



The Caribbean Disaster Emergency Management Agency

REQUEST FOR PROPOSALS

RFP #: *EDF10/ 8321/15*

Consultancy Services for the Development and Implementation of a Records and Information Management System for the Caribbean Disaster Emergency Management Agency Coordinating Unit (CDEMA CU)



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SECTION 1: LETTER OF INVITATION

Reference: **EDF10/ 8321/15**

May 22, 2015

1. The Caribbean Disaster Emergency Management Agency invites technical and financial proposals from suitably qualified firms/individuals (The Consultant) to provide consultancy services for *the Development and Implementation of a Records and Information Management System for the Caribbean Disaster Emergency Management Agency Coordinating Unit (CDEMA CU)*. These proposals 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 Proposals 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

3. The technical proposal should be accompanied by a completed submission form (at Section 2) and should address:
 - a) the Consultant's Organization and Experience;
 - b) Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be Provided by the Client;
 - c) Description of the Approach, Methodology and Project Plan with milestones for Performing the Assignment;
 - d) Team Composition and Task Assignments;
 - e) Curriculum Vitae (CV) for Proposed Professional Staff;
 - f) Staffing Schedule; and
 - g) Work Schedule.

4. The financial proposal should be accompanied by a completed submission form (at section 3) and should include the a) Summary price; b) Breakdown of Price by Activity; c) Breakdown of Remuneration; and e) Expenses (inclusive of administration costs).

5. The Lead Consultant must possess the following minimum qualifications and present for consideration a qualified Team to undertake the assignment as outlined in the Terms of Reference at section 4 herein.

Specific Qualifications:

- a) Post graduate qualification in Records and/or Archives Management or related field
 - b) At least five (5) years demonstrated work experience in Records and Information Management or Archives Management
 - c) Prior experience in carrying out similar assignments.
 - d) Experience in Project Management
 - e) Strong communication skills and ability to manage stakeholder interest.
 - f) A good command of the English language and the ability to clearly express ideas.
6. The assignment is *shall not* exceed **US\$40,000** including expenses.
7. Completed Proposals with Samples of similar assignments should be titled:
“Consultancy Services for the Development and Implementation of a Records and Information Management System for the Caribbean Disaster Emergency Management Agency Coordinating Unit (CDEMA CU)” and must be submitted in hard copy or electronically no later than **July 9, 2015 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: Human Resources Manager**
- Email: hr@cdema.org
8. The Consultant must be available to carry out the assignment between **August 10, 2015** and **November 10, 2015**.

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 the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under separate cover.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant¹].

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 **August 10, 2015** 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: _____

¹ [Delete in case no association is foreseen.]

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 the consulting services for [*Insert title of assignment*] in accordance with your Request for Proposal dated [*Insert Date*] 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: _____

SECTION 4: TERMS OF REFERENCE

1. Introduction

The Caribbean Disaster Emergency Response Agency transitioned to the Caribbean Disaster Emergency Management Agency (CDEMA) in 2009. This transition was to ensure that the Agency was in a position to more effectively drive the Comprehensive Disaster Management (CDM) agenda. CDM is an integrated and proactive approach to disaster management which seeks to reduce the risk and loss associated with natural and technological hazards and the effects of climate change to enhance regional sustainable development. The CDEMA Coordinating Unit (CU) is the administrative and implementing arm of the agency with approximately twenty-one (21) employees on its establishment. The number of employees can increase depending on the projects or programmes being managed by the CU.

The CDEMA CU is seeking to strengthen its internal controls and procedures. The development of an appropriate records and information management system is a part of that process. The CU currently has a Documentation Centre and has commenced development of a Virtual Library to enable ready access to information. The CDEMA CU is soliciting proposals to design and implement a Records and Information Management System to enhance the efficiency of its internal information system, hosted on an appropriate recommended platform. The system should enable the efficient, secure sharing, storage, retrieval and updating of the Agency's records.

2. Objectives

The objective of the Consultancy is to support Outcome 1 of the CDM Strategy. Specifically Output 1.1- CDEMA CU is strengthened for effective support of the implementation, monitoring and evaluation of CDM in Participating States. This includes the enhancement of the CU's administrative systems of which the Records and Information Management system is an output.

3. Scope of Works

The specific objectives of the Consultancy are to:

- 3.1 Conduct an inventory and analysis of documents, information and corporate records to determine their administrative, legal, fiscal or historical value.
 - a) Identify each document type and/or record type
 - b) Group documents and records into classes or series
- 3.2 Develop a Records and Information Management Policy and supporting procedures in compliance with established records management best practices and international standards inclusive of:
 - a) a Records Retention and Disposition Policy with Records Retention and Disposal Schedule

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- b) A classification schema for records
 - c) Procedures for the management of documents, information and records through their lifecycle
- 3.3 Recommend an Electronic Records Management solution that is appropriate for CDEMA inclusive of:
 - a) Specifics on the software and hardware required and reflecting costs, training and licensing.
 - 3.4 Integrate record management policy into the recommended platform
 - 3.5 Develop records and information management procedure manuals
 - 3.6 Develop a Corporate Taxonomy
 - a) Determine for each record class the means of access so as to develop an indexing schema (index terms)
 - b) Build a taxonomy which support user access
 - c) Create File Plans
 - 3.7 Provide training as required on Records & Information Management System
 - 3.8 Implement Back Office File Conversion system (i.e. populate the recommended system with CDEMA's existing records in collaboration with the ICT Unit
 - a) Identify and assess volumes of documents and/or records for conversion
 - b) Assess quality of documents for readiness for scanning
 - c) Prepare recommendations for scanning operations
 - 3.9 Support the thrust of the Agency in the implementation of a paperless environment.

4. Beneficiaries

The beneficiaries under of this Consultancy are:

- a) The CDEMA Coordinating Unit, which is the Headquarters of the Agency,
- b) The National Disaster Management Offices and other relevant national agencies in the CDEMA Participating States (PS);
- c) Donors
- d) CDM Stakeholders in key sectors such as finance, education, tourism, agriculture, health, physical planning and civil society.

5. Consultant Selection

The Consultant will be selected by an Evaluation Committee which will assess the Technical proposals against a fixed scoring criteria that reflects the terms of reference with scores divided as follows:

- 50% quality of personnel (qualifications, skills and experience)
- 30% methodology
- 20% capacity to undertake work (track record, availability, systems in place)

The three (3) best technical proposals will then be assessed on their respective financial proposal.

6. Deliverables

The Consultant shall deliver the following:

- 6.1 **An Inception Report** informed by the review and evaluation of existing documentation with methodology and proposed timelines for the completion of deliverables clearly articulated.
- 6.2 **An Interim Report** informed by consultations with the CDEMA Coordinating Unit and relevant stakeholders to include *inter alia*
 - 6.2.1 the recommended Electronic Records Management solution
 - 6.2.2 Findings of the inventory & analysis at 3.1 and recommendations
- 6.3 **A Final Report** to include *inter alia*
 - 6.3.1 Recommended Records and Information Management Policy inclusive of Electronic Records and Information Management Policy and supporting procedures outlined at 3.2
 - 6.3.2 Records & Information Management procedures manual (s)
 - 6.3.3 Corporate Taxonomy
 - 6.3.4 Implementation of Back office file conversion system referenced at 3.8
 - 6.3.5 Recommendations on the Agency's Virtual Library

7. Submission of Proposal

Proposals should include:

- 7.1 Technical proposal with:
 - a) detailed methodology and proposed schedule
 - b) Roles and responsibilities of each team member
 - c) CVs of team member(s) (no more than 3 pages per member – as necessary)
- 7.2 Financial proposal that includes milestone deliverables for payments, team member daily rates, travel budgets and level of effort by activity.