



The Caribbean Disaster Emergency Management Agency

REQUEST FOR PROPOSALS

RFP #: INTRA ACP/ 8590/16

*Consultancy Services for the Development of an Operational Manual for the Caribbean Disaster Emergency Management Agency Coordinating Unit
(CDEMA CU)*



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SECTION 1: LETTER OF INVITATION

Reference: /

February 1, 2016

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 of an Operational Manual 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
 - 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 Operations 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) 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\$20,000** including expenses.

7. Completed Proposals with Samples of similar assignments should be titled:

Consultancy Services for the Development of an Operational Manual for the Caribbean Disaster Emergency Management Agency Coordinating Unit (CDEMA CU) and must be submitted in hard copy or electronically no later than **March 18, 2016 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 Michelle Harris, Administrative Officer

Email: michelle.harris@cdema.org

8. The Consultant must be available to carry out the assignment between **April 18, 2016** and **July 8, 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 **Development of an Operational Manual for the Caribbean Disaster Emergency Management Coordinating Unit** in accordance with your Request for Proposal dated **February 1, 2016** 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 **April 18, 2016** the intended date of commencement of the consultancy.

thx 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 **Development of an Operational Manual for the Caribbean Disaster Emergency Management Coordinating Unit** in accordance with your Request for Proposal dated **February 1, 2016** 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 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) as 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.

The Agency transitioned 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.

In order to achieve the 5 Pillars status, CDEMA must be made subject to a comprehensive Pillars Assessment which will determine whether the Agency:

- Has set up and ensures the functioning in all material respects of an effective and efficient **internal control system** and in accordance with the criteria set by the European Commission;

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- Uses an **accounting system** that provides in all material respects accurate, complete and reliable information in a timely manner and in accordance with the criteria set by the European Commission; and
 - Is subject to **an independent external audit**, required to be performed in all material respects in accordance with internationally accepted auditing standards by an audit service functionally independent of the entity concerned and in accordance with the criteria set by the European Commission;
 - Applies appropriate rules and procedures in all material respects for providing financing from EU funds through **grants and** in accordance with the criteria set by the European Commission; and
 - Applies appropriate rules and procedures in all material respects for providing financing from EU funds through **procurement** and in accordance with the criteria set by the European Commission.

The CDEMA CU is therefore seeking to engage a Consultant to undertake the development of an operational manual for the CU which will document and upgrade procedures for in-house operations.

The Consultancy will 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.

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 CDEMA CU.
- 2.2 Review the baseline study and recommendations for the CDEMA CU with regard to the Pillars Assessment.
- 2.3 Review existing manuals (final and drafts) within the CDEMA CU relating to Accounts, Procurement, Human Resources, Administration and Project Management for quality and content and determine gaps which need to be addressed.
- 2.4 Consult with relevant staff members within the CDEMA CU regarding existing procedures both documented and undocumented.
- 2.5 Prepare a recommendations report capturing what is required for updating procedures, including assessing and addressing risk management issues.
- 2.6 Update existing manuals to incorporate previously undocumented procedures, and where necessary develop new manuals for in house operations.

3. OUTPUTS/DELIVERABLES

The Consultant is expected to deliver the following outputs:

- 3.1 An Inception Report outlining the Consultant's understanding of the assignment and approach to providing the deliverables.
- 3.2 Recommendations in writing for enhancing the in house operations of the CDEMA CU in accordance with international best practice.
- 3.3 An Operations Manual for the CDEMA CU, including procedures in separate volumes for:
 - a) Risk management, including:
 - i) Risk identification, evaluation, measurement, mitigation and monitoring
 - b) Human resources, including:
 - i) Staffing and recruitment,
 - ii) Compensation and benefits
 - iii) Process for communicating information internally, and
 - iv) Responsibilities for internal control;
 - c) Administration, including
 - i) Time management system;
 - ii) Facilities management processes
 - d) Accounting, including:
 - i) Standardising and documenting current informal procedures, including those related to opening and utilising Interest bearing and FX accounts; and clearing suspense and advance accounts in a timely manner;
 - ii) Developing/updating internal accounting process flowchart(s);
 - iii) Updating chart of accounts to reflect the CDEMA CU and donors' reporting requirements;
 - iv) Reviewing and rationalising financial accounting reporting timelines.
 - e) Procurement, including
 - i) Procurement principles,
 - ii) Procurement process (sourcing of vendors, solicitation of bids, management and evaluation of submissions, awards, contract management), and
 - iii) Procurement responsibilities.
 - f) Project Management, including
 - i) Project management process and responsibilities; and
 - ii) Recruiting and managing Consultancy services.

4. DURATION

- 5.1 **Fifty (50)** man days have been assigned for the completion of the Consultancy over a period of **twelve (12) weeks** from **April 18, 2016 to July 8, 2016**.

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 will be paid: **Twenty thousand United States dollars (USD20,000.00)**.

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
- 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.

7. 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) highest scoring technical proposals will then be assessed on their respective financial proposal.