

## TERMS OF REFERENCE

<b>Consulting Name</b>	Development of Climate Change Adaptation Plans (PDAs) for Small Cane Producer Organizations (SPOs) in Belize
<b>Unit of dependency</b>	Climate Change Unit
<b>Internal relations</b>	Climate Change Unit Country Manager Belize
<b>External relations</b>	Fairtrade Sugar Cane Organizations in Belize
<b>Report to</b>	Climate Change Unit
<b>Coordinate with</b>	Climate Change Unit Country Manager Belize

### ▪ ABOUT CLAC

**The Latin American and Caribbean Coordination of Small Producers and Workers of Fair Trade (CLAC)** is an Association constituted with legal personality in Belize that brings together the Small Producer Organizations and Workers' Organizations within Fair Trade.

CLAC is organized into "National Coordinators" and "Networks"; the former group CLAC member organizations by country, while the Product Networks group organizations by product, regardless of the country in which they are located, and the Workers' Network groups workers' organizations from different countries.

CLAC's mission is to represent democratically organized organizations while ensuring their strengthening and development, assisting its members, promoting their products and values, and influencing social, political, and economic instances.

### • OBJECTIVE OF THE CONSULTANCY

Develop a group of Climate Change Adaptation Plans for fair trade sugarcane producing organizations in Belize, which will allow small producers to plan and validate adaptation practices on the adverse effects caused by climate change on this productive system.

### • LOCALIZATION OF ADAPTATION PLANS

For this call, priority was given to the development of 4 Climate Change Adaptation Plans for the sugarcane product in the districts of Orange Walk and Corozal in Belize, according to the following detail:

PROVINCE/STATE	ORGANIZATION NAME
Orange Walk	Progressive Sugar Cane Producers Association
Orange Walk	Belize Sugar Cane Farmers Association
Corozal	Northern Sugar Cane Growers Association
Corozal	Corozal Sugar Cane Producers Association (CSCPA)

## ACTIVITIES TO BE CARRIED OUT

1. Administrative and financial coordination meeting with CLAC staff.
2. Induction by CLAC to the consultant in the Guide for the Elaboration of Adaptation Plans to Climate Change, and presentation formats.
1. Meeting with the beneficiary OPPs to present the methodologies of approach for preparing the Adaptation Plans to Climate Change in spanish as well as english.
3. Establishment of the working framework to assess the need for Climate Change Adaptation in a specific region as a Baseline.
  - Research and collect information on climate variation in the region and how it affects small producers.
  - Interview the OPPs to consider their perception of climate variation and how it affects their production and pace of life.
4. Assessment of change challenges by combining technical information – i.e., meteorological data, climate scenarios, records, etc., and smallholder experimental evidence.
  - Adaptation planning, where climate change adaptation options are selected and structured under an intervention scheme.
  - Operational Plan (detailed measures for implementation, resources, and deadlines of each task).
  - Support to develop indicators for monitoring and evaluation of adaptation measures.
5. Conduct follow-up meetings with the Climate Change Unit and Belize Country Manager

### ▪ EXPECTED PRODUCTS:

The following products are expected:

- Development of 4 specific climate change adaptation plans in each organization.
- Elaboration of a Master Plan, which will support the realization of 4 specific plans for adaptation to climate change in the target region.
- Develop workshops with the selected OPPs to complement information and socialize on institutional capacity issues and available resources.
- Develop workshops with the technicians of the selected OPPs to know the adaptation actions to be prioritized in the context of climate change.
- Validation of 4 Climate Change Adaptation Plans for the sugarcane product in the target region.
- Schedule of activities of the consultant and presentation of progress reports and end of the consultancy.

- **CONSULTANT REQUIREMENTS**

Consulting companies and individual consultants can participate in this TDR under the following eligibility criteria:

N°	Requirements	Indispensable	Desirable
1	Training in economic, agronomic, environmental, and related sciences.	X	
2	Proven experience of at least two years or in 3 similar consultancies.	X	
3	Experience of at least one year in climate change projects for the specified items.	X	
4	Experience of at least two years in formulating Climate Change Adaptation Plans.	X	
5	Solid knowledge of environmental and climate risk management.		X
6	Knowledge and experience in agricultural production chains, preferably in sugarcane.	X	
7	Experience in field information gathering and participatory methodologies with producers.	X	

- **CONDITIONS OF CONTRACT**

**Duration:** This consultancy is planned for three months from signing the contract. The detailed work schedule will be established in the first meeting with the Climate Change Unit. The contract for the services awarded will be elaborated in Spanish.

**Budget and Payment Method:** The consulting company and consultant must present its financial proposal and work schedule. Payments will be made against the delivery of products, as described in the following table:

Product	Payout percentage
Approved schedule and development of 4 specific climate change adaptation plans in each organization	25 %
Approval and validation of the Master Plan	25%
Approval and validation of 4 specific Climate Change Adaptation Plans based master plan	50%

The final payment will be made after the approval of the finished products through the issuance of a document by the provisions of these Terms of Reference. The consultant will



be subject to the Legal and Fiscal framework of the place of signing the contract.

During hiring, the consultant will have permanent advisory support from the Climate Change Unit and an operational counterpart of CLAC in the country. The consultant must preserve absolute confidentiality of the information and documentation to which he has access or is provided formally and informally and may be subject to sanctions in case of failure to comply with the required confidentiality.

Using the information obtained from their work is forbidden for purposes other than those specifically commissioned. In the same way, you can only use the documents/products or content resulting from this contract in any act, presentation, etc., if you have written authorization.

If input and materials are purchased, these will be made per the conditions of the CLAC funds administration manual, and the beneficiaries will sign delivery minutes.

CLAC and the respective OPPs shall own the products from this consultancy, and the consultant (a) undertakes to respect the underlying intellectual property.

- **RECEPTION OF PROPOSALS**

Based on the exhaustive review of the terms of reference, you can send your technical and financial proposal to the electronic address: [adquisiciones@clac-comerciojusto.org](mailto:adquisiciones@clac-comerciojusto.org) with a copy to [marlon.m@clac-comerciojusto.org](mailto:marlon.m@clac-comerciojusto.org) with the following subject: **Development of Climate Change Adaptation Plan (PDAs). Deadline: June 5, 2023.**

- It is recommended that interested individuals or organizations submit their proposals with the following elements:
  - Financial proposal
  - Technical proposal
  - Work plan and schedule
  - Curriculum Vitae.
  - References of similar consultancies.