



**The Caribbean Disaster Emergency Management Agency**

**REQUEST FOR PROPOSALS**

**RFP #: INTRA ACP/ 8801/17**

*Consultancy services for Development of Templates/Forms to Support the Implementation of Procedures of the CDEMA Coordinating Unit*



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## SECTION 1: LETTER OF INVITATION

Reference: **INTRA ACP/ 8801/17**

February 21, 2017

1. The Caribbean Disaster Emergency Management Agency Coordinating Unit invites tenderers to submit technical and financial proposals to provide *Consultancy services for Development of Templates/Forms to Support the Implementation of Procedures of the CDEMA Coordinating Unit.*

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) Comments or Suggestions on the Terms of Reference
  - c) Indication of any Counterpart Staff and Facilities to be Provided by the Client;
  - d) Description of the Approach, Methodology and Project Plan with milestones for Performing the Assignment;
  - e) Team Composition and Task Assignments (where appropriate);
  - f) Curriculum Vitae (CV) for Proposed Professional Staff (where appropriate);
  - g) Staffing Schedule; and
  - h) 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; and
  - d) 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 Project Management or related field.
  - b) At least five (5) years demonstrated work experience in Business Administration.
  - c) Prior experience in carrying out similar assignments.
  - d) Strong communication skills and ability to manage stakeholder interests.
  - e) A good command of the English language and the ability to clearly express ideas in writing.
6. The assignment *shall not* exceed **10,000 Euros** including expenses.
7. Completed Proposals should be titled:

**Consultancy services for Development of Templates to Support the Implementation of Procedures of the CDEMA Coordinating Unit.** and must be submitted in hard copy or electronically no later than **March 24, 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)

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

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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 Development of Templates/Forms to Support the Implementation of Procedures of the CDEMA Coordinating Unit** in accordance with your Request for Proposal dated **February 21, 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 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 **April 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: \_\_\_\_\_

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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 Development of Templates/Forms to Support the Implementation of Procedures of the CDEMA Coordinating Unit** in accordance with your Request for Proposal dated **February 21, 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 Caribbean Disaster Emergency Management Agency (CDEMA) was established in 2001 as the Caribbean Disaster Emergency Response Agency (CDERA) by the Heads of Government of the Caribbean Community (CARICOM) to be the lead regional Agency to provide guidance and oversight of disaster management in the Caribbean. In this regard the Agency must make an immediate and coordinated response to any disastrous event affecting any Participating State, once the state requests such assistance.

CDERA transitioned to CDEMA in September 2009 to ensure that it 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 strategic objective of CDM is the integration of disaster management considerations into the development planning and decision-making processes of Participating States (PS).

CDERA, now CDEMA, spearheaded the adoption of a strategic CDM framework in 2001 in collaboration with stakeholders. The CDM Strategy is now in its third iteration for the period 2014-2024 with the goal of realising “Safer, more resilient and sustainable CDEMA Participating States through Comprehensive Disaster Management.”

The CDEMA Coordinating Unit (CU) is in the process of upgrading its internal systems, including those related to finance, human resources and administration, and project management to international standards. This is in an effort to increase the level of accountability of the Agency to CDM stakeholders, as well as to allow CDEMA to be able to achieve the European Union five (5) pillars which will increase access to available resources from that source. This will enhance the Agency’s capacity to fulfil its mandate on behalf of the region, and support the PS in implementing CDM.

To facilitate the implementation of the above mentioned upgraded procedures, the CDEMA CU is commissioning a consultancy to support the CDEMA CU in developing relevant templates/forms, using forms contained in the European Commission Practical Guidelines (PRAG) 2016 as a benchmark. This consultancy seeks to develop the templates/forms required to support implementation of CDEMA procedures.

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## 2. SCOPE OF WORKS

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The following activities will be undertaken by the Consultant:

- 2.1. Participate in an Inception Meeting with the Planning and Business Development Department (PBDD) of the Office of the Executive Director (OED).
- 2.2. Consult with the PBDD to determine what are the key procedural areas for which templates/forms are required.
- 2.3. Review existing documentation on procedures provided by the PBDD as well as the Recommendations Report emerging from the ongoing Consultancy to Develop an Operational Manual for the CDEMA Coordinating Unit as well as the Consultancy to Develop a Procurement Policy and Procedures for CDEMA.
- 2.4. Review the relevant Appendices of the European Commission Practical Guidelines (PRAG) 2016, and other relevant documentation to determine how these may be modified to address the requirements of the CDEMA CU procedures.
- 2.5. Develop a suite of templates/forms to support the implementation of the CDEMA CU procedures, including a user's guide.
- 2.6. Conduct an orientation session with the management and staff of the CDEMA CU on the use of the templates/forms.

## 3. OUTPUTS

The Consultant will deliver the following outputs:

- 3.1 An Inception Report outlining the approach to the Consultancy, and schedule for delivery of outputs.
- 3.2 List of templates/forms to be developed upon completion of consultations with internal team and review of documentation.
- 3.3 Suite of templates/forms to support the implementation of the CDEMA CU procedures, including a user's guide.
- 3.4 Orientation session with the management and staff of the CDEMA CU on the use of the templates/forms.

## 4. DURATION

**Sixty (60)** man days have been assigned for the completion of the Consultancy over a period of **three (3) months** from **April 17, 2017 to July 7, 2017**.

## 5. 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: **Ten thousand Euros (10,000.00 Euros)**.



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## 6. SUBMISSION OF PROPOSAL

Proposals should include:

6.1 Technical proposal with:

- a) Detailed methodology and proposed schedule
- b) Roles and responsibilities of each team member (where applicable)
- c) CVs of team member(s) (no more than 3 pages per member – as necessary)

6.2 Financial proposal that includes milestone deliverables for payments, team member daily rates, travel budgets and level of effort by activity.