



REQUEST FOR PROPOSAL

CONSULTANCY FOR MULTI-MEDIA SERVICES FOR THE PROMOTION OF THE CARIBBEAN YOUTH LIVELIHOOD INTERNSHIP PROGRAMME (CYLIP)

The Caribbean Institute for Meteorology and Hydrology (CIMH) has received financing from the United States Government through the United States International Development Agency (USAID) towards the “Strengthening Disaster and Climate Resilience in the Eastern and Southern Caribbean (SDCR) Project” and intends to apply a portion of the proceeds towards eligible payments under a contract for which this invitation is issued.

The CIMH, the Implementing Agency, wishes to procure short-term services from a multimedia service provider in eligible countries as listed below in ANNEX 1, to produce promotional media products on the Caribbean Youth Livelihoods Internship Programme (CYLIP). The promotional media products will be used, to support the call for new applicants and for information sharing on the CYLIP.

The CIMH now invites submissions in English from suitably qualified candidates (individuals, firms, teams) located and operating in eligible countries, on or before April 24th, 2022, 4:00 pm (Barbados Time) to procurement@cimh.edu.bb, and addressed to:

Dr. David A. Farrell,
Principal,
Caribbean Institute for Meteorology and Hydrology (CIMH)
Husbands,
St. James , BARBADOS

Further information may be obtained through email submission to cpascal@cimh.edu.bb, Attn: Ms. Cisne Pascal, Programme Management Specialist.

The CIMH reserves the right to accept or reject late applications or to cancel the present request for proposals partially or in its entirety. It 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 proposals.

The detailed Terms of Reference is at ANNEX 2 below.

ANNEXES

ANNEX 1 - LIST OF CODE 937 AWARD ELIGIBLE COUNTRIES

1. United States of America
2. Recipient Countries
 - a. Antigua & Barbuda,
 - b. Barbados,
 - c. Dominica,
 - d. Grenada,
 - e. St. Kitts and Nevis,
 - f. Saint Lucia, and
 - g. St. Vincent and the Grenadines
3. Other Eligible Developing Countries (listed below)

02/06/2012 New Edition



List of Developing Countries

A Mandatory Reference for ADS Chapter 310

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Low income/lower middle income

Afghanistan	Gambia, The	Myanmar
Bangladesh	Guinea	Nepal
Benin	Guinea-Bissau	Niger
Burkina Faso	Haiti	Rwanda
Burundi	Kenya	Sierra Leone
Cambodia	Korea, Dem Rep.	Somalia
Central African Republic	Kyrgyz Republic	Tajikistan
Chad	Liberia	Tanzania
Comoros	Madagascar	Togo
Congo, Dem. Rep.	Malawi	Uganda
Eritrea	Mali	Zimbabwe
Ethiopia	Mozambique	
Angola	India	São Tomé and Príncipe
Armenia	Iraq	Senegal
Belize	Kiribati	Solomon Islands
Bhutan	Kosovo	Sri Lanka
Bolivia	Lao PDR	Sudan
Cameroon	Lesotho	Swaziland
Cape Verde	Marshall Islands	Syrian Arab Republic
Congo, Rep.	Mauritania	Timor-Leste
Côte d'Ivoire	Micronesia, Fed. Sts.	Tonga
Djibouti	Moldova	Turkmenistan
Egypt, Arab Rep.	Mongolia	Tuvalu
El Salvador	Morocco	Ukraine
Fiji	Nicaragua	Uzbekistan
Georgia	Nigeria	Vanuatu
Ghana	Pakistan	Vietnam
Guatemala	Papua New Guinea	West Bank and Gaza
Guyana	Paraguay	Yemen, Rep.
Honduras	Philippines	Zambia
Indonesia	Samoa	

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ANNEX 2 - TERMS OF REFERENCE

CONSULTANCY FOR MULTI-MEDIA SERVICES FOR THE PROMOTION OF THE CARIBBEAN YOUTH LIVELIHOODS INTERNSHIP PROGRAMME (CYLIP)

A. BACKGROUND

1. The Caribbean Youth Livelihoods Internship Programme (CYLIP)

The CYLIP is designed to assist recent university/tertiary graduates, whose job opportunities and livelihoods are under threat due to the COVID-19 pandemic, by providing them with additional technical, and entrepreneurial and business development skills, essential for enhancing their employment opportunities whether that be self-employment or more traditional employment. It is anticipated that some graduates of the programme will become part of a Caribbean cohort of young innovators that will help drive Caribbean innovation during the COVID-19 and post-COVID-19 periods.

Specifically, during the nine (9) months of the CYLIP, interns will be expected to spend time building their competencies, knowledge in any of the following areas based on interest, prior knowledge and fit with career goals. These areas listed below all align to the results achieved by the SDCR Project to date.

A. *Improve Climate Services development and delivery to support sectoral climate resilience and national development through data and analytics:*

a. Interns may:

- i. Support the development of national and regional data structures consisting of environmental (including climate information), hazard, vulnerability, infrastructure, socio-economic, demographic and loss information data in eligible country(ies);
- ii. Develop and explore applications of data analytics to improve the quality of climate services in the agriculture and water sectors across the region.
- iii. Develop skills in data security and management, including blockchain and encryption strategies to facilitate the safe and secure sharing and distribution of climate data, products and services.

B. *Environmental risk assessment to support hydro-meteorological, marine and climate early warning systems:*

a. Interns may:

- i. Support the design and development of phone/tablet/computer applications for the collection of asset typology and characteristics for hydro-meteorological risk assessments and climate services.
- ii. Support the development and application of photogrammetric and other remote sensing techniques for the collection of information on land cover and physical assets and the development of Digital Surface Models.
- iii. Support the design, development and deployment of workflows, applications and products for hydro-meteorological, climate and marine observation and early warning systems. Activities may also include projects that support the seamless integration of near real-time data into operational products and databases.
- iv. Support weather, hydrological, marine and/or climate modeling to support a range of actions including operational forecasting and receive training on the use of common platforms used to support such modeling in the Caribbean.

C. *Equipment Fabrication:*

- a. Interns may:
- i. Support the application of 3D printing technologies to support equipment fabrication that can be used to support the development of new observation instruments and the maintenance of existing instruments.

A core component of CYLIP is also the development of entrepreneurial, business management, and critical and creative thinking skills by the interns. These will be fostered through external short courses offered at globally recognized institutions, invited presentations and workshops by experts and mentorship arrangements with recognized entrepreneurs and members of the regional business community.

Further for CYLIP-Phase 2, the CIMH has collaborated with the Inter-American Institute for Cooperation on Agriculture (IICA) Delegations in Barbados, Saint Lucia and Dominica and also the National Meteorological & Hydrological Services (MNHSs) of Grenada and St. Vincent and the Grenadines. The placement of interns in these national offices provides in-person attachment as a significant portion of the internship is delivered through virtual means.

2. The Caribbean Institute For Meteorology and Hydrology (CIMH)

CIMH is an Institution of the Caribbean Community and the technical Organ of the Caribbean Meteorological Organisation (CMO). The mandate of the CIMH is to assist in improving and developing the meteorological and hydrological services as well as, providing awareness of the benefits of meteorology and hydrology for the economic well-being of the 16 CMO Member States. This is achieved through training, research, investigations, and the provision of related specialised services and advice.

In achieving its mandate, the CIMH has established an affiliation with the UWI in 1973 where its primary responsibility is the delivery of the Bachelor of Science Programme in Meteorology in the Faculty of Science and Technology. The CIMH is also recognised by the World Meteorological Organisation (WMO) as: (i) the Regional Training Centre in the Caribbean for meteorology and hydrology and related disciplines; (ii) a Regional Instrument Centre for the Caribbean; (iii) Centre of Excellence in Satellite Meteorology Training; (iv) the Regional Climate Centre for the Caribbean; and (v) a Pan American Sand and Dust Storm Warning Alerting and Assessment System node.

In recent years, the CIMH has become a Caribbean Centre for Climate and Environmental Simulations. In addition, the CIMH is a Climate Data Centre for CMO Member States. The institute is also an important Caribbean centre for research and development related to meteorology, hydrology, agro-meteorology and climate in the Caribbean. It is active in such areas of hydrological risk impacts forecasting and agricultural risks forecasting and has had strong collaborations with other regional institutions, national organisations in CMO Member States and the international community.

B. OBJECTIVE

The primary objective of this consultancy is to produce media products which will publicise and explain the CYLIP, and garner submissions from suitable applicants from the Caribbean region.

C. SCOPE OF WORK

1. Key duties and responsibilities of the Consultant include:

- A. Execution of an Inception Meeting with CIMH aimed at finalising a work plan for the delivery of the consultancy based on the submitted proposal and CIMH expectation to produce at least three videos as listed below at C i, ii,iii.
- B. Development of scripts for the three videos listed below at C i, ii,iii. The scripts will be finalised through an iterative review process with assigned CIMH personnel.

- C. The production of the videos based on the final CIMH approved script for each video listed below at -i,ii,& iii. At least 3 promotional videos will be produced below:
- i. *At least one Infomercial CYLIP Video#1- which focuses on explaining CYLIP in the context of existing CIMH/CIMH Internship programmes. Videography subjects will include select CIMH representatives and former and or current interns who will provide testimony on the positive impact of the CYLIP on their career opportunities/outlook and livelihoods. The main aim of this video is to raise awareness of the programme which will assist with (ii) mobilising funding for CYLIP; (ii) engaging collaborating partner agencies and (iii) improving the variety and number of the applications received from all targeted Caribbean countries.*
 - ii. *At least one CYLIP Virtual Speakers Series 2023 Recap Video #2 - which focuses on showcasing the CYLIP Speakers Series 2023. This video will also be used as promotional material and to improve understanding of the CYLIP programme by prospective applicants and the general public and for helping the programme attract candidates for future CYLIP Speakers Series. The main footage for this video will be the recordings of the session on the platform such as Zoom.*
 - iii. *At least one Call For Submission of Climate/Weather/Water Related Challenges From Small Businesses Video#3 - which focuses on attracting submissions of Climate/Weather/Water Related Challenges from businesses to be solved by CYLIP interns. These products should give the target audience a sense of the types/scope of problems that can be submitted and addressed and the benefits to be derived from participation.*

These videos should be of a quality and format that (i) can be included in a CYLIP web page (ii) can also be used on social media platforms such as Facebook; Youtube; and (iii) can be aired on local television channels as infomercial and promotional videos.

D. DELIVERABLES

1. Key deliverables of the Consultant include:

- i. A work plan for producing at least 3 CYLIP promotional videos as listed above at Section C -Scope of Works - C i; ii; iii.
- ii. Draft scripts for videos and mock-ups/storyboards for the at least 3 CYLIP promotional videos as listed above at Section C -Scope of Works - C i; ii; iii.
- iii. Final scripts for videos and mock-ups/storyboards for the at least 3 CYLIP promotional videos as listed above at Section C -Scope of Works - C i; ii; iii.
- iv. Draft and final versions of the promotional videos and/or other media products

E. INPUTS

1. Key inputs from CIMH will include:

- i. Access to select CIMH personnel to support the development of footage for videos etc.
- ii. Access to select CYLIP interns to support the development of footage for videos etc.
- iii. Documents and videos that provide footage, background and explanation on CIMH programmes, CYLIP, and other CIMH internship programmes and results.

F. QUALIFICATIONS AND EXPERIENCE

1. The Consultant is required to have a proven track record in digital media and video production to include:

- i. A Diploma/Certification in journalism, digital media, video production, visual marketing, graphic design or similar;
- ii. Demonstrated experience (at least 5 years) in producing digital media projects and videos;
- iii. Demonstrated experience (at least 3 years) in digital and social media marketing would be

- an added advantage;
 - iv. Demonstrated experience in delivering similar projects.
 - v. Relevant work experience in the Caribbean.
- The consultant/team must be self-motivated, highly organised and able to work within strict deadlines.

G. DURATION

It is expected that the scope of work will be implemented, over a total of hours not exceeding 75 man days (1 man day = 8 hours); for the duration May 15 - July 31, 2022.

H. PROPOSAL

The CIMH invites interested Consultants/Consultant Teams to submit a proposal that includes the following elements:

- i. A Methodological Approach to achieving the Scope of Work and Deliverables described above. The Methodological Approach and the Work Schedule should be informed by the requirement that a large portion of this consultancy will be completed mainly through virtual/remote means.
- ii. Detailed Work Schedule inclusive of personnel assigned and the level of effort required for each task; (Reference Templates in Appendix 1,2 &3)
- iii. A Curriculum Vitae (CV) for each team member along with copies of certificates/diplomas etc.
- iv. A list of “url”/links or samples of similar work completed in the past three years, inclusive of the date and location.

The CIMH now invites submission in English, on or before April 24, 2023, 4:00 pm (Barbados Time) to procurement@cimh.edu.bb.

I. APPENDICES

APPENDIX 1- Work Schedule Template Table: Level of Effort

Work Schedule Template Table: Level of Effort

Tasks	Team				Total (Man Days)	Timeline
	Team Member 1 (Man Days)	Team Member 2 (Man Days)	Team Member 3 (Man Days)	Team Member 4 (Man Days)		
Broad Task 1						
Sub-task 1.1						Start Month – End Month
Sub-task 1.2						Start Month – End Month
Sub-task 1.3						Start Month – End Month
Broad Task 2						
Sub-task 2.1						Start Month – End Month
Sub-task 2.2						Start Month – End Month
Sub-task 2.3						Start Month – End Month
Total						

APPENDIX 2: Work Schedule Template Table: Timeline/Work Plan

Work Schedule Template Table: Timelines/Work Plan

	Month 1		Month 2		Month 3		Month 4		Month 5		Month 6	
	Weeks											
	1-2	3-4	1-2	3-4	1-2	3-4	1-2	3-4	1-2	3-4	1-2	3-4
Broad Task 1												
Sub-task 1.1												
Sub-task 1.2												
Sub-task 1.3												
Broad Task 2												
Sub-task 2.1												
Sub-task 2.2												
Sub-task 2.3												
Total												

ANNEX 3- Template Table for Professional Fees

Template Table for Professional Fees

Tasks	Team				Total (USD)
	Team Member 1 (USD)	Team Member 2 (USD)	Team Member 3 (USD)	Team Member 4 (USD)	
Broad Task 1					
Sub-task 1.1	# of days x Daily Rate	# of days x Daily Rate	# of days x Daily Rate	# of days x Daily Rate	
Sub-task 1.2					
Sub-task 1.3					
Broad Task 2					
Sub-task 2.1					
Sub-task 2.2					
Sub-task 2.3					
Total					

