



**The Caribbean Disaster Emergency Management Agency**

## **REQUEST FOR PROPOSALS**

**RFP #: INTRA ACP 9067/17**

*Consultancy services for Provision of Support to the Review of the Regional Response Mechanism (RRM)*



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## SECTION 1: LETTER OF INVITATION

Reference: INTRA ACP/ 9067/17

July 13, 2017

1. The Caribbean Disaster Emergency Management Agency Coordinating Unit invites tenderers to submit technical and financial proposals to provide ***Consultancy services for Provision of Support to the Review of the Regional Response Mechanism (RRM).***

This proposal should be accompanied by evidence of similar work previously undertaken by the Consultant. More details on the services are provided in the Terms of Reference at Section 4.

2. This Request for Proposal includes the following documents:
  - Section 1 - Letter of Invitation
  - Section 2 - Technical Proposal submission form
  - Section 3 - Financial Proposal submission form
  - Section 4 - Terms of Reference
  - Section 5 – Technical Evaluation Grid
  - Section 6 – Financial Evaluation Grid
3. The technical proposal should be accompanied by a completed technical submission form (at Section 2) and should address:
  - a) The Consultant’s Organization and Experience;
  - b) Understanding of the services to be provided
  - c) Comments or Suggestions on the Terms of Reference
  - d) Indication of any Counterpart Staff and Facilities to be Provided by the Client;
  - e) Description of the Approach, Methodology and Project Plan with milestones for Performing the Assignment;
  - f) Team Composition and Task Assignments (where appropriate);
  - g) Curriculum Vitae (CV) for Proposed Professional Staff (where appropriate);
  - h) Staffing Schedule; and
  - i) Work Schedule.
4. The financial proposal should be accompanied by a completed financial submission form (at Section 3) and should include the:
  - a) Summary price;
  - b) Breakdown of Price by Activity;
  - c) Breakdown of Remuneration (team daily rates); and

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d) Expenses (inclusive of administration costs).

5. Completed Proposals should be titled:

**Consultancy Services for Provision of Support to the Review of the Regional Response Mechanism (RRM)** and must be submitted in hard copy or electronically no later than **August 26, 2017 at 11:59 p.m. Eastern Standard Time** to:

The Executive Director  
Caribbean Disaster Emergency Management Agency  
Resilience Way  
Lower Estate  
St. Michael  
Barbados, West Indies

**Attn: Sharon Layne-Augustine, Senior Programme Officer**

Email: [sharon.l-augustine@cdema.org](mailto:sharon.l-augustine@cdema.org)

Copies of electronic submissions should also be forwarded to Michelle Harris, Administrative Officer

Email: [michelle.harris@cdema.org](mailto:michelle.harris@cdema.org)

6. The Consultant must be available to carry out the assignment between **September 18, 2017** and **January 19, 2018**.

Participation in this tendering process is open to international organisations and to all natural persons who are nationals of, or legal persons who are established in:

- an ACP State.
- an EU Member State,
- Member States of the European Economic Area
- Beneficiaries of the EU Instrument for pre-accession assistance (IPA II),
- Overseas countries and territories covered by Council Decision 2013/755/EU of 25 November 2013;
- developing countries and territories, as included in the OECD-DAC list of ODA recipients, which are not members of the G-20 group, without prejudice to the status of the Republic of South Africa, as governed by Protocol 3 to the Cotonou Agreement;
- another third country, based on a European Commission decision establishing reciprocal access to external aid in agreement with ACP countries.

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For full details of the tendering procedures, please see the Practical Guide and its annexes, which may be downloaded from the following website: <http://ec.europa.eu/europeaid/prag/document.do>.

7. The assignment shall not exceed **20,000 Euros** inclusive of all expenses, including travel to stakeholder meetings as required, and participation in the CDM Conference in December 2017.

We look forward to receiving your tender before the deadline set in point 5 of the Letter of Invitation. Please send it to the address and with the requirements given. By submitting a tender, you accept to receive notification of the outcome of the procedure by electronic means.

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## SECTION 2. TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: Executive Director,  
Caribbean Disaster Emergency Management Agency,  
Resilience Way,  
Lower Estate  
St. Michael  
Barbados

Dear Sir:

We, the undersigned, offer to provide **Consultancy services for Provision of Support to the Review of the Regional Response Mechanism (RRM)** in accordance with your Request for Proposal dated **July 13, 2017** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed separately.

We are submitting our Proposal in association with: *[Insert a list with full name and address of each associated Consultant<sup>1</sup>]*.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained therein can lead to our disqualification.

Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than **September 18, 2017** the intended date of commencement of the consultancy.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature *[In full and initials]*: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

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<sup>1</sup> *[Delete in case no association is foreseen.]*

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## SECTION 3: FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: Executive Director,  
Caribbean Disaster Emergency Management Agency,  
Resilience Way  
Lower Estate  
St. Michael  
Barbados

Dear Sir:

We, the undersigned, offer to provide **Consultancy services for Provision of Support to the Review of the Regional Response Mechanism (RRM)** in accordance with your Request for Proposal dated **July 13, 2017** and our Technical Proposal. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures*].

This amount includes all fees, travel, expenses and incidentals for the consultancy. Our Financial Proposal shall be binding upon us subject to any modifications that may result from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm/Lead Consultant: \_\_\_\_\_

Address: \_\_\_\_\_

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## SECTION 4: TERMS OF REFERENCE

### 1. BACKGROUND

The Regional Response Mechanism (RRM) was established as the vehicle to deliver timely and coordinated response support to affected Participating States. The need for a RRM was first highlighted in 1988 following the impact of Hurricane Gilbert on Jamaica, when the use of “Disciplined Forces” was introduced in disaster response and recovery in the Caribbean as a regional collaborative framework. The RRM is coordinated by the CDEMA Coordinating Unit (CU) and seeks to deliver timely response to an impacted member state in support of the national response mechanism.

The RRM is based on the collaboration and cooperation of CDEMA and several key national, regional and international partners. It has been evolving over the years and currently consists of Plans, Procedures and Guidelines. It also involves a small group of Response Units/Teams and several agencies and organisations which is supported by a collection of Agreements, Memoranda of Understanding and Protocols.

The RRM has over the years been the main mechanism by which a regional response support to an impacted country is delivered. As part of an ongoing process of continuous improvement, the RRM undergoes an annual review of the operations after an event takes place. These reviews are effective in highlighting shortcomings in regional operations, administration, team leadership and composition, ground operation, training among others. The outcomes of these reviews have informed the enhancements over the last 3 years.

Notwithstanding successes and achievements, the RRM faces some challenges. These include financial constraints and a lack of ownership by the main stakeholders given the attrition from the regional system of the original architects.

Further, the enhanced Comprehensive Disaster Management (CDM) Strategy 2014-2017 recognizes the changing environmental context in which the region functions. Reference is made to Climate Change (and to a lesser extent climate variability), resulting in more intense climate systems. This has implications for the type and severity of emergency events which will require response actions in the region.

Additionally, the operating landscape has changed with several new institutional players at the regional and international levels. This includes donors as well as non-governmental organizations which play a role in disaster response. Existing players such as the UN partners have also undergone institutional and governance reform. Further, there has been a shift in Global Humanitarian Assistance focus to the Middle East, Africa and Latin American countries. These and other issues highlight the need to reflect on the roles and responsibilities of all players and the opportunities for niche competencies. Further to the 2008 financial crisis and other economic situations, members and donors are faced with a financial situation where very limited resources are available and at their disposal.

Against this background, CDEMA considers the undertaking of a comprehensive review of the RRM to be necessary and worthwhile at this juncture, to identify the key issues which need to be

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addressed to strengthen the mechanism. It is important to note that the review will encompass a strategic, operational and tactical focus. Key issues to be considered include the following:

- The design and structure of the RRM – Is it fit for purpose?
- The objectives of the RRM and the role of critical partners
- What are the standards to be achieved?
  - For response time – within 24 hours of impact;
  - For performance of the system – professionalism;
  - For deployment process – timelines; capability;
  - For deployment teams – levels of maturity; technical expertise;
  - For support from the mechanism;
  - SRFPs role and function;
  - Military role and function;
  - Role of other partners and stakeholders;
  - Other factors to be considered.
- Coordination of the RRM – How it works given current strengths, weaknesses
- The exploration of opportunities for strengthening given regional and/or national capacities

The purpose of this Consultancy is to undertake a comprehensive review of the RRM, and to provide guidance to CDEMA in charting the way forward.

## **2. SCOPE OF WORKS**

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.

Specific tasks of the Consultant will be:

- (a) Review relevant documentation provided by the CDEMA Coordinating Unit,
- (b) Plan, organize and coordinate the consultations amongst key stakeholders and partners, many of which will be online meetings;
- (c) Prepare the reports from each consultation;
- (d) Prepare a consolidated report of all the consultations;
- (e) Develop the design of the new RRM Architecture given the outcomes of the review of the documentation and consultation with stakeholders, inclusive of a narrative description of the revised mechanism
- (f) Prepare an implementation plan for the revised mechanism;
- (g) Present findings at the Comprehensive Disaster Management (CDM) Conference in December 2017

## **3. OUTPUTS**

The Consultant will be required to provide the following reports and deliverables to CDEMA:

- (a) Inception Report within two weeks of contract signature, inclusive of review of the available documentation; a revised implementation schedule; and a detailed plan for data gathering and analysis, and validation workshops;
- (b) Consultation meeting reports as follows
  - i. Kick off meeting

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- ii. Subcommittee meetings
  - iii. National level stakeholder dialogue
  - iv. Regional and international institutional level dialogue
  - v. CARICOM partners dialogue
  - vi. Other special interest areas
  - vii. CDM Conference

- (c) Consolidated report of all findings from the consultations
- (d) Design of the new RRM Architecture
- (e) Implementation plan of action for the revised mechanism
- (f) Presentation on the revised mechanism and the associated implementation plan at the CDM Conference in December 2017.

#### **4. DURATION**

**Thirty (30) man days** have been assigned for the completion of the Consultancy over the period **September 18, 2017 and February 16, 2018.**

#### **5. QUALIFICATIONS**

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

##### **Specific Qualifications:**

Postgraduate degree in Emergency Management or a related field, and proven experience (at least 10 years) in supporting the enhancement of emergency response systems.

##### **Other qualifications:**

The Consultant shall also possess:

- (a) Experience in Project Management
- (b) Prior experience carrying out similar assignments;
- (c) Specific experience in the Caribbean region;
- (d) Meeting and consultation facilitation skills
- (e) Demonstrated capacity to manage stakeholder interests
- (f) A good command of the English language and the ability to clearly express ideas in writing

## SECTION 5: TECHNICAL EVALUATION GRID

### TECHNICAL EVALUATION CRITERIA CONSULTANCY TO PROVIDE SUPPORT TO THE REVIEW OF THE REGIONAL RESPONSE MECHANISM

	CRITERIA	NAME OF CONSULTANT	
		MAX POINTS	
<b>A.</b>	<b>QUALIFICATIONS, SKILLS &amp; EXPERIENCE</b> ( <i>Team complement should demonstrate key skills/experience required</i> )	<b>50</b>	<b>0</b>
1.	Post graduate degree in Emergency Management or related field.	10	
2.	Proven experience (at least 10 years) in supporting the enhancement of emergency response systems.	10	
3.	Experience in Project Management	5	
4.	Prior experience of key experts in carrying out similar assignments	5	
5.	Specific experience in the Caribbean region	5	
6.	Meeting and consultation facilitation skills	5	
7.	Demonstrated capacity to manage stakeholder interests	5	
8.	Good command of the English language	5	
<b>B.</b>	<b>METHODOLOGY</b>	<b>30</b>	<b>0</b>
1.	Approach & Methodology ( <i>demonstrates a clear and sequential approach to meet objectives</i> )	15	
2.	Work Plan ( <i>clear, achievable, realistic and thorough</i> )	10	
3.	Timeline of deliverables falls within schedule outlined by CDEMA ( <i>allocation of man-days realistic</i> )	5	
<b>C.</b>	<b>CAPACITY TO UNDERTAKE WORK</b>	<b>20</b>	<b>0</b>
1.	Proposal demonstrates systems in place to successfully carry out consultancy	10	
2.	Availability of key personnel	10	
<b>D.</b>	<b>TOTAL</b>	<b>100</b>	<b>0</b>
	<b>REMARKS</b>		

<b>NAME OF EVALUATOR:</b>	
<b>SIGNATURE:</b>	