



**The Caribbean Disaster Emergency Management Agency**

**REQUEST FOR PROPOSALS**

**RFP #: INTRA ACP/ 8492/16**

*Consultancy services for the Provision of Support to the CDEMA Coordinating Unit in Carrying out Monitoring and Reporting Tasks for the ACP EU Natural Disaster Risk Management in the CARIFORUM Programme for the Period April 1, 2017 to December 31, 2018*



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## SECTION 1: LETTER OF INVITATION

Reference: **INTRA ACP/ 8492/16**

February 8, 2017

1. The Caribbean Disaster Emergency Management Agency invites technical and financial proposals from suitably qualified firms/individuals (The Consultant) to provide consultancy services for *the Provision of Support to the CDEMA Coordinating Unit in Carrying out Monitoring and Reporting Tasks for the ACP EU Natural Disaster Risk Management in the CARIFORUM Programme for the Period April 1, 2017 to December 31, 2018.*

These proposals should be accompanied by evidence of similar work previously undertaken by the Consultant. More details on the services are provided in the Terms of Reference at Section 4.

2. This Request For Proposals includes the following documents:
  - Section 1 - Letter of Invitation
  - Section 2 - Technical Proposal submission form
  - Section 3 - Financial Proposal submission form
  - Section 4 - Terms of Reference
3. The technical proposal should be accompanied by a completed submission form (at Section 2) and should address:
  - a) The Consultant's Organization and Experience;
  - b) Comments or Suggestions on the Terms of Reference
  - c) Indication of any Counterpart Staff and Facilities to be Provided by the Client;
  - d) Description of the Approach, Methodology and Project Plan with milestones for Performing the Assignment;
  - e) Team Composition and Task Assignments (where appropriate);
  - f) Curriculum Vitae (CV) for Proposed Professional Staff (where appropriate);
  - g) Staffing Schedule; and
  - h) Work Schedule.
4. The financial proposal should be accompanied by a completed submission form (at Section 3) and should include the:
  - a) Summary price;
  - b) Breakdown of Price by Activity;
  - c) Breakdown of Remuneration; and
  - d) Expenses (inclusive of administration costs).
5. The Lead Consultant must possess the following minimum qualifications and present for consideration a qualified team to undertake the assignment as outlined in the Terms of Reference at section 4 herein.

**Specific Qualifications:**

- a) Post graduate qualification in Disaster Management or related field.
  - b) At least five (5) years demonstrated work experience in Business Administration.
  - c) Prior experience in carrying out similar assignments.
  - d) Experience in Project Management
  - e) Strong communication skills and ability to manage stakeholder interests.
  - f) A good command of the English language and the ability to clearly express ideas in writing.
6. The assignment is *shall not* exceed **Forty-seven thousand, two hundred and fifty Euros (47,250.00 Euros)** including expenses.

7. Completed Proposals with Samples of similar assignments should be titled:

**Consultancy services for the Provision of Support to the CDEMA Coordinating Unit in Carrying out Monitoring and Reporting Tasks for the ACP EU Natural Disaster Risk Management in the CARIFORUM Programme for the Period April 1, 2017 to December 31, 2018** and must be submitted in hard copy or electronically no later than **March 10, 2017 at 11:59 p.m. Eastern Standard Time** to:

The Executive Director  
Caribbean Disaster Emergency Management Agency  
Resilience Way  
Lower Estate  
St. Michael  
Barbados, West Indies

**Attn: Sharon Layne-Augustine, Senior Programme Officer**

Email: [sharon.l-augustine@cdema.org](mailto:sharon.l-augustine@cdema.org)

Copies of electronic submissions should also be forwarded to Michelle Harris, Administrative Officer

Email: [michelle.harris@cdema.org](mailto:michelle.harris@cdema.org)

8. The Consultant must be available to carry out the assignment between **April 1, 2017** and **December 31, 2018**.

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## SECTION 2. TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: Executive Director,  
Caribbean Disaster Emergency Management Agency,  
Resilience Way,  
Lower Estate  
St. Michael  
Barbados

Dear Sir:

We, the undersigned, offer to provide the consulting services for **the Provision of Support to the CDEMA Coordinating Unit in Carrying out Monitoring and Reporting Tasks for the ACP EU Natural Disaster Risk Management in the CARIFORUM Programme for the Period April 1, 2017 to December 31, 2018** in accordance with your Request for Proposal dated **February 8, 2016** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under separate cover.

We are submitting our Proposal in association with: *[Insert a list with full name and address of each associated Consultant<sup>1</sup>]*.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained therein can lead to our disqualification.

Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than **April 1, 2017** the intended date of commencement of the consultancy.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature *[In full and initials]*: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

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<sup>1</sup> *[Delete in case no association is foreseen.]*

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## SECTION 3: FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: Executive Director,  
Caribbean Disaster Emergency Management Agency,  
Resilience Way  
Lower Estate  
St. Michael  
Barbados

Dear Sir:

We, the undersigned, offer to provide the consulting services for **the Provision of Support to the CDEMA Coordinating Unit in Carrying out Monitoring and Reporting Tasks for the ACP EU Natural Disaster Risk Management in the CARIFORUM Programme for the Period April 1, 2017 to December 31, 2018** in accordance with your Request for Proposal dated **February 8, 2016** and our Technical Proposal. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures*].

This amount includes all fees, travel, expenses and incidentals for the consultancy. Our Financial Proposal shall be binding upon us subject to any modifications that may result from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm/Lead Consultant: \_\_\_\_\_

Address: \_\_\_\_\_

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## SECTION 4: TERMS OF REFERENCE

### 1. BACKGROUND

The ACP-EU Natural Disaster Risk Management in the CARIFORUM Programme (NDRM) is an initiative of the African, Caribbean and Pacific (ACP) Group of States, funded by the European Union (EU) to support disaster risk reduction (DRR) and climate change adaptation (CCA) activities in the Caribbean Region.

Launched in 2014 for a period of five years, the NDRM is implemented by the Caribbean Disaster Emergency Management Agency (CDEMA), the Caribbean Development Bank (CDB) and the Dominican Republic Ministry of the Presidency.

This programme is part of a long-standing cooperation that brings together sister entities from Africa, Caribbean & the Pacific, active on disaster and climate resilience. Beneficiary countries of the funding are Antigua and Barbuda, The Bahamas, Barbados, Belize, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Saint Lucia, St. Christopher and Nevis, St. Vincent and the Grenadines, Suriname and Trinidad and Tobago.

The objective of the programme is to contribute to reducing the vulnerability to long term impacts of natural hazards, including the potential impacts of climate change, thereby achieving regional and national sustainable development and poverty reduction goals in the CARIFORUM States.

The NDRM strives to strengthen regional, national and community level capacities for disaster risk reduction, preparedness, management and coordinated response to natural hazards and the effects of climate change.

The purpose of this consultancy is to support the NDRM Secretariat in the monitoring and reporting of results under the programme in an effort to facilitate timely production of reports for various audiences and to advance a mechanism for improved monitoring of the Programme amongst the implementing institutions.

### 2. SCOPE OF WORKS

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.

The following activities will be undertaken by the Consultant:

- 2.1 Compile the quarterly narrative and financial reports for validation by the implementing partners and review and finalisation of the Programme Secretariat.

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- 2.2 Review any existing programme monitoring dashboards and create a simple but effective reporting instrument to track indicators and targets identified in the Monitoring Plan.
  - 2.3 Support the NDRM Secretariat in updating annual Work and Implementation Plans provided by the implementing partners for the consideration of the Project Steering Committee.
  - 2.4 Develop a Procurement Plan for the Programme to support improved planning for expenditure but monitoring of financial expenditure and facilitate an improved pace of programme delivery.

### **3. OUTPUTS/DELIVERABLES**

The assignment will result in the development of:

- i) Four (4) Quarterly reports per annum
- ii) One annual report
- iii) Programme Monitoring Dashboard
- iv) One updated Work and Implementation Plan per annum
- v) Procurement Plan

### **4. DURATION**

**Two hundred and ten (210)** man days have been assigned for the completion of the Consultancy over a period of **twenty-one (21) months** from **April 1, 2017 to December 31, 2018**.

### **5. CONTRACT PRICE**

For the provision of the contract services specified in item 3 above, the Consultant will be paid the following FIRM (non-revisable) price will be paid: **Forty-seven thousand, two hundred and fifty Euros (47,250.00 Euros)**.

### **6. SUBMISSION OF PROPOSAL**

Proposals should include:

- 6.1 Technical proposal with:
  - a) Detailed methodology and proposed schedule
  - b) Roles and responsibilities of each team member
  - c) CVs of team member(s) (no more than 3 pages per member – as necessary)
- 6.2 Financial proposal that includes milestone deliverables for payments, team member daily rates, travel budgets and level of effort by activity.

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## 7. CONSULTANT SELECTION

The Consultant will be selected by an Evaluation Committee which will assess the Technical proposals against fixed scoring criteria that reflects the terms of reference with scores divided as follows:

- 50% quality of personnel (qualifications, skills and experience)
- 30% methodology
- 20% capacity to undertake work (track record, availability, systems in place)

The three (3) highest scoring technical proposals will then be assessed on their respective financial proposal.