



CONSULTANCY TO CONDUCT A BASELINE ASSESSMENT AND THE REVISION OF THE MONITORING SYSTEM FOR THE CARIBBEAN CLIMATE RESILIENCE INITIATIVE

REQUEST FOR EXPRESSIONS OF INTEREST

The Caribbean Disaster Emergency Management Agency (CDEMA) received financing from USAID toward the cost of implementation of the project “*Caribbean Climate Resilience Initiative*”. CDEMA intends to apply a portion of the proceeds of this financing to eligible payments under a contract for which this invitation is issued.

The programme proposed to be implemented by CDEMA seeks to address the problem statement: The Caribbean exists in a multi-hazard environment with underlying vulnerabilities and insufficient technical capacity, systems and mechanisms for operational readiness, risk management, recovery, community and ICTs to manage associated risks and to build resilience; thus resulting in adverse consequences on lives, livelihoods, communities and national development.

The goal of the programme is to provide support to CDEMA in the process of mainstreaming and institutionalizing CDM as the Caribbean’s platform for achieving risk reduction, thus providing support to countries to reduce disaster risks, as well as absorb and recover from hazard impacts and climate variability. This is in keeping with CDEMA’s mandate for safer and more resilient CDEMA Participating States.

The overall objective of the programme is to contribute to the reduction of the vulnerability of States and improving resilience to disaster risks. It is articulated along an ultimate outcome; two (2) intermediate outcomes; five (5) immediate outcomes; and associated key activities which have been developed particularly in line with Priority Areas 1 and 4 of the CDM Strategy 2014-2024; Strengthened Institutional Arrangements for CDM and Enhanced Community Resilience.

This Consultancy to **Conduct a Baseline Assessment and Revision of the Monitoring System for the Caribbean Climate Resilience Initiative** seeks to update the performance monitoring system as necessary paying attention to the indicators, baselines and targets for the actions envisioned in the project and to undertake a baseline assessment. To effectively measure this project’s impact and success, strong and evidence-based baselines are required for the project’s key indicators. The Baseline Assessment is intended to constitute the basis to measure the project performance over time.



CDEMA now invites interested eligible¹ **individual consultants** to submit Expressions of Interest indicating qualifications and experience required to provide these consultancy services. The consultancy is expected to commence in the third quarter of 2021 with an expected duration of twenty-five working days over a period of four (4) months.

Eligible countries are the United States of America, countries of the Caribbean Community and the Developing Countries outlined in **Appendix 1** below.

The Terms of Reference for the consultancy is in **Appendix 2**.

In the assessment of submissions, consideration will be given to qualifications and experience on similar assignments. All information must be submitted in English. CDEMA's policy requires that consultants provide professional, objective, and impartial advice and always hold its interest paramount, without any consideration for future work.

Requests for clarifications may be submitted in writing to procurement@cdema.org between 09:00 and 16:00 hours Monday to Friday on or before **6th August 2021**.

Electronic copies of Expressions of Interest based on the Terms of Reference must be received at procurement@cdema.org no later than **13th August 2021**. Please address Expressions of Interest to the address below:

Attention: Consultancy to Conduct a Baseline Assessment and the Revision of the Monitoring System for the Caribbean Climate Resilience Initiative

Caribbean Disaster Emergency Management Agency
Resilience Way
Lower Estate
St. Michael
Barbados

E-mail: procurement@cdema.org

Following the assessment of submissions, the most technically capable and appropriately experienced applicant will be invited to negotiate a contract to provide the consultancy services.

CDEMA reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. CDEMA will not be bound to assign any reason for not engaging the services of any applicant and will not defray any costs incurred by any applicant in the preparation and submission of the Proposal.

¹ Consultants shall be eligible to participate if the persons are citizens or bona fide residents of an eligible country; and



Appendix 1



List of Developing Countries

A Mandatory Reference for ADS Chapter 310

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Responsible Office: GC
File Name: 310maa_020612

Low income/lower middle income

Afghanistan
 Bangladesh
 Benin
 Burkina Faso
 Burundi
 Cambodia
 Central African Republic
 Chad
 Comoros
 Congo, Dem. Rep
 Eritrea
 Ethiopia

Angola
 Armenia
 Belize
 Bhutan
 Bolivia
 Cameroon
 Cape Verde Congo,

Gambia, The
 Guinea
 Guinea-Bissau
 Haiti
 Kenya
 Korea, Dem Rep.
 Kyrgyz Republic
 Liberia
 Madagascar
 Malawi
 Mali
 Mozambique

India
 Iraq
 Kiribati
 Kosovo
 Lao PDR
 Lesotho
 Marshall Islands

Myanmar
 Nepal
 Niger
 Rwanda
 Sierra Leone
 Somalia
 Tajikistan
 Tanzania
 Togo
 Uganda
 Zimbabwe

São Tomé and Príncipe
 Senegal
 Solomon Islands
 Sri Lanka
 Sudan
 Swaziland
 Syrian Arab Republic
 Timor-Leste
 Tonga
 Turkmenistan
 Tuvalu



Rep. Côte
d'Ivoire
Djibouti
Egypt, Arab Rep.
El Salvador
Fiji
Georgia
Ghana
Guatemala
Guyana
Honduras
Indonesia

Mauritania
Micronesia, Fed. Sts.
Moldova
Mongolia
Morocco
Nicaragua
Nigeria
Pakistan
Papua New Guinea
Paraguay
Philippines
Samoa

Ukraine
Uzbekistan
Vanuatu
Vietnam
West Bank and Gaza
Yemen, Rep.
Zambia

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TERMS OF REFERENCE

1 BACKGROUND

The Caribbean region served by CDEMA is well known to be highly vulnerable to various types of natural hazards that impact the region including floods, hurricanes, earthquakes, tsunamis, droughts, volcanic eruptions, infectious diseases, exponential growth and movement of sargassum seaweed, climate variability and the concomitant effects. For instance, the 2017 Hurricane Season saw within a three-week period spanning September 5-20, fifty percent (50%) of CDEMA PS facing an unprecedented threat of impact by three rapidly developing tropical cyclones which developed into major hurricanes. Two of these, Hurricanes Irma and Maria resulted in losses equivalent to more than 220% of GDP in some states and the loss of 40 lives. Within two years, in 2019, Hurricane Dorian devastated The Abacos and Grand Bahama islands of the Commonwealth of the Bahamas, setting back socio-economic accomplishments and straining national budgets in this ODA ineligible country. Moreover, it can be noted that the impacts of Hurricanes from 2015, Joaquin, Mathew, Irma and then Dorian demonstrated the cumulative effects and impacts on the economy, infrastructure, and society from recurrent disasters.

The current global pandemic of the COVID-19 outbreak being experienced in the region has also reinforced the need for disaster risk management (DRM) systems to be robust and resilient in the Caribbean multi-hazard environment. Notwithstanding, these impacts have presented significant opportunities. The severity of the 2017 hurricane season tested the capacity of the Regional Response Mechanism (RRM) managed by CDEMA, highlighted the interdependency of all 18 CDEMA PSs and flagged a number of areas where further efforts were required to strengthen the CDM integrated approach to risk management- and by extension climate resilience.

The 2017 hurricane season triggered a renewed commitment at the highest political level in CARICOM to building resilience to natural hazards. In this regard, the CDEMA Coordinating Unit (CU), mandated by the Twenty-Ninth Inter-Sessional Meeting of the Heads of Government of CARICOM, Haiti, February, 2018, undertook a consultative process to elaborate A Caribbean Pathway for Resilience. The process included engagement with the Heads of the CARICOM Community Institutions, discussions with CARICOM institutions on how they could accelerate and monitor the advancement of the



resilience agenda through institutional programming support to Participating States. It culminated with a Regional Policy Dialogue on Building a Caribbean Pathway for Disaster Resilience in the CDEMA PS, July 2-3, 2018 which included regional institutions and CARICOM member states.

The Caribbean Resilience Pathway was adopted by Caribbean Heads of Government in July 2018 and is built around five (5) pillars: I. Social Protection for the Marginal and Most Vulnerable; II. Safeguarding Infrastructure; III. Enhancing Economic Opportunity; IV. Environmental Protection and V. Operational Readiness.

Further, the Caribbean region served by CDEMA will be co-existing with COVID-19 for the next several months until a sustainable solution is available. After several weeks of “lockdowns” put in place by most countries to prevent the spread of COVID-19, most CDEMA Participating States have been able to ‘flatten the curve’ and have begun a phased lifting of restrictions as a means of reviving their economies and allowing persons to resume livelihood activities. Many countries have begun the re-opening of inter-regional and extra-regional travel. Active surveillance, testing, contact tracing and continued implementation of population physical distancing measures are currently enforced to minimize new infections. This is particularly so as the countries are characterized by health systems that are challenged in some way by national level financial constraints, low numbers of ICU beds and ventilators per capita, and shortages in critical care nurses. An additional consideration is that the populations in some countries have relatively high rates of non-communicable diseases (NCDs) and obesity. Given this situation, the countries of the region will require ongoing support in the response efforts to Covid-19.

2 Project Description

The programme proposed to be implemented by CDEMA seeks to address the problem statement: The Caribbean exists in a multi-hazard environment with underlying vulnerabilities and insufficient technical capacity, systems and mechanisms for operational readiness, risk management, recovery, community and ICTs to manage associated risks and to build resilience; thus resulting in adverse consequences on lives, livelihoods, communities and national development.

The goal of the programme is to provide support to CDEMA in the process of mainstreaming and institutionalizing CDM as the Caribbean’s platform for achieving risk reduction, thus providing support to countries to reduce disaster risks, as well as absorb and recover from hazard impacts and climate variability. This is in keeping with CDEMA’s mandate for safer and more resilient CDEMA Participating States.



The overall objective of the programme is to contribute to the reduction of the vulnerability of States and improving resilience to disaster risks. It is articulated along an ultimate outcome; two (2) intermediate outcomes; five (5) immediate outcomes; and associated key activities which have been developed particularly in line with Priority Areas 1 and 4 of the CDM Strategy 2014-2024; Strengthened Institutional Arrangements for CDM and Enhanced Community Resilience.

The intervention will be implemented over a period of 36 months and will directly benefit the CDEMA Participating States of Antigua and Barbuda; The Bahamas, Barbados; Dominica; Guyana; St. Kitts and Nevis; Saint Lucia; St. Vincent and the Grenadines; Suriname; Trinidad and Tobago; Grenada.

The results of the programme are as follows:

Ultimate Outcome: Strengthened climate resilience in the Caribbean region

Intermediate outcome 1: Improved capacity of regional and national institutions for addressing resilience

Immediate outcome 1.1: Framework for Caribbean resilience building elaborated

Immediate outcome 1.2: Strengthened operational readiness and recovery

Intermediate outcome 2: Enhanced mechanisms and systems to manage risks and build resilience to climate-related hazards

Immediate outcome 2.1: Community resilience mechanisms and programming enhanced

Immediate outcome 2.2: Responsive social protection programmes advanced

Immediate outcome 2.3: ICT Infrastructure for resilience programming improved

This programme is strategically aligned to the three (3) principles of USAID's Journey to Self-Reliance agenda which seeks to (i) prioritize countrywide progress toward self-reliance, by (ii) making strategic investments to achieve the greatest impact, through (iii) programs and partnerships that sustain results over the long term. In addition, the proposed intervention is consistent with Development Objective (DO) 3 of the USAID Eastern and Southern Caribbean Regional Development Cooperation Strategy 2015-2019.

3 OBJECTIVES

The objective of this Consultancy is to update the performance monitoring system as necessary paying attention to the indicators, baselines and targets for the actions envisioned in the project and to undertake a baseline assessment. To effectively measure this project's impact and success, strong and evidence-based baselines are required for the project's key indicators. The Baseline Assessment is intended to constitute the basis to measure the project performance over time.

The Baseline Report should provide the baseline data values for each indicator of the Performance Monitoring Framework at outcomes level (immediate, intermediate and ultimate) and outputs where relevant. The measurement should be within the corresponding target populations using both qualitative and quantitative techniques, with a level of rigour required for a “before-and-after” comparison or evaluation. Baseline data involving measurement of people must be disaggregated by sex. Wherever women and/or girls are integrated into results statements, or there are specific gender equality results, at the immediate or intermediate level, sex-disaggregated and/or gender-sensitive baseline data must be collected. The baseline data will also include contextual information based on diagnostic studies and other sources of information.

4 SCOPE OF WORK

- 4.1 Review the Activities of the project by Result Area
- 4.2 Cross check with the CDM Strategy and CDEMA Corporate Plan to ensure that identified parameters/ indicators in the draft Performance Monitoring Framework are aligned to regional and institutional objectives.
- 4.3 Identify key indicators of success in implementation of the programme
- 4.4 Develop an indicator reference sheet for identified indicators to specify how each indicator will be measured.
- 4.5 Based on above, update the Performance Monitoring Framework that sets suitable targets
- 4.6 Revise monitoring plan that:
 - 4.6.1 Sets out the methods to be used to address the question of whether change observed through monitoring indicators can be attributed to the project interventions
 - 4.6.2 Identifies responsibilities for monitoring, and
 - 4.6.3 Identifies intervals for monitoring.
- 4.7 Conduct a baseline assessment using both qualitative and quantitative techniques as appropriate to be an input to the project monitoring process.
- 4.8 Prepare a baseline report providing baseline data values for every indicator selected; and
- 4.9 Develop an M&E reporting system to include report formats and key report recipients.

5 DELIVERABLES

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

- 5.1 An Inception Report which responds to the scope of work with a methodology, survey instruments, and work plan;
- 5.2 Revised Performance Monitoring Framework
- 5.3 Indicator Reference Sheet
- 5.4 Baseline Assessment Report
- 5.5 M&E reporting system to include report formats and according to key report recipients and contribution to results utilising the indicators



6 QUALIFICATIONS AND EXPERIENCE

- 6.1 The Consultant must have an advanced degree in social science with an emphasis on one or more of the following: Monitoring and Evaluation, Impact Evaluations, Research Methodologies, baseline assessment.
- 6.2 The Consultant shall also possess:
- (a) prior experience carrying out similar assignments;
 - (b) specific experience in the Caribbean region;
 - (c) understanding of disaster risk management issues
 - (d) strong communication skills and ability to manage stakeholder interests; and
 - (e) a good command of the English language and the ability to clearly express ideas in writing.

7 CONDITIONS

Institutional support provided through documented rules and regulations, general policy guidelines and through access to available relevant information, resources and facilities.

6.0 REPORTING

The Consultant works under the direction of and shall report to the Planning and Business Development Manager.

8 DURATION

The duration of this assignment is twenty-five working days over a period of four (4) months, commencing October 2021.