its mission, the Institute provides technical cooperation services through close and permanent work with its 34 Member States using internal and external funding and addressing their needs in a timely manner.

In this light, IICA is collaborating with the United States Agency for International Development (USAID) and the International Food Policy Research Institute (IFPRI) to implement the Comprehensive Action for Climate Change Initiative – Latin America and the Caribbean (CACCI-LAC). This initiative is geared towards improving the climate resilience of countries by providing localized technical support for countries in the LAC Region. Specifically, the objective is to accelerate the implementation of Nationally Determined Contributions (NDCs) and National Adaptation Plans (NAPs) in accordance with the Paris Agreement on Climate Change.

In LAC Region, the CACCI is being implemented in Guyana and Suriname, Brazil and Colombia to help advance the implementation of the agriculture elements of their NDCs by:

- I. Strengthening the inter-institutional articulation between the ministries of agriculture and environment in Suriname
- II. Building capacity for:
 - a. measuring, reporting, and verifying GHG emissions from the agriculture sector,
 - b. improving monitoring and evaluation systems and processes, and
 - c. developing and implementing project interventions and sustainable climate financing initiatives and

- III. Participating in strategic global and regional networking (political-technical), knowledge and action events.

As such, IICA is seeking a suitably qualified Climate Finance Specialist to join a team of specialists to support the implementation of the agricultural elements of NDCs.

2. Objectives of the Consultancy

To develop a comprehensive virtual course on sustainable climate financing and implement at least one virtual session per module for the agricultural sector targeting professionals, policy makers, and practitioners working in agriculture, climate change and finance.

3. Scope of Work

The Climate Finance Specialist will lead all activities related to the development and execution of a virtual course on sustainable climate financing with at least three virtual session for the agriculture sector. The main activities to be executed are related to:

Course Development:

- Conduct a comprehensive review of existing literature, guidelines and best practices on sustainable climate financing for the agriculture sector.
- Develop a detailed course outline (in Moodle platform), including modules, topics, learning objectives, and suggested readings to include in platforms like zoom, teams or other such platforms during or after the project.
- Design engaging and interactive course materials, such as presentations, videos, case studies, quizzes, and practical exercises.
- The course will be developed in English but some material or references could be shared in spanish.
- Ensure that the course content is relevant, up-to-date and tailored to the needs of the target audience.

Course Execution:

- Adjust and validate the modules proposed in the Annex 1.
- Deliver the virtual course through online learning platforms, include e-learning and at least 3 virtual webinar according the main topics, ensuring smooth execution and active participation from participants.
- Facilitate discussions, Q&A sessions, and group activities to enhance learning and engagement.
- Provide guidance and support to participants throughout the course duration.
- Evaluate participant performance and provide feedback as needed.

Monitoring and Evaluation:

- Monitor the progress of the virtual course and the virtual sessions evaluating its effectiveness in meeting the learning objectives.

- Collect feedback from participants and stakeholders to identify areas for improvement.
- Prepare a final report summarizing the outcomes of the virtual course and providing recommendations for future courses.

4. Minimum Qualifications and Requirements:

4.1. Education:

Master's degree in climate/sustainable finance, agricultural or environmental economics, agriculture or a related field.

4.2. Experience:

At least five years' professional experience in:

- Developing and delivering technical/educational content on climate finance and agriculture to technicians, planners, policy and decision-makers.
- Practical experience with:
 - The use and quantitative analysis of international climate finance data.
 - International climate negotiations under the UNFCCC.
- Online learning platforms and technologies.
- Sustainable development principles and climate change adaptation and mitigation strategies.
- Experience in Latin American and Caribbean region to show case studies according the course structure.

4.3. Key Competencies and Skills:

- Excellent team player with good communication and a high level of leadership and management capacity.
- Excellent oral and written communication skills, especially in communicating with technical experts, policy makers and stakeholders.
- Able to present and relay oral and written information effectively.
- Strong attention to detail and organizational logic.
- Proficiency in the use of online communication tools (email, ZOOM, TEAMS etc.) and Microsoft Office, especially proficient in Excel.
- Display cultural, gender, religion, nationality sensitivity and adaptability.
- Knowledge in Moodle platform would be desirable.

4.4. Languages

- Fluency in English and Spanish is required.
- Fluency or good knowledge in Surinamese or Dutch will be an asset.

5. Payment Method

- The Climate Finance Specialist will receive a ***total payment of Twenty-Four Thousand, Five Hundred United States Dollars and ⁰⁰/₁₀₀ (USD 29,400.00)*** by the

end of the contract which is inclusive of professional fees as well as any bank fees and tax obligations that may be posed. The payment will be made in equivalent local currency.

- IICA shall pay the Climate Finance Specialist a percentage of the total value of the consultancy subject to the approval of each product and invoice that is deemed satisfactory by IICA's technical specialists, over an eight-month period as outlined in the table below.
- Invoices shall be paid within thirty (15) working days from the date of their acceptance by IICA.
- Any required travel will be planned in collaboration with the consultancy supervisor. Travel costs, including flight tickets, accommodation, and logistical expenses, will be covered by IICA in accordance with its Rules and Regulations.

6. Expected Products and Content

No.	Product Description	Submission Date	% Payment
1.	Inception Report and Revision Modules inclusive of methodology and workplan for undertaking the identified activities and detailed course outline with modules, topics, learning objectives, and suggested reference materials.	June 15, 2024	15%
2.	Draft Climate Finance Course Outline/Manual detailing 50% of advance course content including practical exercises, quizzes, case studies, quizzes, and relevant multimedia content that is engaging and interactive.	July 15, 2024	20%
3.	Final Climate Finance Course Outline/Manual detailing course content, including practical exercises, quizzes, case studies, quizzes, and relevant multimedia content that is engaging and interactive.	August 30, 2024	25%
4.	Virtual Sessions detailing at least 3 virtual sessions developed according the modules of the course. It will be held by zoom.	September 28, 2024	25%
5.	Final Report summarizing the success of the course, lessons learnt, best practices implemented and recommendations for improving the course	November 18, 2024	15%

7. Location and Duration of Consultancy and Work Schedule

The Climate Finance Specialist will work mainly remotely to execute their duties. The consultancy will last for six (6) months, from June 03 to November 30, 2024. A work plan will be developed and agreed upon with IICA after the contract is signed.

8. Coordination and Follow-Up

The consultancy will be supervised by the Inter-American Institute for Cooperation on Agriculture (IICA) through its Agricultural Climate Action and Sustainability Program (PACSA) at IICA Headquarters in Costa Rica. IICA's Technical Specialists Dr. Chaney St. Martin and Mrs. Nekelia Carai will provide oversight, monitor progress, and approve the products and results defined on this terms of reference.

9. Presentation of Offer

Interested candidates are encouraged to submit an electronic application by email to climate.change@iica.int no later than May 23, 2024, at 11:59 pm with the subject line **Application: Climate Finance Specialist - CACCI**. The application must include (as attachment) the following documents:

1. Cover letter
2. Curriculum Vitae

For questions related to this job offer please contact climate.change@iica.int

***Incomplete applications will not be considered.**

-----*Last line of the Terms of Reference*-----