

REQUEST FOR PROPOSALS

TERMS OF REFERENCE FOR CONSULTANCY SERVICES FOR THE ESTABLISHMENT OF AN ENDOWMENT FUND

1.0 CONTEXT

The Caribbean Disaster Management Agency is a Regional Organization currently comprising of eighteen (18) member countries in the Caribbean Region. CDEMA embraces the principles and practice of Comprehensive Disaster Management (CDM) which is an integrated and proactive approach to disaster management. CDM seeks to reduce the risk and loss associated with natural and technological hazards and the effects of climate change to enhance regional sustainable development. The activities of the agency are financed mainly through contributions made by its Participating States and donations by various Development Partners.

2.0 OBJECTIVE

The objective of this consultancy is to advise the CDEMA Coordinating Unit on the feasibility of establishing an Endowment Fund and the design, operations and governance of this facility if deemed desirable, a recommended component of the Agency's sustainable financing mix.

2.1 *Specific Objectives*

The Specific Objectives are:

1. To frame the architecture of the fund
2. To articulate its investment policy and governance structure.
3. To develop a funding strategy, including list of potential donors for fund capitalization.

3.0 SCOPE OF WORK

The Consultant will:

- 3.1 Review relevant literature internally and externally aimed at providing an understanding of the context for the consultancy and the structure of similar funds within the region. Documents to be reviewed will include inter alia:
 - a. Sustainable financing of the CDEMA Coordinating Unit;
 - b. Decisions of the Second meeting of the Council of CDEMA on Organizational Restructuring;
 - c. Relevant sections of the report on Organizational Restructuring of the CDERA Coordinating Unit as it transitions to the Caribbean Disaster Emergency Management Agency (CDEMA);
 - d. Existing Endowment Funds or proposals for such in CARICOM and other SIDS regions.
- 3.2 **Prepare an inception report** which details the methodology/approach to the assignment and a related work implementation plan;
- 3.3 Review of relevant data on similar endowment funds to inform a report on the analysis and recommendations of fund feasibility and proposed design if required;
- 3.4 Consult with private and public sector entities in member states and the regional and international financial and donor community to gauge their disposition to make pledges to the fund;
- 3.5 Prepare and submit a draft report on the feasibility of an Endowment Fund as a key pillar in the CDEMA sustainable financing strategy. The report should articulate the nature of the facility, its architecture, including enabling resolution, gift acceptance policy, designated fund policy, and spending rules; funding and fund raising options, investment guidelines, governance, management and sustainability;
- 3.6 Present briefs on the Proposed EF to the MCC and CNC of CDEMA;
- 3.7 Finalize and submit the report of the Consultancy taking into consideration the feedback from the Coordinating Unit and the other stakeholders.

4.0 OUTPUTS/DELIVERABLES:

The consultant will submit to the Coordinating Unit for approval the following:

Outputs	Time Frame for Delivery
Inception Report to include, <i>inter alia</i> , the detailed proposed methodology and a Work Implementation Plan	Within 2 weeks of contract signature
First Progress Report to include: <ul style="list-style-type: none"> • Analysis of Endowment Fund models and options for a CDEMA endowment 	Within 6 weeks of contract signature

Outputs	Time Frame for Delivery
fund; and <ul style="list-style-type: none"> • Funding Strategy and options for an EF, including criteria for private and public donor contributions and pledges and a list of potential donors 	
Second Progress Report to include: <ul style="list-style-type: none"> • Architecture of the fund • Determination of initial capital base • Investment guidelines • Options for investment including types of financial instruments for investing the fund • Governance mechanism • Sustainability considerations 	Within 8 weeks of contract signature
Draft Final Report with recommendations on: <ul style="list-style-type: none"> • Mechanisms for administering the fund • Fund raising strategy • Period of accumulation of the fund • Institutional location of fund and investment portfolio – internal vs external management of the fund • Strategy for the sustainability of the fund 	Within 10 weeks of contract signature
Power Point presentations to CDEMA CU management team, Management Committee of Council, and Council as required	First presentation done by August 20, 2012
Final report incorporating feedback from the CDEMA Coordinating Unit Management team, the Management Committee of Council (MCC), and the CDEMA Council.	Within 12 weeks of contract signature

5.0 DURATION

The terms and conditions of the CONTRACT shall apply for the duration of the CONTRACT, beginning on the date of this assignment, or the actual date of commencement of the WORK whichever is earlier, and the COMPLETION DATE which is the **31st day of August, 2012**.

6.0 FINANCIAL PROPOSAL

6.1 Financial proposal should be submitted separately and should include all administration costs including overheads, printing, posting, copying, and presentation.

6.4 Costs of air travel and per diem associated with presentations at the meeting of the Organs of the Agency will be covered by CDEMA to a maximum amount of **five thousand United States dollars - US\$5,000.00.**

7.0 PAYMENT SCHEDULE

Payment of the Consultant for the provision of deliverables outlined in Clause 4 above shall be according to the following schedule:

Acceptance of the Inception Report	20%
Acceptance of the First Progress Report	20%
Acceptance of the Second Progress Report	20%
Acceptance of the Draft Final Report	20%
Acceptance of the Final Report	20%
Total	100%

8.0 QUALIFICATION AND EXPERIENCE

Eligible Consultants should have the following qualifications and experience:

1. Master's Degree in Business Administration, Finance, Accounting or related field
2. At least ten years relevant experience in providing financial consulting services
3. At least ten years in the design of financial and or investment instruments
4. Previous experience in establishing endowment or thrust funds would be an asset
5. Ability to manage assignments effectively –consistently ensuring timeliness and quality of work with minimum supervision.
6. Excellent communication and representation skills.
7. Willingness and ability to travel regionally

9.0 SUBMISSION OF PROPOSAL

Eligible Consultant(s) should submit technical and financial proposals in both electronic and hard copy format. Proposals should also include *inter alia*:

1. Statement of relevant experience i.e. similar assignments executed in/under execution in the last five years;
2. Measurable goals and objectives and methodology;
3. Indication of availability to carry out the Consultancy during the **period June 4, 2012 to August 31, 2012.**

4. Supporting documents such as CVs are to be attached as appendix

Proposals should be delivered not later than 1600hrs on **May 25, 2012** at the address below:

Attention:

Director Resource Management and Administrative Division
Caribbean Disaster Emergency Management Agency (CDEMA)
Building #1, Manor Lodge Complex, Lodge Hill,
St Michael, Barbados

Email: keisha.atwell@cdema.org / elvis.nurse@cdema.org

Only short-listed applicants will be contacted.