



# **The Caribbean Disaster Emergency Management Agency**

## **REQUEST FOR PROPOSALS**

**RFP #: EDF10/8322/15**

*Consultancy Services for the Development of a Model National Logistics Plan and a Regional Logistics Plan for the Caribbean Disaster Emergency Management Agency System and the Regional Response Mechanism (RRM)*



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## SECTION 1: LETTER OF INVITATION

Reference: EDF10/8322/15

May 2015

1. The Caribbean Disaster Emergency Management Agency (CDEMA) invites technical and financial proposals from suitably qualified individual/s (The Consultant/s) to provide consultancy services for ***the Development of a Model National Logistics Plan and a Regional Logistics Plan for the Caribbean Disaster Emergency Management Agency System and the Regional Response Mechanism (RRM)***. Additional details on the services are provided in the Terms of Reference at Section 4.
2. This Request For Proposals includes the following documents:
  - Section 1 - Letter of Invitation
  - Section 2 - Technical Proposal submission form
  - Section 3 - Financial Proposal submission form
  - Section 4 - Terms of Reference
3. The technical proposal should be accompanied by a completed submission form (at Section 2) and should address:
  - a) the Consultant's Organization and Experience;
  - b) Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be Provided by the Client;
  - c) Description of the Approach, Methodology and Project Plan with milestones for Performing the Assignment;
  - d) Team Composition and Task Assignments;
  - e) Curriculum Vitae (CV) for Proposed Professional Staff;
  - f) Staffing Schedule; and
  - g) Work Schedule.
4. The financial proposal should be accompanied by a completed submission form (at section 3) and should include the a) Summary price; b) Breakdown of Price by Activity; c) Breakdown of Remuneration; and e) Expenses (inclusive of administration costs).
5. The Lead Consultant must possess the following minimum qualifications and present for consideration a qualified Team to undertake the assignment as outlined in the Terms of Reference at section 4 herein.

## Consultant Requirements:

The Consultant should demonstrate the following qualifications and competencies:

### *a) Qualification:*

- i) A Bachelor's degree or other professional certification in Logistics and/or, supply chain management, warehouse management and/or a related field.

### *b) Professional Experience:*

- i) A background in logistics specific to disaster management and public sector operations with a minimum of ten (10) years of progressive experience in logistics planning and execution, emergency operations, response planning, command control will be considered.
- ii) Analytical skills, particularly the ability to conduct research and prepare appropriate findings and conclusions.
- iii) A good command of the English language and the ability to clearly express ideas.
- iv) Strong communication, documentation and presentation skills.
- v) Previous experience in the Caribbean region is a requirement.
- vi) Excellent verbal and written communications skills.
- vii) Formal training and experience as a military logistician will be an asset.

## 6. Payment and Expenses

In consideration of provision of the contract services specified the firm (non-revisable) all-inclusive **Contract Price** will be the sum of **USD 30,000** for all professional fees and will be paid according to a specific payment plan.

Expenses associated with the return airfare, meals, incidentals and accommodation in 3 Participating States (to be decided at the stage of the Inception Meeting) will be provided by the CDEMA CU at a ceiling amount of **USD 10,000**.

## 7. Completed Proposals should be titled:

***“The Development of a Model National Logistics Plan and a Regional Logistics Plan for the Caribbean Disaster Emergency Management Agency System and the Regional Response Mechanism (RRM)”*** and must be submitted in hard copy or electronically.

A technical and financial proposal based on the Terms of Reference outlined above must be provided by no later than **July 10, 2015 at 11:59 p.m. Eastern Standard Time**.

Work is expected to start by **August 01<sup>st</sup> 2015** and be concluded by **January 30<sup>th</sup> 2016**.

**The Consultant may be an individual or team and should be able to assume duties by August 01<sup>st</sup> 2015. The Consultancy is scheduled to last for approximately six (6) months.**

Further information may be obtained from Mr. Earl Arthurs ([earl.arthurs@cdema.org](mailto:earl.arthurs@cdema.org)) at the CDEMA Coordinating Unit (CU). Please send proposals to the address below:

The Executive Director  
Caribbean Disaster Emergency Management Agency  
Resilience Way  
Lower Estate  
St. Michael  
Barbados, West Indies

**Attn: Response and Recovery Manager**

Email: [cdema@cdema.org](mailto:cdema@cdema.org)

## SECTION 2. TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: Executive Director,  
Caribbean Disaster Emergency Management Agency,  
Resilience Way,  
Lower Estate  
St. Michael  
Barbados

Dear Sir:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under separate cover.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant]<sup>1</sup>.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained therein can lead to our disqualification.

Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than **July 10, 2015** the intended date of commencement of the consultancy.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

<sup>1</sup> [Delete in case no association is foreseen.]

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## SECTION 3: FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: Executive Director,  
Caribbean Disaster Emergency Management Agency,  
Resilience Way  
Lower Estate  
St. Michael  
Barbados

Dear Sir:

We, the undersigned, offer to provide the consulting services for [*Insert title of assignment*] in accordance with your Request for Proposal dated [*Insert Date*] and our Technical Proposal. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures*].

This amount includes all fees, travel, expenses and incidentals for the consultancy. Our Financial Proposal shall be binding upon us subject to any modifications that may result from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm/Lead Consultant: \_\_\_\_\_

Address: \_\_\_\_\_

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## **SECTION 4: TERMS OF REFERENCE**

### **1.0 Background**

The Caribbean Region, largely comprised of Small Island Developing States (SIDS) and Low Lying Coastal States (LLCS), is acknowledged as being the 2<sup>nd</sup> most hazard prone region in the world. The economic and social losses following natural hazards in the Caribbean member states are significant. The region has experienced more than ten (10) major hurricanes in the last decade affecting Antigua and Barbuda, Saint Kitts-Nevis, Jamaica, Grenada, Bahamas, and Haiti. The reality of seismic risks and the recent earthquake impact in Haiti is also a reminder of the vulnerability of the region.

Within this context, the movement of relief supplies, personnel and equipment across the region to facilitate timely and effective emergency response to an impacted state is critical. There is also recognition of the need for transportation modalities that include the ability to provide support to or receive support from the eighteen (18) Participating States of CDEMA. The need for a Regional Logistics Plan (RLP) to strengthen and enhance the Regional Coordination Plan (RCP) has been identified as the key activity in upgrading the Regional Response Mechanism (RRM) in CDEMA.

### **2.0 The current Logistics Framework**

The current response system is faced with significant challenges in coordinating response throughout the CDEMA Participating States. Recent challenges with the movement of supplies and equipment include Grenada after Hurricane Ivan in 2004 and Haiti after the 2010 Earthquake, which highlighted the major issue of logistic support and transportation of relief supplies. In that regard, CDEMA recognizes the need for a Regional Logistics Plan (RLP) to strengthen and enhance the RCP as one of the key activities in upgrading the Regional Response Mechanism (RRM) in the CDEMA system.

It is important to note that the Regional Response Mechanism is generally dependent on National level systems for instance; capacity at the national level is used to develop regional level deployment teams. In this regard, the Regional Logistics Plan is dependent on the establishment of sound National Logistics systems that would support regional interventions.

CDEMA recognises that Participating States require a Model National Logistics Plan (NLP). The model should be a generic representation of the key issues, procedures, process and/or system for national level Logistics planning and will take into consideration the variety of conditions that exists in different countries. These include geography, culture and governance mechanisms, which will be applicable to or influence national level logistics. The model will therefore be easily adaptable to any national setting.



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### 3.0 Objectives

The overall objective of the Consultancy is the development of a Regional Logistics Plan (RLP) and a Model National Logistics Plan (MNLP) with an Adaptation Guide. The RLP must aim to facilitate the effective, efficient and timely movement of supplies and personnel at the regional and sub-regional levels. The Model National Logistics Plan will be designed to guide the development of national logistic Plans in CDEMA Participating States (PS). These will be developed in accordance with the Regional Coordination Plan and in support of the RRM.

### 4.0 Specific Objectives:

The specific objectives are:

- 4.1 The development of a Model National Logistics Plan (NLP).
- 4.2 The creation of a user-friendly, easily-understood Adaptation Guide to assist Participating States (PS) in adapting the Model National Logistics Plan.
- 4.3 The development of a Regional Logistics Plan (RLP).

### 5.0 Scope of Work

The Consultant will;

**5.1 Participate** in an inception meeting with the CDEMA Coordinating Unit (CDEMA CU) to agree on the roll-out of the consultancy. This will also facilitate a discussion on the TOR, provide solutions for potential challenges and revise and finalise the methodology and timelines for conducting the consultancy.

**5.2 Review** relevant literature aimed at providing an understanding of the context for the consultancy and the review, revision and adaptation processes to date. Documents to be reviewed will include *inter alia*:

- 5.2.1.1.1 Existing National Logistics Plans
- 5.2.1.1.2 The national logistics data as collected by the CDEMA CU for 12 Participating States
- 5.2.1.1.3 The Regional Coordination Plan
- 5.2.1.1.4 Other documents, plans and systems as deemed necessary.

**5.3 Prepare** an inception report, post inception meeting, which details the methodology/approaches and timelines associated with this consultancy.

**5.4 Participate** in regular progress meetings with the CDEMA CU, the frequency of which will be agreed upon at the inception meeting.

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**5.5 Consult** with key stakeholders, including PSs and the CU, to inform the development of the Model NLP and the RLP. Consultations should also be conducted with, *inter alia*:

- i. The Plan Development and Review Sub-Committee (PDRSC) of the CDEMA Technical Advisory Committee (TAC).
- ii. The National Disaster Offices/Coordinators of three (3) Participating States (one single island, one multi-island and a continental country – countries with a privately as well as public owned port to be included).
- iii. Other Participating States in the CDEMA system as deemed necessary (these will be via online or teleconference).

**5.6 Prepare** reports of the consultations with the Participating States.

**5.7 Develop** a first draft of the Model National Logistics Plan and the Regional Logistics Plan which should be informed by the feedback received during the consultations noted at 5.5 above. The plans should include (inter alia):

- i. systems, mechanisms, procedures and/or protocols for the effective transportation of relief supplies, technical teams etc. across the region (and in country) in disaster/crisis situations.
- ii. outline procedures for the implementation and coordination of logistics activities towards ensuring an efficient and appropriately-scaled response in keeping with needs of impacted states and CDEMA's Regional Response Mechanism.
- iii. compile information on air and sea carriers which serve CDEMA Participating States in the region and in country towards supporting the RLP and the NLP.
- iv. design procedures and tools to ensure the efficient reception, deployment and use of national, regional and international resources in support of the Model NLP and RLP.
- v. others as deemed necessary.

**5.8 Present** the first draft of the Model NLP and the RLP to the CDEMA CU and PDRSC. The first draft will also be circulated to CDEMA PS and partners for comments.

**5.9 Develop** a second draft of the Model NLP and the RLP based on the comments received at 5.8.

**5.10 Develop** a draft Adaptation Guide for the Model NLP. The Adaptation Guide should be detailed, offering guidance on adapting each section of the Model NLP, and executing each step of an adaptation process.

**5.11 Facilitate** a Regional Consultation of CDEMA PS and other key stakeholders to review, discuss and comment on the second draft of the Model NLP, the RLP and the draft Adaptation Guide. Including:

- i. Preparation of agenda
- ii. Preparation of meeting documents
- iii. Rapporteurship of the discussions.

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- 5.12 Submit** a report of the Regional Consultation noted at 5.11 above.
- 5.13 Finalise** the Model NLP, RLP and Adaptation Guide, based on the comments and guidance received at the Regional Consultation noted at 5.11 above.
- 5.14 Prepare** a draft final report of the Consultancy for review. The draft final report should include, *inter alia*:
- i. The Model National Logistics Plan
  - ii. The Regional Logistics Plan,
  - iii. The Adaptation Guide,
  - iv. Report of the Regional consultation
  - v. Activities undertaken and results achieved (planned and unplanned),
  - vi. Challenges, lessons learned and recommendations.
- 5.15 Submit** the Final Report of the Consultancy, amended as per comments received, for final review and approval.

## **6. Beneficiaries**

The beneficiaries under the Consultancy are:

- a) The CDEMA Coordinating Unit, which is the Headquarters of the Agency,
- b) The National Disaster Management Offices and other relevant national agencies in the CDEMA Participating States (PS);
- c) CDM Stakeholders in key sectors such as finance, education, tourism, agriculture, health, physical planning and civil society.

## **7. Consultant Selection**

The Consultant will be selected by an Evaluation Committee which will assess the Technical proposals against a fixed scoring criteria that reflects the terms of reference with scores divided as follows:

- 50% quality of personnel (qualifications, skills and experience)
- 30% methodology
- 20% capacity to undertake work (track record, availability, systems in place)

The three (3) best technical proposals will then be assessed on their respective financial proposal.

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## 8. Deliverables

The Consultant(s) will submit to the CU for approval:

- i. An **Inception Report** which details the methodology/approaches and timelines associated with this consultancy. To be submitted within one (1) week of signature of contract.
- ii. Report of the Consultations with Participating States. To be submitted within five (5) weeks of signature of contract.
- iii. **First draft of the Model National Logistics Plan and Regional Logistic Plan.** To be submitted within two (2) months of signature of contract.
- iv. **Second Draft of the Model National Logistics Plan and Regional Logistic Plan.** To be submitted within three (3) months of signature of contract.
- v. **Draft Adaptation Guide.** To be submitted within three (3) months of signature of contract.
- vi. **Report of the Regional Consultation.** To be submitted within one (1) week of conclusion of the Regional Consultation.
- vii. **Final Model National Logistics Plan and Regional Logistic Plan.** To be submitted within two (2) weeks of conclusion of the Regional Consultation.
- viii. **Final Adaptation Guide.** To be submitted within two (2) weeks of conclusion of the Regional Consultation.
- ix. The Draft **Final Report** on the consultancy, inclusive of the final deliverables. To be submitted within two (2) weeks of conclusion of the Regional Consultation.
- x. The **Final Report** on the consultancy, inclusive of the final deliverables. To be submitted within four (4) weeks of conclusion of the Regional Consultation

## 9. Submission of Proposal

Proposals should include:

### 9.1 Technical proposal with:

- a) detailed methodology and proposed schedule
- b) Roles and responsibilities of each team member
- c) CVs of team member(s) (no more than 3 pages per member – as necessary).

### 9.2 Financial proposal that includes milestone deliverables for payments, team member daily rates, travel budgets and level of effort by activity.