

**Caribbean Disaster Emergency Management Agency (CDEMA)**

**Assessment of Emergency Response Protocols and Procedures in the Caribbean Disaster  
Emergency Management Agency Participating States**

**CONSULTANCY TO ASSESS EMERGENCY RESPONSE PROTOCOLS AND  
PROCEDURES IN THE CARIBBEAN DISASTER EMERGENCY MANAGEMENT  
AGENCY PARTICIPATING STATES**

**REQUEST FOR EXPRESSIONS OF INTEREST**

The Caribbean Disaster Emergency Management Agency (CDEMA) has received financing from the Caribbean Development Bank (CDB) in an amount equivalent to one hundred and twenty-seven thousand, six hundred and forty-four euros (EUR127,644) towards the cost of the **Review of Emergency Response Procedures in the CDEMA Participating States** Project and intends to apply a portion of the proceeds of this financing to eligible payments under a contract for which this invitation is issued.

Payments by CDB will be made only at the request of CDEMA and upon approval by CDB and will be subject in all respects to the terms and conditions of the Financing Agreement. The Financing Agreement prohibits withdrawal from the financing account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of CDB, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than CDEMA shall derive any rights from the Financing Agreement or have any claim to the proceeds of the Financing.

CDEMA, the Executing Agency, now wishes to procure consultancy services for the **Assessment of Emergency Response Protocols and Procedures in the Caribbean Disaster Emergency Management Agency Participating States**.

The objective of the consultancy is to conduct an audit and assessment of the response readiness of four (4) selected CDEMA Participating States (The Bahamas, Barbados, Haiti and Saint Lucia) and make recommendations for strengthening of protocols and procedures. The Consultant will also support the development of Model Guidelines for national Shutdown Procedures. The duration of the assignment is expected to be **64 days** over a period of **five (5) months**.

CDEMA now invites interested eligible **individual consultants** to submit Expressions of Interest indicating qualifications and experience required to provide these consultancy services.

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**.

The attention of interested Consultants is drawn to paragraph 1.9 of CDB's Guidelines for the Selection and Engagement of Consultants (2011), setting forth CDB's policy on conflict of interest.

In the assessment of submissions, consideration will be given to qualifications and experience on similar assignments. All information must be submitted in English. Further information may be obtained from the first address below between 09:00 and 16:00 hours Monday to Friday.

**Two (2) hard copies OR one electronic copy of the Expressions of Interest must be received at the first address below no later than 16:00 hours on Monday, August 27, 2018 and one electronic copy must be sent simultaneously to CDB at the second address below. If submitting in hard copy, 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 Assessment of Emergency Response Protocols and Procedures in the Caribbean Disaster Emergency Management Agency Participating States.**

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. It 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.

1. *Address 1*

**Attn: Administrative and Procurement Officer**  
Caribbean Disaster Emergency Management  
Agency  
Resilience Way  
Lower Estate  
St. Michael  
Barbados

Tel:(1-246) 434-4880

Fax: (1-246) 271-3660

**Email:** [procurement@cdema.org](mailto:procurement@cdema.org)

2. *Address 2*

**Attn: Procurement Officer**  
Caribbean Development Bank  
Wilkey, St. Michael  
**BARBADOS, W.I.**  
Tel: (1-246) 431-1600  
Fax: (1-246) 426-7269

**Email:** [procurement@caribank.org](mailto:procurement@caribank.org)

**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 – Caribbean Development Bank (ACP-EU-CDB) Natural Disaster Risk Management in CARIFORUM Countries” (ACP – EU NDRM Resources)”, 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 countries<sup>1</sup> are deemed to be:

(a) Caribbean Development Bank member countries:

Anguilla, Antigua and Barbuda, Barbados, Belize, Brazil, British Virgin Islands, Canada, Cayman Islands, China, Columbia, Dominica, Germany, Grenada, Guyana, Haiti, Jamaica, Italy, Mexico, Montserrat, St Kitts and Nevis, Saint Lucia, St Vincent and the Grenadines, Suriname, The Bahamas, Trinidad and Tobago, Turks and Caicos Islands, the United Kingdom and Venezuela.

(b) Members of the “African, Caribbean and Pacific (ACP) Group of States”<sup>2</sup>:

**Africa:**

South Africa<sup>3</sup>, 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.

<sup>1</sup> Note some countries may be eligible by virtue of more than one category

<sup>2</sup> 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).

<sup>3</sup> 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.

- (c) 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.

- (d) 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.

- (e) 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 Bank'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 the Bank'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 Bank and EU eligibility requirements are subject to change by the Bank and 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.

**CONSULTANCY TO ASSESS EMERGENCY RESPONSE PROTOCOLS AND PROCEDURES IN THE CARIBBEAN DISASTER EMERGENCY MANAGEMENT AND AGENCY PARTICIPATING STATES**

**TERMS OF REFERENCE**

**1. BACKGROUND**

- 1.01 The Caribbean is among the most disaster-prone regions in the world due to its vulnerability to multiple hazards including hurricanes, floods, earthquakes, tsunamis, landslides and volcanic eruptions. In the region, natural hazard impacts have resulted in disasters due to several factors such as the frequency and intensity of events; the inter-play of socio-economic factors; poor physical infrastructure and inappropriate settlement practices. These impacts have, over the years resulted in significant damage and losses in key sectors such as tourism, housing and agriculture, thus retarding development, as financial resources earmarked for investments have to be diverted for recovery and rehabilitation.<sup>1</sup>
- 1.02 To assist the BMCs in DRM, CARICOM established the Caribbean Disaster Emergency Management Agency (CDEMA). It is the regional intergovernmental agency with responsibility for the coordination of DRM in CARICOM. It has 18 Participating States (PS)<sup>2</sup>, all of which are BMCs of the Caribbean Development Bank (CDB). CDEMA has a three-tiered governance structure, encompassing the Council of Ministers (the Council), the Technical Advisory Committee (TAC)<sup>3</sup> and the Coordinating Unit (CU). The CU, headquartered in Barbados, serves as the Secretariat. CDEMA's governance mechanism supports the principles of Comprehensive Disaster Management (CDM) within the context of broad stakeholder participation, whilst ensuring that the roles and responsibilities of the various organs are clearly defined for enhanced accountability and transparency in the areas of decision-making.
- 1.03 Hurricanes and storms have been the most frequently occurring hazard affecting the Caribbean. Every Caribbean islands has experienced the direct effects of at

---

<sup>1</sup> <http://latinamericanhistory.oxfordre.com/view/10.1093/acrefore/9780199366439.001.0001/acrefore-9780199366439-c-57> The History of Science of Hurricanes in the Greater Caribbean: Sherry Johnson

<sup>2</sup> The PS are Anguilla, Antigua and Barbuda, the Bahamas, Barbados, Belize, British Virgin Islands, Dominica, Grenada, Guyana, Haiti, Jamaica, Montserrat, St. Kitts and Nevis, Saint Lucia, St. Vincent and the Grenadines, Suriname, Trinidad and Tobago, and Turks and Caicos Islands.

<sup>3</sup> The TAC is the technical and programmatic advisory arm of the CDEMA. The TAC membership includes the National Disaster Coordinators of all the PS and representatives of specialized regional organisations, with mandates of relevance to CDEMA, or whose programmes are directly related to the regional disaster management agenda.

least one hurricane or has had a disturbance in the island's weather conditions due to a hurricane passing nearby. Due to the frequency of hurricanes and storms, the countries of the region have put in place national disaster plans, which include hurricane/storm response plans. One of the measures taken by the BMC when a storm or hurricane approaches is the shutdown of the country as a safety measure. There are existing Standard Operating Procedures (SOPs) within the PS for phasing down national operations based on early warning for slow onset events, such as hurricanes. Existing legislation within the countries also provides the Governments with the authority to shut down the countries under the State of Emergency Legislation as well as the National Legislation for Disaster Management.

- 1.04 Governments have utilized the shutdown as part of appropriate action in the interest of public safety and security to ensure that their citizens, critical personnel and national assets are protected from major impacts of storms and hurricanes or any other threat. In the case of Hurricane Matthew, the Governments of the Bahamas, Barbados and Haiti, had to implement national shutdown procedures, evacuation and other procedures to safeguard and protect the population.
- 1.05 Shutdown procedures have the good intent of saving lives and protecting property, however, their implementation have been affected by negative public perception regarding the usefulness and legality of national shutdown. This perception has been shaped by the numerous instances in which shutdown orders have been made by Government, with the hazard event either failing to materialize or materializing with a significantly lower impact than was anticipated. It is the widely held belief that negative perceptions about the shutdown strategy, is largely being perpetuated by stakeholder groups whose lack of awareness of the wide range of meteorological variables that affect the outcome of an approaching storm or hurricane. There is a need to strengthen the linkages between the public and disaster planners in order to improve the understanding of emergency procedures.
- 1.06 Based on the weaknesses identified in preparedness and readiness audits conducted in Member states, the continued negative feedback of stakeholders about the shutdown process, and the need to respond to the results of the audits; as well as wider need to ensure the safety and security of BMCs, CDEMA has identified the need for further strengthening of disaster response mechanisms at the national level. This will be achieved through: an expansion of country audits; and review of national shutdown procedures.



- 1.07 The expected outcome of the project is the improved emergency response protocols and procedures in the CDEMA PS.
- 1.08 The project outputs are:
- (a) Evaluation and audit of the readiness of four (4) CDEMA PS completed.
  - (b) Recommendations and Plans of Action for strengthening Protocols and Procedures for Readiness and Response developed for four PS.
  - (c) Model Guidelines for national Shutdown Procedures developed.

## **2. OBJECTIVES**

- 2.01 The Consultant will conduct an audit and assessment of the response readiness of four selected CDEMA PS and make recommendations for strengthening procedures and protocols. The Consultant will also support the development of Model Guidelines for national Shutdown Procedures.

## **3. SCOPE OF WORK**

- 3.01 Specific tasks of the Consultant will be to:
- (a) review relevant documentation provided by the CDEMA CU, including reports emerging from the response efforts to Hurricane Matthew in 2016, and the relevant components of the Comprehensive Disaster Management (CDM) Audit Tool;
  - (b) undertake consultations with the Preparedness and Response Manager from the CDEMA CU and Directors of the National Disaster Offices in the selected States (The Bahamas, Barbados, Haiti and Saint Lucia);
  - (c) conduct assessment of response protocols and procedures in the selected States, and particularly with respect to how these functioned during the response to Hurricane Matthew;
  - (d) make recommendations for improving response protocols and procedures based on the assessment;
  - (e) facilitate four national level consultations to validate the findings of the assessment and solicit input from national level stakeholders including relevant civil society organisations representing vulnerable segments of the society, e.g. the elderly, disabled, women, and private sector organisations, on the recommendations;
  - (f) draft Plans of Action for strengthening response protocols and procedures in the selected States;

- (g) draft Model Guidelines for national Shutdown Procedures; and
- (h) facilitate regional workshop in collaboration with CDEMA staff to review the Draft Model Guidelines for national Shutdown Procedures.

#### 4. **QUALIFICATIONS AND EXPERIENCE**

- 4.01 The Consultant must have recognised credentials (Master’s degree) in emergency management or a related field, and proven experience (at least ten years) in supporting the enhancement of emergency response systems.
- 4.02 The Consultant shall also possess:
  - (a) prior experience carrying out similar assignments;
  - (b) specific experience in the Caribbean region;
  - (c) strong communication skills and ability to manage stakeholder interests; and
  - (d) a good command of the English language and the ability to clearly express ideas in writing.

#### 5. **REPORTING REQUIREMENTS AND DELIVERABLES**

- 5.01 The Consultant will be required to provide the following reports and deliverables to CDEMA and CDB.
  - (a) Inception Report within two (2) weeks of contract signature, including outcomes of the review of literature and a revised implementation schedule.
  - (b) Audit Report on the outcomes of the evaluation of the readiness of four CDEMA PS within two (2) months following the submission of the Inception Report.
  - (c) Draft recommendations and Plans of Action for strengthening Protocols and Procedures for Readiness and Response, submitted within three (3) months of contract signature.
  - (d) Model Guidelines for national Shutdown Procedures submitted within four months of contract signature.
  - (e) Final Project Report within five (5) months of contract signature.

#### 6. **DURATION**

- 6.01 The duration of this assignment is 64 days over a five (5) month-period.