

TERMS OF REFERENCE

CONSULTING SERVICES FOR OPERATIONALIZING THE NATIONAL LAND USE POLICY AT THE MUNICIPAL LEVEL IN BELIZE, INCLUDING THE DEVELOPMENT OF CLIMATE-RESILIENT LAND USE GUIDELINES AND ESTABLISHMENT OF MULTI-STAKEHOLDER PLANNING GROUPS

Belize
BL-T1212

Technical Cooperation: Resilient Cities: Strengthening Climate Readiness in Belize

1. **Background and Justification**

- 1.1. Belize faces increasing climate threats such as flooding, erosion, and more frequent extreme weather events, which disproportionately affect smaller and underserved municipalities. Despite having national climate and land use policies in place, implementation at the municipal level remains limited due to capacity constraints, lack of practical tools, and insufficient coordination between central and local authorities. Municipalities also lack operational early warning systems that reach vulnerable communities.
- 1.2. Across Latin America and the Caribbean, secondary cities and smaller municipalities face increasing climate pressures while often lacking the planning instruments, technical tools, and coordination mechanisms needed to translate national land use and climate policies into effective local action. In Belize, these challenges prompted the Government—through the Ministry of Rural Transformation, Community Development, Labour and Local Government—to request technical support in April 2025 to strengthen municipal capacity to assess, manage, and respond to climate risks through data-driven decision-making and inclusive stakeholder engagement, with the aim of improving local readiness and socio-economic resilience.
- 1.3. The Technical Cooperation “Resilient Cities: Strengthening Climate Readiness in Belize” supports actions to strengthen municipal resilience in four Belizean towns—Corozal, Dangriga, Punta Gorda, and Benque Viejo—through improved planning systems, community-centered climate governance, and enhanced preparedness mechanisms, including early warning systems.
- 1.4. It comprises of three components aimed at strengthening municipal climate resilience: (i) operationalizing the National Land Use Policy at the local level through the establishment of multi-sectoral planning groups and the development of climate-resilient land use guidelines; (ii) strengthening municipal capacities through training programs on climate-informed spatial planning, risk assessment, and stakeholder engagement, including peer learning exchanges and the development of training materials; and (iii) piloting community-based early warning systems through consultations, public awareness activities, and the deployment of communication mechanisms in coordination with the National Emergency Management Organization (NEMO) and telecommunications providers.
- 1.5. In this context, the IDB is seeking a consulting firm to support the implementation of

Component 1 of the Technical Cooperation, focused on operationalizing the National Land Use Policy at the local level. The consultancy will support the establishment of municipal multi-stakeholder planning groups in the four target municipalities—Corozal, Dangriga, Punta Gorda, and Benque Viejo, the development of climate-resilient land use guidelines tailored to each municipality, the validation and endorsement of these guidelines through the Ministry of Natural Resources and the Environment, and the preparation of illustrated, user-friendly guidance materials for builders and community stakeholders.

- 1.6. The expected results of this consultancy are improved governance and planning coherence at the local level, including four climate-informed land use guidelines formally endorsed and in use by participating municipalities.

2. Objectives

- 2.1. To operationalize the National Land Use Policy at the municipal level in four target municipalities—Corozal, Dangriga, Punta Gorda, and Benque Viejo—by translating national policy principles into practical, locally applicable planning tools.
- 2.2. To establish and support municipal multi-stakeholder planning groups to strengthen coordination, participation, and implementation of land use planning processes.
- 2.3. To develop, validate, and support the adoption of gender-responsive, climate-resilient land use guidelines aligned with the National Land Use Policy and tailored to each municipality.

3. Scope of Services

The consulting firm will deliver the following services:

- 3.1. Municipal diagnostic assessments for each of the four target municipalities—Corozal, Dangriga, Punta Gorda, and Benque Viejo, including analysis of land use conditions, institutional arrangements, climate-related risks, and identification of priority areas for local implementation of the National Land Use Policy.
- 3.2. Establishment and operationalization of municipal multi-stakeholder planning groups in the four target municipalities.
- 3.3. Gender-responsive, climate-resilient land use guidelines aligned with the National Land Use Policy and tailored to each municipality.
- 3.4. Validated and formally endorsed land use guidelines in coordination with the Ministry of Natural Resources and the Environment.
- 3.5. Illustrated, user-friendly guides and practical planning tools for builders, developers, and community stakeholders.
- 3.6. Technical support outputs to facilitate the integration and application of the guidelines in municipal land use planning and development decision-making processes.

4. Key Activities

- 4.1. Review and analyze the National Land Use Policy and relevant planning instruments to identify priority areas for local-level implementation.
- 4.2. Conduct municipal diagnostics in Corozal, Dangriga, Punta Gorda, and Benque Viejo, including assessment of land use patterns, development pressures, institutional arrangements, and climate risks.
- 4.3. Identify and map key stakeholders and define participation mechanisms for the planning groups.
- 4.4. Establish and facilitate municipal multi-stakeholder planning groups in the four target municipalities, including coordination meetings and engagement processes.
- 4.5. Develop draft land use guidelines aligned with the National Land Use Policy, incorporating climate risk considerations, land suitability, and development control principles tailored to each municipality.
- 4.6. Organise and facilitate stakeholder consultations and validation workshops to refine and finalize the guidelines, including arrangement and settlement of all logistics.
- 4.7. Support the validation and endorsement process with the Ministry of Natural Resources and the Environment.
- 4.8. Develop illustrated and user-friendly materials to translate technical guidelines into practical tools.
- 4.9. Provide technical support to municipalities to apply the guidelines in planning and development processes.

5. Expected Outcome and Deliverables

- 5.1. Inception Report, including detailed methodology, work plan, and stakeholder engagement plan.
- 5.2. Municipal diagnostic reports for Corozal, Dangriga, Punta Gorda, and Benque Viejo, including analysis of land use conditions, institutional context, climate risks, and priority areas for implementation of the National Land Use Policy.
- 5.3. Documentation of the establishment and operation of municipal multi-stakeholder planning groups, including stakeholder mapping and records of meetings and consultations.
- 5.4. Draft gender-responsive, climate-resilient land use guidelines for each municipality.
- 5.5. Final validated and formally endorsed land use guidelines aligned with the National Land Use Policy.
- 5.6. Illustrated, user-friendly guides and practical planning tools for builders, developers, and community stakeholders.
- 5.7. Final report summarizing activities including training workshops, results, lessons learned, and recommendations for application and sustainability.

6. Project Schedule and Milestones

The total execution period of the consultancy is expected to be 12 months from the date of contract initiation. The tentative delivery timeline for key deliverables is as follows:

- 6.1. Inception Report and Work Plan – 1 month after contract start.
- 6.2. Municipal Diagnostic Reports – 3 months after approval of the Inception Report.
- 6.3. Draft Land Use Guidelines – 4 months after submission of diagnostic reports.
- 6.4. Validation Workshops and Revised Guidelines – 2 months after draft guidelines.
- 6.5. Final Guidelines and User-Friendly Materials – 1 month after validation.
- 6.6. Final Report – at completion of the consultancy.

7. Reporting Requirements

- 7.1. All reports shall be submitted in editable (docx) and PDF formats.
- 7.2. Presentations shall be submitted in editable (ppt) and PDF formats.
- 7.3. All deliverables shall be prepared in English.
- 7.4. Supporting materials, including data, consultation records, and references, shall be organized and submitted in an accessible digital repository.

8. Acceptance Criteria

- 8.1. Deliverables must meet the quality standards and technical requirements defined in these Terms of Reference.
- 8.2. Deliverables shall be reviewed by the IDB technical team, which will provide comments and determine acceptance.
- 8.3. The consulting firm shall address all comments and resubmit deliverables as required prior to approval.

9. Intellectual Property

- 9.1. All outputs, data, and materials developed under this consultancy shall be the property of the Inter-American Development Bank (IDB). The consulting firm shall not use or distribute such materials without prior written authorization from the IDB.

10. Other Requirements

10.1. Responsibilities of the Consulting Firm

The consulting firm shall be responsible for the following throughout the contract period:

- At least 7 years of experience in urban planning, land use planning, territorial planning, or related fields.
- At least 3 similar assignments related to land use planning, development of planning instruments, policy implementation, or preparation of planning guidelines.
- Demonstrated experience in climate-resilient or climate-informed planning, including integration of climate risk considerations into planning processes.
- Experience working with municipal governments and multi-stakeholder coordination

- processes, including stakeholder engagement and facilitation.
- Experience in Latin America and the Caribbean, or in contexts with similar institutional, environmental, and socio-economic conditions, will be considered an asset.
- Experience in the preparation of technical guidelines, regulatory instruments, or planning tools for public sector institutions.

10.2. Qualification of Experts

For the proper implementation of the consultancy services, the consulting firm shall propose a team including, at a minimum, the following profile:

- One (1) Team Leader / Urban Planning Specialist, with a degree in urban planning, architecture, engineering, geography, or a related field. Postgraduate studies in urban planning, public policy, territorial planning, or related areas will be considered an asset. The expert shall have at least eight (8) years of general professional experience and at least five (5) years of specific experience in land use planning, policy implementation, development of planning instruments, or similar assignments. Proven experience leading multidisciplinary teams and coordinating with public sector institutions is required.
- One (1) Climate / Environmental Specialist, with a degree in environmental science, climate change, geography, environmental engineering, or a related field. Postgraduate studies in climate change, environmental management, or related areas will be considered an asset. The expert shall have at least five (5) years of general professional experience and at least three (3) years of specific experience in climate risk assessment, environmental planning, or climate-resilient planning. Experience integrating climate considerations into planning tools or policies is required.
- One (1) Urban / Land Use Planning Specialist, with a degree in urban planning, architecture, engineering, geography, or a related field. The expert shall have at least five (5) years of general professional experience and at least three (3) years of specific experience in spatial planning, zoning, land use regulation, development control, or preparation of planning guidelines and regulatory instruments.

10.3. One (1) Social / Stakeholder Engagement Specialist, with a degree in social sciences, political science, community development, sociology, psychology, social work, or a related field. Postgraduate studies in participation, governance, conflict resolution, project management, or related areas will be considered an asset. The expert shall have at least five (5) years of general professional experience and at least three (3) years of specific experience in stakeholder engagement, participatory planning, community consultation, or facilitation of multi-stakeholder processes.

10.4. The consulting firm may propose additional experts, if necessary, to ensure the quality and timely delivery of the services.

11. Payment Schedule

Payments will be made against the satisfactory completion and approval of deliverables, in accordance with the following schedule:

- 11.1.** Payments will be subject to review and approval by the IDB technical team.
- 11.2.** The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments, if applicable.

No.	Deliverable	%
1	Inception Report and Work Plan	15%
2	Municipal Diagnostic Reports and Planning Groups	20%
3	Draft Land Use Guidelines	20%
4	Validated and Endorsed Guidelines	25%
5	Final Deliverables (Guides and Final Report)	20%
TOTAL		100%

12. Supervision and Reporting

- 12.1.** The consulting firm will report to the IDB Team Leader from the Housing and Urban Development Division (CSD/HUD).
- 12.2.** The IDB technical team will review deliverables, provide feedback, and approve outputs.
- 12.3.** Regular coordination meetings will be held between the consulting firm and the IDB team, as agreed at project initiation.

TERMS OF REFERENCE

CONSULTING SERVICES FOR CAPACITY BUILDING OF MUNICIPAL GOVERNMENTS ON CLIMATE-INFORMED SPATIAL PLANNING, RISK ASSESSMENT, AND STAKEHOLDER ENGAGEMENT IN BELIZE

Belize
BL-T1212

Technical Cooperation: Resilient Cities: Strengthening Climate Readiness in Belize

1. Background and Justification

- 1.1.** Belize faces increasing climate threats such as flooding, erosion, and more frequent extreme weather events, which disproportionately affect smaller and underserved municipalities. Despite having national climate and land use policies in place, implementation at the municipal level remains limited due to capacity constraints, lack of practical tools, and insufficient coordination between central and local authorities. Municipalities also lack operational early warning systems that reach vulnerable communities.
- 1.2.** Across Latin America and the Caribbean, secondary cities and smaller municipalities face increasing climate pressures while often lacking the planning instruments, technical tools, and coordination mechanisms needed to translate national land use and climate policies into effective local action. In Belize, these challenges prompted the Government—through the Ministry of Rural Transformation, Community Development, Labour and Local Government—to request technical support in April 2025 to strengthen municipal capacity to assess, manage, and respond to climate risks through data-driven decision-making and inclusive stakeholder engagement, with the aim of improving local readiness and socio-economic resilience.
- 1.3.** The Technical Cooperation “Resilient Cities: Strengthening Climate Readiness in Belize” supports actions to strengthen municipal resilience in four Belizean towns—Corozal, Dangriga, Punta Gorda, and Benque Viejo—through improved planning systems, community-centered climate governance, and enhanced preparedness mechanisms, including early warning systems.
- 1.4.** It comprises of three components aimed at strengthening municipal climate resilience: (i) operationalizing the National Land Use Policy at the local level through the establishment of multi-sectoral planning groups and the development of climate-resilient land use guidelines; (ii) strengthening municipal capacities through training programs on climate-informed spatial planning, risk assessment, and stakeholder engagement, including peer learning exchanges and the development of training materials; and (iii) piloting community-based early warning systems through consultations, public awareness activities, and the deployment of communication mechanisms in coordination with the National Emergency Management Organization (NEMO) and telecommunications providers.
- 1.5.** In this context, the IDB is seeking a consulting firm to support the implementation of Component 2 of the Technical Cooperation, focused on strengthening municipal technical and institutional capacity. The consultancy will support the design and delivery of training

programs for municipal staff on climate-informed spatial planning, climate risk and hazard assessment, and gender-responsive stakeholder engagement; facilitate peer learning exchanges within Belize and across the Caribbean; and develop training materials and practical tools to institutionalize knowledge within municipal governments.

- 1.6. The expected results of this consultancy are strengthened technical and institutional capacity for local authorities, including at least 20 municipal staff trained, with a minimum of 40 percent women, and improved and more consistent application of climate-informed and inclusive planning approaches at the municipal level.

2. Objectives

- 2.1. To strengthen the technical and institutional capacity of municipal governments in the four target municipalities—Corozal, Dangriga, Punta Gorda, and Benque Viejo—to apply climate-informed spatial planning and climate risk assessment approaches in local planning and decision-making processes
- 2.2. To design and deliver targeted training programs and technical workshops for municipal staff and relevant stakeholders on climate-informed spatial planning, climate risk and hazard assessment, and gender-responsive stakeholder engagement.
- 2.3. To facilitate structured peer learning exchanges among municipalities in Belize and selected Caribbean cities, promoting the sharing of practical experiences and good practices in climate-resilient urban planning and municipal governance.
- 2.4. To institutionalize knowledge within municipal governments through the development of training materials, guidance tools, and practical resources that can continue to be used beyond the duration of the Technical Cooperation.

3. Scope of Services

The consulting firm will deliver the following services:

- 3.1. Design and implementation of a comprehensive capacity-building program for municipal governments, aligned with national climate and land use policy frameworks and informed by existing planning instruments and knowledge products developed under the Technical Cooperation, where available.
- 3.2. Delivery of training programs and technical workshops for municipal technical staff, planners, and relevant stakeholders on:
 - climate-informed spatial planning.
 - municipal-level climate risk and hazard assessment; and
 - gender-responsive and socially inclusive stakeholder engagement practices.
- 3.3. Facilitation of peer learning exchanges among municipalities in Belize and selected Caribbean cities, including virtual knowledge-sharing sessions and targeted exchanges focused on climate-resilient urban planning and municipal governance practices.
- 3.4. Development and adaptation of training materials, guidance notes, toolkits, and practical resources tailored to the Belizean municipal context, drawing on existing knowledge products where available and developing additional materials as needed.
- 3.5. Consolidation and packaging of training outputs into institutional training materials and tools to support ongoing municipal capacity strengthening beyond the duration of the Technical Cooperation.

4. Key Activities

To implement the above scope of services, the consulting firm shall carry out the following activities:

- 4.1.** Conduct a rapid training needs and skills gap assessment among municipal staff in the four target municipalities to confirm priority capacity-building themes and tailor training content accordingly.
- 4.2.** Design a modular training curriculum on climate-informed spatial planning, climate risk and hazard assessment, and gender-responsive stakeholder engagement, incorporating adult learning methodologies and applied, practice-oriented exercises.
- 4.3.** Prepare training materials and learning tools, including presentations, case studies, exercises, and practical guidance resources adapted to municipal roles and responsibilities.
- 4.4.** Organize and deliver in-person and/or virtual training workshops for municipal technical staff and relevant stakeholders across the four municipalities, ensuring participation of at least 20 municipal staff, with a minimum of 40 percent women.
- 4.5.** Facilitate peer learning exchanges within Belize and with selected Caribbean municipalities, including preparation of agendas, identification of relevant case studies, moderation of sessions, and documentation of key lessons learned.
- 4.6.** Compile, refine, and finalize training toolkits, guidance materials, and knowledge products to support the institutionalization of climate-informed and gender-responsive planning practices within municipal governments.

5. Expected Outcome and Deliverables

The consulting firm shall deliver the following outputs:

- 5.1.** Inception Report, including a detailed methodology, work plan, training approach, schedule of activities, and coordination arrangements with relevant stakeholders.
- 5.2.** Training Needs and Skills Gap Assessment Summary for the four target municipalities, identifying priority capacity-building areas and informing the design of training activities.
- 5.3.** Training Curriculum and Materials, including presentations, exercises, case studies, and practical tools on climate-informed spatial planning, municipal-level climate risk and hazard assessment, and gender-responsive stakeholder engagement.
- 5.4.** Training Workshops Delivered for municipal technical staff and relevant stakeholders, including agendas, attendance records disaggregated by gender, and summary reports of training outcomes.
- 5.5.** Peer Learning Exchange Outputs, including documentation of knowledge-sharing sessions conducted within Belize and with selected Caribbean municipalities, and summaries of key lessons learned.
- 5.6.** Final Training Toolkit and Institutionalized Materials Package, consolidating all training resources and guidance tools for continued municipal use beyond the duration of the Technical Cooperation.
- 5.7.** Final Report, summarizing activities implemented, results achieved, lessons learned, and recommendations for sustaining and scaling municipal capacity-building efforts.

6. Project Schedule and Milestones

The total execution period of the consultancy is expected to be nine (9) months from the date of contract initiation. The tentative delivery timeline for key deliverables is as follows:

- 6.1.** Inception Report and Work Plan – one (1) month after contract start.
- 6.2.** Training Needs and Skills Gap Assessment Summary – within two (2) months after contract start.
- 6.3.** Training Curriculum and Materials – within four (4) months after contract start.
- 6.4.** Delivery of Training Workshops and Report on Outcomes– implemented between months four (4) and seven (7) of the consultancy.
- 6.5.** Peer Learning Exchange Outputs – completed by month seven (7) of the consultancy.
- 6.6.** Final Training Toolkit and Institutionalized Materials Package – within eight (8) months after contract start.
- 6.7.** Final Report – at completion of the consultancy.

7. Reporting Requirements

- 7.1.** All reports shall be submitted in editable (docx) and PDF formats.
- 7.2.** Presentations shall be submitted in editable (ppt) and PDF formats.
- 7.3.** All deliverables shall be prepared in English.
- 7.4.** Supporting materials, including data, consultation records, and references, shall be organized and submitted in an accessible digital repository.

8. Acceptance Criteria

- 8.1.** Deliverables must meet the quality standards and technical requirements defined in these Terms of Reference.
- 8.2.** Deliverables shall be reviewed by the IDB technical team, which will provide comments and determine acceptance.
- 8.3.** The consulting firm shall address all comments and resubmit deliverables as required prior to approval.

9. Intellectual Property

- 9.1.** All outputs, data, and materials developed under this consultancy shall be the property of the Inter-American Development Bank (IDB). The consulting firm shall not use or distribute such materials without prior written authorization from the IDB.

10. Responsibilities of the Consulting Firm

The consulting firm shall be responsible for the following throughout the contract period:

- 10.1.** At least seven (7) years of experience in capacity building, urban planning, spatial planning, climate resilience, municipal development, or related fields.
- 10.2.** At least three (3) similar assignments involving the design and delivery of training programs, technical workshops, or institutional capacity-building initiatives for public sector or municipal institutions.

- 10.3.** Demonstrated experience in climate-informed or climate-resilient planning, including the integration of climate risk and hazard considerations into planning, governance, or decision-making processes.
- 10.4.** Experience working with municipal governments and local authorities, including facilitation of training activities, stakeholder engagement processes, or peer learning initiatives.
- 10.5.** Experience in Latin America and the Caribbean, or in contexts with similar institutional, environmental, and socio-economic conditions, will be considered an asset.
- 10.6.** Experience in the preparation of training materials, guidance tools, toolkits, or knowledge products for public sector institutions.

11. Other Requirements

11.1. Qualification of Experts

For the proper implementation of the consultancy services, the consulting firm shall propose a team including, at a minimum, the following profile:

- One (1) Team Leader / Urban Planning Specialist, with a degree in urban planning, public policy, geography, social sciences, engineering, or a related field. Postgraduate studies in urban planning, public policy, climate change, or related areas will be considered an asset. The expert shall have at least eight (8) years of general professional experience and at least five (5) years of specific experience in capacity building, training delivery, climate-informed planning, or municipal development. Proven experience leading multidisciplinary teams and coordinating with public sector institutions is required.
- One (1) Climate / Environmental Specialist, with a degree in environmental sciences, climate change, geography, environmental engineering, or a related field. Postgraduate studies in climate change or environmental management will be considered an asset. The expert shall have at least five (5) years of general professional experience and at least three (3) years of specific experience in climate risk assessment, climate-informed planning, or climate resilience.
- Training / Institutional Development Specialist, with a degree in education, public policy, social sciences, organizational development, or a related field. The expert shall have at least five (5) years of professional experience in the design and delivery of training programs, adult learning methodologies, or institutional capacity-building processes.
- One (1) Social / Stakeholder Engagement Specialist, with a degree in social sciences, community development, sociology, political science, psychology, social work, or a related field. Postgraduate studies in participation, governance, or facilitation will be considered an asset. The expert shall have at least five (5) years of experience, including at least three (3) years in stakeholder engagement, participatory processes, or facilitation of multi-stakeholder activities.
- The consulting firm may propose additional experts, if necessary, to ensure the quality and timely delivery of the services.

12. Payment Schedule

The consulting firm shall be responsible for the following throughout the contract period.

Payments will be made against the satisfactory completion and approval of deliverables, in accordance with the following schedule:

No.	Deliverable	Percentage
1	Inception Report and Work Plan	15%
2	Training Needs and Skills Gap Assessment Summary	15%
3	Training Curriculum and Materials	20%
4	Training Workshops and Peer Learning Activities	30%
5	Final Training Toolkit and Final Report	20%
Total		100%

12.1. Payments will be subject to review and approval by the IDB technical team.

12.2. The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments, if applicable.

13. Supervision and Reporting

13.1. The consulting firm will report to the IDB Team Leader from the Housing and Urban Development Division (CSD/HUD).

13.2. The IDB technical team will review deliverables, provide feedback, and approve outputs.

13.3. Regular coordination meetings will be held between the consulting firm and the IDB team, as agreed at project initiation.

TERMS OF REFERENCE

CONSULTING SERVICES FOR PILOTING COMMUNITY-BASED EARLY WARNING SYSTEMS IN BELIZE

Belize
BL-T1212

Technical Cooperation: Resilient Cities: Strengthening Climate Readiness in Belize

1. **Background and Justification**

- 1.1. Belize faces increasing climate threats such as flooding, erosion, and more frequent extreme weather events, which disproportionately affect smaller and underserved municipalities. Despite having national climate and land use policies in place, implementation at the municipal level remains limited due to capacity constraints, lack of practical tools, and insufficient coordination between central and local authorities. Municipalities also lack operational early warning systems that reach vulnerable communities.
- 1.2. Across Latin America and the Caribbean, secondary cities and smaller municipalities face increasing climate pressures while often lacking the planning instruments, technical tools, and coordination mechanisms needed to translate national land use and climate policies into effective local action. In Belize, these challenges prompted the Government—through the Ministry of Rural Transformation, Community Development, Labour and Local Government—to request technical support in April 2025 to strengthen municipal capacity to assess, manage, and respond to climate risks through data-driven decision-making and inclusive stakeholder engagement, with the aim of improving local readiness and socio-economic resilience.
- 1.3. The Technical Cooperation “Resilient Cities: Strengthening Climate Readiness in Belize” supports actions to strengthen municipal resilience in four Belizean towns—Corozal, Dangriga, Punta Gorda, and Benque Viejo—through improved planning systems, community-centered climate governance, and enhanced preparedness mechanisms, including early warning systems.
- 1.4. It comprises of three components aimed at strengthening municipal climate resilience: (i) operationalizing the National Land Use Policy at the local level through the establishment of multi-sectoral planning groups and the development of climate-resilient land use guidelines; (ii) strengthening municipal capacities through training programs on climate-informed spatial planning, risk assessment, and stakeholder engagement, including peer learning exchanges and the development of training materials; and (iii) piloting community-based early warning systems through consultations, public awareness activities, and the deployment of communication mechanisms in coordination with the National

Emergency Management Organization (NEMO) and telecommunications providers.

- 1.5. In this context, the IDB is seeking a consulting firm to support the implementation of Component 3 of the Technical Cooperation, focused on piloting community-based early warning systems. The consultancy will support the co-design and testing of early warning pilots in collaboration with the National Emergency Management Organization (NEMO), municipal authorities, and telecommunications providers. Activities will include community consultations, public awareness and preparedness campaigns, and the deployment and testing of SMS- and mobile application-based alert mechanisms to improve climate risk communication at the local level, particularly for vulnerable populations.
- 1.6. The expected results of this consultancy are the implementation of four operational community-based early warning system pilots and improved local preparedness and climate risk communication in participating municipalities, with benefits for women, youth, and other vulnerable groups through timely and accessible early warning information.

2. Objectives

- 2.1. To pilot community-based early warning systems in four target municipalities—Corozal, Dangriga, Punta Gorda, and Benque Viejo—by co-designing and testing localized risk communication mechanisms in collaboration with the National Emergency Management Organization (NEMO), municipal authorities, and telecommunications providers.
- 2.2. To strengthen coordination between local authorities, emergency management institutions, and communities to improve the timely dissemination and accessibility of climate-related early warning information.
- 2.3. To enhance local preparedness and awareness through community consultations, public awareness activities, and the deployment of SMS- and mobile application-based alert pilots, with particular attention to women, youth, and other vulnerable populations.

3. Scope of Services

The consulting firm will deliver the following services:

- 3.1. Co-design and coordination of community-based early warning system pilots for the four target municipalities—Corozal, Dangriga, Punta Gorda, and Benque Viejo, in collaboration with the National Emergency Management Organization (NEMO), municipal authorities, and telecommunications providers.
- 3.2. Facilitation of community consultations in the four target municipalities, including engagement with flood-prone and low-lying communities, to identify communication needs, preferred alert channels, and barriers to effective climate risk communication,

with particular attention to women, youth, persons with disabilities, and other vulnerable groups.

- 3.3. Support the development, configuration, and testing of SMS- and mobile application-based alert mechanisms designed to reach vulnerable populations with timely and accessible early warning information.
- 3.4. Design and implementation of public awareness and preparedness activities, including outreach materials and community engagement sessions, to increase understanding and uptake of early warning systems at the household and neighborhood levels.
- 3.5. Documentation and assessment of the early warning system pilot implementation, including effectiveness, technical performance, user feedback (disaggregated by gender, age, location, and vulnerability), lessons learned, and recommendations for improvement and scaling.

4. Key Activities

- 4.1. Coordinate with NEMO, municipal authorities, telecommunications providers, and relevant stakeholders to define technical, institutional, and operational parameters for community-based early warning system pilots.
- 4.2. Conduct community consultations, including targeted engagement in flood-prone, low-lying, and highly vulnerable areas, to assess communication needs, risk perception, accessibility barriers, and local preferences for alert mechanisms.
- 4.3. Support the setup, testing, and deployment of SMS-based and mobile application-based early warning alerts, ensuring coverage and usability for vulnerable groups, including women, youth, older persons, and persons with disabilities.
- 4.4. Design and implement public awareness and preparedness activities, including workshops, community sessions, and accessible communication materials, to ensure households understand how to interpret alerts and respond appropriately.
- 4.5. Monitor and document pilot implementation processes, system performance, inter-institutional coordination, user engagement, and community-level uptake of early warning information.
- 4.6. Prepare technical documentation summarizing results, including:
 - pilot system configuration and deployment details,
 - feedback from communities (with gender and age disaggregation),
 - challenges and opportunities, and
 - recommendations for scaling the pilots to additional municipalities.

5. Expected Outcome and Deliverables

The consulting firm shall deliver the following outputs:

- 5.1. Inception Report, including detailed methodology, work plan, stakeholder engagement plan, and coordination arrangements with NEMO, municipal authorities, and telecommunications providers.
- 5.2. Community Consultation Reports for Corozal, Dangriga, Punta Gorda, and Benque Viejo, including findings from consultations conducted in flood-prone, low-lying, and vulnerable communities, with attention to the perspectives of women, youth, and other at-risk groups.
- 5.3. Early Warning System Pilot Design and Deployment Outputs, including documentation of the co-designed SMS-based and mobile application-based alert mechanisms and technical configuration details.
- 5.4. Public Awareness and Preparedness Materials, including communication tools, outreach products, and documentation of awareness activities implemented across the four municipalities.
- 5.5. Pilot Implementation and Evaluation Report, summarizing system testing results, community uptake, user feedback (disaggregated by gender and age), system performance, operational lessons, and recommendations for improvement and scalability.
- 5.6. Final Report, summarizing all activities, results achieved, lessons learned, and recommendations for sustaining and expanding community-based early warning systems in Belize.

6. Project Schedule and Milestones

The total execution period of the consultancy is expected to be six (6) months from the date of contract initiation. The tentative delivery timeline for key deliverables is as follows:

- 6.1. Inception Report – within one (1) month after contract start.
- 6.2. Community Consultation Reports – within two (2) months after contract start.
- 6.3. Early Warning Pilot Design and Deployment Outputs – within four (4) months after contract start.
- 6.4. Public Awareness and Preparedness Materials – delivered between months three (3) and five (5).
- 6.5. Pilot Implementation and Evaluation Report – within five (5) months after contract start.
- 6.6. Final Report – at completion of the consultancy (month six).

7. Reporting Requirements

- 7.1. All reports shall be submitted in editable (docx) and PDF formats.
- 7.2. Presentations shall be submitted in editable (ppt) and PDF formats.
- 7.3. All deliverables shall be prepared in English.
- 7.4. Supporting materials, including data, consultation records, and references, shall be organized and submitted in an accessible digital repository.

8. Acceptance Criteria

- 8.1. Deliverables must meet the quality standards and technical requirements defined in these Terms of Reference.
- 8.2. Deliverables shall be reviewed by the IDB technical team, which will provide comments and determine acceptance.
- 8.3. The consulting firm shall address all comments and resubmit deliverables as required prior to approval.

9. Intellectual Property

- 9.1. All outputs, data, and materials developed under this consultancy shall be the property of the Inter-American Development Bank (IDB). The consulting firm shall not use or distribute such materials without prior written authorization from the IDB.

10. Responsibilities of the Consulting Firm

The consulting firm shall be responsible for the following throughout the contract period:

- 10.1. At least seven (7) years of experience in disaster risk management, emergency preparedness, climate resilience, urban resilience, communications systems, or related fields.
- 10.2. At least three (3) similar assignments related to the design, piloting, or implementation of early warning systems, risk communication mechanisms, disaster preparedness initiatives, or community-based resilience programs.
- 10.3. Demonstrated experience in climate-related risk assessment, risk communication, or early warning systems, including the integration of climate and hazard information into operational alert or preparedness mechanisms.
- 10.4. Experience working with municipal governments, national emergency management agencies, and local communities, including coordination with multiple stakeholders and facilitation of participatory processes.
- 10.5. Experience working in Latin America and the Caribbean, or in contexts with similar institutional, environmental, and socio-economic conditions, will be considered an asset.

- 10.6.** Experience in the preparation of technical documentation, operational protocols, communication materials, or guidance tools related to early warning systems, community preparedness, or emergency response.

11. Qualifications of Experts

For the proper implementation of the consultancy services, the consulting firm shall propose a team including, at a minimum, the following profile:

- 11.1.** One (1) Team Leader / Urban Planning Specialist, with a degree in disaster risk management, environmental sciences, urban planning, engineering, public policy, geography, or a related field. Postgraduate studies in disaster risk management, climate change, resilience, or emergency management will be considered an asset. The expert shall have at least eight (8) years of general professional experience and at least five (5) years of specific experience in early warning systems, disaster preparedness, climate risk management, or similar assignments. Proven experience leading multidisciplinary teams and coordinating with public sector institutions is required.
- 11.2.** One (1) Climate / Environmental Specialist, with a degree in environmental science, climate change, geography, environmental engineering, or a related field. Postgraduate studies in climate risk, hydrometeorology, or environmental management will be considered an asset.
The expert shall have at least five (5) years of general professional experience and at least three (3) years of specific experience in climate risk assessment, hazard analysis, or climate-informed decision-making.
- 11.3.** One (1) Urban / Land Use Planning Specialist, with a degree in urban planning, architecture, engineering, geography, or a related field. The expert shall have at least five (5) years of general professional experience and at least three (3) years of specific experience in spatial planning, zoning, land use regulation, development control, or preparation of planning guidelines and regulatory instruments.
- 11.4.** One (1) Communications / Information Systems Specialist, with a degree in communications, information systems, engineering, information technology, or a related field. The expert shall have at least five (5) years of professional experience in the design, deployment, or management of communication platforms, including SMS-based systems, mobile applications, or digital alert mechanisms.
- 11.5.** One (1) Social / Stakeholder Engagement Specialist, with a degree in social sciences, community development, sociology, political science, psychology, social work, or a related field. Postgraduate studies in participation, governance, or facilitation will be considered an asset. The expert shall have at least five (5) years of general professional experience and at least three (3) years of specific experience in community engagement, participatory processes, or the facilitation

of activities involving vulnerable populations, including women and youth.

- 11.6. The consulting firm may propose additional experts, if necessary, to ensure the quality and timely delivery of the services.

12. Payment Schedule

Payments will be made against the satisfactory completion and approval of deliverables, in accordance with the following schedule:

No.	Deliverable	%
1	Inception Report and Work Plan	15%
2	Community Consultation Reports	20%
3	Early Warning System Pilot Design and Deployment Outputs	35%
4	Public Awareness Materials and Pilot Evaluation Report	15%
5	Final Report	15%
Total		100%

- 12.1. Payments will be subject to review and approval by the IDB technical team.
- 12.2. The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments, if applicable.

13. Supervision and Reporting

- 13.1. The consulting firm will report to the IDB Team Leader from the Housing and Urban Development Division (CSD/HUD).
- 13.2. The IDB technical team will review deliverables, provide feedback, and approve outputs.
- 13.3. Regular coordination meetings will be held between the consulting firm and the IDB team, as agreed at project initiation.