



REQUEST FOR EXPRESSIONS OF INTEREST FOR

CONSULTANCY SERVICES TO PROVIDE PROJECT PROCUREMENT SERVICES

The Caribbean Disaster Emergency Management Agency (CDEMA) received financing under the *Enabling Gender-Responsive Disaster Recovery, Climate and Environmental Resilience in the Caribbean (EnGenDER)* Project funded under the United Nations Development 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 Caribbean experience has shown that recovery takes place in the context of limited human and financial resources, and often significantly stretched staff and systems. Preparedness for post-disaster recovery planning across the Caribbean has largely been an ad hoc process. Few countries have institutional or comprehensive legislative arrangements in place. This includes updated national recovery plans with a clear indication of how the country will prioritise and manage a post-disaster recovery process; as well as mechanisms for rapidly mobilising and boosting capacity for implementing recovery. As a result, there have been challenges with recovery implementation arrangements related to coordination, communication, and monitoring.

This Consultancy for the **Provision of Project Procurement Services** therefore seeks to employ a Procurement Officer to support the contracting of services and products to advance the implementation of the agency's programme and project activities, some of which will be financed under the EnGenDER project. The Terms of Reference for the consultancy is at **Appendix 1**.

CDEMA now invites interested **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 1st quarter of 2023 with an expected duration six (6) months.

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 **18th November 2022**.



Electronic copies of Expressions of Interest based on the Terms of Reference must be received at procurement@cdema.org no later than **25th November 2022**. Please address Expressions of Interest to:

Attention: *Consultancy Services to Provide Project Procurement Services*

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.



CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY
CONSULTANCY TO PROVIDE PROJECT PROCUREMENT SERVICES
TERMS OF REFERENCE

1.0 INTRODUCTION

- 1.1 The Caribbean experience has shown that recovery takes place in the context of limited human and financial resources, and often significantly stretched staff and systems. Preparedness for post-disaster recovery planning across the Caribbean has largely been an ad hoc process. Few countries have institutional or comprehensive legislative arrangements in place. This includes updated national recovery plans with a clear indication of how the country will prioritise and manage a post-disaster recovery process; as well as mechanisms for rapidly mobilising and boosting capacity for implementing recovery. As a result, there have been challenges with recovery implementation arrangements related to coordination, communication, and monitoring.
- 1.2 In keeping with CDEMA’s commitment to integrate resilient recovery into the agency’s programming, the recovery phase of the Comprehensive Disaster Management (CDM) Audit Tool of CDEMA was revised in September 2020. The revised and updated recovery capacity audit (RCA) tool is intended to better assess recovery, identify opportunities for improvement in national recovery capacities in order to build resilient and ensure inclusive gender-responsive recovery planning.
- 1.3 By leveraging the findings of the Recovery Capacity Audit (RCA), the Model National Recovery Framework (MNRF) and through consultations with key stakeholders in the Participating States several national interventions, that can be implemented in the short and medium term, to improve resilient recovery in countries were identified. The implementation of these interventions will benefit national governments, sectoral stakeholders, national DRM agencies and strengthen the capacity of individual states, and ultimately enable the region, to recover faster in the aftermath of disasters.
- 1.4 The CDEMA CU through the *Enabling Gender-Responsive Disaster Recovery, Climate and Environmental Resilience in the Caribbean (EnGenDER)* Project, which is funded by the Governments of Canada and the United Kingdom and executed by the United Nations Development Programme (UNDP), supports gender-responsive recovery, climate change, DRR and environmental management interventions in nine (9) Caribbean countries. These countries are Antigua and Barbuda, Belize, Dominica, Grenada, Guyana, Jamaica, Saint Lucia, St. Vincent and the Grenadines and Suriname. The immediate outcome of the project is *‘Improved integrated recovery planning and frameworks at the national and regional levels for gender-responsive and resilient disaster recovery’*.

To this end, the CDEMA CU, through the EnGenDER project, is seeking to engage a Procurement Consultant to support the contracting of services and products to advance the implementation of the agency’s programme and project activities.

2.0 OBJECTIVE

To provide procurement services for project activities in keeping with the Agency's Procurement & Contract Management policies and procedures as well as applicable donor guidelines.

3.0 SCOPE OF WORKS

- 3.1 Manage procurement plans from scoping of the requirement through to project completion with responsibility for quality and timeliness of their delivery.
- 3.2 Collaborate with relevant stakeholders to review Terms of Reference for consultants' services and specifications for goods and materials in conjunction with relevant stakeholders.
- 3.3 Undertake bidding processes, review tender documents, determine and advise on the most appropriate procurement methods for each procurement activity.
- 3.4 Produce procurement documents and manage the procurement process including Expressions of Interest (EOIs), Request for Proposals (RFPs), Invitation to Bid (ITBs), framework agreements, evaluation reports, negotiation reports, contracts, including contract modifications/addenda as well as manage correspondence with both bidders and other stakeholders.
- 3.5 Conduct market research into possible bidders and products/services to fulfil the procurement requirement.
- 3.6 Execute procurement activities using the Agency's Procurement procedures as set out in the Procurement and Contract Management Policies and Procedure Manual, templates (or donor templates as required) and complete all required procurement reporting requirements.
- 3.7 Conduct procurement activities for relevant workshops and in-country activities where this service may be required.
- 3.8 Conduct all arrangements for Agency assigned travel.
- 3.9 Provide monthly report of activities.
- 3.10 Work with relevant team members on procurement of consultants' contracts.

4.0 DELIVERABLES

4.1 The consultant will deliver on assignments referenced in Section 3 above:

No.	Required Output	Frequency	Delivery Date	Supervisor
1.	Status report on the Consultant's activities	Monthly	5 th working day of the following month	HRAM/DED
2.	Procurement Plan tracking and performance review	Monthly	5 th working day of the following month	HRAM/DED
3.	Procurement documents including reviewing Terms of References through contract evaluation and selection for goods, works and service	As required	Include in monthly report	HRAM/DED
4.	Reports as required by the CU, and/or funding agencies, concerning projects' progress	As required		HRAM/DED

5.0 DURATION

This consultancy is for six (6) months, beginning in the first Quarter of 2023

6.0 INPUTS FROM THE CDEMA CU

6.1 Provide access to relevant information, including the Agency's Procurement Policies and procedures and any donor procurement guidelines which may be required for this assignment

6.2 Provide the relevant Procurement Plan for activities to be implemented.

7.0 REPORTING RELATIONSHIPS

The Procurement consultant will work under the direction of the Human Resources & Administration Manager and collaborate closely with the Deputy Executive Director, Disaster Recovery Specialist, the Procurement team and other staff of the Coordinating Unit.

8.0 CONSULTANT’S REQUIREMENTS

The Consultant should meet the project following requirements:

8.1 Qualifications And Experience

- 8.1.1 Bachelor’s degree in Business, Management, Social Sciences, Procurement or other relevant discipline
- 8.1.2 A minimum of five (5) years’ experience in procurement or contract management
- 8.1.3 Recognized qualification in Procurement would be an asset;
- 8.1.4 Training in procurement best practices and processes and adherence to organisational procurement policies
- 8.1.5 Experience in undertaking the full range of procurement activities from the procurement plan design through to contract completion.
- 8.1.6 Experience in managing a range of procurement methodologies including simple requests for quotations, tenders and establishing framework agreements.
- 8.1.7 Experience of adherence to donor procurement guidelines (would be an advantage)

8.2 Knowledge, Skills & Abilities

- 8.2.1 Knowledge of procurement practices
- 8.2.2 Demonstrated team player;
- 8.2.3 Ability to manage multiple priorities in a fast-paced deadline-oriented environment
- 8.2.4 Excellent planning and organizational skills;
- 8.2.5 Excellent interpersonal, oral and written communications skills;
- 8.2.6 Good report writing, data acquisition and analysis skills
- 8.2.7 Proficiency in Microsoft Office suite and other relevant computer applications
- 8.2.8 Diplomacy and advocacy skills
- 8.2.9 Excellent negotiating skills
- 8.2.10 Ability to communicate effectively with persons at all levels