

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 Montserrat
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

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 Montserrat, 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 Disaster Management Coordination Agency (DMCA) in Montserrat 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 Montserrat 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 CDEMA Coordinating Unit (CU) and the Disaster Management Coordination Agency (DMCA).
 - b) Prepare an Inception Report outlining methodology, work plan, and stakeholder engagement strategy.

- 2) Desk Review and Data Collection
 - a) Review relevant national policies, legislation, SOPs, hazard data, institutional frameworks, and reports.
 - b) Map existing early warning arrangements and actors.

- 3) Checklist Application
 - a) Apply the MHEWS Checklist systematically through stakeholder interviews, consultations, and document review.
 - b) Ensure cross-cutting considerations (gender, disability, vulnerable groups, climate adaptation) are assessed.

- 4) Gap Analysis Report
 - a) Analyse results to identify gaps, strengths, and opportunities.
 - b) Draft and submit a Gap Analysis Report for review by CDEMA and DMCA.

- 5) Stakeholder Workshop & Roadmap Development
 - a) Support the DMCA and CDEMA in convening a national stakeholder's workshop.
 - b) Present findings and facilitate group discussions.
 - c) Co-develop a Draft MHEWS Roadmap outlining priority actions, timelines, responsible institutions, and resource requirements.

- 6) Final Deliverables
 - a) Completed MHEWS Checklist Report for Montserrat.
 - b) Final Gap Analysis Report (incorporating stakeholder feedback).
 - c) Workshop Report with stakeholder contributions and consensus points.
 - d) Draft National MHEWS Roadmap.

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 Montserrat – 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 – within 12 weeks
- 5.6. National MHEWS Roadmap for Montserrat – 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 Disaster Management Coordination Agency (DMCA) of Montserrat.

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%

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 Montserrat

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 reduction, early warning systems, climate resilience, or related fields.
 - Provide examples of assignments involving assessments, analyses, or studies related to disaster risk management systems or early warning systems.
 - Highlight any experience supporting the development of national strategies, action plans, gap analyses, or roadmaps related to disaster preparedness or resilience initiatives.
- Knowledge Areas:**
 - Provide evidence of knowledge of disaster risk management frameworks, early warning systems, or risk reduction approaches.
 - Provide evidence of familiarity with multi-hazard risk assessment, early warning coordination mechanisms, or disaster preparedness initiatives.
 - Demonstrate awareness of regional disaster risk management initiatives or institutional arrangements in the Caribbean or similar small-island contexts.

- **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.
- Highlight experience supporting stakeholder consultations, multi-agency coordination initiatives, or workshop facilitation

4. 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