

Terms of reference for a consultation on tools for climate resilient decision making in the Caribbean water sector

Summary

The Global Water Partnership-Caribbean (GWP-C) in partnership with the Caribbean Community Climate Change Centre is implementing a Water Climate and Development Programme (WACDEP) for the Caribbean. WACDEP aims to directly support the CARICOM agenda on climate change through support to the implementation of water related adaptation actions as defined in the Implementation Plan for a Regional Framework for Achieving Development Resilient to Climate Change.

One of the key capacity building activities under WACDEP is the further development of the Caribbean Climate Online Risk and Adaptation Tool (CCORAL) for the water sector. The CCORAL online risk screening tool has been developed by the Caribbean Community Climate Change Centre (CCCCC) and provides a system which can be applied to planning and decision making processes to ensure they are resilient to climate variability and climate change. The objective of the CCORAL-Water initiative (See Annex 1 for information on CCORAL and CCORAL-Water) is to develop and disseminate practical and user friendly tools for climate resilient decision making for the water sector. These tools will sit on the CCORAL platform (See <http://ccoral.caribbeanclimate.bz/about>) enhancing the functionality of the CCORAL tools in identifying specific climate risks and providing solutions to support decision making requirements within the Caribbean water sector. The consultancy firm of HR Wallingford is executing the CCORAL-Water initiative, under the GWP-C WACDEP programme.

One of the initial CCORAL water activities involves consultation with potential end users of CCORAL from water resources agencies, utilities and regional stakeholders on the tools they require for enhancing the climate resilience of decision making and planning processes. This will inform the identification of tools to populate the CCORAL toolbox for water, and highlight the gaps and needs which can guide identification of additional tools for the toolbox. Tools may comprise decision making frameworks, data and information, models, mapping, technical guidelines and case studies related to water resources management and water services planning.

Objective of Consultancy

To research and synthesise stakeholder needs in terms of the tools required for enhancing the climate resilience of decision making and planning processes pertinent to the water sector.

Tasks required and deliverables

It is envisaged that the consultation will require the following activities:

1. In collaboration with GWP-C, identify target users of CCORAL-Water in five countries (water utilities and ministries responsible for water) and regional stakeholders. This activity has already been started and should be finalised and agreed with all parties

2. In collaboration with GWP-C, make contact with identified end users to obtain their agreement for participating in the research
3. HR Wallingford will construct a questionnaire to collect information from end users via telephone or face to face interviews as appropriate. This questionnaire will be finalised with the consultant and will form the basis of the interviews with the end users. The questionnaire should be shared with end users prior to interviews in order to allow them to reflect on the questions posed. The interview process is intended to provide the following outputs;
 - Interviewee awareness of CCORAL and how it could be applied in their setting
 - Understanding of the types of decisions which are being made, the gaps and needs for information and tools to assist in decision making.
 - Understanding of how climate risks are considered in decision making, the types of tools which are successfully being applied and the gaps and needs for information and tools to improve the climate resilience of decision making practices.
4. Conduct telephone or face to face interviews using the questionnaire to record responses, ensuring that any additional comments outside the scope of the questionnaire are recorded where these might provide additional knowledge or insights. Each interview is estimated to take around an hour and based on initial identification of end users 20-25 interviews are anticipated.
5. Analyse the findings of the interviews to identify key trends in the responses, tools which end users are aware of or are using, case studies and other examples of good practice which could be replicated or used as the basis for similar activities in the region.
6. Collate meta-data information for tools identified in the interviews for incorporation into CCORAL (See Annex 2 for current and proposed meta-data for toolbox tools). These may be tools which end users are currently using to assist their decision making, tools that they are aware of or those which they have been involved in developing.
7. Collate any case studies which have been identified in the interviews into a form which could be disseminated through CCORAL or the GWP toolbox
8. Prepare a short draft report synthesising the work undertaken, its main conclusions and recommendations on tools which are required to assist water managers and service providers improve climate resilience in their decision making activities. The draft will be provided for review by HR Wallingford.
9. Finalise draft report incorporating comments from HR Wallingford.

The consultant shall maintain close contact with HR Wallingford in order to ensure tasks and deliverables have been interpreted as intended and to make HR Wallingford aware of any issues which may arise as the tasks progress.

Deliverables

Deliverable 1 – Completed interview questionnaires

Deliverable 2 – Project report containing the following

- Synthesis of the work undertaken, its main conclusions and recommendations on tools which are required to assist water managers and service providers improve climate resilience in their decision making activities.
- Meta-data information from tools identified in the interviews for incorporation into CCORAL (See Annex 2 for current and proposed meta-data for toolbox tools). These may be tools which stakeholders are currently using to assist their decision making, tools that they are aware of or those which they have been involved in developing
- Case studies which have been identified in the interviews into a form which could be disseminated through CCORAL or the GWP toolbox

Schedule

The deliverables should be provided by 20th December 2013

Terms and conditions

The contract will use HR Wallingford standard terms and conditions

Cost and payment

Please provide an itemised cost breakdown for the proposed tasks. Payment milestones will be 50% on completion of Deliverable 1 and 50% on completion of the final version of Deliverable 2. Please state the total amount, including any local taxes where applicable.

Your proposal

We are looking for a consultant with the following experience;

- Excellent communication and interpersonal skills, preferably with a profile known to many of the end users identified for contact
- Excellent understanding of the water management institutions across the Caribbean
- Excellent understanding of water resources, water services and climate change issues in the Caribbean
- Good understanding of the CCORAL tool
- At least a first Degree in Water Resources Management or related environmental management field.

Please provide the following information to help us evaluate your proposal

- A short (~1 page) note on why you are well suited to this consultancy, confirmation of your availability and any improvements to the consultancy tasks.
- Your CV including all relevant experience
- Fee proposal for providing the deliverables

Submission of Proposals

Interested persons should submit their proposals by November 22nd 2013 via EMAIL to info@gwp-caribbean.org

Attention:
Regional Coordinator
GWP-C Secretariat
c/o NIHERST
#77 Eastern Main Road
St. Augustine
Trinidad

Annex 1 – Stakeholder briefing note on CCORAL-Water

See: <http://www.gwp.org/Global/GWP-C%20Files/CCORAL-WATER%20Survey%20Consultancy%20-%20Annex%201.pdf>

Annex 2 – Suggested meta-data to be collected for tools to be added into toolbox

See: <http://www.gwp.org/Global/GWP-C%20Files/CCORAL-WATER%20Survey%20Consultancy%20-%20Annex%202.pdf>