



The Caribbean Disaster Emergency Management Agency

REQUEST FOR PROPOSALS

RFP #: INTRA ACP/8807/17

Consultancy services for Development of a Regional Logistics Plan and a Model National Logistics Plan with an Adaptation Guide



CONTENTS

SECTION 1: LETTER OF INVITATION	3
SECTION 2. TECHNICAL PROPOSAL SUBMISSION FORM.....	6
SECTION 3: FINANCIAL PROPOSAL SUBMISSION FORM.....	7
SECTION 4: TERMS OF REFERENCE	7

SECTION 1: LETTER OF INVITATION

Reference: **INTRA ACP/ 8807/17**

March 10, 2017

1. The Caribbean Disaster Emergency Management Agency Coordinating Unit invites tenderers to submit technical and financial proposals to provide ***Consultancy services for Development of a Regional Logistics Plan and a Model National Logistics Plan with an Adaptation Guide.***

This proposal 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 Proposal 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 technical 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 financial 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 or equivalent qualification in Logistics Management or related field.
 - b) Demonstrated work experience in disaster management.
 - c) Prior experience in carrying out similar assignments.
 - d) Strong communication skills and ability to manage stakeholder interests.
 - e) A good command of the English language and the ability to clearly express ideas in writing.
6. The assignment *shall not* exceed **30,000 Euros** including expenses.
 7. Completed Proposals should be titled:
Consultancy services for Development of Templates to Support the Development of a Regional Logistics Plan and a Model National Logistics Plan with an Adaptation Guide and must be submitted in hard copy or electronically no later than **April 26, 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

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

Email: michelle.harris@cdema.org

8. The Consultant must be available to carry out the assignment between **June 1, 2017** and **November 30, 2017**.

Participation in this tendering process is open to international organisations and to all natural persons who are nationals of, or legal persons who are established in:

- an ACP State.
- an EU Member State,
- Member States of the European Economic Area
- Beneficiaries of the EU Instrument for pre-accession assistance (IPA II),
- Overseas countries and territories covered by Council Decision 2013/755/EU of 25 November 2013;
- developing countries and territories, as included in the OECD-DAC list of ODA recipients, which are not members of the G-20 group, without prejudice to the status of the Republic of South Africa, as governed by Protocol 3 to the Cotonou Agreement;
- another third country, based on a European Commission decision establishing reciprocal access to external aid in agreement with ACP countries.

For full details of the tendering procedures, please see the Practical Guide and its annexes, which may be downloaded from the following website: <http://ec.europa.eu/europeaid/prag/document.do>.

We look forward to receiving your tender before the deadline set in point 7 of the Letter of Invitation. Please send it to the address and with the requirements given. By submitting a tender you accept to receive notification of the outcome of the procedure by electronic means.

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 **Consultancy Services for the Development of a Regional Logistics Plan and a Model National Logistics Plan with an Adaptation Guide** in accordance with your Request for Proposal dated **March 10, 2017** 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 Consultant¹.*

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 **June 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: _____

¹ *[Delete in case no association is foreseen.]*

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 **Consultancy Services for the Development of a Regional Logistics Plan and a Model National Logistics Plan with an Adaptation Guide** in accordance with your Request for Proposal dated **March 10, 2017** 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: _____

SECTION 4: TERMS OF REFERENCE

1. BACKGROUND

The Caribbean Region, largely comprised of Small Island Developing States (SIDS) and Low Lying Coastal States (LLCS), is acknowledged as being the 2nd most hazard prone region in the world. The economic and social losses following natural hazards in the Caribbean member states are significant. The region has experienced more than ten (10) major hurricanes in the last decade affecting Antigua and Barbuda, Saint Kitts-Nevis, Jamaica, Grenada, Bahamas, and Haiti. The reality of seismic risks and the recent earthquake impact in Haiti is also a reminder of the vulnerability of the region.

Within this context, the movement of relief supplies, personnel and equipment across the region to facilitate timely and effective emergency response to an impacted state is critical. There is also recognition of the need for transportation modalities that include the ability to provide support to or receive support from the eighteen (18) Participating States of CDEMA. The need for a Regional Logistics Plan (RLP) to strengthen and enhance the Regional Coordination Plan (RCP) has been identified as the key activity in upgrading the Regional Response Mechanism (RRM) in CDEMA.

The current response system is faced with significant challenges in coordinating response throughout the CDEMA Participating States. Recent challenges with the movement of supplies and equipment include Grenada after Hurricane Ivan in 2004 and Haiti after the 2010 Earthquake, which highlighted the major issue of logistic support and transportation of relief supplies. In that regard, CDEMA recognizes the need for a Regional Logistics Plan (RLP) to strengthen and enhance the RCP as one of the key activities in upgrading the Regional Response Mechanism (RRM) in the CDEMA system.

It is important to note that the Regional Response Mechanism is generally dependent on National level systems for instance, capacity at the national level is used to develop regional level deployment teams. In this regard, the Regional Logistics Plan is dependent on the establishment of sound National Logistics systems that would support regional interventions.

CDEMA recognises that Participating States require a model National Logistics Plan (NLP). The model should be a generic representation of the key issues, procedures, process and/or system for national level Logistics planning and will take into consideration the variety of conditions that exists in different countries. These include geography, culture and governance mechanisms, which will be applicable to or influence national level logistics. The Model will therefore be easily adaptable to any national setting.

The overall objective of the Consultancy is the development of a Regional Logistics Plan (RLP) and a Model National Logistics Plan (MNLP) with an Adaptation Guide. The RLP must aim to facilitate the effective, efficient and timely movement of supplies and personnel at the regional and sub-regional levels. The Model National Logistics Plan will be designed to guide the development of national logistic Plans in CDEMA Participating States (PS). These will be developed in accordance with the Regional Coordination Plan and in support of the RRM.

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 **Participate** in an inception meeting with the CDEMA Coordinating Unit (CDEMA CU) to agree on the roll-out of the consultancy. This will also facilitate a discussion on the Terms of Reference (TOR), provide solutions for potential challenges and revise and finalise the methodology and timelines for conducting the consultancy.
- 2.2 **Review** relevant literature aimed at providing an understanding of the context for the consultancy and the review, revision and adaptation processes to date. Documents to be reviewed will include *inter alia*:
 - 2.2.1 Existing National Logistics Plans
 - 2.2.2 The national logistics data as collected by the CDEMA CU for 12 Participating States
 - 2.2.3 The Regional Coordination Plan
 - 2.2.4 Other documents, plans and systems as deemed necessary
- 2.3 **Prepare** an Inception Report, post inception meeting, which details the methodology/approaches and timelines associated with this consultancy.
- 2.4 **Participate** in regular progress meetings with the CDEMA CU, the frequency of which will be agreed upon at the inception meeting
- 2.5 **Consult** with key stakeholders, including PSs and the CU, to inform the development of the model NLP and the RLP. Consultations should also be conducted with, *inter alia*:
 - i. The Plan Development and Review Sub-Committee (PDRSC) of the CDEMA Technical Advisory Committee (TAC).
 - ii. The National Disaster Offices/Coordinators of three (3) Participating States (one single island, one multi-island and a continental country – countries with a privately as well as public owned port to be included).

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- iii. Other Participating States in the CDEMA system as deemed necessary (these will be via online or teleconference)

- 2.6 Prepare** reports of the consultations with the Participating States.
- 2.7 Develop** a first draft of the Model National Logistics Plan and the Regional Logistics Plan which should be informed by the feedback received during the consultations noted at 2.5 above. The plans should include (inter alia)
 - i) Systems, mechanisms, procedures and/or protocols for the effective transportation of relief supplies, technical teams etc. across the region (and in country) in disaster/crisis situations;
 - ii) Outline procedures for the implementation and coordination of logistics activities towards ensuring an efficient and appropriately-scaled response in keeping with needs of impacted states and CDEMA's Regional Response Mechanism;
 - iii) Compilation of information on air and sea carriers which serve CDEMA Participating States in the region and in country towards supporting the RLP and the NLP;
 - iv) Procedures and tools to ensure the efficient reception, deployment and use of national, regional and international resources in support of the Model NLP and RLP.
- 2.8 Present** the first draft of the model NLP and the RLP to the CDEMA CU and PDRSC. The first draft will also be circulated to CDEMA PS and partners for comments.
- 2.9 Develop** a second draft of the Model NLP and the RLP based on the comments received at 2.8.
- 2.10 Develop** a draft Adaptation Guide for the Model NLP. The Adaptation Guide should be detailed, offering guidance on adapting each section of the Model NLP, and executing each step of an adaptation process.
- 2.11 Facilitate** a Regional Consultation of CDEMA PS and other key stakeholders to review, discuss and comment on the second draft of the Model NLP, the RLP and the draft Adaptation Guide. Including:
 - i) Preparation of agenda
 - ii) Preparation of meeting documents
 - iii) Rapporteurship of the discussions
- 2.12 Submit** a report of the Regional Consultation noted at 2.11 above.
- 2.13 Finalise** the Model NLP, RLP and Adaptation Guide, based on the comments and guidance received at the Regional Consultation noted at 2.11 above.

2.14 Prepare a draft final report of the Consultancy for review. The draft final report should include, *inter alia*:

- i) The Model National Logistics Plan
- ii) The Regional Logistics Plan,
- iii) The Adaptation Guide,
- iv) Report of the Regional consultation
- v) Activities undertaken and results achieved (planned and unplanned),
- vi) Challenges, lessons learned and recommendations.

2.15 Submit the Final Report of the Consultancy, amended as per comments received, for final review and approval.

3. OUTPUTS

The Consultant will deliver the following outputs:

- 3.1. An Inception Report which details the methodology/approaches and timelines associated with this consultancy. To be submitted within one (1) week of signature of contract.
- 3.2. Report of the Consultations with Participating States. To be submitted within six (6) weeks of signature of contract.
- 3.3. First draft of the Model National Logistics Plan and Regional Logistic Plan. To be submitted within six (6) weeks of signature of contract.
- 3.4. Second Draft of the Model National Logistics Plan and Regional Logistic Plan. To be submitted within twelve weeks (12) weeks of signature of contract.
- 3.5. Draft Adaptation Guide. To be submitted within twelve weeks (12) weeks of signature of contract.
- 3.6. Report of the Regional Consultation. To be submitted within two (2) weeks of conclusion of the Regional Consultation.
- 3.7. Final Model National Logistics Plan and Regional Logistic Plan. To be submitted within two (2) weeks of conclusion of the Regional Consultation.
- 3.8. Final Adaptation Guide. To be submitted within two (2) weeks of conclusion of the Regional Consultation.
- 3.9. The Draft Final Report on the consultancy, inclusive of the final deliverables. To be submitted within two (2) weeks of conclusion of the Regional Consultation.
- 3.10. The Final Report on the consultancy, inclusive of the final deliverables. To be submitted within four (4) weeks of conclusion of the Regional Consultation.

4. DURATION

Sixty (60) man days have been assigned for the completion of the Consultancy over a period of **six (6) months** from **June 1, 2017 to November 30, 2017**.

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: **Thirty thousand Euros (30,000.00 Euros)**. Expenses associated with the travel and stay in 3 Participating States (to be decided at the stage of the Inception Meeting) will be provided by the CDEMA CU at a ceiling amount of **ten thousand Euros (10,000 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 (where applicable)
- 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.