



**REQUEST FOR EXPRESSIONS OF INTEREST FOR
CONSULTANCY TO IMPLEMENT THE COMPREHENSIVE DISASTER MANAGEMENT (CDM) AUDIT TOOL
– Commonwealth of The Bahamas**

The Caribbean Disaster Emergency Management Agency (CDEMA) received financing from the European Union toward the cost of implementation of a project **“11th EDF Natural Disaster Facility in the CARIFORUM “Caribbean Regional Indicative Programme”**. 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 National Emergency Management Agency (NEMA) is the focal point that operates under the authority of the Cabinet Office with the responsibility of coordinating national disaster management. Between 2018 and 2020 the country produced a risk assessment profile¹ using a probabilistic model which was led by the Inter-American Development Bank, that examined three main hazards, tropical cyclones, coastal floods, and coastal erosion. The profile indicated that less than 3% of the population are expected to be affected by coastal flooding and extreme winds every year. In terms of the economic impacts, more than US\$200 million in damages is expected every year, US\$140 million in residential stock and about US \$25 million in services stock. Extreme winds are expected to damage more than US\$160 million / year. About 250km of the road network (including all road categories and streets) with an estimated value of US\$159 Million are expected to be annually flooded. In 2019, according to the Inter-American Development Bank, Dorian caused about \$3.4 billion in damages, which is equal to one-quarter of The Bahamas' GDP). Hurricane Dorian was the strongest hurricane on record to hit The Bahamas. Hurricane Dorian helped NEMA better understand the need for updated and new strategies and studies. These and other key assessments undertaken by NEMA are key to the effective management of disasters in the Bahamas.

This Consultancy for the Implementation of a comprehensive Disaster Management (CDM) Audit Tool – Commonwealth of The Bahamas, seeks to support the NEMA with the full application of the CDM Audit tool and the preparation of the Audit Report.

CDEMA now invites interested eligible² **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 fourth quarter of 2021 with an expected duration fifty (50) days over a 13-week period.

Eligible countries are 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

¹ The findings are documented in the publication, Disaster risk profile for The Bahamas, IDB, 2020

² Consultants shall be eligible to participate if:

(a) the persons are citizens or bona fide residents of an eligible country; and



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 **13th August 2021**.

Electronic copies of Expressions of Interest based on the Terms of Reference must be received at procurement@cdema.org no later than **20th August 2021**. Please address Expressions of Interest to the address below:

***Attention: Consultancy to Implement the Comprehensive Disaster Management (CDM) Audit Tool –
Commonwealth of The Bahamas***

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.



**EXTERNAL ACTION FINANCIAL INSTRUMENTS AND
EUROPEAN DEVELOPMENT FUND**

RULES ON PARTICIPATION IN PROCUREMENT PROCEDURES AND GRANTS

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Part I: 2014-2020 instruments for external action

1) Eligible countries for DCI, ENI, PI, Greenland and INSC (CIR - Article 9)

Participation in the award of procurement contracts, grants and other award procedures for actions financed under DCI, ENI, PI, Greenland and INSC for the benefit of third parties shall be open to all natural persons who are nationals of, and legal persons that are effectively established in, one of the following eligible countries/territories/beneficiaries:

- (a) *EU Member States* ([appendix 1](#))
- (b) *IPA II beneficiaries* (listed in the Annex I of IPA II Instrument ([appendix 2](#)))
- (c) *European Economic Area* ([appendix 3](#))
- (d) Developing countries and territories, (included in the OECD-DAC list of ODA recipients³), which are not members of the G20 group⁴:
 - (i) *Least Developed Countries* (LDCs) ([appendix 4](#))
 - (ii) *Other Low Income Countries* ([appendix 5](#))
 - (iii) *Lower Middle Income Countries and Territories* ([appendix 6](#))
 - (iv) *Upper Middle Income Countries and Territories* ([appendix 7](#))
- (e) *Overseas Countries and Territories* (OCTs) covered by Council Decision 2013/755/EU of 25 November 2013 on the association of the overseas countries and territories with the European Union ([appendix 8](#))
- (f) *Member States of the OECD* ([appendix 9](#)) are also eligible when contracts are exclusively implemented in a Least Developed Country⁵ or in a Highly Indebted Poor Country (HIPC)⁶.
- (g) (i) *Developing countries, as included in the list of ODA recipients, which are members of the G20 group* ([appendix 10](#));

³ Please check the DAC List of ODA Recipients, effective for reporting on 2018, 2019 and 2020 flows.

⁴ Non eligible G20 Members developing countries are: India, Indonesia, Argentina, Brazil, China, Mexico, South Africa. South Africa will be eligible when the action will be co-financed with the EDF. *Turkey* is also a developing country (upper middle income) G20 Member but is eligible as a *beneficiary listed in the Annex I of the IPA II*.

⁵ See [appendix 4](#) for the full list of LDCs.

⁶ HIPC are: Afghanistan, Benin, Bolivia, Burkina Faso, Burundi, Cameroon, Central African Republic, Chad, Comoros, Côte d'Ivoire, Democratic Republic of Congo, Ethiopia, Ghana, Guinea, Guinea-Bissau, Guyana, Haiti, Honduras, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Nicaragua, Niger, Republic of Congo, Rwanda, São Tomé & Príncipe, Senegal, Sierra Leone, Tanzania, The Gambia, Togo, Uganda, Zambia.



- (ii) *any other countries and territories* (ie. all countries of the world).

The entities of these countries can only participate in procedures, where the country itself is a beneficiary of the action. This can happen in particular, in thematic programmes, programmes financed under the PI or where the success of a regional programme necessitates the participation of the said country.

- (h) any countries for which *reciprocal access* to external assistance is established by the Commission.

Currently there are no such countries.

- (i) **for ENI Instrument only:** in addition to the countries/territories/beneficiaries mentioned above that are eligible for ENI, the following countries/territories are also considered eligible for contracts financed under the ENI Instrument:

- (i) *Partner countries or territories covered by the Instrument* (annex I of the ENI Instrument) ([appendix 11](#));

- (ii) in the case of relevant procedures taking place in the context of the multi-country and cross-border co-operation programmes in which it⁷ participates: *the Russian Federation*.

- (j) **For DCI, ENI, PI, Greenland and INSC:** where an agreement on widening the market for procurement of goods or services to which the Union is party applies, the procurement procedures for contracts financed by the budget shall also be open to natural and legal persons established in a third country other than those specified in the basic instruments governing the cooperation sector concerned, under the conditions laid down in that agreement.

2) **for IcSP and EIDHR** (CIR – Article 11)

All countries are eligible for participation in contracts financed under these Instruments that are fully untied without prejudice to the limitations inherent to the nature and the objectives of the action.

3) **for IPA II** (CIR- Article 10)

Participation in the award of procurement contracts, grants and other award procedures for actions financed under the CIR **for IPA II** for the benefit of third parties shall be open to all

⁷ In line with the upcoming corrigendum of the CIR, regarding Article 9(1)(b) (OJ L 316, 4.11.2014, p. 69) (FR).



natural persons who are nationals of, and legal persons who are effectively established in, one of the following eligible countries/ territories/beneficiaries:

- (a) *EU Member States* ([appendix 1](#))
- (b) *Beneficiaries listed in the Annex I of the IPA II* ([appendix 2](#))
- (c) *European Economic Area* ([appendix 3](#))
- (d) *Partner countries and territories covered by ENI Instrument* (annex I of ENI Instrument) ([appendix 11](#))
- (e) *countries for which Commission has adopted a decision approving the request for reciprocal access to external assistance.*

Currently there are no such countries.

- (f) *where an agreement on widening the market for procurement of goods or services to which the Union is party applies, the procurement procedures for contracts financed by the budget shall also be open to natural and legal persons established in a third country other than those specified in the basic instruments governing the cooperation sector concerned, under the conditions laid down in that agreement.*

Part II: Rules on nationality and origin for public procurement, grants and other award procedures financed under the ACP-EC Partnership Agreement, laid down in Annex IV to the latter Agreement as revised by Decision No 1/2014 of the ACP-EU Council of Ministers of 20 June 2014 (2014/428/EU)

Participation in procedures for the award of procurement contracts or grants financed from the multi-annual financial framework of cooperation under the ACP-EC Partnership Agreement is open to all natural persons who are nationals of, or legal persons who are effectively established in:

- (a) *an ACP State* ([appendix 12](#));
- (b) *a Member State of the European Union* ([appendix 1](#));
- (c) *Beneficiaries of the Instrument for pre-accession assistance* ([appendix 2](#));
- (d) *a Member State of the European Economic Area* ([appendix 3](#));
- (e) *Overseas Countries and Territories* ([appendix 8](#));
- (f) *developing countries and territories, as included in the OECD-DAC list of ODA Recipients, which are not members of the G20 group, without prejudice to the status of the Republic of South Africa, as governed by Protocol 3 of the partnership Agreement (appendices 4, 5, 6 and 7);*
- (g) *countries for which Commission has adopted a decision approving the request for reciprocal access to external assistance in agreement with ACP countries;*

Currently there are no such countries.



- (h) *a Member State of the OECD* ([appendix 9](#)), in the case of contracts exclusively implemented in a Least Developed Country (LDC)⁸ or a Highly Indebted Poor Country (HIPC)⁹.

Part III: rules on nationality and origin for public procurement, grants and other award procedures for instruments for external action financed under the Overseas Association Decision.

From the publication of the COUNCIL DECISION 2013/755/EU of 25 November 2013 on the association of the overseas countries and territories with the European Union ('Overseas Association Decision') the following rules are applicable to calls financed under the financial assistance of the EDF:

1. Tenderers, applicants and candidates from the following countries and territories shall be eligible to funding under this Decision:
 - (a) *Member States of the European Union* ([appendix 1](#))
 - (b) *candidate countries and potential candidates* as recognised by the Union ([appendix 2](#))
 - (c) *members of the European Economic Area* ([appendix 3](#))
 - (d) *OCTs* ([appendix 8](#))
 - (e) developing countries and territories, as included in the OECD-DAC list of ODA Recipients, which are not members of the G-20 group (appendices [4](#), [5](#), [6](#) and [7](#))
 - (f) countries for which *reciprocal access* to external assistance is established by the Commission. Reciprocal access may be granted, for a limited period of at least one year, whenever a country grants eligibility on equal terms to entities from the Union and from OCTs;

Currently there are no such countries.

- (g) *Member States of the OECD* ([appendix 9](#)), in the case of contracts exclusively implemented in a Least Developed Country¹⁰.

⁸ See [appendix 4](#) for the full list of LDCs.

⁹ See full list of HIPCs in [footnote 4](#)

¹⁰ See [appendix 4](#) for the full list of LDCs.



APPENDICES

APPENDIX 1 : EU MEMBER STATES

Austria, Belgium, Bulgaria, Czech Republic, Croatia, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom¹¹.

APPENDIX 2 : IPA II BENEFICIARIES

Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, Serbia, Turkey, Republic of North Macedonia.

* This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

APPENDIX 3 : EUROPEAN ECONOMIC AREA

(only non-EU MS are mentioned) Iceland, Lichtenstein, Norway.

APPENDIX 4 : LEAST DEVELOPED COUNTRIES

Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Republic, Chad, Comoros, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, Kiribati, Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome & Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, Sudan, South Sudan, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia.

APPENDIX 5: OTHER LOW INCOME COUNTRIES

Democratic People's Republic of Korea, Zimbabwe.

¹¹ The United Kingdom ceased to be an EU Member State on the 31 of January 2020. Pursuant to the Withdrawal Agreement concluded between the EU and the UK, references to the eligibility of 'Member States' for participation in programmes under the current 2014-2020 MFF and the EDFs also cover the United Kingdom (Article 127(6), Article 137 and Article 152(1) Withdrawal Agreement).



APPENDIX 6 : LOWER MIDDLE INCOME COUNTRIES AND TERRITORIES

Armenia, Bolivia, Cabo Verde, Cameroon, Congo, Côte d'Ivoire, Egypt, El Salvador, Eswatini, Georgia, Ghana, Guatemala, Honduras, India, Indonesia, Jordan, Kenya, Kosovo, Kyrgyzstan, Micronesia, Moldova, Mongolia, Morocco, Nicaragua, Nigeria, Pakistan, Papua New Guinea, Philippines, Sri Lanka, Syrian Arab Republic, Tajikistan, Tokelau, Tunisia, Ukraine, Uzbekistan, Vietnam, West Bank and Gaza Strip.

APPENDIX 7 : UPPER MIDDLE INCOME COUNTRIES AND TERRITORIES

Albania, Algeria, Antigua and Barbuda, Argentina, Azerbaijan, Belarus, Belize, Bosnia and Herzegovina, Botswana, Brazil, China (People's Republic of), Colombia, Costa Rica, Cuba, Dominica, Dominican Republic, Ecuador, Equatorial Guinea, Fiji, Republic of North Macedonia, Gabon, Grenada, Guyana, Iran, Iraq, Jamaica, Kazakhstan, Lebanon, Libya, Malaysia, Maldives, Marshall Islands, Mauritius, Mexico, Montenegro, Montserrat, Namibia, Nauru, Niue, Palau, Panama, Paraguay, Peru, Saint Helena, Saint Lucia, Saint Vincent & the Grenadines, Samoa, Serbia, South-Africa, Suriname, Thailand, Tonga, Turkey, Turkmenistan, Venezuela, Wallis and Futuna.

APPENDIX 8 : OVERSEAS COUNTRIES AND TERRITORIES¹²

Anguilla (UK), Aruba (NL), Bermuda (UK), Bonaire (NL), British Antarctic Territory (UK), British Indian Ocean Territory (UK), British Virgin Islands (UK), Cayman Islands (UK), Curaçao (NL), Falkland Islands (UK), French Polynesia (FR), French Southern and Antarctic Territories (FR), Greenland (DK), Montserrat (UK), New Caledonia and Dependencies (FR), Pitcairn (UK), Saba (NL), Saint Barthelemy (FR), Saint Helena, Ascension and Tristan da Cunha (UK), Sint Eustatius (NL), Sint Maarten (NL), South Georgia and South Sandwich Islands (UK), St. Pierre and Miquelon (FR), Turks and Caicos (UK), Wallis and Futuna Islands (FR).

APPENDIX 9 : OECD MEMBER STATES

Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

¹² OCTs listed in Annex II to the TFEU having special relations with the United Kingdom are covered by the scope of the EU-UK Withdrawal Agreement. Therefore, pursuant to the EU-UK Withdrawal Agreement, Union law as referred to in Articles 137 WA therefore includes the rules on financing of OCTs and eligibility under the current 2014-2020 MFF and the EDFs (Article 3(1)(e), Article 127(6), Article 137 and Article 152(1),(3) Withdrawal Agreement).



Australia, Canada, Chile, Iceland, Israel, Japan, Korea, Mexico, New Zealand, Norway, Switzerland, Turkey, United States of America.

APPENDIX 10 : G20 MEMBER DEVELOPING COUNTRIES

Argentina, Brazil, China, India, Indonesia, Mexico, South-Africa, Turkey.

APPENDIX 11 : ENI PARTNER COUNTRIES AND TERRITORIES

Algeria, Armenia, Azerbaijan, Belarus, Egypt, Georgia, Israel, Jordan, Lebanon, Libya, Republic of Moldova, Morocco, occupied Palestinian territory (oPt), Syria, Tunisia, Ukraine.

APPENDIX 12 : ACP COUNTRIES*

Africa:

South Africa**, Angola, Benin, Botswana, Burkina Faso, Burundi, Central African Republic, Cameroon, Cabo Verde, Chad, Comoros Islands, Congo, Côte d'Ivoire, Democratic Republic of the Congo, Djibouti, Eritrea, Eswatini, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Equatorial Guinea, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritius, Mauritania, Mozambique, Namibia, Niger, Nigeria, Uganda, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, Sudan, , Tanzania, Togo, Zambia and Zimbabwe.

Caribbean:

Antigua and Barbuda, Bahamas, Barbados, Belize, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Surinam, Trinidad and Tobago.

Pacific:

Cook Islands, East Timor, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, the Solomon Islands, Western Samoa, Tonga, Tuvalu, Vanuatu.

** While natural and legal persons established in South Africa are eligible to participate in procedures financed by the 10th/ 11th EDF, South Africa cannot be a beneficiary of contracts financed by the 10th/11th EDF.



- * Cotonou Partnership Agreement of 23 June 2000 (as amended by the provisional application of Decision No 1/2000 of the ACP-EC Council of Ministers of 27 July 2000, Decision No 1/2000 of the ACP-EC customs cooperation committee of 18 October 2000, Decision No 1/2001 of the ACP-EC customs cooperation committee of 20 April 2001, Decision No 2/2001 of the ACP-EC customs cooperation committee of 20 April 2001, Decision No 3/2001 of the ACP-EC customs cooperation committee of 10 May 2001, Decision No 4/2001 of the ACP-EC customs cooperation committee of 27 June 2001, Decision No 5/2001 of the ACP-EC customs cooperation committee of 7 December 2001, Decision No 2/2002 of the ACP-EC customs cooperation committee of 28 October 2002, Decision No 1/2003 of the ACP-EC Council of Ministers of 16 May 2003, Council Decision (EC) of 19 December 2002, Decision No 1/2004 of the ACP-EC Council of Ministers of 6 May 2004, Decision No 2/2004 of the ACP-EC customs cooperation committee of 30 June 2004 and Decision No 4/2005 of the ACP-EC customs cooperation committee of 13 April 2005).



TERMS OF REFERENCE

NATIONAL CONSULTANCY TO IMPLEMENT THE COMPREHENSIVE DISASTER MANAGEMENT (CDM) AUDIT TOOL – Commonwealth of The Bahamas

1.0 INTRODUCTION

The Caribbean Disaster Emergency Management Agency, the regional body responsible for the harmonization of work associated with disaster management, has adopted several methodologies to plan and deliver Comprehensive Disaster Management (CDM) at the national level. The Comprehensive Disaster Management Framework has been employed to rationalize all phases of the disaster management cycle, taking into account all peoples and sectors. The Results-Based Management (RBM) Framework has been adopted as a planning tool to document the results required to achieve CDM.

Further, as part of the process of the harmonization of the Comprehensive Disaster Management (CDM) Strategy with the Sendai Framework for Disaster Risk Reduction (DRR), the CDEMA CDM Audit tool was created in 2011, and enhanced as a standards-setting tool in 2018. The recovery¹³ component of the tool was further revised in 2020 through a collaboration with the World Bank Group to ensure inclusiveness and gender-responsiveness and better alignment to resilient recovery include via cross-sectoral level and sector-specific assessment questions. Through the CDM Audit tool, countries can assess the capacity, that is the strengths and resources, of CDEMA Participating States (PS) at the national and regional levels and strategically target limited resources to its member states. Specifically, the four phases of disaster management (Mitigation, Preparedness, Response, and Recovery) are assessed. The resulting gaps and main priorities are crucial to the development or updating of the CDM Country Work Programme and the related Performance Measurement Framework (See the CDM Audit Tool description Pg. 5-11). This also complies with the Global Target E of the Sendai Framework and the specific outcome indicator of the CDM Strategy that call for an increased number of national DRR Strategies. The CDM Audit facilitates a more efficient reporting process to the CDM Strategy and Sendai Framework.

As a Participating State, the National Emergency Management Agency (NEMA) is the focal point that operates under the authority of the Cabinet Office with the responsibility of coordinating national disaster management. Between 2018 and 2020 the country produced a risk assessment

¹³ CDEMA is currently working in partnership with the UNDP Enabling Gender Responsive Disaster Recovery, Climate and Environmental Resilience in the Caribbean, EnGenDer Project and the Canada-Caribbean Resilience Facility (CRF) hosted by the Global Facility for Disaster Reduction and Recovery (GFDRR) at the World Bank Group to conduct an assessment of disaster recovery capacity in nine (9) PSs.



profile¹⁴ using a probabilistic model which was led by the Inter-American Development Bank, that examined three main hazards, tropical cyclones, coastal floods and coastal erosion. The profile indicated that less than 3% of the population are expected to be affected by coastal flooding and extreme winds every year. In terms of the economic impacts, more than US\$200 million in damages is expected every year, US\$140 million in residential stock and about US \$25 million in services stock. Extreme winds are expected to damage more than US\$160 million / year. About 250km of the road network (including all road categories and streets) with an estimated value of US\$159 Million are expected to be annually flooded. In 2019, according to the Inter-American Development Bank, Dorian caused about \$3.4 billion in damages, which is equal to one-quarter of The Bahamas' GDP). Hurricane Dorian was the strongest hurricane on record to hit The Bahamas. Hurricane Dorian helped NEMA better understand the need for updated and new strategies and studies. These and other key assessments undertaken by NEMA are key to the effective management of disasters in the Bahamas.

In 2013 the Bahamas undertook the drafting of the Climate Smart Comprehensive Disaster Management Country Work Programme 2013-2018. The five-year work programme was results-based and establishes short, medium and long term results (i.e. Outputs, Outcomes and Impact respectively) as agreed by stakeholders. Climate change and gender considerations were mainstreamed into the work programme and are reflected in the results and activities. The broad themes addressed in the work programme are: Education and Knowledge Management, Tourism and Financial Services, Institutional support for CDM, National Preparedness, Response and Recovery Systems, Water and Health, Environment (marine and terrestrial ecosystems). In other to update the CWP, it now requires an updated CDM Audit and inclusion of learnings from Hurricane Dorian and seek to bring further coherence to national interventions overall.

As such, to facilitate NEMA's continued effectiveness of its national, regional and global targets, CDEMA is assisting NEMA with technical assistance through the provision of consultancy services for the completion of the CDM Audit process. This level of strategic planning complements the well established institutional framework for DRR that exists at all administrative levels through NEMA.

2.0 OBJECTIVES OF THE CONSULTANCY

The main objectives of the Consultancy are:

- 2.1 To support the NEMA with the full application of the CDM Audit tool and the preparation of the Audit Report.

3.0 OBJECTIVES OF THE CONSULTANCY

The Consultant will:

Phase 1: Inception meeting and planning (10 days)

¹⁴ The findings are documented in the publication, Disaster risk profile for The Bahamas, IDB, 2020



- 3.1 Participate in an inception meeting with NEMA and the CDEMA CU on the Terms of Reference and confirm the scope of the work. The meeting will discuss the CDM Audit process, objectives, activities, expected outputs and any issues related to the execution of the assignment that require clarification.
 - 3.1.1 Prepare an inception report, post inception meeting, which details the methodology/approaches and timelines associated with the consultancy. The report should also include a review of relevant literature aimed at providing an understanding of the context for the consultancy. Documents to be reviewed will include inter alia:
 - a. [Guidelines for the Development of Country Work Programmes](#)
 - b. [Results Based Management Approach](#)
 - c. [Regional CDM Strategy and Framework 2014-2024](#)
 - d. Templates for the development of the CWP
 - e. The CDM Audit Tool and Audit Report Template
 - 3.1.2 Finalise the Report based on the feedback received from NEMA and the CDEMA CU.

Phase 2: Prepare the CDM Audit Report in support of the Situational Analysis step of the CWP process (35 days over 12 weeks)

- 3.2 Lead the administration of the CDM Audit Tool and assist NEMA in the coordination of the process.
 - 3.2.1 If required, assist the NEMA with coordinating a stakeholder orientation in collaboration with the CDEMA CU.
 - 3.2.2 Establish a reporting schedule and protocol for data collection, collation and cleaning of audit tool responses.
 - 3.2.3 Support the CDEMA CU ICT Team in coordinating the data collection for the ICT assessment for the NDMO in close collaboration with the NDC and their ICT focal point.
- 3.3 Prepare the national CDM Audit Report based on the administration of the audit tool and in consultation with participating stakeholders. The report shall:
 - 3.3.1 Review the results of the audit, key CDM issues, corresponding bottlenecks/ challenges, and prioritized recommendations informed by an appropriate participatory method.
 - 3.3.2 Specifically support the CDEMA ICT Team to coordinate the data collection for an ICT assessment for the NDMO which will be conducted simultaneously in close collaboration with their ICT focal point.
 - 3.3.3 Provide a snapshot report for the identified focal sector for the recovery analysis.



- 3.3.4 Submit the draft Audit report at 3.3 to NEMA and the CDEMA CU for review.
 - 3.4 Validate the findings of the Audit Report as follows:
 - 3.4.1 Coordinate the verification exercise guided by NEMA and the CDEMA CU to confirm the validity of the CDM Audit results.
 - 3.4.2 Convene a sector-specific verification exercise specifically for the recovery component.
 - 3.4.3 Assist the CDEMA ICT Team in convening a validation session with the NDMO IT Department and managers on the ICT assessment report.
 - 3.5 Prepare a national stakeholder verification summary report based on verification and validation sessions at 3.4 and submit to CDEMA and NEMA for acceptance.
 - 3.6 Revise the Audit Report based on the summary report at 3.5 and submit to NEMA and the CDEMA CU for acceptance.
- Phase 3: Wrap up of consultancy (5 days)**
- 3.7 Prepare the final report for the consultancy which should present the activities that were undertaken, results achieved (planned and unplanned), challenges, lessons learned and recommendations. All relevant annexes should be included such as the:
 - a. CDM Audit Findings
 - b. Workshop report summary
 - 3.8 Participate in a close-out meeting with the CDEMA CU.

4.0 RESULTS AND DELIVERABLES

The Consultant will submit to the CDEMA CU for approval:

- 4.1 **An Inception Report** at 3.1 within two (2) weeks of contract signature.
- 4.2 **Consultation summary report** at 3.5 within two (2) weeks of national consultations.
- 4.3 **CDM Audit Report** at 3.6 within 12 weeks after contract signature.
- 4.4 Editorial support for the ICT assessment report which will be prepared by CDEMA CU ICT Team within five (5) weeks of contract signature and the final document at 3.6 submitted with the final CDM Audit Report
- 4.5 **Final report of the Consultancy** at 3.7 within two (2) weeks after submission of the final CDM Audit document at 3.6

The acceptance of all deliverables by NEMA is a critical path activity for the consultancy.

5.0 CONSULTANT REQUIREMENTS

The Local Consultant should demonstrate the following qualifications and competencies:



5.1 Qualifications

5.1.1 A master's degree in disaster management, development, natural resources management, International Development and/or Policy Analysis/Development or a related field is required.

5.2 Professional Experience

5.2.1 At least five (5) years' experience that includes at least three (3) years with the development of national assessments, national strategic policies and development plans, monitoring and evaluation.

5.2.2 Demonstrated experience in national-level programming (design and implementation for results-based management) within the Caribbean region.

5.2.3 Proven experience in working in a participatory and consultative environment (specifically within the country). Must demonstrate national level facilitator experience and superb presentation skills.

5.2.4 Strong analytical skills, ability to design, conduct research and analyse the findings and to prepare the conclusion. Exceptional written and report writing skills required.

5.2.5 Knowledge of disaster management, gender and climate change issues would be an asset.

5.2.6 Experience in working at the policy level of the public service in the Caribbean region (specifically within the country) will be a distinct advantage.

5.2.7 Demonstrated knowledge of the Enhanced CDM Strategy is a distinct asset.

Language skills: Fluency in English is required.

6.0 CONSULTANCY SUPPORT

6.1 CDEMA CU will:

- Provide technical support to the local consultant.
- Provide technical guidance for national-level consultations and feedback on consultant products.
- Assist with the convening of the national consultations. Also, the ICT Team will lead the verification component of the ICT Assessment and subsequent analysis and preparation of the final report.
- Guide the PS with the implementation of the CDM Audit.

6.2 The NDMO will:

- Provide all administrative support, clear bottlenecks, and facilitate the work of the local consultant.
- Make available all supporting documentation that will be required for the success of the consultancy.



- Assist with the organisation of the national.
- Provide timely constructive feedback on all products prepared by the local consultant.

1.0 Duration, Location, and Travel

1. The Consultant should be an individual and should be able to assume duties within the fourth quarter 2021.
2. The duration of the consultancy is an estimated 50 days over a 13-week period.
3. The location of the assignment is in the Bahamas. If the selected consultant is not a current resident of the Bahamas, the assignment will include virtual interactions as required under the task assigned.