

**STRENGTHENING EARLY WARNING OPERATIONAL ARRANGEMENTS  
BETWEEN NATIONAL DISASTER OFFICES AND NATIONAL METEOROLOGICAL  
AND HYDROLOGICAL SERVICES IN THE CARIBBEAN**

**REQUEST FOR EXPRESSIONS OF INTEREST**

The Caribbean Disaster Emergency Management Agency (CDEMA) and the World Meteorological Organisation (WMO) received from the *Climate Risk and Early Warning System (CREWS) initiative*. CDEMA intends to apply a portion of the proceeds of this financing to eligible payments under a contract for which this invitation is issued.

The CREWS Caribbean project, which focuses on the CDEMA Participating States, is aimed at strengthening regional and national systems and capacities related to weather forecasting, hydrological services, multi-hazard impact-based warnings and service delivery for enhanced decision-making. The CREWS Caribbean project is designed around three (3) major components as follows:

- Component 1: Development of regional strategy for early warning systems (EWS) – led by the World Bank.
- Component 2: Institutional Strengthening and streamlining of early warning hydro-met services – led by the WMO.
- Component 3: Support for Piloting High Priority National Activities.

This Consultancy for the *Strengthening Early Warning Operational Arrangements Between National Disaster Offices and National Meteorological and Hydrological Services in the Caribbean* will seek to determine the frameworks guiding operational arrangements between National Meteorological and Hydrological Services (NMHSs) and National Disaster Offices (NDOs) and the development of Model Standard Operations Procedures (SOPs), or the improvement of already established SOPs (inclusive of actions aligned to early warning) for the collaboration/cooperation of NHMSs and NDOs.

CDEMA now wishes to procure consultancy services for the **Strengthening Early Warning Operational Arrangements Between National Disaster Offices and National Meteorological and Hydrological Services in the Caribbean** and invites interested eligible **Individual Consultants** to submit Expressions of Interest indicating the qualifications and experience required to provide these consultancy services. The consultancy is expected to commence in the first quarter of 2021 with an expected duration of 24 weeks and approximately 168 person-hours.

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.

The Terms of Reference for the consultancy is at **Appendix 1**.



Requests for clarifications may be submitted in writing to [procurement@cdema.org](mailto:procurement@cdema.org) between 09:00 and 16:00 hours Monday to Friday on or before **29<sup>th</sup> January 2021**.

**Electronic copies** of Expressions of Interest based on the Terms of Reference must be received at [procurement@cdema.org](mailto:procurement@cdema.org) no later than **9<sup>th</sup> February 2021**. Please address Expressions of Interest to the address below:

**Attention: Strengthening Early Warning Operational Arrangements Between National Disaster Offices and National Meteorological and Hydrological Services in the Caribbean**

Caribbean Disaster Emergency Management Agency

Resilience Way

Lower Estate

St. Michael

Barbados

E-mail: [procurement@cdema.org](mailto:procurement@cdema.org)

Following the assessment of submissions, the most technically capable and appropriately experienced applicant will be invited to negotiate a contract 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 the Proposal.

**Terms of Reference (TOR)**

**STRENGTHENING EARLY WARNING OPERATIONAL ARRANGEMENTS BETWEEN NATIONAL DISASTER OFFICES AND NATIONAL METEOROLOGICAL AND HYDROLOGICAL SERVICES IN THE CARIBBEAN**

<b>Title</b>	Strengthening Early Warning Operational Arrangements Between National Disaster Offices and National Meteorological and Hydrological Services in the Caribbean
<b>Purpose</b>	Institutional Strengthening and streamlining of early warning hydro-met services
<b>Location</b>	Barbados
<b>Duration</b>	6 months (24 weeks)
<b>Start Date</b>	February 2021
<b>Reporting to</b>	CDEMA Coordinating Unit – Programme Manager, Preparedness and Response (PMPR)

**1. Background**

Within the context of Early Warning Systems (EWS) for hydro-meteorological hazards, the capacity of the national agencies – the National Meteorological and Hydrological Services (MMHS) and National Disaster Offices (NDO), in the region are diverse and varied, with often limited financial and human resources and technical capacities.

NHMSs are in their initial stages of transitioning to a stronger user-oriented culture as outlined in the Global Framework for Climate Services (GFCS). There is a recognized need to articulate the appropriate legal mandate, with well-defined roles and responsibilities that are clearly outlined in supporting plans. The limited presence of these instruments also reflects the interactions and service-delivery between the NHMSs and other agencies, inclusive of disaster management offices. Further compounding the noted challenges are the current annual budgets for these agencies which are often constrained resulting in their limited ability to adequately maintain or invest further in their systems, including observation and early-warning platforms.

Therefore, the WMO is collaborating with the CDEMA CU on the project entitled **“strengthening early warning operational arrangements between national Disaster Office and National Meteorological and Hydrological Services in the Caribbean”**. This project, which is a contribution to a larger Caribbean project entitled “strengthening Hydro-Meteorological and early-Warning Services,” is funded by the Climate Risk and Early Warning System (CREWS) Initiative, a multi-donor Trust Fund.

The CREWS Caribbean project’s principal aim is to strengthen regional and national systems and capacities, within the CDEMA Participating States, which were related to weather forecasting, hydrological services, multi-hazard impact-based warnings and service delivery for enhanced decision-making. It is intended to enhance the capacity of Caribbean Small Island Developing States (SIDS) National Meteorological and Hydrological services’ (NMHSs) to predict extreme impact hydro-meteorological events and associated risks to alert exposed populations and to strengthen the operational cooperation and arrangements between the NMHSs and the National Disaster Offices (NDO).

The CREWS Caribbean project is designed around three (3) major components as follows:

- Component 1: Development of regional strategy for early warning systems (EWS) – led by the World Bank.
- Component 2: Institutional Strengthening and streamlining of early warning hydro-met services – led by the WMO.
- Component 3: Support for Piloting High Priority National Activities.

Given the challenges identified, the project, which aligns with WMO strategic priorities and goals in Disaster Risk Reduction (DRR), Climate Change Adaptation (CCA), Service Delivery (SD), Capacity Development (CD) and WMO Governance, seeks to support WMO’s implementation of **Component 2: Institutional Strengthening and streamlining of early warning hydro-met services.**

This **Project** is supported under Article XIII of the CDEMA Articles of Agreement – Functions of the Coordinating Unit and will be executed under Programme Area 2 – Preparedness and Response.

This project, whose outputs will provide input into the remainder of the CREWS Caribbean project and the WMO wider regional programme, also has synergies with the CDEMA supported Weather Ready Nations (WRN) impact-based forecasting project implemented in Barbados to help the Participating State become a weather and climate-ready nation. The WRN initiative sought to engage the engagement of the National Meteorological Office and other national and regional agencies as well as the public in order to build weather and climate resilience in the face of climate change, increasing climate variability and increasingly extreme weather and strengthen the island's capacity to support early warning and impact-based forecasting systems to improve planning, policy and decision-making.

## **2. Purpose and Scope of Work**

The purpose of this consultancy is to determine what were the frameworks guiding operational arrangements between NMHSs and NDOs and the development of Model Standard Operations Procedures (SOPs), or the improvement of already established SOPs (inclusive of actions aligned to early warning) for the collaboration/cooperation of NHMSs and NDOs. The project will also seek to test/harmonize the revised model SOPs in four (4) CDEMA Participating States (PSs) for relevance and appropriateness to institutions.

As part of the project, the consultant will be expected to complete the following tasks:

- 2.1. Participate in an inception meeting with the CDEMA Coordinating Unit and a Steering Committee (SC) which includes the Caribbean Institute for Meteorology and Hydrology (CIMH), the Caribbean Meteorological Organization (CMO) and the Caribbean Disaster Emergency Management Agency (CDEMA) to agree on the roll-out of the consultancy.
- 2.2. Review relevant literature aimed at providing an understanding of the context for the consultancy.
- 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 (at least monthly) progress meetings with the CDEMA Coordinating Unit and the SC, the frequency of which will be agreed to at the Inception Meeting.
- 2.5. Desk Study of existing early warning operational arrangements between NMHSs and NDOs within the CDEMA System. This would include the identification and documentation of key early warning operational practices between NMHSs and NDOs which address, but are not limited to:
  - Legislative Frameworks – nationally, locally and at the sectoral level.
  - Institutional and coordination frameworks that includes, but not limited to, key stakeholders – with a listing of their roles and responsibilities.
  - Mapping of how gender is treated or mainstreamed across areas.
  - Capacity building initiatives; and
  - Public education initiatives.
- 2.6. The development Model Standard Operating Procedures (SOPs) or improvement of SOPs inclusive of actions aligned to early warning. This would include the identification or development of SOPs Template which could be utilised by both NMHS and NDO. This document/template should include:
  - a. WriteShop involving participants from both NHMSs and NDOs; and

- b. The provision of an easily accessible final SOP document
- 2.7. Development or improvement of SOPs for at least four (4) NMHSs that are harmonized with their corresponding NDOs. This output includes the:
- a. The adaptation and adaptation of SOPs for the NHMSs; and
  - b. Demonstration of harmonization with the corresponding NDO
- 2.8 Test SOPs for relevance and appropriateness to institutions.

### 3. Expected Results

The Consultant(s) will submit to the Coordinating Unit for approval:

- 3.1 An Inception Report which details the methodology/approaches and timelines associated with this consultancy. The acceptance of the inception report by the SC is to be considered as a critical path activity of the consultancy.
- 3.2 Detailed progress reports, written and verbal, in the format prescribed by the CDEMA Coordinating Unit.
- 3.3 A Desk Study Report with Recommendations and Action Plan.
- 3.4 Draft and final versions of the Guidelines.
- 3.5 Development of Model Standard Operating Procedures (SOPs) or improvement of SOPs inclusive of actions aligned to early warning.
- 3.6 Development or improvement of SOPs for at least four (4) NMHSs that are harmonized with their corresponding NDOs.
- 3.7 An event (exercise/workshop) to test SOPs for relevance and appropriateness to institutions.
- 3.8 Progress reports (written and verbal) on at least monthly basis and reports of meetings and key deliverables.

### 4. Deliverables and time frame

The following deliverables are expected within the timeframe of the contract of **6 months** (February 2021 – July 2021) with a total of 24 weeks and approximately 168 person-hours.

#### CDEMA's Deliverables

Ser	Deliverable	Description	Remarks
1.	1.1	A comprehensive work plan for the full consultancy.	CDEMA will prepare a base Work Plan outline which will be expanded by a consultant
	1.2	Draft desktop review report addressing <b>Output 1</b> above.	Deliverable supported with the recruitment of a consultant

2.	2.1	Draft model SOPs and report from the WriteShop.	Deliverable supported with the recruitment of a consultant
3.	3.1	Draft SOPs for at least four (4) NHMSs with a report that includes the harmonization process to the corresponding NDOs.	Deliverable supported with the recruitment of a consultant
4.	4.1	Report of outcomes of exercise including findings and recommendations for increased utility of the SOPs.	CDEMA CU leads with support from the Consultant

## 5. Management and supervision / Reporting

The consultant will be reporting to the Programme Manager, Preparedness and Response (PMPR) CDEMA, with additional technical guidance provided by the Senior Programme Officer, Preparedness and Response (SPOPR). Payment will be executed upon submission of deliverables and upon approval of the supervisor.

The consultant will submit the above listed deliverables at the specified dates and report on progress every two weeks via email and/or during virtual meetings to provide feedback on any progress or challenges being encountered.

## 6. Required qualification and experience

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

### 7. Specific Qualifications:

- Postgraduate degree in Emergency Management or a related field, for example: Social Sciences, Geography, Earth Sciences, Meteorology, or military equivalent.
- At least 10 years proven experience in supporting the enhancement of emergency response systems.

### 8. Other qualifications:

The Consultant shall also possess:

- (a) Experience working with at least 5 previous projects in this particular field, including capacity to manage the interest of different stakeholder groups.
- (b) Demonstrated experience of having worked on at least 2 projects in the Caribbean region or other Small Island Developing States.
- (c) Demonstrated experience in meeting facilitation. Certification in facilitation would be an asset.
- (d) Demonstrated competence in written and spoken English