



## ANTIGUA AND BARBUDA Department of Environment

### Request for Proposal Training for First Responders- Electric Vehicle Incident Response

<b>Job Title</b>	Training for First Responders- Electric Vehicle Incident Response
<b>Contracting Authority</b>	Department of Environment, Ministry of Health and the Environment, Antigua and Barbuda
<b>Date of Issue</b>	June 10 2025
<b>Deadline</b>	<i>June 24 2025</i>
<b>Duration</b>	1 month
<b>To Apply</b>	<p>Individual consultants and/or firms are invited to apply for this opportunity. The following documents (listed below) must be submitted to this link:</p> <p><a href="https://app.smartsheet.com/b/form/c90d1aa1970649598be71b24a7736434">https://app.smartsheet.com/b/form/c90d1aa1970649598be71b24a7736434</a></p> <ol style="list-style-type: none"> <li>1. Technical Proposal: comments on the TOR including any proposed changes, implementation methodology, proposed activities, assumptions, risks, schedule and milestones for deliverables, CV of key expert(s) and three references (max. 8 pages)</li> <li>2. Financial Proposal: lump sum inclusive of professional fees, reimbursable expenses and any other costs (max. 2 pages)</li> </ol> <p>Where applicable, please use the subject line: “...<b>Training for First Responders- Electric Vehicle Incident Response</b>...”</p> <p><b>Please send any clarification questions to this link:</b></p> <p><a href="https://app.smartsheet.com/b/form/6488c47987d742e6981cd6701b5724ea">https://app.smartsheet.com/b/form/6488c47987d742e6981cd6701b5724ea</a></p> <p><b>Clarification questions will be responded to and the response sent to the potential bidder asking the question and also published at this site:</b></p> <p><a href="https://www.environment.gov.ag/procurement-opportunities#procurements/opportunities">https://www.environment.gov.ag/procurement-opportunities#procurements/opportunities</a></p>
<b>Equal Employment</b>	The Department of Environment (DOE) provides equal opportunity and fair and equitable treatment in employment to all people without regard to race,

<b>Opportunity (EEO)</b>	color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The DOE also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.
<b>Prohibited Practices</b>	<p>The DOE has a zero-tolerance Policy for Prohibited Practices, which means:</p> <ul style="list-style-type: none"> <li>• The DOE will review 100% of any complaints received for these practices</li> <li>• The complaint will then be submitted to an external independent contractor for further investigation</li> <li>• The DOE shall report all prohibited practice complaints to the GCF</li> <li>• If the investigator finds that there is a breach of the Prohibited Practice Policy by the contractor, the contract will be terminated</li> </ul> <p>These Prohibited Practices include:</p> <ul style="list-style-type: none"> <li>• Abuse;</li> <li>• "Coercion" or Coercive practice;</li> <li>• "Collusion" or Collusive practice;</li> <li>• "Corruption" or Corrupt practice;</li> <li>• Financing of Terrorism or Terrorist Financing</li> <li>• "Fraud" or Fraudulent practice;</li> <li>• Money Laundering;</li> <li>• Obstructive practice; and</li> <li>• Retaliation against Whistleblowers or Witnesses.</li> </ul> <p>If the Contractor and/or staff of the Accredited Entity-Department of the Environment (DOE), the Development Control Authority (DCA), the Ministry of Works or the MOF-PMU violates any of the above in the process of executing this contract the contractor may report directly to the GCF at the following website:</p> <p><a href="https://iiu.greenclimate.fund/reporting-fraud/how-to-report">https://iiu.greenclimate.fund/reporting-fraud/how-to-report</a></p> <p>Or to the DOE complaint mechanism at:</p> <p><a href="https://www.environment.gov.ag/contact">https://www.environment.gov.ag/contact</a></p> <p>Your complaint and its information will be sent to the Integrity Commission and then processed at the DOE. Complainants can be kept confidential, but the accusations will be communicated to the relevant persons. Before any actions are taken, the DOE will assess the accuracy of the information provided. Complainants must note that there is a penalty under the laws of Antigua and Barbuda for providing false information. Noted further that once the investigation is completed the DOE is legally obligated with a duty to report to the GCF.</p>
<b>Background Checks Information</b>	The DOE is, therefore, asking that all applicants who are shortlisted be prepared to provide information to allow the DOE to better communicate to our partners at the Green Climate Fund, our contractors and service providers.

	<p>Information needed includes, but is not limited to, company registration, police record, certificate of good standing with the Inland Revenue Department, registration numbers for Social Security, Medical Benefit Scheme, and Board of Education. Applicants are encouraged to be in good standing with these organizations. Please note that if the police record indicates that the individual/company has violated any laws this does not necessarily disqualify the individual/company from winning the bid. Where references are requested at least one of these must come from an immediate past client/employer. In addition to this, the contract will be subject to further background check if required. If this is required, the successful individual/company will be notified accordingly.</p> <p>The DOE will also be conducting checks to determine if the bidder has been placed on relevant international sanctions lists, or “blacklisted” by the Caricom Climate Change Center (5Cs), if so, the bidder will not be considered.</p>
<b>Data Ownership and Confidentiality</b>	<p>The data, information, output, or material that are collected and/or developed under, or in connection to, the execution of funded activities and this AGREEMENT is property of the Government of Antigua and Barbuda. The Government of Antigua and Barbuda shall retain ownership to the aforementioned property including its title, interest, copyright, and other intellectual property rights.</p>
<b>Privileges and Immunity Notification</b>	<p>The GEF, its proceeds, and other assets are accorded certain status, privileges, immunities, and exemptions as are necessary for the fulfilment of its purposes and carrying out the functions entrusted to it in the territory of Antigua and Barbuda, and that its staff and experts similarly enjoy such privileges, immunities, and exemptions as are necessary for the independent exercise of their official functions in connection with the GCF, in accordance with the Privileges and Immunities Agreement between the GCF and the Government of Antigua and Barbuda dated 20th July 2016.</p> <p>The Government of Antigua and Barbuda is, therefore, undertaken to be responsible for the management and remedy for any legal judgement against a project, or in its capacity as an Accredited Entity (AE) or an Executing Entity (EE).</p>
<b>Rights Of Acceptance</b>	<p>The Department of Environment reserves the right to accept or reject any proposal, to render any or all of the proposals as non-responsive and to reject all proposals at any time prior to the award of contract, without incurring any liability, or obligation to inform the affected bidder(s) of the grounds for the Department of Environment’s action. The Department of Environment shall not be obliged to award the contract with the lowest priced offer. The decision of the Department of Environment in this regard is final and binding.</p>
<b>Conflict Of Interest Requirements</b>	<p>The individual/company receiving the contract award must sign a conflict-of-interest declaration and cannot sub-contract or pay staff members of the Department of Environment to complete the assigned tasks outlined within this TOR.</p>

<b>Late Bids</b>	Late Bids will not be accepted.
------------------	---------------------------------

# **Request for Proposals (RFP)**

## **Training for First Responders- Electric Vehicle Incident Response**

### **I. About the Department of Environment**

The Department of Environment ('DOE') is a public agency for the Government of Antigua and Barbuda based within the Ministry of Health, Wellness, Social Transformation and The Environment. The DOE receives its mandate from the Environmental Protection and Management Act (EPMA), 2019. The overall mission of the DOE is to provide technical advice on the environment and to design and implement projects on behalf of the Government and the people of Antigua and Barbuda. These interventions are designed to protect and enhance the country's environment, as well as seek common solutions to national, regional, and global environmental challenges.

The Department accomplishes its mission inter alia through:

- An integrated environmental planning and management system,
- Public consultation and interagency collaboration,
- Efficient implementation of appropriate programmes, projects, and technical services,
- Appropriate counsel on environmental management for the Government,
- Effective and consistent enforcement of environmental laws and regulations, and
- Providing a source of information and technical assistance on environmental issues.

The DOE manages projects within four main programmes, which are aligned with national legislation and international environmental agreements. These are:

- Climate Change Programme (adaptation, mitigation, and capacity building)
- Biodiversity Programme
- Pollution Programme
- Monitoring, Evaluation and Data Management Programme

In 2015, the Department was accredited as National Implementing Entity (NIE) to the Adaptation Fund ('AF') and reaccredited in 2021. In 2017, the DOE was accredited to the Green Climate Fund ('GCF')— a multilateral climate change fund for developing countries. Since then, the DOE received financial support through the GCF's Readiness and Preparatory Support Programme to implement over five Readiness grants. The DOE has also received full funding to implement two projects.

To learn more about the Department of Environment, please visit: <https://environment.gov.ag/en/>

### **II. Purpose and Objective of Consultancy**

The Department of Environment is seeking a qualified individual or firm to deliver a one-day intensive training workshop for first responders on managing incidents involving electric vehicles (EVs). This training aims to strengthen national emergency preparedness in response to emerging electric mobility technologies.

The main objectives of the consultancy are to:

- Build technical capacity of first responders to safely approach and manage EV-related emergencies
- Provide a combination of theoretical and hands-on training modules

- Ensure participants understand key risks such as electric shock, thermal runaway, and battery fires
- Disseminate current best practices aligned with international safety protocols (e.g., NFPA 70E, ISO 6469-1)

### III. Scope of Work

The selected consultant will be required to:

- I. - Design and deliver a practical training curriculum tailored to the Antiguan emergency response context
  - II. - Conduct sessions covering EV system architecture, hazard awareness, safe shutdown procedures, and rescue protocols
  - III. - Coordinate on-site demonstrations and simulations involving electric vehicles or relevant props
- Supply printed and digital training materials, safety briefings, and visual guides
  - Facilitate pre- and post-training assessments to evaluate knowledge retention

### IV. Deliverables

The consultant shall provide the following deliverables:

1. Inception report with finalized agenda, training outline, and resource needs
2. Training presentations and participant handouts
3. Delivery of a one-day on-site workshop (minimum 6 contact hours)
4. Summary report with participant feedback, results of evaluations, and recommendations for follow-up
5. Digital copies of all materials and certificate templates

### V. Reporting Requirements

Under the general supervision of the Project Coordinator, the Consultant will be contracted to undertake and complete the specified activities, outlined in Section 3 – Scope of Work.

Seven (7) working days after the contract or agreement has been signed by the consultant and the Department of Environment (DoE), the consultant will submit a detailed Work Plan, inclusive of timelines for the submission of monthly and final reports.

Within fifteen (15) working days of completing the specified scope of work, the consultant will prepare and submit to the DoE, a Final Report.

The Final Report should be submitted electronically to the Project Coordinator in Microsoft Word. **The Final Report should also be accompanied by a signed invoice in the amount claimed by the Consultant in Eastern Caribbean Dollars.** The invoice should include full banking instructions in order to facilitate wire transfer of funds by DoE.

### VI. Duration

The assignment should not exceed a total of 1 month for the Consultant.

## **VII. Required Qualifications and Experience**

The ideal consultant or firm must demonstrate:

- Minimum 5 years of experience in emergency response training, fire safety, or vehicle incident management
- I. - Documented experience delivering EV-specific or high-voltage safety training
- II. - Knowledge of international EV safety standards (e.g., NFPA, ISO, UNECE regulations)
- III. - Experience working with government agencies, fire departments, or emergency services in the Caribbean
- IV. - Capacity to mobilize training equipment, simulation tools, or demonstration EVs

## **VIII. Evaluation Criteria**

Evaluation Category	Weighting (%)
Qualifications and EV safety training experience	30
Clarity and feasibility of proposed training approach	30
Experience with practical, hands-on emergency training	25
Client references and demonstrated success	15