CITYADAPT
BUILDING CLIMATE RESILIENCE OF URBAN SYSTEMS THROUGH ECOSYSTEM-BASED ADAPTATION (EBA) IN LATIN AMERICA AND THE CARIBBEAN PROJECT

Terms of Reference: GREENHOUSE SPECIALIST

Prepared:
August 19, 2022

TERMS OF REFERENCE
FOR
GREENHOUSE SPECIALIST

1.0 Introduction

The Latin America and Caribbean (LAC) region is the second most urbanised region in the world, with ~80% of the population living in cities. Within the next two decades, this proportion is projected to reach ~85%, thereby ranking the cities of the LAC region among the fastest-growing in the developing world. The rate of urban expansion is faster in small and medium-sized cities relative to mega cities. In the medium-sized city of Kingston in Jamaica, rapid urbanization is coupled with limited urban planning. This rapid urbanisation and the associated expansion of cities is degrading urban and peri-urban ecosystems – including wetlands, green spaces and forests – that provide a wide range of ecosystem services for urban communities.

The degradation of these ecosystems coupled with the impacts of climate change threaten the lives and well-being of urban communities in the LAC region and increase the risk of urban communities vulnerable to natural disasters. It is on this premise that the Global Environment Facility (GEF) through its Special Climate Change Fund is financing a project called the Building Climate Resilience of Urban Systems through Ecosystem-Based Adaptation (Eba) In Latin America and the Caribbean (CityAdapt), implemented by UNEP in 3 medium-sized cities in LAC, one of them being Kingston. The overarching goal of the CityAdapt project is to build the climate resilience of urban and peri-urban communities in cities in the LAC region through the implementation of Ecosystem-based Adaptation (EbA) approaches. The objective of the project is therefore to increase the capacity of government and local communities living in three medium-sized LAC cities to adapt to the effects of climate change through the integration of EbA into urban planning in the medium- to long-term.

The objective of the project will be achieved through the implementation of activities under three main components:

Component 1 - will include activities to strengthen the technical and institutional capacity of stakeholders involved in urban planning and environmental management to

integrate EbA into development planning within cities. This will support improved decision-making on climate change adaptation in urban areas in the LAC region, thereby promoting climate-resilient urban development.

Component 2 - on-the-ground, urban EbA interventions will be demonstrated in Kingston (Jamaica) to increase the capacity of urban communities living in vulnerable areas within the city to adapt to the effects of climate change.

Component 3 - will promote the generation, dissemination and management of knowledge on urban EbA in each city and across the broader LAC region, thereby supporting upscaling of the urban EbA approach.

To support the accomplishment of project objectives the UNEP has signed agreements with three local partners: The Forestry Department, The Nature Conservancy and the Jamaica 4-H Clubs. Each partner is responsible for the implementation of activities under each component with the Jamaica 4-H having responsibility for activities under Components 2 and 3. Through their agreement the Jamaica 4-H Clubs will employ additional personnel and will provide supervision to same in conjunction with the existing National Coordination Team for the project established by UNEP. The National coordinating team includes a National coordinator and a Technical Advisor.

2.0 OBJECTIVE OF CONSULTANCY

The services of a Greenhouse Specialist is required to (1) design, and manage the construction/installation of greenhouse and (2) conduct training to key personnel in four locations across Kingston and St. Andrew.

The responsibilities of the specialist are as follows:

- Design the **Greenhouse**
- Sourcing of labourers
- Carry out all Technical works required for full implementation
- Specialist is required to procure and supply all inputs required for the full execution of work to include obtaining material quotation and preparation of bill of quantity
- Supervision of the installation/construction
- Testing and commissioning of a Greenhouse at the following locations:
    - Kington Technical High School
    - Tivoli Gardens High School

- Camperdown High School
- St. Andrew Technical High School

- Provide a close out report indicating activities completed, variations if any from scope and alternate action. Report must provide before and after photos.
- Provision of capacity building/ training of designated personnel/students in charge of the system at all four (4) locations listed above

3.0 SCOPE OF WORKS

The Greenhouse Specialist will perform the specific activities under the overall supervision and direction of the Jamaica 4-H clubs and the CityAdapt Project's National Coordinating team:

PROFILE AND SCOPE OF WORKS FOR EACH LOCATION GREENHOUSE

Site 1: Kingston Technical High School

1. Remove damaged shade cloth and replace
2. Stock with plants and structure

Site 2: Camperdown High School

1. Construction greenhouse 25 feet by 15 feet
2. To provide support structure to include plants for functional greenhouse
3. Provide training for staff and students in the care and management in greenhouse operations. At least 20 persons should be trained.

Site 3: Tivoli High School

1. Repair damaged greenhouse
2. Stocking of greenhouse
3. Provide seedlings and plant out outfield beds
4. Provide training to as least 30 students in greenhouse production and management

Site 4: St. Andrew Technical High School

1. Repair Green house
2. Stock greenhouse

3. Provision of topsoil
4. Provide training to as least 50 persons in greenhouse management and production

3.0 OUTPUTS/DELIVERABLES

Inception Report: Report outlining the technical approach including the implementation schedule inclusive of a detailed workplan, bill of quantities. This must be submitted to the Project Lead, City Adapt within 10 working days of contract signing**.**

Implementation Report 1 – A report is to be provided on the status of the project implementation, inclusive of site visit report, labourers (hiring of labourers must utilize a gender inclusive approach), before and after photos, challenges and recommendations, evidence of contracting labourers and payment from labourers/construction workers.

Final Report - A final report is to be provided on the status of the project implementation, inclusive of site visit report, labourers (hiring of labourers must utilize a gender inclusive approach), before and after photos, challenges and recommendations evidence of contracting labourers and payment from labourers/construction workers. This report should also include the training report for each location inclusive of attendance register, clearly stating the gender of the beneficiaries, and modules covered.

Deliverable and Timeframe: This service is for an estimated contract period of maximum 3.5 months.

4.0 LENGTH OF CONTRACT

5 months: September 2022- February 2023

5.0 PAYMENT TERMS

The value of the contract is: $ 2,438,955.11

Deliverable	Description	Date	Payment
Deliverable 1	Submission of inception report with site assessment details, BQ, design and implementation timelines within **10 working days** after the contract is signed.	10 Working days after contract signing-	**40%**
Deliverable 2	**Implementation Report 1** – A report is to be provided on the status of the project implementation, inclusive of site visit report, labourers (hiring of labourers must utilize a gender inclusive approach), before and after photos, challenges and recommendations, evidence of contracting labourers and payment from labourers/construction workers.	4 weeks after deliverable 1	**40%**
Deliverable 3	A final report is to be provided on the status of the project implementation, inclusive of site visit report, labourers (hiring of labourers must utilize a gender inclusive approach), before and after photos, challenges evidence of contracting labourers and payment from labourers/construction workers. This report should also include the training report for each location inclusive of attendance register, clearly stating the gender of the beneficiaries, and modules covered.	1 week after the completion of the works	**20%**

6.0. REPORTING ARRANGEMENTS

Prior to the start of this assignment, there will be an initial briefing with the Jamaica 4-H Club Project Office Team, and the UNEP National Coordination Team. The specialist shall report all technical & contractual matters to the CityAdapt, 4-H Project Lead

The specialist is reminded that he/she should request problem-solving meetings with the Jamaica 4-H Club Project Office Team as soon as there is any indication of a variation in the scope of work, changes to the timeline or additional costs being necessary. No variations are to be made to the agreed time or cost without the prior approval of Jamaica 4-H Clubs.

7.0 MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Agriculture or Agricultural Technologies with at least 3 years' experience in implementing similar projects
- OR Associate Degree in Agriculture or Agricultural Technologies with at least 5 years' experience in implementing similar projects
- Prior experience working with international organizations implementing rainwater harvesting systems.
- Knowledge of climate change and its potential impact on Jamaica and a good understanding of issues in climate change policy, mitigation and adaptation both regionally and internationally would be an asset;
- Access to a team is an asset

Language of Delivery: English *(British Standard)*

Type of Contract: Independent Specialist – Individual

(Consultant will be responsible for the provision of office and accommodation facilities)