

PROCURING ORGANISATION	Caribbean Disaster Emergency Management Agency
PROCUREMENT ACTIVITY	Request for Proposal – National Consultant for Application of the Multi-Hazard Early Warning Systems (MHEWS) Checklist in the British Virgin Islands
DEADLINE FOR SUBMISSION OF PROPOSALS	27 th March 2026 at 5 p.m. EST

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1. INSTRUCTIONS TO BIDDERS

1.1. Eligibility

Bidders must be **individuals** with a proven track record of providing similar services. Bidders must be in good standing with respect to taxes and social security contributions in their country of registration.

1.2. Cost of Proposal

The Bidder shall bear all costs associated with the preparation and submission of its Proposal. CDEMA will not be responsible or liable for any costs incurred.

1.3. Proposal Validity

Proposals must remain valid for a period of **120 days** from the submission deadline.



1.4. Clarifications

Questions or requests for clarification must be submitted in writing to the Contact Person via email no later than **March 18, 2026 at 5:00PM EST**. Responses will be circulated to all potential bidders who have expressed interest (without identifying the source of the question).

Contact person:

Everette Sweeting

Procurement Specialist

everette.sweeting@cdema.org

1.5. Submission of Proposals

Proposals must be submitted electronically via email to procurement@cdema.org with the Procurement Activity clearly stated in the subject line, by **27th March 2026 at 5 p.m. EST**.

1.6. Late Proposals

Proposals received after the specified closing date and time will be **rejected**.

2. BACKGROUND

2.1. About CDEMA

The Caribbean Disaster Emergency Management Agency (CDEMA) is a regional intergovernmental agency for disaster risk management in the Caribbean Community (CARICOM). The Agency was established in 1991 as CDERA (Caribbean Disaster Emergency Response Agency) with primary responsibility for the coordination of emergency response and relief efforts to Participating States that require such assistance. It transitioned to CDEMA in 2009 to fully embrace the principles and practice of Comprehensive Disaster Management (CDM).

Comprehensive Disaster Management (CDM) is the Caribbean's brand of Disaster Risk Management (DRM) and its approach seeks to reduce the risk and loss associated with natural and technological hazards and the effects of climate change, with the ultimate aim of creating safe, resilient Caribbean societies and achieving regional sustainable development. The CDM approach addresses all hazards, all phases of the disaster management cycle, with the meaningful involvement of all people and all sectors of society.

3. TERMS OF REFERENCE

1. BACKGROUND

The Caribbean's exposure to multiple, overlapping hazards underscores the urgent need for robust Multi-Hazard Early Warning Systems (MHEWS). These systems save lives and protect livelihoods by anticipating risks, delivering timely alerts, and enabling effective response.

The Regional MHEWS Programme is built on four core pillars:

1. Risk Knowledge – assessing hazards, exposure, and vulnerabilities.
2. Monitoring & Forecasting – tracking hazards and projecting impacts.
3. Dissemination & Communication – issuing timely, accessible alerts.
4. Response Capability – ensuring communities and institutions act effectively.

To operationalize these pillars CDEMA, in partnership with key regional stakeholders have developed a six-step MHEWS Programme for Participating States (PS) which includes:

- Step 1. Adaptation of the Model National MHEWS Policy Document for establishing governance structures and arrangements
- Step 2. Application of the MHEWS Checklist as a baseline assessment,
- Step 3. Preparation of a MHEWS gap analysis report for the PS,
- Step 4. Convening a stakeholder engagement and verification workshop,
- Step 5. Development of a roadmap for addressing the gaps identified
- Step 6. Implementation, planning, and monitoring/review of MHEWS projects/ activities.

In the British Virgin Islands, this consultancy will apply the Checklist, advancing the *Risk Knowledge* and *Response Capability* pillars by assessing current systems, identifying priority needs, and developing a National Roadmap. The Consultancy will focus on *Steps 2–5* of the Checklist: baseline assessment, gap analysis, stakeholder engagement, and roadmap development, thereby laying the foundation for future MHEWS projects. This Consultancy is facilitated through the CDEMA-CARICOM-Japan MHEWS Project funded through a grant facility from the Government of Japan.

1.0 PURPOSE OF THE CONSULTANCY

The purpose of this consultancy is to support the Department of Disaster Management (DDM) in the British Virgin Islands in advancing its Multi-Hazard Early Warning Systems (MHEWS) Programme. A national consultant will be engaged to implement Steps 2–5 of the Regional MHEWS framework, encompassing the application of the MHEWS Checklist, preparation of a gap-analysis report, facilitation of a stakeholder engagement and verification workshop, and development of a roadmap to address identified gaps.

2.0 OBJECTIVES

The Consultant shall:

- 3.1. Apply the MHEWS Checklist in the British Virgin Islands in consultation with national stakeholders.
- 3.2. Produce a Gap Analysis Report.
- 3.3. Facilitate a national stakeholder workshop to validate the findings of the checklist and gap analysis.
- 3.4. Develop a Roadmap for addressing the MHEWS gaps identified.

3.0 SCOPE OF WORK

The Consultant will carry out the following tasks:

1) Inception Phase

- a) Participate in an orientation session with the CDEMA Coordinating Unit (CU) and the Department of Disaster Management (DDM) in the British Virgin Islands.
- b) Prepare an Inception Report outlining methodology, detailed work plan, stakeholder identification and engagement strategy, and proposed data collection approaches.

Performance considerations:

- Timely submission of the Inception Report within the agreed timeframe.
- Quality and clarity of methodology and work plan.
- Comprehensiveness of stakeholder mapping, including key government agencies, technical institutions, civil society, private sector actors, and vulnerable or underrepresented groups.
- Alignment of the proposed approach with CDEMA and DDM expectations.

2) Desk Review and Data Collection

- a) Review relevant national policies, legislation, SOPs, hazard and risk data, institutional frameworks, and existing assessments related to early warning systems.
- b) Map existing early warning arrangements, roles, and institutional actors across all hazards and warning functions.

Performance considerations:

- Completeness of document review relative to available national documentation.
- Breadth of hazard datasets and institutional frameworks assessed.
- Level of engagement with priority national stakeholders and agencies.
- Development of a validated map of early warning actors and identification of gaps or overlaps in existing arrangements.

3) Checklist Application

- a) Apply the MHEWS Checklist systematically through stakeholder interviews, consultations, workshops, and document review.
- b) Ensure cross-cutting considerations—including gender, disability, vulnerable groups, climate change adaptation, cost considerations, and indigenous/local knowledge—are assessed.
- c) Ensure consideration of socio-economic disparities (e.g. migrant workers, informal settlements, remote communities).

- d) Ensure alignment with existing national development plans, disaster risk reduction strategies, and climate resilience frameworks.

Performance considerations:

- Percentage completion of all checklist components.
- Diversity and inclusiveness of stakeholder inputs.
- Quality and triangulation of evidence collected (documents, interviews, consultations).
- Degree of alignment with national development and climate resilience strategies.

4) Gap Analysis Report

- a) Analyse checklist results to identify systemic gaps, strengths, good practices, and opportunities for improvement across the four MHEWS pillars.
- b) Prepare and submit a Draft Gap Analysis Report for review by CDEMA and DDM.
- c) Clearly indicate existing data gaps (e.g. incomplete hazard maps, limited exposure data) and propose practical approaches for addressing them.

Performance considerations:

- Timeliness of submission of the Draft Gap Analysis Report.
- Analytical quality, including clear linkages between evidence and conclusions.
- Practicality and relevance of recommendations.
- Number of stakeholders providing feedback and the extent to which feedback is incorporated into the final report.

5) Stakeholder Workshop & Roadmap Development

- a) Support DDM and CDEMA in convening and delivering a national stakeholder engagement and validation workshop.
- b) Present key findings from the checklist and gap analysis and facilitate structured group discussions.
- c) Co-develop a Draft National MHEWS Roadmap outlining priority actions, sequencing, timelines, responsible institutions, and indicative resource requirements (format to be agreed with DDM).

Performance considerations:

- Level and diversity of stakeholder participation, including representation from technical agencies, decision-makers, and vulnerable or underrepresented groups.
- Quality of workshop facilitation and outputs, including clarity of agreed priorities.
- Technical robustness, feasibility, and strategic alignment of the Draft Roadmap.
- Level of validation, endorsement, and stakeholder buy-in from DDM and CDEMA.

6) Monitoring and Evaluation (M&E) Indicators:

The performance of the Consultant will be assessed using the following cross-cutting M&E criteria:

Efficiency

- Adherence to agreed timelines and milestones.

- Responsiveness to requests and feedback from CDEMA CU and DDM.

Effectiveness

- Degree to which deliverables meet the requirements of this TOR.
- Evidence that findings and recommendations are grounded in data and stakeholder inputs.

Value for Money

- Quality and completeness of outputs relative to consultancy cost.
- Evidence of knowledge transfer or capacity strengthening within DDM.

Sustainability

- Feasibility and practicality of the National MHEWS Roadmap.
- Integration with existing national systems and institutional arrangements.
- Potential for long-term uptake and implementation by national stakeholders.

7) Final Deliverables

- a) Completed MHEWS Checklist Report for the British Virgin Islands.
- b) Final Gap Analysis Report (incorporating stakeholder feedback).
- c) Stakeholder Workshop Report, including participation details, key discussions, and consensus points.
Draft National MHEWS Roadmap for the British Virgin Islands.

4.0 DELIVERABLES AND TIMELINE

The consultant is expected to produce the following deliverables within the specified timelines, commencing from the start date of the consultancy:

- 5.1. Inception Report – within 2 weeks
- 5.2. Completed MHEWS Checklist Report for the British Virgin Islands – within 8 weeks
- 5.3. Draft Gap Analysis Report – within 8 weeks
- 5.4. Stakeholder Workshop Report – within 10 weeks
- 5.5. Final Gap Analysis Report and Draft MHEWS Roadmap for the British Virgin Islands – within 12 weeks
- 5.6. National MHEWS Roadmap for the British Virgin Islands – within 14 weeks

5.0 DURATION

The consultancy is expected to last **up to 3.5 months (70 working days)**.

6.0 REPORTING

The Consultant will report to the Programme Coordinator, CDEMA-CARICOM-Japan MHEWS Project, CDEMA CU. The Consultant will also work closely with the Department of Disaster Management (DDM) in the British Virgin Island.

7.0 QUALIFICATIONS AND EXPERIENCE

- Advanced degree in Disaster Risk Management, Environmental Sciences, Meteorology, Geography, Project Management, Business Administration, or related field.
- Minimum five (5) years' professional experience in disaster risk reduction, early warning systems, national stakeholder consultations, or related fields.
- Demonstrated expertise in policy analysis, risk assessment, or systems evaluation.
- Experience in facilitating multi-stakeholder consultations and workshops.
- Familiarity with Caribbean disaster management frameworks.
- Strong analytical, report-writing, and communication skills.

8.0 PAYMENT SCHEDULE

- 20% upon approval of Inception Report
- 40% upon submission of MHEWS Checklist Report and Draft MHEWS Gap Analysis Report
- 40% upon submission of Final Gap Analysis Report and Final MHEWS Roadmap.

9.0 EVALUATION CRITERIA

Proposals will be evaluated as follows:

- Academic qualifications and technical expertise – 25%
- Relevant professional experience (esp. in DRM/EWS) – 35%
- Proposed methodology and work plan – 25%
- Financial proposal – 15%

10.0 APPLICATION PROCESS

Interested candidates should submit:

- CV (with 2 references)
- Technical proposal (methodology, work plan, timeline)
- Financial proposal (daily rate, total cost)

Submissions must be sent electronically to CDEMA CU at procurement@cdema.org with subject line: **Application – National Consultant for MHEWS Checklist in the British Virgin Islands.**

4. PROPOSAL SUBMISSION REQUIREMENTS

Proposals must include the following sections:

A. Technical Proposal (This should be a separate document from the Financial Proposal):

- 1. Cover Letter:** Brief introduction and confirmation of understanding of the TOR.
- 2. Qualifications:** List your academic qualifications that are directly related to the scope. Also list any qualifications that are indirectly related to the scope.

3. Experience:

- Indicate and outline the number of years of professional experience related to disaster risk management, early warning systems, climate resilience, or related fields.
- Indicate experience in conducting assessments, analysis, or studies related to disaster risk management or early warning systems.

4. Knowledge Areas:

- Provide evidence of knowledge or familiarity with disaster risk management frameworks, early warning systems, or risk reduction approaches.
- Provide evidence of familiarity with disaster management systems in the Caribbean or similar national contexts.

5. Experience – Other:

- Indicate experience working in the Caribbean region or in similar small-island or multi-hazard environments.
- Indicate experience working with government ministries, disaster management agencies, regional organisations, or development partners.

6. Understanding of the TOR:

- Provide a clear proposed approach/methodology and a solid demonstrated understanding of the TOR, with realistic timelines.

B. Financial Proposal (Separate Document)

- The financial proposal must be presented in **United States Dollars (USD)** or **Barbados Dollars (BBD)**.
- It must provide a detailed breakdown of costs, including:
 - Professional fees (by personnel/day rate).
 - Costs for materials production, if applicable.
 - Taxes, if applicable.
 - **Total Final Price.**

5. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

CRITERIA	POINTS
Qualifications (20%)	20
Experience (40%)	40
Knowledge Areas (20%)	20
Experience - Other (15%)	15
Understanding of the TOR (5%)	5

The contract will be awarded to the bidder whose proposal is determined to be:

- **Most Technically Responsive** (achieving a minimum technical score of 70% of the total technical points), and
- **Financially advantageous** to CDEMA and within the budget. The financial proposal of the highest technically ranked bidder will be reviewed for cost reasonableness prior to contract award.

6. TERMS AND CONDITIONS

6.1. Contract

The successful bidder will be required to sign a standard CDEMA Individual Consultancy Contract. A team support the work, but the proposal must be submitted by one lead consultant who will hold the contract and be fully responsible.

6.2. Confidentiality

The bidder shall treat all information received from CDEMA as confidential.

6.3. Conflict of Interest

Bidders must disclose any potential conflict of interest.

6.4. CDEMA's Right

CDEMA reserves the right to:

- Accept or reject any proposal.
- Annul the solicitation process at any time.
- Award the contract to the bidder it deems most advantageous, without being obliged to assign any reason thereof.

7. ANNEXES



Not applicable