



**ANTIGUA AND BARBUDA**  
**Department of Environment**

**Request for Proposal**

<b>Job Title</b>	Independent Expert Monitor
<b>Contracting Authority</b>	Department of Environment, Ministry of Health and the Environment, Antigua and Barbuda
<b>Date of Issue</b>	3 March, 2026
<b>Deadline</b>	31 March, 2026
<b>Duration</b>	4 months
<b>To Apply</b>	<p>Individual consultants and/or firms are invited to apply. The following documents must be submitted:</p> <ul style="list-style-type: none"><li>• <b>Technical Proposal</b> (maximum 10 pages), including:<ul style="list-style-type: none"><li>○ Proposed methodology and analytical approach</li><li>○ Work plan and implementation timeline aligned to the four-month engagement</li><li>○ Monitoring and assessment framework</li><li>○ Risk management approach</li><li>○ Description of relevant prior experience in governance, compliance, and integrity monitoring</li></ul></li><li>• <b>Financial Proposal</b> (maximum 2 pages), including:<ul style="list-style-type: none"><li>○ Lump sum professional fees</li><li>○ Breakdown of costs (if applicable)</li><li>○ Any reimbursable expenses clearly identified</li></ul></li></ul> <p>Applications must be submitted via the DOE procurement link with the subject line: <b>“Application for Independent Expert Monitor – Integrity Compliance Action.”</b></p> <p>Late or incomplete submissions may be deemed non-responsive.</p> <p><b><u><a href="https://app.smartsheet.com/b/form/c90d1aa1970649598be71b24a7736434">Click here to apply.</a></u> Or submit your documents via the link below:</b> <a href="https://app.smartsheet.com/b/form/c90d1aa1970649598be71b24a7736434">https://app.smartsheet.com/b/form/c90d1aa1970649598be71b24a7736434</a></p>
<b>Equal Employment</b>	The Department of Environment (DOE) provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The DOE also strives to achieve equal employment opportunity in all personnel operations through

<b>Opportunity (EEO)</b>	continuing diversity enhancement programs.
<b>Prohibited Practices</b>	The DOE maintains a zero-tolerance policy for prohibited practices including corruption, collusion, fraud, coercion, and obstruction. All complaints are investigated and reported to DOE Complaints Mechanism.
<b>Background Checks Information</b>	<p>The DOE is, therefore, asking that all applicants who are shortlisted be prepared to provide information to allow the DOE to better communicate with our partners at the Green Climate Fund, our contractors and service providers. Information needed includes, but is not limited to, company registration, police record, certificate of good standing with the Inland Revenue Department, registration numbers for Social Security, Medical Benefit Scheme, and Board of Education. Applicants are encouraged to be in good standing with these organizations. Please note that if the police record indicates that the individual/company has violated any laws, this does not necessarily disqualify the individual/company from winning the bid. Where references are requested, at least one of these must come from an immediate past client/employer. In addition to this, the contract will be subject to further background checks if required. If this is required, the successful individual/company will be notified accordingly.</p> <p>The DOE will also be conducting checks to determine if the bidder has been placed on relevant international sanctions lists, or “blacklisted” by the Caricom Climate Change Center (5Cs). If so, the bidder will not be considered.</p>
<b>Data Ownership and Confidentiality</b>	The data, information, output, or material that are collected and/or developed under, or in connection to, the execution of funded activities and this AGREEMENT is property of the Government of Antigua and Barbuda. The Government of Antigua and Barbuda shall retain ownership to the aforementioned property including its title, interest, copyright, and other intellectual property rights.
<b>Rights Of Acceptance</b>	The Department of Environment reserves the right to accept or reject any proposal, to render any or all of the proposals as non-responsive and to reject all proposals at any time prior to the award of contract, without incurring any liability, or obligation to inform the affected bidder(s) of the grounds for the Department of Environment’s action. The Department of Environment shall not be obliged to award the contract with the lowest priced offer. <u>The decision of the Department of Environment in this regard is final and binding.</u>
<b>Conflict Of Interest Requirements</b>	The individual/company receiving the contract award must sign a conflict-of-interest declaration and cannot sub-contract or pay staff members of the Department of Environment to complete the assigned tasks outlined within this TOR.
<b>Late Bids</b>	Late Bids will not be accepted.

# Request for Proposals (RFP)

## 1. About the Department of Environment

The Department of Environment ('DOE') is a public agency for the Government of Antigua and Barbuda based within the Ministry of Health, Wellness, Social Transformation and The Environment. The DOE receives its mandate from the Environmental Protection and Management Act (EPMA), 2019. The overall mission of the DOE is to provide technical advice on the environment and to design and implement projects on behalf of the Government and the people of Antigua and Barbuda. These interventions are designed to protect and enhance the country's environment, as well as seek common solutions to national, regional, and global environmental challenges.

The Department accomplishes its mission inter alia through:

- An integrated environmental planning and management system,
- Public consultation and interagency collaboration,
- Efficient implementation of appropriate programmes, projects, and technical services,
- Appropriate counsel on environmental management for the Government,
- Effective and consistent enforcement of environmental laws and regulations, and
- Providing a source of information and technical assistance on environmental issues.

The DOE manages projects within four main programmes, which are aligned with national legislation and international environmental agreements. These are:

- Climate Change Programme (adaptation, mitigation, and capacity building)
- Biodiversity Programme
- Pollution Programme
- Monitoring, Evaluation and Data Management Programme

In 2015, the Department was accredited as National Implementing Entity (NIE) to the Adaptation Fund ('AF') and reaccredited in 2021. In 2017, the DOE was accredited to the Green Climate Fund ('GCF')— a multilateral climate change fund for developing countries. Since then, the DOE received financial support through the GCF's Readiness and Preparatory Support Programme to implement over five Readiness grants. The DOE has also received full funding to implement two projects.

To learn more about the Department of Environment, please visit: <https://environment.gov.ag/en/>

## 2. Background

The Ethics and Audit Committee (EAC) of the Green Climate Fund (GCF) Board has identified integrity compliance gaps and recommended remedial measures in relation to IIU Case Nos. 22-022 and 22-030.

In accordance with the EAC's directive, the DoE is required to engage an independent expert monitor ("Monitor") to oversee, assess, and provide evidence-based confirmation regarding the sufficiency and effectiveness of remedial actions undertaken by the Direct Entity (DoE).

The Monitor's work will support the IIU in determining compliance status for reporting to the EAC.

### **3. Purpose and Objective**

The objective of this four (4) month engagement is to:

- Conduct an independent review of relevant governance and integrity systems;
- Monitor the DoE's implementation of corrective measures;
- Provide evidence-based assessments to the IIU;
- Support confirmation of compliance with EAC recommendations.

The Monitor shall act independently and impartially throughout the engagement.

### **4. Scope of Services**

The Monitor shall perform services in accordance with the approved Scope of Work (SoW), structured as follows:

#### **Phase 1: Inception and Review (Month 1)**

##### 1. Kick-off Consultation

- Meet with the IIU to clarify expectations and confirm understanding of identified integrity gaps.

##### Document Review

- Conflict-of-interest prevention and management
- Exclusion of ineligible beneficiaries and prevention of misuse of funds
- Financial and procurement-related approvals and record-keeping
- Protection of whistleblowers and witnesses

##### Preliminary Findings Report

- Initial findings
- Risk observations
- Recommended measures aligned with GCF policies and international best practices

#### **Phase 2: Advisory and Monitoring (Months 2–3)**

- Present final recommendations with IIU concurrence.
- Conduct regular check-ins
- Review implementation documentation
- Assess alignment with best practice standards
- Provide structured guidance to support compliant implementation

#### **Phase 3: Final Assessment and Reporting (Month 4)**

- Conduct evidence-based independent assessment of sufficiency and effectiveness of implementation.
- Submit a comprehensive final report to the IIU detailing work performed, implementation progress,

determination on compliance status, and confirmation whether integrity compliance action is complete.

## 5. Deliverables

<b>Deliverable</b>	<b>Description</b>	<b>Due Date</b>
Inception Note	Confirmation of understanding and methodology	End of Week 1
Preliminary Review Report	Initial findings and draft recommendations	End of Month 1
Monthly Progress Updates	Monitoring updates	Monthly
Final Assessment Report	Comprehensive compliance determination	End of Month 4

## 6. Independence and Conflict of Interest

The Monitor must be fully independent and free from any actual, potential, or perceived conflict of interest.

Have had no prior professional relationship with the DoE or its personnel that could compromise independence.

Execute a formal Conflict of Interest Declaration prior to contract signature.

Failure to disclose relevant conflicts shall constitute grounds for termination without compensation.

The DoE reserves the right to conduct independent due diligence and background verification.

## 7. Contractual and Reporting Arrangements

Contractual Authority: The Monitor shall contract with the DoE.

Reporting Line: The Monitor shall provide all substantive assessments and reports directly to the IIU. While administratively contracted by the DoE, the Monitor's professional accountability regarding findings and determinations is to the IIU.

Duty to Cooperate: The DoE shall provide reasonable access to documentation and personnel necessary for the engagement.

Status: No attorney-client, partnership, agency, or employer-employee relationship is formed.

## 8. Confidentiality and Data Protection

All information received or generated under this engagement shall be treated as confidential.

Information may be shared with the GCF and IIU without restriction, as required under the integrity of compliance action.

All intellectual property, reports, findings, and materials produced under this contract shall remain the property of the Government of Antigua and Barbuda.

The Monitor shall implement appropriate data protection and security safeguards.

## 9. Required Qualifications

- Extensive experience in governance, compliance, and integrity risk management.
- Proven expertise in independent reviews and monitoring remedial actions.
- Strong knowledge of international best practices in conflict-of-interest management, whistleblower protection, procurement integrity, and beneficiary eligibility controls.
- Familiarity with international financial institutions or climate funds (e.g., GCF).
- Demonstrated independence and impartiality.

## 10. Submission Requirements

- Technical Proposal (maximum 10 pages)
- Financial Proposal (lump sum basis)
- CV(s) of key personnel
- Signed Conflict of Interest Declaration
- At least two professional references

Incomplete submissions may be deemed non-responsive.

## 11. Evaluation Criteria

Category	Weight
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Technical Expertise & Qualifications	30%
Understanding of Assignment & Methodology	30%
Experience with Similar Integrity Engagements	25%
Cost Effectiveness	15%
Total	100%

**12. Prohibited Practices**

The DoE maintains a zero-tolerance policy for corruption, collusion, fraud, coercion, and obstruction.

Any such conduct will result in immediate disqualification and may be reported to relevant authorities and development partners.