

Terms of Reference

For

Access to (Green) Finance Consultant – GTC Hub Caribbean

Background

The International Trade Centre (ITC) is a joint agency of the United Nations and the World Trade Organization supporting the internationalization of MSMEs. Its joint mandate combines a focus on expanding trade opportunities with the aim of fostering sustainable development.

The GreenToCompete Hub Programme is seeking an Access to (Green) Finance Consultant to support the successful implementation of its project 'GreenToCompete Hub Caribbean.'

The GreenToCompete Hubs provide integrated solutions to MSMEs in the implementation of green business practices. Hosted by the Caribbean Export Development Agency (Caribbean Export) and launched officially in June 2021, the Hub will act as a one-stop-shop for MSMEs to build sustainable business strategies to access green finance and international markets for sustainable products.

The objective of the consultancy

This consultancy has its primary objective to support the GreenToCompete Hub – Caribbean, hosted by Caribbean Export, in preparing an Access to Green Finance supply and demand study.

Description of Duties/Responsibilities

The consultant will work under the direct guidance of the ITC Manager for the GreenToCompete Hub Caribbean and will undertake the following duties:

Access to (green) finance Landscape Study (30 days)

The consultant will conduct a desk study of the finance offering for MSMEs with a specific focus on green offerings and for MSMEs in the tourism, services and light manufacturing sectors. The consultant shall not focus on the agricultural sector, if it is not for a green finance offering targeting agricultural MSMEs.

The consultant shall include finance offerings provided by multi-lateral and bi-lateral donors, investment agencies, trust funds, local commercial banks, and other local financial institutions operating in the Caribbean region. The consultant will complete the following tasks:

1. Review existing ITC materials and external studies on the financial offering for MSMEs in the Caribbean;
2. Identify through desk research and interviews locally operating financiers (including banks, investors, and government support schemes) that have financial products for MSMEs in terms of green finance and finance for the tourism, services and light manufacturing sectors in the Caribbean Region;
3. Compilation of all information in a mapping report following ITC templates

ITC will provide relevant existing ITC reports & studies to review. ITC will provide a template for the mapping report to guide the consultant to execute his/her work and prepare the report.

Demand for green finance by MSMEs (20 days)

1. Conduct an Access to Finance survey with the MSMEs using ITC's survey template and hold interviews with at least 15 MSMEs (5 per target country: St. Lucia, Guyana and Barbados)
2. Analyze the survey results to identify the main challenges by MSMEs to access to green finance, identify causes for gaps between green finance and MSMEs accessibility, and document the outcomes for each MSME interviewed.
3. Document the outcomes of the survey and follow-up interviews in a short 5-8 page interview report.

Expected Outputs and Timelines

- **Deliverable 1:** First Draft Access to (Green) Finance Landscape study according to ITC requirements. (within 30 days after contracting)
- **Deliverable 2:** First draft of Access to (Green) Finance demand study and advanced Access to (Green) Finance Landscape study (within 50 days after contacting).
- **Deliverable 3:** All reports and any other document or deliverable must be prepared and submitted in English.

Travel

Yes, in the region

Payment Schedule

1st payment upon signing the contract and after satisfactory completion of Deliverable 1

2nd payment after satisfactory completion of Deliverable 2

3rd and final payment, after satisfactory completion of Deliverable 3

Skills

- Competent user of Microsoft Office applications (Word, Excel, Outlook, PowerPoint) and the development of online surveys. The ability to work with Microsoft Projects would be an asset.
- Attention to detail
- Ability to work independently and to solve problems
- Flexibility and ability to work under pressure and tight deadlines
- Excellent communications skills, both oral and written
- Excellent communication, diplomatic, presentation skills, and knowledge to maintain effective partnerships and working relations in a multi-cultural environment with sensitivity and respect for diversity

Education

Choose one

- Undergraduate degree (BA/BSC or other)
- Advanced degree (MA/MSc or other)
- Post-graduate degree (Ph.D. or other)
- Secondary school
- Other

Indicate the field of studies:

In finance, economics, international relations, business administration, geography, corporate sustainability, or related field.

Experience required (number of years in which area)

A minimum of 5 years of experience working in the finance and banking sector, company associations, or companies related to finance (required). Specific experience with 'green' financing would be considered an asset. Experience working with Multilateral and or Bilateral agencies would be an asset.

At least 2 years of recent experience in working with MSMEs in the Caribbean.

Language

Fluency in English.