



The Caribbean Disaster Emergency Management Agency

REQUEST FOR PROPOSALS

RFP #: UNICEF/9070/17

*Consultancy to Develop the Model Guidelines for
Child-Centred Emergency and Disaster Risk
Management in Caribbean Schools and Adaptation
Guide*



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SECTION 1: LETTER OF INVITATION

Reference: **UNICEF/ 9070/17**

May 12, 2017

1. The Caribbean Disaster Emergency Management Agency Coordinating Unit invites tenderers to submit technical and financial proposals to provide ***Consultancy to Develop the Model Guidelines for Child-Centred Emergency and Disaster Risk Management in Caribbean Schools and Adaptation Guide.***

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
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
 - d) Expenses (inclusive of administration costs).

5. The assignment *shall not* exceed **24,000 United States dollars** including expenses.
6. Completed Proposals should be titled:
Consultancy to Develop the Model Guidelines for Child-Centred Emergency and Disaster Risk Management in Caribbean Schools and Adaptation Guide and must be submitted in hard copy or electronically no later than **June 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

Copies of electronic submissions should also be forwarded to Gayle Drakes, Education and Training Specialist

Email: gayle.drakes@cdema.org

7. The Consultant must be available to carry out the assignment between **July 17, 2017** and **November 17, 2017**.

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 to Develop the Model Guidelines for Child-Centred Emergency and Disaster Risk Management in Caribbean Schools and Adaptation Guide** in accordance with your Request for Proposal dated **May 12, 2017** 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 **July 17, 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: _____

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 to Develop the Model Guidelines for Child-Centred Emergency and Disaster Risk Management in Caribbean Schools and Adaptation Guide** in accordance with your Request for Proposal dated **May 12, 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: _____

SECTION 4: TERMS OF REFERENCE

1. BACKGROUND

The Caribbean region is one of the most disaster-prone regions in the world, being vulnerable to an array of natural and anthropogenic hazards. Disasters and the associated far-reaching impacts threaten the economic, social and environmental progress made in the Region over the last five decades of development. Recognising the threat which disasters pose to sustainable development, the countries of the Caribbean Community (CARICOM) have embraced a Comprehensive Disaster Management (CDM) approach, emphasising risk reduction and resilience building at all levels, in addition to developing and maintaining sound response and recovery mechanisms.

The Caribbean Disaster Emergency Management Agency (CDEMA) is an institution of CARICOM, established and supported by Participating States as a specialized regional disaster management agency. The CDEMA Participating States (PS) comprise eighteen (18) countries that have signed the Agreement establishing CDEMA. The organisation is supported by a Coordinating Unit (CU) located in Barbados, and which functions as a secretariat and programme implementation unit for the Agency.

Regional DRM stakeholders have articulated a multi-year, results-based disaster risk management strategy for the Caribbean, which aims to link CDM more firmly to development decision-making and planning. The Regional CDM Strategy 2014-2024 will give broad strategic direction to addressing the challenges of disaster risk management in the Caribbean over the next ten years. The Regional CDM Strategy 2014-2024 prioritises four areas at the Outcome-level: (i) institutional strengthening, (ii) knowledge management for CDM, (iii) mainstreaming of CDM into key sectors and (iv) building and sustaining community resilience. More specifically, Priority Area Two of the Regional CDM Strategy 2014-2024 focuses on the education sector and states: “Increased and sustained knowledge management and learning for Comprehensive Disaster Management.”

The activities outlined in this TOR target the primary and secondary school levels of the broader education to support achievement of outputs linked to Priority Area Two of the Regional CDM Strategy 2014-2024.

There is growing global recognition of the importance of integrating DRM more firmly in the education sector, particularly risk management at the school-level. International initiatives to promote the safe school concept include the World Initiative on School Safety (WISS) and the Comprehensive School Safety Framework (CSS). In the Caribbean, the Model Safe School Programme (MSSP) and Toolkit for Caribbean Schools was endorsed by the CDEMA Council in 2015 as the approach and mechanism by which the CDEMA Participating States will advance the school safety agenda. The MSSP is congruent with the CSS and with the aims of the Regional CDM Strategy. It is designed to assist CDEMA Participating States with implementing processes that result in safer and greener educational facilities.

The MSSP establishes a set of standards for safe schools and a process for assessing schools against the standards, action planning for addressing identified deficiencies and certification of safe schools. The Toolkit includes a model safe school policy, assessment tools for the safe school standards and comprehensive templates for school emergency and disaster planning that address an extensive range of threats. The MSSP is designed to be adapted to a country's unique needs and targets Ministries of Education and schools to lead on implementation.

This consultancy seeks to enhance the Toolkit by developing new, adaptable, user-friendly model tools for child-centred risk management in schools, which will aid countries in achieving the standards established for safe schools.

2. SCOPE OF WORKS

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

The Consultant will:

- 2.1. **Participate in an inception meeting** with the CDEMA Coordinating Unit to agree on the roll-out of the consultancy.
- 2.2. **Review relevant literature** aimed at providing an understanding of the context for the consultancy and work to date, and as part of the data collection and analysis exercise. Documents and other resources to be reviewed should include *inter alia*:
 - a. ODPEM/UNICEF Guidelines for Child-Friendly Disaster Management and Response (main source)
 - b. Brazil National Protocol for Integral Protection of Children and Adolescents in Disaster Situations.
 - c. Model Safe School Programme for Caribbean Schools Tool Kit, particularly the safe school standards.
 - d. CDEMA Disaster Risk Reduction Education Tool Kit.
 - e. The Regional CDM Strategy 2014 – 2024.
 - f. Sendai Framework for Disaster Risk Reduction 2015-2030.
 - g. Sustainable Development Goals (SDGs).
 - h. Results of past initiatives to integrate DRM into the education sector within the CDEMA system.
 - i. Other regional and international initiatives that may be relevant.
- 2.3. **Prepare an Inception Report**, post inception meeting, which details the methodology/approaches and timelines associated with this consultancy.
- 2.4. **Participate in regular progress meetings** with the CDEMA Coordinating Unit, the frequency of which will be agreed to at the Inception Meeting.
- 2.5. **Consult with key stakeholders**, including CDEMA Participating States and the Coordinating Unit, to ascertain current and past activities, good practices, lessons, gaps and challenges as it relates to children in emergencies.

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- 2.6. **Develop a draft report of recommendations** for developing Model Guidelines for child-centred emergency and disaster risk management for CDEMA Participating States. This report should **demonstrate consideration of gender and climate change issues**.
 - 2.7. **Present the draft report of recommendations** to stakeholders and the CDEMA Coordinating Unit.
 - 2.8. **Develop the Model Guidelines for Child-Centred Emergency and Disaster Risk Management in Caribbean Schools** based on the recommendations agreed to at 2.7 above.
 - 2.9. **Develop a draft Adaptation Guide** for the Guidelines in 2.8 above.
 - 2.10. **Present the draft Model Guidelines and Adaptation Guide** to stakeholders and the CDEMA Coordinating Unit.
 - 2.11. **Develop final Model Guidelines and Adaptation Guide** based on comments received from stakeholders and the CDEMA Coordinating Unit.
 - 2.12. **Submit draft Final Report** of the Consultancy for review. The draft final report should include:
 - a. The Final Report of Recommendations,
 - b. The final Model Guide,
 - c. The final Adaptation Guide,
 - d. Challenges and lessons learned,
 - e. Recommendations.
 - 2.13. **Submit the Final Report** of the Consultancy for final review and approval.

3. OUTPUTS

The Consultant(s) will submit to the Coordinating Unit for approval:

- 3.1. An Inception Report which details the methodology/approaches and timelines associated with this consultancy. The acceptance of the inception report by the CDEMA Coordinating Unit is to be considered as a critical path activity of the consultancy.
- 3.2. Detailed progress reports, written and verbal, in the format prescribed by the CDEMA Coordinating Unit.
- 3.3. A Draft Report of Recommendations.
- 3.4. Draft and final versions of the Model Guidelines.
- 3.5. Draft and final versions of the Adaptation Guide.
- 3.6. Final Model Guidelines and Adaptation Guide.
- 3.7. Draft and final reports on the consultancy.

3.8. Progress reports (written and verbal) and reports of stakeholder meetings to review key deliverables.

4. QUALIFICATIONS

The Consultant/Consulting Team should demonstrate the following qualifications and competencies:

A Master's Degree in Education, Disaster Management or a related field and five (5) years demonstrated experience in these areas.

OR

Post-graduate qualifications in the Education, Disaster Management or a related field and ten (10) years demonstrated experience in areas.

- a) Experience in Disaster Risk Management, including management of preparedness and response issues in the Caribbean, would be a distinct asset.
- b) Knowledge of climate change and gender issues would be an asset.
- c) Knowledge of child-needs and experience working with children would be an asset.
- d) Proven experience in working in a participatory and consultative environment.
- e) Excellent analytical skills, particularly the ability to conduct research and prepare appropriate findings and conclusions.
- f) Excellent writing and report preparation skills.

5. DURATION

Forty (40) man days have been assigned for the completion of the Consultancy over a period of **four (4) months** from **July 17, 2017** and **November 17, 2017**.

6. CONTRACT PRICE

For the provision of the contract services specified in item 3 above, the Consultant will be paid the following FIRM (non-revisable) price: **Twenty-four thousand United States dollars (USD 24,000.00)**.

7. CONSULTANT SELECTION

The Consultant will be selected by an Evaluation Committee which will assess the Technical proposals against 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) highest scoring technical proposals will then be assessed on their respective financial proposal.