



REQUEST FOR EXPRESSIONS OF INTEREST FOR

Development of a Gender Responsive Regional EWS Communications Workplan and Implementation Plan

The Caribbean Disaster Emergency Management Agency (CDEMA) received financing from the Green Climate Fund (GCF) towards the cost of implementation of the “**Early Warning Systems Regional Readiness Project.**” CDEMA intends to apply a portion of the proceeds of this financing to eligible payments under a contract for which this invitation is issued.

CDEMA now wishes to procure consultancy services for the **Development of a Gender Responsive Regional EWS Communications Workplan and Implementation Plan.**

The objective of the Consultancy is to assess communication and awareness practices and opportunities for EWS in the region and develop a work plan for implementation. The gender-responsive regional EWS communications workplan and implementation plan will seek to take into account context specific communication and awareness mechanisms across participating countries. Further details can be found in the attached Terms of Reference (Appendix 1).

CDEMA now invites interested Consulting Firms to submit Expressions of Interest for the provision of these consultancy services. The duration of the assignment is expected to be for a period of four (4) months.

In the assessment of submissions, consideration will be given to technical competence, qualifications and experience, local and regional experience on similar assignments, financial capability and existing commitments. 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.

Key Experts will not be evaluated at the shortlisting stage.

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 **21st November 2022.**

Electronic copies of Expressions of Interest based on the Terms of Reference must be received at procurement@cdema.org no later than **29th November 2022.** Please address Expressions of Interest to the address below:

Attention: Development of a Gender Responsive Regional EWS Communications Workplan and Implementation Plan

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

E-mail : procurement@cdema.org

The selection method shall be Quality-Based Selection (QBS). Therefore, firms shall be assessed and compared, and the best qualified and experienced firm shall be selected.



Following the assessment of submissions, a short-list of not less than three and not more than six applicants will be invited to submit technical and financial proposals to undertake the assignment.

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 selecting any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.

TERMS OF REFERENCE

Development of a Gender Responsive Regional EWS Communications Workplan and Implementation Plan

1.0 INTRODUCTION

Early warning is a major element of disaster risk reduction (DRR). It can prevent loss of life and reduce the economic and material impacts of hazardous events, including disasters. Multi-hazard Early Warning Systems (MHEWS) are integrated systems of hazard monitoring, forecasting and prediction, disaster risk assessment, communication and preparedness activities and processes. MHEWS enable individuals, communities, governments, businesses, and others to take timely action to reduce disaster risks in advance of hazardous events. A MHEWS with the ability to warn, of one or more hazards increases the efficiency and consistency of warnings through coordinated and compatible mechanisms and capacities. It involves multiple disciplines for updating and identifying accurate hazards and monitoring for multiple hazards.

The Caribbean Disaster Emergency Management Agency (CDEMA) received financing from Green Climate Fund (GCF) towards the cost of CDEMA Regional Early Warning Systems (EWS) Regional Readiness Project. The CDEMA Regional EWS Readiness project will provide support for improving regional and national level mechanisms and capacity for achieving climate resilience through advancing Multi-hazard Early Warning Systems (MHEWS).

The objective of people-centered multi-hazard early warning systems is to empower individuals and communities threatened by hazards to act in sufficient time and in an appropriate manner to reduce the possibility of personal injury and illness, loss of life and damage to property and the environment. As part of the objective the systems will also address social and gender inequalities that increase individuals and communities' vulnerabilities and prevent the effective implementation of early warning systems.

The countries covered will be Antigua & Barbuda; Belize; Commonwealth of Dominica; Grenada; Guyana; Haiti; Saint Lucia; St. Vincent & the Grenadines; St. Kitts and Nevis; and Suriname. While it is understood that early forecasts will not prevent the impact of climatic hazards, they can support building resilience by helping national authorities and communities to prepare for the impact, and if needed, to evacuate vulnerable areas to prevent loss of property and life.

2.0 OBJECTIVES OF THE CONSULTANCY

GCF Readiness Support under this proposal will be used to achieve strengthening of the country programming process as well as climate finance strategies and project pipeline. The following project sub-outcomes are aimed at the improvement of MHEWS in the countries: The main sub-outcomes of this consultancy are to improve the stakeholder engagement process and to identify appropriate climate technology solutions and prioritize them in accordance with national strategies and plans for climate adaptation and mitigation.

The main objective of the consultancy is to assess communication and awareness practices and opportunities for EWS in the region and develop a workplan for implementation. The gender-responsive regional EWS communications workplan and implementation plan will seek to take into account context specific communication and awareness mechanisms across participating countries.

3.0 SCOPE OF WORK

The Consulting firm will provide the following functions: -

1. Prepare an Inception Report.
 - a. Prepare and submit for CDEMA's approval, an Inception Report detailing the methodological approach to be used in the execution of the consultancy. The report should include:
 - i. A literature review
 - ii. A detailed account of the work programme and timeline for completing the consultancy; and
 - iii. The data collection methodology and analysis tools
 - iv. An annotated outline detailing the key elements to be captured in the Gender-Responsive Regional EWS Communications Workplan and Implementation Plan.
2. Finalize the Inception Report incorporating comments from CDEMA.
3. Undertake consultations with CDEMA CU and the representatives of the 10 participating states to assess current communication and awareness raising platforms, mechanisms and networks, and their capacity and appropriateness.
4. Identify best context-specific communication and awareness mechanisms taking into consideration most prevalent telecommunications means.
5. Identify elements of a regional communication and awareness raising strategy.

6. Map opportunities to enhance services via mobile platforms and other applicable means, which translate the regional messages to the national contexts.
7. Prepare a report on the assessment of communications and awareness practices, and opportunities for early warning systems in the region based on 3- 6 above.
8. Develop a gender-responsive Regional Early Warning Systems, Communications' Workplan based on item 7.
9. Prepare and undertake presentation of report findings at two (2) regional training workshops.

4.0 RESULTS AND DELIVERABLES

1. Inception Report
2. Draft Report on the assessment of communications and awareness practices, and opportunities for early warning systems in the region
3. Final Report on the assessment of communications and awareness practices, and opportunities for early warning systems in the region
4. A Draft gender-responsive Regional Early Warning Systems, Communications' Workplan
5. A Draft final gender-responsive Regional Early Warning Systems, Communications' Workplan based on comments/feedback
6. The draft agenda and materials for the regional workshop
7. A comprehensive report detailing findings from workshop and consultations along with final workshop materials
8. Final Gender Responsive Regional EWS Communications Workplan and Implementation Plan

5.0 INPUTS OF THE CDEMA Coordinating Unit

1. Organize the inception meeting
2. Provide technical comments and feedback on the outputs of the Consultancy.

6.5 CONSULTANT REQUIREMENTS

The Consulting firm should demonstrate the following:

- (a) At least 10 - 15 years of progressively responsible experience in the field relevant to the post
- (b) Understand the regional context of disaster preparedness and emergency issues and relevant experience in communications and raising awareness



- (c) At least 3-5 years' experience working on projects which addresses relevant technology and policy issues, preferably within a Caribbean context
- (d) Experience in strategizing using telecommunication means
- (e) Have excellent analysis, drafting and report presentation capacities.
- (f) Have up-to-date knowledge and experience in using traditional and non-traditional communication distribution and monitoring systems
- (g) Experience working with regional and/or international development organizations and/or government agencies (i.e., government ministries, local governments, etc.).
- (h) Knowledge of gender related issues and mainstreaming of gender in disaster risk reduction and climate change adaptation activities.

The consultancy firm shall have a key expert with the following qualifications and experience

Team Leader

QUALIFICATIONS

1. Bachelor's degree in Communications, Public Relations, related field OR education in a reputed college of advanced education with a diploma of equivalent standard to that of an advanced university degree in one of the above-mentioned fields.
2. Professional experience in project management and the preparation of policy-oriented documents
3. Have at least 3 years of experience in conducting communications stakeholder consultations
4. Experience collaborating with stakeholder groups and local government authorities in undertaking workshops and missions
5. Knowledge of issues related to climate change, disaster risk reduction and the environment,
6. Has undertaken work on projects of similar nature; with key elements such as gender mainstreaming and the development of communicative strategic interventions



7.0 DURATION

The Consultant may be an individual or team and should be able to assume duties by **1st quarter of 2023**. The Consultancy is scheduled to last for approximately four (4) months.



Appendix 2

Guidance for submitting EOI Expressions of Interest

Cover: Cover or title page, should include project title, assignment name, project loan number, firm name, logo, and contact information.

Cover Letter (content similar to an executive summary of the EOI): 1–2-page cover letter with key words in bold.

- Introductory paragraph formally referencing assignment name/number and stating the firm's interest in undertaking the assignment.
- 1-2 paragraphs introducing the firm, its primary focus of business, and its key qualifications for the assignment.
- 1-2 paragraphs highlighting relevant project experience.
- 1 paragraph highlighting, in narrative form, one or two especially qualified staff.
- 1 paragraph conveying understanding of the assignment's purpose, objectives, and development context.
- 1-2 sentences identifying associated local partner(s) or experts.
- Concluding paragraph restating why the firm should be short listed and explicitly stating the firm's interest in being on the short list.
- Signature and title of a senior officer of the firm.

Statement of Qualifications: The statement of qualifications should highlight the firm's sector-specific expertise, country/regional experience, and collaboration with a local partner(s) and should be detailed enough to address all the criteria without becoming a mini proposal. The following information should be included:

- **General Background and Overview of Firm**
 - Narrative description of the firm, size/number of employees, history, affiliates, main areas of business, copy of incorporation documents, and awards. The primary purpose is to sell the integrity and credibility of the firm.



- If a joint venture or consortia approach, consider separate sub-sections identifying each partner firm or member organization.¹
- **Understanding of the Assignment**
 - A section that describes the firm's understanding of the purpose, objective, and development context of the project as well as a brief discussion of key issues, opportunities, and challenges. Firms should also demonstrate their knowledge of the field/environment (market trends, global context, etc.).
- **International Experience**
 - Following 1-2 introductory paragraphs that summarize the firm's international experience, this section should focus on recent experience that is specifically relevant to the assignment.
 - Highlight sector-specific expertise by providing a snapshot listing of previous projects that are in the same sector as the assignment. The project snapshot should include a brief description of the project and list the country, project title, dollar value, duration, and person-months associated with the assignment. It is important to demonstrate the firm's proven experience in the sector.
 - Highlight the firm's country/regional or international experience. The aim is to demonstrate that the firm can effectively conduct work in the country of the assignment (familiarity with the business culture, language, etc.). If the firm's sector-specific experience is in the same country and/or region as the assignment, then that information should be restated and expanded upon in this section. If the firm does not have sector-specific experience in the country and/or region, then this section should highlight the firm's overall experience in the country and/or region drawing as many parallels as possible to the qualifications required for the assignment.
- **Professionals and Local Partners**
 - This section should list several key staff whose experience is appropriate for the assignment. It is important to list the firm's most qualified individual(s). While

¹ The associations should clearly indicate the form of the association (Joint-venture or sub-consultancy; member in charge; other member/s and or sub-consultants). Joint ventures should submit letters of intent indicating their intent to form a joint venture if awarded the contract and shall provide the above-mentioned information for each member of the joint venture.

1. For Joint Ventures **both** Firms are evaluated; for Sub consultancy **only the Lead Firm** is assessed.



firms should not be misleading, the experts listed in the EOI do not have to be included in the proposal. (Note: For proposals, only in exceptional circumstances can the team in the proposal be changed.)

- Where CVs will not be assessed at the REOI stage, then it is appropriate to provide mini bios instead of complete CVs. One paragraph mini bios should summarize each expert's academic qualifications, affiliations, key country/project experience, awards, languages, and appropriate publications. Mini bios that are targeted to the assignment and offer enough information for a decision to be made is sufficient.
- In 1-2 paragraphs identify and describe local partners or local experts. When selecting local partners, it is essential to select a partner that has technical qualifications not simply political networks. A local partner with solid technical skills will contribute to a more effective EOI and subsequent proposal.

- **Financial Capability and Commitments**

- A brief sentence or two indicating that the firm has the financial resources and management strength to execute the assignment and that the firm can provide evidence of such capacity. More detailed financial information is generally not necessary, although firms should be prepared to include this in an appendix if requested.
- a summary of present project commitments to establish any potential conflicts in the timing and implementation of a project and to ensure that a firm or individual's workload will not impede their ability to undertake the assignment in question.

- **Conclusion**

- A brief concluding paragraph restating the firm's interest, experience and expertise meeting or exceeding the requirements of the assignment and indicate the contact within the firm responsible for receiving the proposal and answering any related questions.