

REQUEST FOR PROPOSAL

Title: Consultancy for Strengthening the Integration of Disaster Risk Management and Climate Change Considerations in the Agricultural Sector

Contract reference no.: 10th EDF/APP/SER/06/2016

Tenderers are invited to submit proposals for providing services for the above mentioned project.

The technical and instructions for submitting proposals are included in this **Request for Proposal (RFP)**

When submitting their tenders, tenderers must follow the instructions, forms, terms of reference, and specifications contained in this Request for Proposal (RFP) and submit a tender containing the required information within the deadline specified in the RFP.

INSTRUCTIONS TO TENDERERS

1. Services to be provided

The services required by the Contracting Authority are described in the Terms of Reference. They are specified in Terms of Reference of this RFP.

2. Timetable¹

	DATE	TIME*
Deadline for requesting clarification from the Contracting Authority	17-Feb-16	16:00 Hrs
Last date for the Contracting Authority to issue clarification	27-Feb-16	-
Deadline for submitting tenders	9-Mar-16	16:00 Hrs
Completion date for evaluating technical offers	15-Mar-16	-
Notification of award	16-Mar-16	-
Contract signature	23-Mar-16	-
Start date	29-Mar-16	-

¹ All dates and times are provisional. Times relate to local time.

3. Eligibility and Participation

Participation is open to all natural persons and legal persons participating either individually or in a grouping (consortium) of tenderers of any nationality. Participation is also open to international organisations.

Note that civil servants and other staff of the public administration of any Member State of the Community, or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

Freedom from any conflict of interest from potential future contractors with respect to the

4. Content of tenders

Offers, all correspondence and documents related to the tender exchanged by the tenderer and the **Contracting Authority** must be written in **English**.

4.1 Technical offer

The technical bid must be prepared in writing on official letterhead of the bidder, and in the electronic format and must contain the following components:

- (1) **Organisation and methodology** to be drawn up by the tenderer using the format in **Annex III**. The 'Estimated number of working days' worksheet must be included in the Organisation and methodology.
- (2) **Key experts** (see **Annex IV**) the key experts are those whose involvement is considered to be instrumental to achieve the contract objectives. Their positions and responsibilities are defined in Section 6.1.1 of the Terms of Reference in **Annex I** and are subject to evaluation according to the evaluation grid, which is included in this RFP.

Annex IV contains the templates that tenderers must use, including:

- a) a list of the names of the key experts;
- b) the CVs of each of the key experts. Each CV should be no longer than 2 pages and only one CV must be provided for each position identified in the Terms of Reference. Note that the CVs of non-key experts must not be submitted.

The qualifications and experience of each key expert must clearly match the profiles indicated in the Terms of Reference.

Tenderers must provide the following documents for any key experts proposed:

- a copy of the diplomas mentioned in their CVs,
- a copy of employer certificates or references proving the professional experience indicated in their CVs.

Only diplomas and documented experience will be taken into account.

(4) Non key experts may also be instrumental to achieve the contract objectives. However, they are not subject to evaluation.

5. Financial offer

The Financial offer must be presented as an amount in **USD** or Local currency² and must be prepared and submitted in writing on official letterhead of the bidder, and in the electronic format and language indicated in the call.

The financial bid must contain:

- Identification of the person or firm (name, business name, full address, contact information such as telephone, fax e-mail)
- Unit and total prices in the currency indicated in the call for bids
- The bid must be valid for at least 60 days from the date of presentation
- The bid must include all costs (direct and indirect). If applicable, taxes are to be presented separately from total costs.

Consultants are reminded that the maximum budget available for this contract, is **USD \$53,750**. Payments under this contract will be made in the currency of the tender.

1. Legal and tax-related documents

The legal and tax- related documentation should include the following:

- (1) **Tender submission form** (Annex II) using the format attached to the tender submission form. The tender submission form should indicate the name of the **firm** that is making the submission.
- (2) Record of incorporation(using the Legal Identification form) including certification of legal status, issued no more than 45 days earlier
- (3) Photocopy of identification documents of the legal representatives
- (4) Risk policies
- (5) Copy of the latest certified financial statements
- (6) Tax-related documents required under the laws of each country

² The currency of the tender is the currency of the contract and the currency of payment.

2. Period during which tenders are binding

Tenderers are bound by their tenders for 60 days after the deadline for submitting tenders or until they have been notified of non-award. In exceptional cases, before the period of validity expires, the Contracting Authority may ask tenderers to extend the period for a specific number of days, which may not exceed 40.

The selected tenderer must maintain its tender for a further 30 days. A further period of 30 days is added to the validity period irrespective of the date of notification.

3. Additional information before the deadline for submitting tenders

Tenderers may submit questions in writing to the following address up to **21** days before the deadline for submission of tenders, specifying the publication reference and the contract title:

Programme Manager, Administrative Services

CARICOM Secretariat

Turkeyen, Greater Georgetown

Guyana

Fax: 592-222-0080

Email: procurement@caricom.org

The Contracting Authority has no obligation to provide clarification after this date (i.e. 11 days before the closing date).

Any clarification of the RFP will be communicated simultaneously in writing to all tenderers at the latest, 5 calendar days before the deadline for submitting tenders.

4. Submission of tenders

9.1 Tenders are to be submitted in three separate envelopes containing, respectively: a) the technical offer; b) the financial offer; and c) the legal documents. All envelopes must be sealed and bear the name of the bidder, name and Ref. number of tender and the content of the envelope (technical bid, financial bid, legal documents). Tenders may be submitted, on or before **9 March, 2016 at 16:00 hrs**, for the attention of the:

- **EITHER** by recorded delivery (official postal service) to:

Programme Manager, Administrative Services

CARICOM Secretariat

Turkeyen, Greater Georgetown

Guyana

- **OR** hand delivered (including courier services) directly to the CARICOM Secretariat in return for a signed and dated receipt to:

Programme Manager, Administrative Services

CARICOM Secretariat

Turkeyen, Greater Georgetown

Guyana
Telephone: 592-222-0104

When bids are submitted by mail or courier, the bidders assumes all responsibility for the loss or late arrival of same. All bids received after the deadline shall be rejected by the Secretariat of the Purchasing Committee and returned, unopened, to bidders.

Tenderers may amend or withdraw their tenders by written notification prior to the deadline for submitting tenders. Tenders may not be amended after this deadline.

5. Costs for preparing tenders

No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs must be borne by the tenderer, including the cost of interviewing proposed experts.

6. Ownership of tenders

The Contracting Authority retains ownership of all tenders received under this tender procedure. Consequently, tenderers do not have the right to have their tenders returned to them.

12. Selection criteria

The following selection criteria will be applied to consultants. In the case of proposals that are submitted by a consortium, these selection criteria will be applied to the consortium as a whole:

1) Financial capacity of tenderer (based on item 3 of the **Tender Submission form- Annex II**). In case of candidate being a public body, equivalent information should be provided.

Criteria for natural and legal persons

1. the average annual turnover of the candidate must at least be equal to the budget of the contract (i.e., the maximum budget stated in the procurement notice divided by the initial contract duration in years, where this exceeds 1 year); and
2. Net current assets must be positive for the current and previous year.

Criteria for natural persons (the following are examples):

1. the available financial resources of the tenderer must exceed the annualised maximum budget of the contract (i.e. the maximum budget stated in the procurement notice divided by the initial contract duration in years, where this exceeds 1 year); and
2. the financial situations of the tenderer should not be in deficit, taking into account debts, at the beginning and end of year

2) Professional capacity of tenderer (based on items 4 and 5 of the **Tender Submission form- Annex II**)

Criteria for natural and legal persons: (the following are examples)

1. at least **two (2)** staff currently working for the tenderer in fields related to this contract.
2. has professional experience appropriate to this contract in areas related to Agricultural Policy development, Development Economics, Agricultural Economics.

3) Practical capacity of tenderer (based on item 6 of the **Tender Submission form- Annex II**)

Criteria for legal persons:

1. the candidate has provided services under at least three contracts, each with a budget of at least that of this contract, in fields related to this contract, i.e. **Disaster Risk Management or Climate Change**, which was implemented at any moment during the following period: 3 years from the submission deadline, **9th March, 2016**.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality, as the economic operator.

13. Award criteria

Best value for money.

14. Evaluation of tenders

14.1 Evaluation of technical offers

The quality of each technical offer will be evaluated in accordance with the award criteria and the weighting detailed in the evaluation grid, which is provided below:

	Maximum	Assessment
Organisation and methodology	50	
Rationale	10	
Strategy	20	
Involvement of all members of the consortium/project team	0	
Timetable of activities	20	
Key Expert 1- Agricultural Trade and Development Expert - Team Leader (Maximum Score)	45	
Qualifications	10	
General Experience	15	

Specific Experience	20	
Overall Impressions of Evaluator	5	
Overall Total	100	

The award criteria will be examined in accordance with the requirements indicated in the Terms of Reference

15. Evaluation of financial offers

Upon completion of the technical evaluation, the financial offers for tenders that were not eliminated during the technical evaluation will be considered (i.e. those with an average score of 75 points or more).

16. Choice of selected tenderer

The best value for money is established by weighing technical quality against price on an 80/20 basis.

17. Ethics clauses / Corruptive practices

- a) Any attempt by a tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the Evaluation Committee or the Contracting Authority during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its tender and may result in administrative penalties.
- b) The tenderer must not be affected by any conflict of interest and must have no equivalent relation in that respect with other tenderers or parties involved in the project.
- c) The Contracting Authority reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the Contracting Authority.
- d) Tenders will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

Consultants found to have paid unusual commercial expenses on projects funded by the Contracting Authority are liable, depending on the seriousness of the facts observed, to have their contracts terminated or to be permanently excluded from contracts of the Contracting Authority. The Contracting Authority reserves the right to suspend or cancel the procedure, where the award

procedure proves to have been subject to substantial errors, irregularities or fraud. If substantial errors, irregularities or fraud are discovered after the award of the Contract, the Contracting Authority may refrain from concluding the Contract.

18. Signature of contract(s)

18.1 Notification of award

The successful tenderer will be informed in writing that its tender has been accepted.

18.2. Signature of the contract(s)

Within 20 days of receipt of the contract signed by the Contracting Authority, the selected tenderer shall sign and date the contract and return it to the Contracting Authority.

19. Cancellation of the tender procedure

In the event of cancellation of the tender procedure, the Contracting Authority will notify tenderers of the cancellation. If the tender procedure is cancelled before the outer envelope of any tender has been opened, the unopened and sealed envelopes, may be returned to the tenderers, if requested.

Secretariat cannot be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a tender procedure, even if the Contracting Authority has been advised of the possibility of damages. The publication of a RFP does not commit the Contracting Authority to implement the programme or project announced.

ANNEX 1- TERMS OF REFERENCE



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1 CONTEXT

1.1 The APP Project

The “Caribbean Action under the Programme entitled Agriculture Policy Programme (APP) with focus on the Caribbean and Pacific” is funded under the 10th European Development Fund (EDF) and executed through a Contribution Agreement signed between the European Union (EU) and the Inter-American Institute for Cooperation on Agriculture (IICA). The APP is being implemented in collaboration with the Caribbean Agricultural Research and Development Institute (CARDI) and the CARICOM Secretariat (CCS).

The **specific objective of the Action** is to contribute to enhanced regional (Caribbean and Pacific) and interregional capabilities of the agricultural sectors in eradicating poverty. The specific objective is to increase the capability of Regional Agricultural Development Organizations of the Caribbean and Pacific regions to address the development needs of smallholder agriculture.

The **outcomes of the Action** are expected to improve:

- Policy regimes and incentive schemes for smallholders in the regional development strategies.
- Food security at national and local level by increasing production and productivity of selected commercial and nutritionally valuable agricultural produce by using technological and organizational solutions that address specific development constraints of smallholder groups and rural communities.
- Regional institutional capacity.

These Outcomes are to be achieved through actions taken in three Components namely:

- Component 1: Strengthening regional agricultural development policy and strategy
- Component 2: Improving the Transfer/Adoption of Research/ Technologies
- Component 3: Contribute To Agricultural Enterprises Development through Improved Market Linkages

The **main beneficiaries** are the following stakeholders in the sixteen (16) CARIFORUM States, namely:

- Small producers/Entrepreneurs (including MSMEs) in the Caribbean, particularly those organized associations and networks, including but not limited to CaFAN, CABA, CANROP, CAFY to enhance their technical and managerial capacities;
- Policy advisors, technicians, and Extension Services in the Ministries of Agriculture and producer organizations in CARIFORUM to enhance capacity for creating the enabling policy environment for small producers.
- Regional Agricultural Development Institutions, including, but not limited to

OM, CARDI, UWI, IICA to strengthen capacity for delivering support services to small producers and processors.

1.2 Justification

Building Environmental Resilience is a strategic priority of the Caribbean Community Operational Plan 2015. It recognizes the vulnerability of CARICOM States to hazard impacts and climate change and further recognizes the effects of these phenomena on the agricultural sector. The need to strengthen the understanding of the status of consideration of these phenomena within planning for the agricultural sector through the development of an evidence base is widely recognized including at the political level.

The 51st Special COTED on Agriculture, October 2014 in its deliberations on the area of Agriculture and Climate Change Related Matters *inter alia*:

Agreed that Member States ought to identify the interventions which were most relevant to their respective country and develop comprehensive national programmes to address the drought issue in the country by the end of 2014, seeking technical assistance from the agencies such as FAO, CDEMA and IICA and support from the 10th EDF APP Project

Also agreed that those Member States which had not yet developed their Agriculture and Disaster Risk Management and National Drought Management Plans would do so and seek assistance from the FAO and CDEMA where local expertise was not available.

This proposal is designed to support the advancement of these priority areas agreed to at the COTED. It will further facilitate the measurement of result delivery at the end of the Caribbean Community Operational Plan and CDM Strategy implementation specifically Outcome 4: Strengthened governance arrangements for implementation of Comprehensive Disaster Management (CDM) at the national and regional levels. This initiative is congruent with Outcome 3 of the Regional Strategy for Comprehensive Disaster Management 2014-2024 (Improved Effectiveness of CDM at sectoral levels) which has been adopted by CDEMA Participating States and at the level of the COTED.

1.3 Current Situation in the sector or the institutional/ thematic area

The Jagdeo Initiative outlines the nine key binding constraints to Agricultural development in the Region. Each binding constraint is guided by a Technical Management Advisory Committee (TMAC). Two of the TMACs of relevance to drought and water resources management are the ones which deal with (a) Disaster Risk Management and Praedial larceny and (b) Land and Water Management. A recent decision of COTED is for these two TMACs to be combined into a new Thematic Group (TG) dealing with Natural Resources, Climate Change and Disaster Risk Management (DRM).

Natural hazards such as drought, hurricanes, earthquakes and floods have had devastating impacts on the socio-economic and environmental landscape of the Caribbean within the last decade. On average, there have been six natural disasters per year in the Region annually between 1970 and 2006, with higher incidences in Haiti and

the Dominican Republic. The active hurricane season of 2004 resulted in damages in the Caribbean amounting to USD 3.1 billion, with catastrophic impacts on the gross domestic product (GDP) of member countries, particularly Grenada (200 percent of GDP). These shocks have serious macroeconomic effects which could lead to economic crises in the country and increase the incidence of poverty.

The Agriculture Sector in particular, has been severely affected, not only by these weather-related and seismic events, but also by outbreaks of transboundary pests and diseases and invasive species such as Black Sigatoka, the Pink Mealy Bug and Giant African Snail. Praedial larceny³ has also been identified as a serious threat to agriculture in the Region. Consequently the Region's food and nutrition security has been impacted. These impacts include, *inter alia*, loss of crops and livestock, reduced agricultural productivity, malnutrition, forest fires, destruction of housing for livestock, increased migration of fish from the Region, high food prices and loss of livelihoods of affected farmers and fisher folk.

Further challenges include inadequate institutional support, such as, appropriate governance mechanisms with legal and regulatory frameworks and fiscal incentives, non-existent Agriculture Disaster Risk Management (ADRM) strategies with evidence-based decision support processes and tools at community, national and regional levels. A general lack of familiarity with or use of modern ICTS and Open Data for the agricultural and natural resource sectors has been a challenge to enhance human resource and enhance the use of standard operating procedures and processes for ADRM including low precipitation hazard of Droughts. As a result, there has been insufficient sharing and dissemination of best practices and successful ADRM including Sustainable Drought Management (SDM) experiences both at local community and national levels. There is urgent need for a harmonized ADRM including SDM knowledge management and decision support Platform to serve multi sectoral, multi stakeholder and multi institutional at all stages of the Disaster Cycle.

Limited participatory ADRM and SDM planning capacity and tools as a basis for stakeholder agreement and ownership to ensure goals can be attained by use of forums/platforms, also needs to be addressed moving forward.

To address these issues and reduce the risks and impacts, a number of initiatives have been undertaken at the regional and national levels through the implementation of policies, plans as well as mitigation and adaptation strategies, to which this Terms of Reference seeks to contribute.

1.4 Related programmes and other donor activities

This initiative builds upon the results of a few initiatives:

1. In February 2013, the FAO published a study on the status of Disaster Risk Management Plans for the Agricultural Sector examining nineteen Caribbean countries with a specific emphasis on floods, hurricanes, and drought. The study revealed a very low prevalence of agriculture disaster risk management plans within the Caribbean.
2. The CARICOM/BRAZIL/FAO Co-operation project on Disaster Risk Reduction which concluded in 2013 enhanced the Caribbean Drought and Precipitation Monitoring Network, established by the Caribbean Institute for Meteorology and Hydrology (CIMH) in 2009. This was achieved through the upgrading of the Caribbean Water Monitor tool developed through cooperation between Institute of Earth Sciences-University of Applied Sciences of Southern Switzerland (SUPSIIST) and CIMH; providing training in drought monitoring and planning for three (3) pilot countries, developing of

³ Extracted from FAO issues brief in Disaster Risk Management in the Agricultural Sector in the Caribbean

National Drought Monitoring Networks in three (3) pilot countries and enhancement of the instrumentation for monitoring drought in three (3) pilot countries – Jamaica, Grenada and Saint Lucia.

3. The Comprehensive Disaster Management (CDM) Strategic Framework, guided by the Hyogo Framework of Action, was spearheaded by the Caribbean Disaster Emergency Response Agency (CDERA) now the Caribbean Disaster Emergency Management Agency (CDEMA) in 2001. The strategic objective of the CDM framework is to integrate disaster management considerations into the development planning and decision-making process of participating states. A revised and Enhanced Regional Strategy and Programming Framework to guide CDM programming in the Caribbean during the period 2007 – 2012 was developed in 2007. This Enhanced CDM Strategy provided the baseline and was the basis for developing the 2014-2024 CDM Strategy. The main priorities are: Hazard Mapping and Vulnerability Assessment, Flood Management, Community Disaster Planning, Early Warning Systems, Climate Change and Knowledge Enhancement.
4. The CARICOM Regional Framework for Achieving Development Resilience to Climate Change: 2011 – 2021. This Regional Framework was guided by the Liliendaal Declaration⁴ and provides a vision for transformational change in Caribbean response to the challenges of a changing climate. The Implementation Plan was approved by the Heads of Government in 2012 and defines the Regional strategy for coping with Climate change in key sectors, one of which is agriculture. Its objective is to build resilience to a changing climate and create low carbon economies.
5. An audit instrument was developed. However, the instrument developed was never tested for appropriateness to the agriculture sector. Application of this instrument will support the Comprehensive Disaster Management monitoring and evaluation system in order to periodically measure the status of the integration of disaster risk management into the agricultural sector.
6. Similar past interventions in Jamaica where climatic information was assessed and in Saint Lucia when mainstreaming Risk Communication in ADRM was done.

1.5 Contracting Authority

This Terms of Reference pertains to Component 1 and is being administered by the CARICOM Secretariat.

2. PURPOSE & EXPECTED RESULTS OF PROPOSED ACTIVITY/CONSULTANCY/CONTRACT

2.1 Purpose

The overall purpose of this activity is to build capacity to strengthen the integration of disaster risk management and climate change considerations in the agricultural sector through the development and/or modification of existing instruments tools and/or templates and their application/testing in the agriculture planning and monitoring in selected Member States. Drought hazard Annexes to Disaster Risk Management Plans will be

⁴ The Liliendaal declaration by the Caribbean community asserts the objectives of the UNFCCC and the Kyoto protocol. It places the onus of mitigation efforts on the developed nations while underscoring the vulnerability of low-lying, small island developing states such as those found in the Caribbean. As well, it points to CARICOM's own efforts at education, outreach and adaptation in response to climate change.

developed for Grenada and Saint.

2.2 Expected results of the ToR for Capacity Building

The expected results of this ToR are as follows:

- a. A regional standard instrument for assessing the extent to which the planning within the Agricultural Sector integrates considerations of DRM and CCA developed and results and recommendations from the application (testing) of the instrument at the national level; and
- b. Drought hazard annexes to agricultural disaster risk management plans developed in 2 CARICOM States – Grenada and Saint Lucia – and mechanisms to strengthen capacity to utilise same.

3 ASSUMPTIONS & RISKS

3.1 Assumptions underlying the APP project and/or the Specific Activity

- Member States facilitate country visits for technical assistance missions with the consultants in an organised and timely manner;
- Member States assign and make available national level counterparts from relevant national organizations and units in the Ministries of Agriculture, and other key agencies;
- Member States are able to undertake the relevant preparatory and follow-up work before and after the Consultancy missions in order to realise the project objectives and sustain the initiative post the project; and
- Consultants are able to work individually in-country if required to do so to deliver the consultancy requirements.

3.2 Risks

- Lack of timely responses by Member States;
- Scheduling conflicts between counterparts in Member States and project personnel during planned country missions may affect the execution of these missions; and
- The occurrence of natural disasters or other unpredictable events in the Region may inhibit the implementation of the project as planned.

4 SCOPE OF THE WORK

4.1 General

4.1.1 Description of the assignment

The assignment will require full engagement with the key agencies identified below (see 4.1.2), acquisition and

review of past and ongoing work in this area at regional and national levels, and use, as appropriate of surveys, field testing and training in selected countries with key stakeholders. Results of the consultancy will be shared through regular technical engagement/updates with the TG – Climate Change and Disaster Risk Management and facilitation of a regional workshop.

4.1.2 Target group

The target beneficiaries will be Policy advisers in Ministries of Agriculture, Environment, Infrastructure, Health and Security and disaster risk management communities of practice to facilitate mainstreaming ADRM and SDM.

4.1.3 Geographical area to be covered

The geographical scope of the intervention will be the CARICOM States⁵.

4.2 Specific Work

The Contractor will undertake the following activities towards satisfying the key deliverables as specified in section 7.1:

- a. Participate in an inception meeting and submit a post-meeting inception report (format and content to be agreed on with consultant);
- b. Develop and/or modify existing instruments, tools and/or templates for:
 1. assessing the extent to which the planning within the Agricultural Sector integrates considerations of DRM and CCA through rationalization of the FAO Audit and CDM Strategy Audit instrument for the Agricultural Sector. The instrument should, also ensure that drivers of performance with regards to knowledge management of ADRM and SDM are captured in the audit, including but not limited to issues related to leadership/governance, institutional coordination and capacity to mainstream ADRM and SDM in all stages of the disaster cycle; and
 2. preparing drought hazard annexes to national agricultural disaster risk management plans.
- c. Apply/test standardized instrument in fifteen CARICOM States to assess the extent to which planning in the agricultural sector integrates considerations of DRM and CCA and submit country reports on the analysis of the audit results inclusive of distillation of SWOT/TOWS analysis of results that will determine priorities for action, and a synthesis report;
- d. Develop drought hazard annexes to national agricultural disaster risk management plans in two CARICOM States (Grenada and Saint Lucia);
- e. Facilitate regional technical discussions and feedback on findings of the standardized instrument, audit analysis and drought hazard annexes through presentations at regional workshops/meetings and support finalization of meeting/workshop and technical reports.
- f. Prepare Final Consultancy Report.

⁵ Member States of CARICOM are: Antigua and Barbuda; the Bahamas; Barbados; Belize; Dominica; Grenada; Guyana; Haiti; Jamaica; Montserrat; St. Lucia; St. Kitts and Nevis; St. Vincent and the Grenadines; Suriname; and, Trinidad and Tobago.

4.3 Management of the Activity/Consultancy/Contract

4.3.1 Responsible Body

The Deputy Programme Manager, Agricultural Development, or his designate, based at the CARICOM Secretariat, in collaboration with the Deputy Executive Director the Caribbean Disaster Emergency Management Agency (CDEMA) and the Deputy Sub-Regional Coordinator of the FAO will be responsible for oversight of implementation.

The Climate Change, Disaster Risk Management and Natural Resources Management Thematic Group (CC-DRM) will provide technical support to review and provide feedback on deliverables under the project.

It is intended that reports on the activity will be made to these bodies and other key agencies directly involved in CC-DRM, to obtain feedback and support on rollout and commitments to post-activity sustainability.

4.3.2 Management structure

The CARICOM Secretariat is responsible for the management of the activity/consultancy/contract. CDEMA, through its Deputy Executive Director is responsible for the technical supervision on the activity.

However overall project coordination is the responsibility of the Project Management Unit (PMU) based in IICA Trinidad and Tobago. The implementing Partners (CARDI and CARICOM) work closely with the PMU respect to project Procurement and disbursement of funds.

4.3.3 Facilities to be provided by the Contracting Authority and/or other parties

No equipment is to be purchased on behalf of the Contracting Authority as part of this service contract or transferred to the Contracting Authority at the end of this contract. Any equipment related to this contract which is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

5 LOGISTICS AND TIMING

5.1 Location

The Contractor will work from his/her home base.

5.2 Start date & Period of implementation of tasks

The period of implementation of the contract will be six (6) months from this date.

6 REQUIREMENTS

6.1 Expertise Required

Qualifications

- (i) A minimum requirement of a Master's Degree in Natural Resources Management, Sustainable Development, Geography, Social Science or a related discipline

General Professional Experience

- (i) At least fifteen (15) years' experience working in the agricultural sector. At least 10 of which should have been spent in the Caribbean;
- (ii) At least ten (10) years' practical experience in agricultural disaster risk management and response to climate change impacts;
- (iii) At least seven (7) years' practical experience in executing surveys and or audits and related administrative work in data collection;
- (iv) At least five (5) years' experience working in or with (through projects) a regional or international organization.

Specific Skills and Competencies

- (i) Participatory approaches for stakeholder engagement and workshop facilitation;
- (ii) Excellent computer skills in use of Microsoft Office and Outlook; and
- (iii) Excellent written and oral communication skills in English.

6.2 Facilities to be provided by the Contractor

The Contractor:

- (i) must be independent and free from conflicts of interest in the responsibilities they take on.
- (ii) will be required to provide his/her own facilities and own equipment necessary for the execution of the consultancy.
- (iii) is not allowed or authorised to purchase equipment on behalf of the Contracting Authority as part of this service contract. Any equipment related to this contract which is to be acquired by the partner agency must be purchased by means of a separate supply tender procedure.
- (iv) will be expected to cover all costs associated with undertaking this assignment fully, and within the global (fixed) contract price as indicated.

7 REPORTS

7.1 Reporting requirements

The Contractor will report to Dr. Ronnie Brathwaite, Deputy Programme Manager, Agricultural Development, or

his designate, based at the CARICOM Secretariat, the Contracting Authority, and shall submit the following progress reports in English in electronic format:

- (i) **Inception Report** of maximum 12 pages to be produced after one (1) week, from the start of implementation. In the report the Contractor shall describe: his/her understanding of the assignment; and his/her approach to completing the assignment. He/She will provide a work plan and activities schedule (including travel schedule). The Contractor should proceed with his/her work unless the Contracting Authority sends comments on the inception report.
- (ii) **Draft audit instrument and Hazard Annex template** which shall be submitted in electronic format no later than four weeks from the beginning of the period of implementation of tasks. The draft instrument and template will be finalized based on comments provided through the Contracting Authority in consultation with the CC-DRM Thematic Group and will be used as the basis for administering the country audits and prepare reports and developing the Draft Drought Hazard Annex to the Disaster Risk Management Plans.
- (iii) **Mid-term progress Report** (see indicative format Annex 1), submitted no later than three months of the beginning of the implementation period of the assignment and accompanied by key technical deliverables, as specified below:
 - (a) **Draft Country audit analysis reports** consistent with the final audit instrument and format for presentation of same for each of the fifteen beneficiary countries of this assignment, in addition to an overall (regional) synthesis report; and
 - (b) Draft Drought Hazard Annexes to the Disaster Risk Management Plans of Grenada and Saint Lucia.
- (iv) **Final consultancy report** indicating lessons learned shall be submitted in electronic format **no later than the fifth month of the assignment**, and accompanied by key technical deliverables, as specified below:
 - (a) **Final Drought Hazard Annexes to Disaster Risk Management Plans for Grenada and Saint Lucia.** The Reports should reflect comments received at the validation meeting and from the Caribbean Disaster Emergency Management Agency, no later than 14 days after receipt of comments.
 - (b) **Final Country audit analysis reports** and synthesis report will incorporate comments received from the validation workshop and through the Caribbean Disaster Emergency Management Agency. Reports will be submitted in electronic format and in English. The same specifications as the Draft Country Audit Analysis Reports will be used.

- All reports must be accompanied by the corresponding invoice.

7.2 Submission and approval of reports

All reports referred to above in section 7.1 must be submitted by the contractor in English, in electronic format to Dr. Ronnie Brathwaite, Deputy Programme Manager, Agricultural Development, or his designate, based at the CARICOM Secretariat, the Contracting Authority based in Guyana. Dr. Brathwaite is responsible for liaising with the lead technical supervisors (CDEMA and FAO) and for obtaining the requisite approvals for the contractor's reports and for providing feedback within seven (7) working days of receipt of reports.

7.3 Changes to the Terms of References

Changes to the ToR may be made only in accordance to the needs subject to written agreement between the Contractor and the Contracting Authority with the endorsement of the APP Project Management Unit (PMU) which will also be responsible for endorsing all reports under this contract, provided that they do not affect the scope or the global/fixed price agreed to.

8 MONITORING AND EVALUATION

8.1 Definition of indicators

- An approved standard audit instrument which will be used to assess to which the planning within the Agricultural Sector integrates considerations of DRM and CCA developed, by three months of the implementation period of the assignment;
- Approved Country-specific audit analyses three months of the implementation period of the assignment;
- Approved Drought Hazard Annexes to Disaster Risk Management Plans of Grenada and Saint Lucia by the fifth month of the consultancy;
- Workshop on validation of assignment results; and
- A final consultancy report by the end of the fifth month of the assignment.

8.2 Special requirements

None.

Annex 1 – Draft Format for Contractor Progress Reports

Title Page

Report Cover Page (to contain basic information on the report - title, names and contact information for the contractor and contracting agency, date of submission etc.)

Table of Contents

Executive Summary

1.0 Introduction

2.0 Progress to date (relative to agreed work plan)

2.1 projections for on-time completion

3.0 Challenges encountered and envisaged

4.0 Report(s) on consultations held

5.0 Summary Findings

6.0 Summary Recommendations

Annexes

ANNEX II- TENDER SUBMISSION FORM

Ref: 10thEDF/APP/SSER/04/15

Contract title: Direct Technical Assistance to CARIFORUM countries to Develop/Strengthen Agricultural Policies/Plans/Strategies in Five Member States
Haiti, Guyana, St. Kitts & Nevis, Saint Lucia and St. Vincent and the Grenadines

1 SUBMITTED by (i.e. the identity of the Tenderer)

	Name(s) and address(es) of legal entity or entities submitting this tender	Nationality ⁱ
Leader ⁱⁱ		
Member ²		
Etc ...		

2 CONTACT PERSON (for this tender)

Name	
Organisation	
Address	
Telephone	
Fax	
E-mail	

3 ECONOMIC AND FINANCIAL CAPACITYⁱⁱⁱ

Please complete the following table of financial data based on your annual accounts and your latest projections. If annual accounts are not yet available for this year or last year, please provide your latest estimates, clearly identifying estimated figures in italics. Figures in all columns must be calculated on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, please provide an explanation of the change as a footnote to the table). Any other clarification or explanation which is judged necessary may also be provided. If the consultant is a public body, please provide equivalent information.

Financial data	2 years before last year ^{iv} <insert currency>	Year before last year <insert currency>	Last year <insert currency>	Average ^v <insert currency>	This year <insert currency>

Annual turnover ^{vi} , excluding this contract					
Current Assets ^{vii}					
Current Liabilities ^{viii}					

4. STAFF

Please provide the following statistics on staff for the current year and the two previous years.

Average manpower	Year before last		Last year		This year	
	Overall	Total for fields related to this contract ^{ix}	Overall	Total for fields related to this contract ¹¹	Overall	Total for fields related to this contract ¹¹
Permanent staff ^x						
Other staff ^{xi}						
Total						
Permanent staff as a proportion of total staff (%)	%	%	%	%	%	%

5. AREAS OF SPECIALISATION

Please fill in the table below to indicate any areas of specialist knowledge related to this contract for each legal entity making this proposal. State the type of area of specialisation as the row heading and use the name of the legal entity as the column headings. Indicate the areas of specialist knowledge each legal entity has by placing a tick (✓) in the box corresponding to the specialisation in which it has significant experience. **Maximum 10 specialisations.**

	Leader	Member 2	Member 3	Etc ...
Relevant specialisation 1				
Relevant specialisation 2				
Etc ... ^{xii}				

6. EXPERIENCE

Please fill in the table below to summarise the main projects related to this contract carried out over the past 3 years by the legal entity or entities making this proposal. The number of references to be provided must not exceed 10 for the entire proposal.

Ref no (maximum 10)	Project title							
Name of legal entity	Country	Overall contract value [insert currency]	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of consortium members, if any
...
Detailed description of project						Type and scope of services provided		
...						...		

7. STATEMENT

I, the undersigned, being the authorised signatory of the above tenderer, hereby declare that I have examined and accept without reserve or restriction the entire contents of the RFP for the tender procedure referred to above.

I am fully aware that, in the case of a consortium (for e.g. a group of individuals), the composition of the consortium cannot be modified in the course of the tender procedure, unless prior approval is given in writing. I am also aware that the consortium members would have joint and several liability towards the Contracting Authority concerning participation in both the above tender procedure and any contract awarded to me as a result of it.

Signed on behalf of the tenderer

Name	
Signature	
Date	

ANNEX III - Organisation & Methodology

To be completed by the tenderer

Please provide the following information:

Rationale

- Any comments you have on the Terms of Reference for the successful execution of activities, in particular regarding the objectives and expected results, thus demonstrating the degree of understanding of the contract. Your opinion on the key issues related to the achievement of the contract objectives and expected results.
- An explanation of the risks and assumptions affecting the execution of the contract.

Strategy

- An outline of the approach proposed for contract implementation.
- A list of the proposed tasks you consider necessary to achieve the contract objectives.
- Inputs and outputs.

Involvement of all members of the team

- If a tender is submitted by a consortium, a description of the input from each member of the consortium and the distribution and interaction of tasks and responsibilities between them. Furthermore, the involvement of all members of the consortium will be considered added value in the tender evaluation. If the tender is submitted by a single company, the total of available points for this part in the evaluation grid will be allocated.

Timetable of work

- The timing, sequence and duration of the proposed tasks, taking into account travel time.
- The identification and timing of major milestones in executing the contract, including an indication of how the achievement of these would be reflected in any reports, particularly those stipulated in the Terms of Reference.

ANNEX IV- KEY EXPERTS

Name of expert	Proposed position	Years of experience	Age	Educational background	Specialist areas of knowledge	Experience in beneficiary country	Languages and degree of fluency (VG, G, W)

CURRICULUM VITAE

Proposed role in the project:

Family name:

First names:

Date of birth:

Nationality:

Civil status:

Education:

Institution (Date from - Date to)	Degree(s) or Diploma(s) obtained:

Language skills: Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

Language	Reading	Speaking	Writing

Membership of professional bodies:

Other skills: (e.g. Computer literacy, etc.)

Present position:

Years within the firm:

Key qualifications: (Relevant to the project)

Specific experience in the region:

Country	Date from - Date to

Professional experience

Date from - Date to	Location	Company& reference person ⁶ (name & contact details)	Position	Description

Other relevant information (e.g., Publications)

⁶ The Contracting Authority reserves the right to contact the reference persons. If you can not provide a reference, please provide a justification.



DATE:

DRAFT CONTRACT

Contract Reference Number:

The **CARIBBEAN COMMUNITY**, (hereinafter referred to as “**the Community**”), an International Organisation having its Secretariat at Turkeyen, Greater Georgetown, in the Cooperative Republic of Guyana and (hereinafter referred to as “**the Consultant**”), acting on her own behalf and in her capacity as Consultant, agree to enter into this Contract for the delivery of professional consulting services, subject to the following declarations and clauses:

CONSIDERING:

That the present consulting Contract is for obtaining professional consulting services for the implementation of activities in relation to a Programme known as “**10th EDF Caribbean Action under the Program titled Agriculture Policy Programme (APP) with Focus on the Caribbean and Pacific**”, implemented by the Caribbean Community Secretariat pursuant to a Contribution Agreement between the Inter-American Institute for Cooperation in Agriculture (“IICA”) and the European Union (“EU”):

The Consultant hereby declares, certifies and warrants that:

- a. Has provided the Community with accurate information regarding her status as a natural person, qualifications and professional background.

- b. Is fully cognizant of the Terms of Reference for the tasks covered by the present Contract, and considers herself qualified to perform the consulting services with the dedication, thoroughness and efficiency required.
- c. Is not barred from providing the consulting services due to any restrictions imposed by law or because she is an employee or consultant of a public and/or private institution.
- d. Recognises and accepts that, as a Consultant, she is not a member of the Community's personnel or the EU; and
- e. Accepts that any misrepresentation regarding or withdrawal of the foregoing declarations, certifications, and warranties may result in the termination of this Contract for cause.

IT IS HEREBY AGREED THAT:

1. The Consultant shall provide professional consulting services as specified in the Terms of Reference attachments to this Contract, which form an integral part hereof, and which include, *inter-alia*, timetables for performance, delivery, and implementation; terms of payment; and more detailed description of the work produce and services required.
2. The Community shall pay the Consultant professional fees totalling,
Payable according to the undermentioned Payment and Deliverable Schedule, subject to the submission of an invoice requesting payment:
 - (i) First payment being , representing twenty per cent (20%) of the contract value, on submission and acceptance of an **inception report**;

- (ii) Second payment being, representing twenty per cent (20%) of the contract value, on submission and acceptance of the **Draft Audit Instrument and hazard Annex Template**;
- (iii) Third payment being, representing forty per cent (40 %) of the contract value, on submission and acceptance of the **Mid-term progress report, along with the Draft Country audit analysis reports** and the **Draft Drought Hazard Annexes to the Disaster Risk Management Plans of Grenada and Saint Lucia**;
- (iv) The final payment being, representing twenty per cent (20%) of the contract value being paid to the Consultant **on the completion** and submission of a **Final consultancy , along with Final Drought Hazard Annexes to Disaster Risk Management Plans for Grenada and Saint Lucia and Final Country audit analysis reports report.**

3. The Consultant shall begin the services specified herein on and conclude them by, the termination date of this Contract.

4. **This** Contract does not constitute an employment relationship between the Community and the Consultant. At all times for the duration of this Contract, the Consultant is and shall be an independent contractor; not an employee of the Community.

5. The Consultant shall be solely responsible for complying with local laws and other requirements under the social security, health, labour, insurance, and tax laws of the duty station, and shall make all payments required thereunder.

6. The Consultant must make adequate arrangements for insurance coverage. The Community will not be liable if an eventuality occurs and the

Consultant is not covered. If the Consultant does not have insurance, and meets the insurability requirements, at the Consultant's request the Community may apply for short-term insurance, the entire cost of which will be paid by the Consultant, for the duration of this Contract.

7. The Consultant shall fully defend, hold harmless, and indemnify the Community, IICA and the EU in relation to any and all claims brought against her arising out of the Consultant's negligent, illegal, or otherwise wrongful acts or omissions in providing or failing to provide the services and products required under this Contract and/or otherwise related to this Contract.

8. The Community, through the, Agricultural Trade Specialist, shall be responsible for coordinating, at all times, the activities, services and/or products covered by the present Contract, and for providing the Consultant with any pertinent written comments regarding their implementation or generation, with a view to bringing same into line with the corresponding program and terms of reference and any amendments thereto of the Programme Management Guidelines (PMG), May 2014.

9. The Community shall regard all products/services covered by this Contract as having been received if they are satisfactory to the Community and have otherwise been produced/ rendered pursuant to the terms of reference and other stipulations agreed upon.

10. The Consultant may not disseminate by means of publications, reports, conferences, or in any other way, data and results obtained through the service rendered under this Contract, without the Community's express written authorisation, because those data and results are the Community's property.

11. The Consultant alone shall be responsible for rendering the services

and the only person liable if the activities are not carried out in accordance with this Contract. If activities are not carried out in accordance with this Contract and its annexes and/or the Community's written comments, the Consultant shall be instructed to correct or implement them again immediately, and shall not be entitled to any compensation for work poorly performed.

12. Inasmuch as the reasons for this Contract are specific and transitory in nature, it shall automatically expire and lapse, with no advance notice being needed. In view of the nature of consulting services, the Community shall be free from any present or future liability under labour or social security laws. The Consultant is at all times an independent contractor; not an employee of the Community.

13. The Parties may terminate this Agreement by mutual agreement, in which case the agreement shall specify the corresponding terms.

14. The Community may unilaterally terminate this Contract with or without cause by giving written notice fourteen (14) days in advance. In such a case, the Consultant shall receive remuneration only for work completed and services performed to the Community's satisfaction up until the date the termination takes effect.

15. The Parties shall attempt to resolve any dispute between them related to this Contract through amicable negotiations. If those negotiations do not resolve the dispute to the satisfaction of either party within sixty days following one Party's written request to the other for the commencement of those negotiations, then either party may submit the dispute for resolution through arbitration in accordance with the Rules of the United Nations Commission on International Trade Law (UNCITRAL) or the Inter-American Commercial Arbitration Commission. The place of the arbitration shall be the Caribbean

Community Secretariat, Guyana, there shall be one arbitrator, and the language shall be English. The decision of the arbitrator shall be final and binding on the Parties. Nothing in this Contract constitutes a waiver, express or implied, of any privileges and immunities enjoyed by the Parties and/or their respective personnel.

16. The Parties may extend or otherwise amend this contract by a document of modification signed by both of them, dated, and attached hereto.

SIGNED, by the authorised representatives of the Parties in duplicate originals on the date and in the place indicated below.

FOR THE CARIBBEAN COMMUNITY

(The Community)

(The Consultant)

MANORMA SOEKNANDAN, PhD
DEPUTY SECRETARY-GENERAL

SIGNATURE

Date:

Date:

Place:

Place:

ⁱ Country in which the legal entity is registered.

ⁱⁱ Add / delete additional lines for consortium members as appropriate. If this application is being submitted by an individual legal entity, the name of that legal entity should be entered as 'Leader' (and all other lines should be deleted).

ⁱⁱⁱ Natural persons must prove their capacity in accordance with the selection criteria and by the appropriate means.

^{iv} Last year = last accounting year for entity.

^v Amounts entered in the 'Average' column must be the mathematical average of the amounts entered in the three preceding columns of the same row.

^{vi} The gross inflow of economic benefits (cash, receivables, other assets) generated from the ordinary operating activities of the enterprise (such as sales of goods, sales of services, interest, royalties, and dividends) during the year.

^{vii} A balance sheet account that represents the value of all assets that are reasonably expected to be converted into cash within one year in the normal course of business. Current assets include cash, accounts receivable, inventory, marketable securities, prepaid expenses and other liquid assets that can be readily converted to cash.

^{viii} A company's debts or obligations that are due within one year. Current liabilities appear on the company's balance sheet and include short term debt, accounts payable, accrued liabilities and other debts.

^{ix} Corresponding to the specialisations identified in point 4 below.

^x Staff directly employed by the candidate on a permanent basis (i.e., under indefinite contracts).

^{xi} Other staff not directly employed by the candidate on a permanent basis (i.e., under fixed-term contracts).

^{xii} Add / delete additional lines and/or rows as appropriate. If this proposal is submitted by an individual legal entity, the name of the legal entity should be entered as 'Leader' (and all other columns should be deleted).