UNIVERSITY OF THE WEST INDIES, MONA

CLIMATE SYSTEMS, TECHNIQUES AND RESOURCES FOR IMPROVED DECISION-MAKING, EDUCATION AND SUSTAINABILITY PROJECT

CONSULTANCY SERVICES FOR A CREATIVE COORDINATOR

REQUEST FOR EXPRESSIONS OF INTEREST

EXTENSION TO DEADLINE

The University of the West Indies (UWI) Mona has received financing from the Caribbean Development Bank (CDB) in an amount equivalent to nine hundred and eighty-three thousand, eight hundred and eighty-six United States Dollars (US$983,886) towards the cost of the *Climate Systems, Techniques and Resources for Improved Decision-Making, Education and Sustainability* (Climate STRIDES) Project and intends to apply a portion of the proceeds of this financing to eligible payments under a contract for which this invitation is issued. Payments by CDB will be made only at the request of the UWI Mona and upon approval by CDB and will be subject in all respects to the terms and conditions of the Financing Agreement. The Financing Agreement prohibits withdrawal from the financing account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of CDB, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than the UWI Mona shall derive any rights from the Financing Agreement or have any claim to the proceeds of the Financing.

The UWI Mona, the Executing Agency, now wishes to procure consultancy services for a Creative Coordinator. The objective of this consultancy is to guide the creative direction of the Climate STRIDES Project, particularly for the updated SOCC Report and its affiliated knowledge products, ensuring key findings are communicated in innovative, engaging, and interesting formats that are tailored to target audiences. The assignment is expected to be completed over a period of 5 months.

The UWI Mona now invites interested eligible **individual consultants** to submit Expressions of Interest, in the form of a Curriculum Vitae (CV) and cover letter, indicating their qualifications and experience to provide the consultancy services detailed in the attached Terms of Reference.

Consultants shall be eligible to participate if:

(a) the persons are citizens or *bona fide* residents of an eligible country; and

(b) in all cases, the consultant has no arrangement and undertakes not to make any arrangements, whereby any substantial part of the net profits or other tangible benefits of the contract will accrue or be paid to a person not a citizen or *bona fide* resident of an eligible country.

Eligible countries include CDB member states and non-member states that meet the eligibility requirements for procurement under the European Union (EU)-funded programme. Consultants are advised to review the EU Eligibility Rules and the detailed eligibility criteria detailed in Section 4, as well as the conflict of interest provisions in Section 5 of the Procurement Procedures for Projects Financed by CDB (January 2021), available on CDB's website.

In the assessment of submissions, consideration will be given to qualifications and experience on similar

assignments.

All information must be submitted in English. Further information may be obtained from the first address below between 9:00 am and 4:00 pm Monday to Friday.

An electronic copy of the Expressions of Interest must be received at the following two addresses below no later than 4:30 pm (Jamaica Time) on Monday, April 20, 2026. The subject line should read **"Expression of Interest – Consultancy Services for a Creative Coordinator".**

Following the assessment of submissions, the most technically capable and appropriately experienced applicant will be invited to negotiate a contract to provide the consultancy services. The UWI Mona reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not engaging the services of any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.

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2. Procurement Policy Unit
   Caribbean Development Bank
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TERMS OF REFERENCE

CONSULTANCY SERVICES FOR A CREATIVE COORDINATOR

1. BACKGROUND

1.01 The Caribbean comprises nations that are diverse in terms of geographical size, population, political stability as well as economic drivers. This diversity is however dwarfed by the common vulnerability to the impacts of climate variability and change (CVC) that each of the territories experience; and which places the Caribbean amongst the most vulnerable, across all socio-economic and livelihood sectors. Throughout the region, shifts in duration, frequency and intensity of extreme weather and climatic events have already caused serious economic losses in climate sensitive sectors. For example, in 2017, Hurricane Maria, with Category 5 winds, caused severe destruction in the agriculture sector of Dominica and resulted in damages and losses totalling 226% of Gross Domestic Product (GDP)[1], while in 2019, Hurricane Dorian, also a Category 5 hurricane, caused damages and losses equivalent to 25% of GDP[2]. In 2024, Hurricane Beryl brought devastation as a Category 5 and 4 storm to Grenada, St. Vincent and the Grenadines, Dominica, Tobago and northern Venezuela, Barbados, and the southern portion of Jamaica. More recently, in 2025, Hurricane Melissa devastated Jamaica, Haiti and Cuba, with preliminary estimates of damage in Jamaica amounting to approximately US$ 7 billion or up to 32% of GDP[3]. Continued and projected climatic changes not only place the Caribbean amongst the most vulnerable to the impacts of CVC, but threatens the region's economy, growth and aspirations for sustainable development.

1.02 At the start of the 21st century, there were still challenges adequately characterising and understanding the past and impending threats of CVC to the region due to a paucity of information on account of (a) the general lack of climate change studies at scales matching the geographical size of territories within the region; (b) minimal or no peer-reviewed sector-specific or related studies on the influence of climate change; and (c) the absence of continuous in-situ meteorological data. This led Caribbean scientists and relevant stakeholders to embark on a drive to improve data availability from both in-situ meteorological stations and climate model projections as well as working towards the provision of climate change data and information at spatial and temporal scales more relevant to the region for use in decision-making, risk reduction and improving overall resilience. This drive resulted in the production of the set of first relevant and semi-scale specific regional climate model outputs using the Intergovernmental Panel on Climate Change's (IPCC's) Special Report on Emission Scenarios (SRES) as well as the subsequent Representative Concentration Pathways (RCPs) scenarios. The results of these endeavours were used by the Caribbean and other Small Island Developing States in:

(a) their campaign to have the end of century global warming target be limited to 1.5°C above pre-industrial levels;
(b) the production of several of the region's national communications to the United Nations Framework Convention on Climate Change;
(c) a wide array of publications on the impact of climate variability and climate change on varying sectors, such as agriculture, tourism and water;

[1] https://www.gfdrr.org/sites/default/files/publication/Dominica_mp_012418_web.pdf.
[2] https://publications.iadb.org/en/publications/english/viewer/Impact_of_Hurricane_Dorian_in_The_Bahamas_A_View_from_the_Sky.pdf.
[3] https://reliefweb.int/report/jamaica/jamaica-hurricane-melissa-situation-report-no-3-6-november.

(d) the development and implementation of numerous capacity building and training workshops geared at improving the climate knowledge and capacity in the region; and
(e) the preparation of the State of the Caribbean Climate (SOCC) Report, through support from the Caribbean Development Bank (CDB) [4] to The University of the West Indies (UWI), Mona. The report, which was published online in 2020, analysed the current and future state of the region's climate using the best available science and data at the time.

1.03 The SOCC Report has been viewed as a landmark activity for the region, as it provided the most in-depth view of Caribbean States in terms of the impacts of CVC and has been a go-to resource for anyone conducting climate-related endeavours within the Caribbean. Importantly, the report contributed to an increase in the basic knowledge and understanding of CVC of Borrowing Member Countries (BMCs) of the CDB by providing decision-makers with the best available climate science information at the time in an easily digestible document. Notwithstanding this, the Caribbean is once again lagging the globe in terms of the scenarios used to inform climate change, adaptation and mitigation efforts as the globe has now moved away from the use of both SRES and RCP scenarios to Shared Socioeconomic Pathways (SSPs). There is therefore urgent need for the region to close this gap, so that it strengthens its efforts to appropriately respond to the threat of climate change.

1.04 Recognising the importance of addressing the aforementioned gaps, CDB, under the European Union-funded Caribbean Action for Resilience Enhancement Programme, has provided grant resources to the UWI, Mona to implement the "Climate Systems, Techniques, and Resources, for Improved Decision-making, Education and Sustainability (STRIDES)" project. The Climate STRIDES project seeks to engender enhanced climate resilience in the region through the provision of systems, tools and resources that improve decision making capacity, general awareness and influence behaviour change in the face of a changing climate. Under the Climate STRIDES project, an updated volume of the SOCC Report will be prepared and made available for stakeholder validation, training, awareness and sensitisation.

2. OBJECTIVE

2.01 The objective of this consultancy is to guide the creative direction of the Climate STRIDES Project, particularly for the updated SOCC Report and its affiliated knowledge products, ensuring key findings are communicated in innovative, engaging, and interesting formats that are tailored to target audiences.

3. SCOPE OF WORK

3.01 The Creative Coordinator will be assigned to the Climate Studies Group Mona at the University of the West Indies and, in collaboration with the Climate STRIDES Project Coordinator, will provide high-level supervision and direction to guide the completion of the graphic designed version of the SOCC Report, its affiliated knowledge products and the associated stakeholder engagement, sensitization and awareness activities. The duties and responsibilities of the Creative Coordinator include:

(a) Supporting the procurement processes for consultant(s) that will be involved in the creative elements of the Climate STRIDES Project.

[4] This was made possible through financing from the European Union (EU) within the framework of the African, Caribbean, Pacific, EU, Natural Disaster Risk Management in CARIFORUM countries.

(b) Contributing to reviews of the graphic designed version of the final SOCC Report, particularly as it relates to creative direction, graphic design, formatting, and layout, and ensuring alignment with the content of the SOCC Report.

(c) Serving as the principal point of contact between the Climate STRIDES Project team and the consultant(s) that will be engaged to develop knowledge products based on the SOCC Report. The knowledge products include a climate change textbook and associated teachers' manual, manga, short film, board game, fact sheets, infographics and policy briefs. The Creative Coordinator will provide advice and support for the creative direction throughout the knowledge product development lifecycle by working closely with the consultant(s) responsible for conceptualising, designing and delivering the suite of products.

(d) Fostering collaboration across Climate STRIDES project team members and with other project stakeholders to ensure knowledge products are relevant, accessible, and responsive to stakeholder needs. This includes:

  (i) Coordinating review and validation processes, including the involvement of subject matter experts as appropriate.

  (ii) Collaborating with the Climate STRIDES Project Coordinator, other team members and consultants (designers, editors, translators etc.) to ensure the knowledge products are aligned with the updated SOCC Report and that there is consistency in style, tone, and branding across all knowledge products.

  (iii) Reviewing draft knowledge products and providing constructive feedback, ensuring iterative improvement in content, format, presentation as well as consistency in style, tone, and branding across all knowledge products.

(e) Supporting awareness-raising and sensitization for the Climate STRIDES project, particularly for the SOCC Report and its affiliated knowledge products, inclusive of reporting on relevant statistics (disaggregated by gender).

3.02 The Creative Coordinator will also perform other tasks related to the scope of work of this consultancy, as assigned by the CSGM Principal Investigator and/or the Climate STRIDES Project Coordinator.

4. QUALIFICATIONS AND EXPERIENCE

4.01 The Consultant should possess the following minimum qualifications and experience:

(a) Bachelor's degree in Communications, Marketing, Design or related field. A first degree in other fields, along with certification or other qualification in Communications, Marketing, or Design is also acceptable.

(b) A minimum of two years of relevant professional experience in the Communications, Marketing, Design or related fields.

(c) At least two similar completed assignments providing creative direction, supervision and guidance for the development of knowledge products in the climate, environmental and/or sustainability fields.

(d) Familiarity with digital communication tools, content management systems, and graphic design software.

(e) Proven experience working with consultants, creatives, or technical experts on complex projects.

(f) Excellent stakeholder facilitation, and engagement skills.

(g) Excellent writing and communication skills in the English Language, e.g., as evidenced by the applicant's CV detailing publications, reports and other professional written work, including for a general audience as well as presentations and talks delivered in the English Language.

(h) Working knowledge of other UN languages, specifically French and Dutch, is desirable.

5. REPORTING REQUIREMENTS AND DELIVERABLES

5.01 The Creative Coordinator will report to the Project Coordinator for the Climate STRIDES project, and is expected to produce the deliverables listed in Table 1.

Table 1. Deliverables and Target Due Dates

Deliverable	Expected Due Date
1. Inception Report for the consultancy, including methodology work plan and progress report on engagement of consultant(s) that will be engaged to develop knowledge products based on the SOCC Report.	End of Month 1
2. Progress Report on guidance provided for the creative direction of the Climate STRDIES Project, inclusive of: a. Reviews of the graphic designed version(s) of the SOCC Report. b. Technical guidance and supervision provided to (i) support the knowledge product development lifecycle; and (ii) review and validation efforts around the knowledge products. c. Reviews of the draft knowledge products, with supporting attachments such as the Consultant's feedback (tracked changes, comments etc.) on the draft versions. d. Stakeholder engagement and coordination activities. e. Contributions to the development of summaries, fact sheets, infographics and key messages for specialised audiences, with supporting attachments/evidence.	End of Month 3
3. Final Consultancy Report, inclusive of: (i) updates to the areas outlined under Deliverables 1 and 2; (ii) awareness-raising and sensitization efforts around the updated SOCC Report, its knowledge products and the broader Climate STRIDES project, inclusive of relevant statistics (disaggregated by gender); and (iii) lessons learned and recommendations.	End of Month 5

6. DURATION

6.01 The estimated duration for completing the tasks outlined in this consultancy is approximately 80 days over a period of 5 consecutive months.

7. PLACE OF WORK

7.01 The Consultant will be assigned to the Climate Studies Group Mona within the Department of Physics at the University of the West Indies, Mona. The Consultant is expected to be available for in-person work

at least one workday per week. Eligible applicants outside of Jamaica will be required to cover any relocation expenses.