



CONSULTANCY SERVICES FOR THE REVIEW OF THE REGIONAL RESPONSE MECHANISM (RRM)

REQUEST FOR EXPRESSIONS OF INTEREST

The Regional Response Mechanism (RRM) was established as the vehicle to deliver timely and coordinated response support to affected Participating States. The need for a RRM was first highlighted in 1988 following the impact of Hurricane Gilbert on Jamaica, when the use of “Disciplined Forces” was introduced in disaster response and recovery in the Caribbean as a regional collaborative framework. The RRM is coordinated by the CDEMA Coordinating Unit (CU) and seeks to deliver timely response to an impacted member state in support of the national response mechanism.

The RRM is based on the collaboration and cooperation of CDEMA and several key national, regional and international partners. It has been evolving over the years and currently consists of Plans, Procedures and Guidelines. It also involves a small group of Response Units/Teams and several agencies and organisations which is supported by a collection of Agreements, Memoranda of Understanding and Protocols.

The RRM has over the years been the main mechanism by which a regional response support to an impacted country is delivered. As part of an ongoing process of continuous improvement, the RRM undergoes an annual review of the operations after an event takes place. These reviews are effective in highlighting shortcomings in regional operations, administration, team leadership and composition, ground operation, training among others. The outcomes of these reviews have informed the enhancements over the last 3 years. However, notwithstanding successes and achievements, the RRM faces some challenges including financial constraints and a lack of ownership by the main stakeholders, among others.

CDEMA considers the undertaking of a comprehensive review of the RRM to be necessary and worthwhile at this juncture, to identify the key issues which need to be addressed to strengthen the mechanism.

CDEMA now invites interested individual eligible Consultants to submit Expressions of Interest indicating qualifications and experience required to provide consultancy services for undertaking a comprehensive review of the RRM, and to provide guidance to CDEMA in charting the way forward.

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 are outlined in **Appendix 1** below.

The Terms of Reference for the consultancy is in **Appendix 2**.

In the assessment of submissions, consideration will be given to qualifications and experience on similar assignments. All information must be submitted in English. CDEMA's policy requires that consultants provide professional, objective, and impartial advice and always hold its interest paramount, without any consideration for future work.

Requests for clarification may be submitted to Sharon.l-augustine@cdema.org between 09:00 and 16:00 hours Monday to Friday on or before **Friday, March 2, 2018**. Responses to queries received before the stated day and time will be posted on the CDEMA website on **Tuesday, March 6, 2018**.

One (1) hard copy of the Expressions of Interest must be received at the address below no later than **16:00 hours on Friday, March 16, 2018**.

The sealed envelope containing each submission should include the name and address of the applicant and shall be clearly marked "**Expression of Interest – Consultancy Services for Review of the Regional Response Mechanism**".

Following the assessment of submissions, the most technically capable and appropriately experienced Consulting firm will be invited to submit a full proposal to provide the consultancy services.

CDEMA reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. CDEMA 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.

Attn: Sharon Layne-Augustine
Caribbean Disaster Emergency Management
Agency
Resilience Way
Lower Estate
St. Michael
Barbados

EUROPEAN UNION ELIGIBILITY RULES
AFRICAN CARIBBEAN PACIFIC – EUROPEAN UNION
NATURAL DISASTER RISK MANAGEMENT

PARTICIPATION IN PROCEDURES FOR THE AWARDING OF
PROCUREMENT CONTRACTS OR GRANT CONTRACTS

1. Participation in procedures for the award of procurement contracts financed under the EU Contribution Agreement for the Implementation for the Action entitled: “Africa Caribbean Pacific – European Natural Disaster Risk Management in CARIFORUM Countries” (ACP – EU NDRM)”, is open to international organisations and all natural persons who are nationals of, or legal persons who are established in, an eligible country.

2. Eligible countries¹ are deemed to be:

(a) Members of the “African, Caribbean and Pacific (ACP) Group of States”²:

Africa:

South Africa³, Angola, Benin, Botswana, Burkina Faso, Burundi, Central African Republic, Cameroon, Cape Verde, Chad, Comoros Islands, Congo, Côte d'Ivoire, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Equatorial Guinea, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritius, Mauritania, Mozambique, Namibia, Niger, Nigeria, Uganda, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, Sudan, Swaziland, Tanzania, Togo, Zambia and Zimbabwe.

¹ Note some countries may be eligible by virtue of more than one category

² Cotonou Partnership Agreement of 23 June 2000 (as amended by the provisional application of Decision No 1/2000 of the ACP-EC Council of Ministers of 27 July 2000, Decision No 1/2000 of the ACP-EC customs cooperation committee of 18 October 2000, Decision No 1/2001 of the ACP-EC customs cooperation committee of 20 April 2001, Decision No 2/2001 of the ACP-EC customs cooperation committee of 20 April 2001, Decision No 3/2001 of the ACP-EC customs cooperation committee of 10 May 2001, Decision No 4/2001 of the ACP-EC customs cooperation committee of 27 June 2001, Decision No 5/2001 of the ACP-EC customs cooperation committee of 7 December 2001, Decision No 2/2002 of the ACP-EC customs cooperation committee of 28 October 2002, Decision No 1/2003 of the ACP-EC Council of Ministers of 16 May 2003, Council Decision (EC) of 19 December 2002, Decision No 1/2004 of the ACP-EC Council of Ministers of 6 May 2004, Decision No 2/2004 of the ACP - EC customs cooperation committee of 30 June 2004 and Decision No 4/2005 of the ACP-EC customs cooperation committee of 13 April 2005).

³ Natural and legal South African persons are eligible to participate in contracts financed by the 10th/11th EDF. However, the 10th/11th EDF does not finance contracts in South Africa.

Caribbean:

Antigua and Barbuda, Bahamas, Barbados, Belize, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago.

Pacific:

Cook Islands, East Timor, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, the Solomon Islands, Western Samoa, Tonga, Tuvalu, Vanuatu.

Overseas Countries and Territories:

Anguilla, Antarctic, Netherlands Antilles, Aruba, British Indian Ocean Territory, British Virgin Islands, Cayman Islands, Falkland Islands (Malvinas), French Polynesia, French Southern Territories, Greenland, Mayotte, Montserrat, New Caledonia, Pitcairn, Saint Helena, Saint Pierre and Miquelon, South Georgia and South Sandwich Islands, Turks and Caicos, Wallis and Futuna Islands.

- (b) A Member State of the European Union:

Austria, Belgium, Bulgaria, Croatia, Czech Republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

An official candidate country of the European Union:

The Former Yugoslav Republic of Macedonia, Turkey, Iceland, Montenegro.

A Member State of the European Economic Area: Iceland, Lichtenstein, Norway.

- (c) All natural persons who are nationals of, or legal persons who are established in, a Least Developed Country as defined by the United Nations:

Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Republic, Chad, Comoros, Dem. Rep. Congo, Equatorial Guinea, Eritrea, Ethiopia, Guinea, Guinea-Bissau, Haiti, Kiribati, Lao PDR, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Djibouti, Solomon Islands, Somalia, South Sudan, Sudan, Tanzania, The Gambia, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Rep. and Zambia.

- (d) Participation in procedures for the award of procurement contracts or grants financed from the Facility shall be open to all-natural persons who are nationals of, or legal persons established in, *any country other than those referred to in paragraph 1, where reciprocal access to external assistance has been established*. Reciprocal access in the Least Developed Countries as defined by the United Nations (UN) shall be automatically granted to the OECD/DAC members: Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Japan, Korea, Luxembourg, Netherlands, New Zealand, Norway, Portugal, Spain, Sweden, Switzerland, United Kingdom, United States.
3. Services under a contract financed from the Facility may be provided by experts of any nationality, without prejudice to the qualitative and financial requirements set out in the CDEMA's procurement rules.

4. Supplies and materials purchased under a contract financed from the Facility must originate in a State that is eligible under paragraph 1. In this context, the definition of the concept of 'originating products' shall be assessed by reference to CDEMA's prevailing procurement guidelines/procedures, and supplies originating in the EU shall include supplies originating in the Overseas Countries and Territories.
5. Whenever the Facility finances an operation implemented through an international organisation, participation in procedures for the award of procurement contracts or grants shall be open to all natural and legal persons who are eligible under paragraphs 1, care being taken to ensure equal treatment of all donors. The same rules apply for supplies and materials.
6. Whenever the Facility finances an operation implemented as part of a regional initiative, participation in procedures for the award of procurement contracts or grants shall be open to all natural and legal persons who are eligible under paragraph 1, and to all natural and legal persons from a country participating in the relevant initiative. The same rules apply for supplies and materials.
7. Whenever the Facility finances an operation co-financed with a third entity, participation in procedures for the award of procurement contracts or grants shall be open to all natural and legal persons eligible under paragraph 1, and to all persons eligible under the rules of the third entity. The same rules shall apply to supplies and materials.

Caveat: The EU eligibility requirements are subject to change by the EU. The applicant is responsible for checking whether there have been any updates on the eligibility requirements, as well as the UN's list of Least Developed Countries.

REVIEW OF THE REGIONAL RESPONSE MECHANISM

TERMS OF REFERENCE

1. BACKGROUND

The Regional Response Mechanism (RRM) was established as the vehicle to deliver timely and coordinated response support to affected Participating States. The need for a RRM was first highlighted in 1988 following the impact of Hurricane Gilbert on Jamaica, when the use of “Disciplined Forces” was introduced in disaster response and recovery in the Caribbean as a regional collaborative framework. The RRM is coordinated by the CDEMA Coordinating Unit (CU) and seeks to deliver timely response to an impacted member state in support of the national response mechanism.

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Further, the enhanced Comprehensive Disaster Management (CDM) Strategy 2014-2017 recognizes the changing environmental context in which the region functions. Reference is made to Climate Change (and to a lesser extent climate variability), resulting in more intense climate systems. This has implications for the type and severity of emergency events which will require response actions in the region.

Additionally, the operating landscape has changed with several new institutional players at the regional and international levels. This includes donors as well as non-governmental organizations which play a role in disaster response. Existing players such

as the UN partners have also undergone institutional and governance reform. These and other issues highlight the need to reflect on the roles and responsibilities of all players and the opportunities for niche competencies. Further to the 2008 financial crisis and other economic situations, members and donors are faced with a financial situation where very limited resources are available and at their disposal.

Against this background, CDEMA considers the undertaking of a comprehensive review of the RRM to be necessary and worthwhile at this juncture, to identify the key issues which need to be addressed to strengthen the mechanism. It is important to note that the review will encompass a strategic, operational and tactical focus.

Key issues to be considered include the following:

- What are the standards to be achieved?
 - For response time – within 24 hrs of impact?
 - For performance of the system – professionalism;
 - For deployment process – timelines; capability
 - For deployment teams – levels of maturity; technical know how
 - For support from the mechanism; SRFPs role and function; military role and function other partners and stakeholders' role
 - Other factors to be considered
- The design and structure of the RRM – Is it fit for purpose?
- The objectives of the RRM and the role of critical partners
- Coordination of the RRM – How it works given current strengths, weaknesses?
- The exploration of opportunities for strengthening given regional and/or national capacities

2. **OBJECTIVES**

The objective of this Consultancy is to undertake a comprehensive review of the RRM, and to provide guidance to CDEMA in charting the way forward.

3. **SCOPE OF WORK**

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

Specific tasks of the Consultant will be:

- (a) Review relevant documentation provided by the CDEMA Coordinating Unit,
- (b) Plan, organize and coordinate the consultations amongst key stakeholders and partners, many of which will be online meetings;
- (c) Prepare the reports from each consultation;

- (d) Prepare a consolidated report of all the consultations, identifying the way forward for the RRM review, together with the revised mechanism
- (e) Prepare an implementation plan for the revised mechanism;
- (f) Undertake a presentation of the findings and recommendations of the Consultancy to a meeting of key stakeholders.

4. OUTPUTS

The Consultant will be required to provide the following reports and deliverables to CDEMA:

- (a) Inception Report within two weeks of contract signature and a revised implementation schedule, including a detailed plan for data gathering and data analysis, and validation workshops;
- (b) Consultation meeting reports as follows
 - i. Kick off meeting
 - ii. Subcommittee meetings
 - iii. National level stakeholder dialogue
 - iv. Regional and international institutional level dialogue
 - v. CARICOM partners dialogue
 - vi. Other special interest areas
 - vii. CDM Conference
- (c) Consolidated report of all findings from the consultations and recommendations for addressing gaps
- (d) Implementation plan of action for the revise mechanism
- (e) Presentation of findings to key stakeholders

5. QUALIFICATIONS AND EXPERIENCE

The Consultant must possess the following minimum qualifications to undertake the assignment.

Specific Qualifications:

Postgraduate degree in Emergency Management or a related field, and proven experience (at least 10 years) in supporting the enhancement of emergency response systems.

Other qualifications:

The Consultant shall also possess:

- (a) Experience in Project Management
- (b) Prior experience carrying out similar assignments;
- (c) Specific experience in the Caribbean region;
- (d) Meeting and consultation facilitation skills

- (e) Demonstrated capacity to manage stakeholder interests
- (f) A good command of the English language and the ability to clearly express ideas in writing

6. DURATION

Thirty (30) man days have been assigned for the completion of the Consultancy over a period of **four (4) months**.

7. BUDGET

The maximum budget for the assignment is twenty-thousand United States dollars (USD 20,000.00) inclusive of expenses.