CONSULTANCY SERVICES FOR PROJECT ASSOCIATE - GCF EWS REGIONAL READINESS PROJECT EXTENSION

REQUEST FOR EXPRESSIONS OF INTEREST

The Caribbean Disaster Emergency Management Agency (CDEMA) received financing from Green Climate Fund (GCF) towards the cost of CDEMA Regional Early Warning Systems (EWS) Regional Readiness 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.

The CDEMA Regional EWS Readiness project will provide support for improving regional and national level mechanisms and capacity for achieving climate resilience through advancing Multi-hazard Early Warning Systems (MHEWS).

GCF Readiness Support under this proposal will be used to achieve strengthening of the country programming process as well as climate finance strategies and project pipeline. Further details can be found in the attached Terms of Reference (see Appendix 1).

CDEMA now invites interested individual consultants to submit Expressions of Interest indicating qualifications and experience required to provide these consultancy services. The duration of the assignment is expected to be for a period of Twenty-four months.

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 clarifications may be submitted in writing to procurement@cdema.org between 09:00 and 16:00 hours Monday to Friday on or before 7th January 2022

Electronic copies of Expressions of Interest based on the Terms of Reference must be received at procurement@cdema.org no later than 18th January 2022. Please address Expressions of Interest to the address below:

Attention: PROJECT ASSOCIATE - GCF EWS REGIONAL READINESS PROJECT EXTENSION
Caribbean Disaster Emergency Management Agency
Resilience Way
Lower Estate
St. Michael
Barbados
E-mail: 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 selecting any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.

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Appendix 1

Terms of Reference

Project Associate - GCF EWS Regional Readiness Project Extension

1.0 Background

Early warning is a major element of disaster risk reduction (DRR). It can prevent loss of life and reduce the economic and material impacts of hazardous events, including disasters. Multi-hazard Early Warning Systems (MHEWS) are integrated systems of hazard monitoring, forecasting and prediction, disaster risk assessment, communication and preparedness activities and processes. MHEWS enable individuals, communities, governments, businesses and others to take timely action to reduce disaster risks in advance of hazardous events. A MHEWS with the ability to warn, of one or more hazards increases the efficiency and consistency of warnings through coordinated and compatible mechanisms and capacities. It involves multiple disciplines for updating and identifying accurate hazards and monitoring for multiple hazards.

The CDEMA Regional EWS Readiness project is being financially supported under the Green Climate Fund (GCF) and will provide support for improving regional and national level mechanisms and capacity for achieving climate resilience through advancing MHEWS.

The countries covered will be Antigua & Barbuda; Belize; Commonwealth of Dominica; Grenada; Guyana; Haiti; Saint Lucia; St. Vincent & the Grenadines; St. Kitts and Nevis; and Suriname.

While it is understood that early forecasts will not prevent the impact of climatic hazards, they can support building resilience by helping national authorities and communities to prepare for the impact, and if needed, to evacuate vulnerable areas to prevent loss of property and life.

2.0 Objectives

GCF Readiness Support under this proposal will be used to achieve strengthening of the country programming process as well as climate finance strategies and project pipeline. The following project sub-outcomes are aimed at the improvement of MHEWS in the countries:

- Appropriate climate technology solutions identified and prioritized in accordance with national strategies and plans for climate adaptation and mitigation
- Stakeholder engagement consultative processes
- Project concept note development

Through these project outcomes the readiness will support the non-Annex 1 UNFCCC Caribbean States in moving towards an integrated approach to MHEWS.
3.0  **Functional Relationships**

The Project Associate works with and provides support to the members of the Technical Programme Management Division (TPMD) in the implementation of the CDEMA Early Warning Systems (EWS) Regional Readiness Project funded by the Green Climate Fund (GCF). The Project Associate will function as the day-to-day liaison between the CDEMA CU and the Nationally Designated Authorities (NDAs) in the beneficiary countries and also with the Consultants engaged to support the delivery of the project outputs.

4.0  **Scope of Works**

The Project Associate will perform the following functions:

4.1. Function as the day-to-day liaison between the CDEMA CU and the National Designated Authorities (NDAs) and also with the Consultants engaged to support the project.

4.2. Provide technical guidance to the PMU on delivery and reporting of project supported activities and finances.

4.3. Draft Terms of References and facilitate the procurement of services and goods under the project including the development of supporting documents.

4.4. Manage contracts of consultants and provide technical feedback on project products.

4.5. Undertake all logistical, administrative and financial arrangements for organization of meetings, workshops, events, and missions.

4.6. Facilitate travel arrangements for the Project Team.

4.7. Prepare public information materials and briefing packets.

4.8. Communicate project information to stakeholders.

4.9. Assist with the resolution of project conflicts.

4.10. Ensures the maintenance of programme records and documentation.

4.11. Organize, compile and process information from donors, project team, as inputs to various databases and documents.

4.12. Prepare reports for steering committee meetings, project sponsors and other stakeholders.

5.0  **Outputs/Deliverables**

The Project Associate will support the selected regional/international Consultants in the delivery of the Project Outputs, including:

5.1 Gender-responsive Regional EWS Communications Work Plan and Implementation Plan
5.2 Technical assessment with respect to national and regional EWS capacities to produce the various chapters of the reports at the required timeframe

5.3 A cloud-based tool to facilitate data transfer between national agencies and CDEMA

5.4 Implementation of concrete short-term actionable elements of workplan as per 2.5.1 above and development of a Strategy/Guidance for community participation in climate change projects with an emphasis on gender equality

5.5 Development of on-line training material based on needs identified and other relevant achievements and activities undertaken.

5.6 Conduct of two (2) regional training workshops for 1-week duration with key stakeholders, NDAs, NEMOs etc. based on results achieved after a year

5.7 Development of three (3) regional or cross-country Concept Notes

6.0 Expected Duration

The Project Associate will work for a total of 24 months, from first quarter 2022 to 2023.

7.0 Consultant’s Requirements

7.1 Qualifications and Experience:

7.1.1. A Bachelor’s Degree in Geography, Environmental Science, Social Science, or Emergency Management or a related field, and at least 7 years of progressively responsible experience in administration or project management support.

7.1.2. At least two years of experience working in disaster management

7.1.3. Experience in development of Terms of Reference (TOR), concept note development would be an asset.

7.1.4. Familiarity with procurement processes and communications plan development will be an asset.

7.1.5. Experience working with Early Warning Systems (EWS) in the Caribbean is a distinct asset.

7.1.6. Experience in working in a computer environment using multiple office software packages.

7.1.7. Experience in supporting a team.

7.1.8. Fluency in English is required.
7.1.9. Knowledge of another UN official working language is an asset.

7.2 Knowledge, Skills and Abilities

7.2.1. Demonstrated knowledge of climate change and/or disaster risk management issues affecting the region.

7.2.2. Knowledge in any two of the following areas which correspond to consultancies to be undertaken during the project

7.2.3. Ability to manage multiple priorities.

7.2.4. Ability to work under tight time constraints

7.2.5. Strong attention to detail.

7.2.6. Self-motivation.

7.2.7. Excellent interpersonal and communication skills

7.2.8. Excellent negotiation, diplomacy and advocacy skills

7.2.9. Excellent written and oral use of the English language

7.2.10. Strong verbal and written communication skills,

7.2.11. The ability to work as part of a team

7.2.12. Willingness to take initiative