



## **STRENGTHENING DISASTER AND CLIMATE RESILIENCE IN THE EASTERN AND SOUTHERN CARIBBEAN (SDCR) PROJECT**

### **REQUEST FOR PROPOSAL**

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 to eligible payments under a contract for which this invitation is issued. According to the Assistance Award agreement governing the SDCR Project, the authorized geographic code for procurement of goods and services under this award is US Government Code 937. As such, in addition to the United States of America and the award recipient countries,<sup>1</sup> a list of countries from which eligible consultant teams, companies, firms or individuals can be engaged is attached at ANNEX 1.

The primary objective of this consultancy is to evaluate (i) project relevance, performance, and management arrangements; (ii) sustainability of project results; (iii) the potential impact of the project. Further details can be found in the attached Terms of Reference (ANNEX II). The duration of the assignment is expected to be for a period of thirty-two (32) working days. The fixed price contract is for a maximum of US\$15,000.00

The CIMH, the implementing agency, now wishes to procure consultancy services for the evaluation of the SDCR Project. Submissions must include technical and financial proposals. In the assessment of submissions, consideration will be given to the proposed methodology/approach, technical competence, qualifications and experience, local and regional experience on similar assignments, and existing commitments. All information must be submitted in English. Further information may be obtained from Ms. Cisne Pascal - Programme Management Specialist at [cpascal@cimh.edu.bb](mailto:cpascal@cimh.edu.bb).

Submissions in PDF the proposal must be submitted to [procurement@cimh.bb.edu](mailto:procurement@cimh.bb.edu), no later than 16:00 AST on 30 June 2022. The email containing each submission should be clearly marked "**Evaluation of the SDCR Project**".

The submissions shall be evaluated by the CIMH with the highest ranked proposal being advanced for contract negotiations. 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.

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<sup>1</sup> Recipient Countries - Antigua & Barbuda, Barbados, Dominica, Grenada, St. Kitts and Nevis, Saint Lucia, and St. Vincent and the Grenadines

## ANNEX I

### 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)

#### 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 II**

### **Terms of Reference for Project Evaluation**

<b>Title of project:</b>	Strengthening Disaster and Climate Resilience in the Eastern and Southern Caribbean (SDCR) Project
<b>Project duration:</b>	August 2019 – May 2022
<b>Donor:</b>	U.S. Agency for International development (USAID)
<b>Total Project Budget:</b>	USD 1,800,000
<b>Grantee/Recipient:</b>	Caribbean Institute for Meteorology and Hydrology (CIMH)
<b>Executing Entity:</b>	Caribbean Institute for Meteorology and Hydrology (CIMH)

## **1. Project Description**

### **1.1. Project Background and Introduction**

The Eastern Caribbean region - Antigua & Barbuda, Barbados, Dominica, Grenada, Saint Lucia, St. Vincent & the Grenadines, and St. Kitts & Nevis - has experienced a growing number of storms with increased intensity over the past decade. For example, the 2017 Hurricane season produced three major storms Harvey, Irma, and Maria that had major impacts across the Caribbean region especially on Dominica, Antigua and Barbuda, Anguilla and St. Kitts and Nevis. These three storms underscored the need for increased disaster resilience efforts backed by improved early warning systems to decrease the impact that future storms will have in the region. Specifically, countries have suffered from increased variability in climatic patterns with resulting negative impacts including flooding; sea level rise leading to coastal inundation; drought; water scarcity and rise in vector borne diseases. Such disruptions have had a significant negative impact on the economies of these countries. Key sectors impacted include tourism, health, water, and agriculture, with damage to infrastructure as well as livelihoods impacted. Oftentimes when a disaster occurs it is the entire country that is affected given their size. The ability to adapt therefore depends not only on the availability of economic resources but more importantly on having people with the necessary training and knowledge to forecast impacts, and therefore influencing planning and decision-making regarding adaptation, mitigation and response actions that limit losses.

The Strengthening Disaster and Climate Resilience in the Eastern and Southern Caribbean (SDCR) Project is funded by the United States Agency for International Development (USAID). The SDCR Project which is executed and implemented by the Caribbean institute for Meteorology and Hydrology (CIMH) seeks to strengthen the technical abilities of the CIMH,

National Meteorological and Hydrological Services (NMHSs) of seven (7) beneficiary countries<sup>2</sup>, select National Disaster Offices (NDO) and regional institutions such as CDEMA and UWI to produce information, tools and products which assist decision-makers in taking action to reduce the negative impacts of natural disasters. The Project further aims to strengthen hydrological, meteorological and climate monitoring and early warning systems in the eastern and southern Caribbean to become more proactive and resilient to the devastating impacts of hydrometeorological disasters.

## 1.2. Project Outcomes and Outputs

### 1.2.a. ***Outcome 1: Improve systems to support efficient disaster recovery and response to natural disasters,***

- Output 1.1 - Access to Spatial Information to strengthen Damage Assessments and Response Planning
- Output 1.2 - Use of Satellite Imagery to Strengthen Disaster Resilience Enhanced
- Output 1.3 - Impacts-Based Forecasting Capabilities Strengthened
- Output 1.4 - Agricultural Disaster Risk Management Strengthened

### 1.2.b. ***Outcome 2 - Enhanced Early Warning Systems to Support Climate Resilience***

- Output 2.1 - Resilience of Early Warning Systems Built
- Output 2.2 - Hydro-Meteorological Hazard Information Integrated with Country-Level Vulnerability
- Output 2.3 - Regional Forecasting Capabilities Strengthened
- Output 2.4 - Sub-Seasonal Climate Information Products to Improve Decision-Making in the Caribbean region Established
- Output 2.5 - Water Resources Management and Extreme Events Strengthened in the Caribbean region

### 1.2.c. ***Outcome 4 (3) - Enhanced ability among young Caribbean graduates to creatively and critically think of business, innovation and science solutions to address Caribbean challenges***

- Output 4.1 - Jobs and Livelihoods of Recent University Graduates Supported Through the COVID-19 and Post-COVID 19 Pandemic
- Output 4.2 - Awareness of the Nexus Between Business & Entrepreneurship Innovation & Science explored and built.

The overall Project Impact Result is to have contributed to **Improved resilience to the devastating impact of natural disasters in the eastern Caribbean**

## 2. Key Project Investment Areas/Project Budget

Investment amounts and percentages are captured in the table as stated in the agreement allowing the no-cost extension of the SDCR Project after constraints to implementation due to the global COVID-19 Pandemic. Some of the investment areas such as travel and transportation, and procurement of or rental of goods, services and real property were increased/decreased over the project implementation period based on evolving circumstances.

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<sup>2</sup> Antigua and Barbuda, Barbados, Dominica, Grenada, Saint Lucia, St. Vincent and the Grenadines, and St. Kitts and Nevis

Additionally, the investment areas and related percentage of investment is an indicator for under/over-funding and an analysis will help to develop more accurate investment budgets for similar future projects.

<b>BUDGET CATEGORIES</b>	<b>US\$ -NO COST EXTENSION MAY 2022</b>	<b>INVESTMENT PERCENTAGE (%) OF TOTAL BUDGET</b>
SALARIES & ALLOWANCES	\$ 25,000.00	1.39%
FRINGE BENEFITS	\$ -	
TRAVEL & TRANSPORTATION	\$ 52,112.76	2.90%
PROCUREMENT OF OR RENTAL OF GOODS (EQUIPMENT & SUPPLIES), SERVICES AND REAL PROPERTY	\$ 1,586,591.80	88.14%
SUBAWARDS	\$ -	
CONSTRUCTION	\$ -	
OTHER DIRECT COST	\$ 21,828.44	1.21%
INDIRECT COSTS/OVERHEADS	\$ 114,467.00	6.36%
<b>GRAND TOTAL</b>	<b>\$ 1,800,000.00</b>	<b>100.00%</b>

### 3. Purpose of the Evaluation

The evaluation is intended to assess:

- Project relevance, performance, and management arrangements;
- Sustainability of project results achieved to date;
- The potential impact of the project.

The evaluation is forward looking and will effectively capture lessons learnt and provide information on the nature, extent and where possible, the potential impact and sustainability of the SDCR project. The evaluation will assess the project design, scope, implementation status and the capacity to achieve the project objectives. It will collate and analyze lessons learnt, challenges faced and best practices obtained during implementation which will inform CIMH's programming strategy going forward.

The emphasis on learning lessons speaks to the issue of understanding what has and what has not worked as a guide for future planning, especially for future implementation in the circumstances of a world emerging out of the COVID-19 pandemic, where travel and large gatherings, for health and safety concerns, will be restricted, into the next two years or more.

### 4. Scope of Evaluation

The SDCR Project evaluation will assess the effectiveness of the implementation strategy and the results achieved. This will include the implementation modalities, coordination, partnership arrangements and building, institutional strengthening, beneficiary participation and capacity

building, replication and sustainability of the programme. The evaluation will include review of the project design and assumptions made at the beginning of the project development process.

It is important to assess how the project results and achievements assist the Caribbean region in achieving the goals and targets set by relevant regional and international agendas such as the Sustainable Development Goals (SDGs); the UNDRR Strategic Framework 2022-2025; the Paris Agreement; the Regional Comprehensive Disaster Management (CDM) Strategy and Results Framework 2014-2024; and the Revised Regional Framework for Achieving Development Resilient to Climate Change (2019-2029).

#### **4.1. Evaluation Questions**

The evaluation is expected to answer the following key questions. Answers to these questions will provide insight into the relevance, effectiveness, efficiency and sustainability of the SDCR Project:

##### **4.1.a. Relevance – (Assess design and focus of the project)**

- To what extent did the project achieve its overall objectives?
- What and how much progress has been made towards achieving the overall impact of the project (including contributing factors and constraints)?
- To what extent were the planned results (outcomes and outputs) achieved? Were any unplanned results achieved?
- Were the inputs and strategies identified realistic, appropriate and adequate to achieve the results?
- Was the project relevant given the identified needs expressed in the proposal and elsewhere?

##### **4.1.b. Effectiveness- (Were the management processes and the capacities utilized appropriate for supporting delivery)**

- Was the project effective in delivering desired/planned results?
- To what extent did the Project's M&E mechanism contribute in meeting project results?
- How effective were the strategies, skills and tools used in the implementation of the project?
- How effective has the project been in responding to the needs of the beneficiaries, and what results were achieved?
- What recommendations can be proposed to enhance the effectiveness of similar projects in the future

##### **4.1.c. Efficiency – (of Project Implementation)**

- Was the process of achieving results efficient? Specifically, were the actual or expected results (outputs and outcomes) delivered in an efficient manner?
- What factors contributed to implementation efficiency or inefficiency?
- Did project activities overlap and duplicate other similar interventions by other donors? [Does this really address efficiency ... seems more appropriate for effectiveness]
- Are there more efficient ways and means of delivering more and better results (outputs and outcomes) with the available inputs and given the unique circumstances during which the project was being implemented?

- Could a different approach have produced better results more efficiently?
- How was the project's collaboration with the USAID, national and regional institutions, and the Project Steering Committee
- How efficient were the management and accountability structures of the project?
- How did the project financial management processes and procedures affect project implementation?

**4.1.d. Sustainability**

- To what extent are the benefits of the project likely to be sustained after the completion of this project?
- What is the likelihood of continuation and sustainability of project outcomes and benefits after completion of the project?
- How effective were the exit strategies, and approaches to phase out assistance provided by the project including contributing factors and constraints. in order to improve prospects of sustainability of Project outcomes and the potential for replication of the approach? How were capacities strengthened at the individual and organizational level (including contributing factors and constraints)?
- Describe the main lessons that have emerged
- What are the recommendations for similar support in future?

**5. Deliverables**

The output of the evaluation will be the Evaluation Report not to exceed 30 pages, excluding annexes. The report should:

- Contain an executive summary;
- Be analytical in nature (both quantitative and qualitative);
- Be structured around project outputs and outcomes;
- Highlight major results of the project implementation;
- Include practical and actionable observations and recommendations for possible future projects with similar objectives.

In addition, Annexes may include the following (maximum 10-15 pages)

- List persons interviewed, sites visited.
- List documents reviewed (reports, publications).
- Data collection instruments (e.g. copies of questionnaires, Survey, etc.).
- Assessment of the progress by outcomes in relevance to the relevant regional and international agenda and frameworks;
- Photos
- Stories worth telling (Most Significant changes [MSC])

**6. Timing and Duration of the Evaluation**

The total duration of the evaluation will be 32 days within the period of end June to end August 2022.

The working time for the evaluation includes home/office-based work. The breakdown of estimated days for work are below:

- Preparation (home-based): 3 days: Collecting all documents, reports, etc. from CIMH; acquaintance with the project documentation;
- Design/Plan evaluation (home-based): 5 days: Writing detailed evaluation plan, including timeline, virtual country meetings and methodology for data collection and analysis;
- Presentation of evaluation plan to CIMH: 2 days for integrating change suggestions/requests, etc.
- Evaluation plan implementation (project sites): 15 days, upon approval by CIMH
  - Includes site visits to CIMH (travel conditions permitting) and virtual meetings with countries/NMHSs/other relevant organizations who have received equipment under the project;
  - Includes seeking feedback from (key) training participants to assess what the capacity building has resulted in, e.g. usage of skills and knowledge acquired in their current work and for climate adaptation and/or disaster risk reduction purposes.
- Writing of the Evaluation Report (home-based): 7 days
  - Includes writing of the draft evaluation report;
  - Presentation of the draft report for comments and suggestions to CIMH;
  - Presentation of the refined draft report to CIMH;
  - Incorporation of comments and additional findings into draft report;
  - Submission of the final evaluation report to CIMH.

#### **7. Qualification requirements for the Evaluator/Contractor**

- Has profound and long experience in evaluating capacity building projects;
- Has experience in using quantitative and qualitative evaluation methodologies to obtain answers and data giving insights into the evaluated areas;
- Has working experience in the Caribbean and is familiar with the specific climate and related disaster management challenges the region is facing;
- Has profound knowledge and experience in climate change/ adaptation and disaster risk management issues as well as related regional resilience agendas and policy issues;
- Demonstrates excellent understanding and application of techniques that assess the prospects of project benefits becoming sustainable;
- Has knowledge of relevant areas such as meteorology, hydro-meteorology or climatology and disaster management, climate adaptation and resilience would be beneficial.
- Has at least a master's degree in Public Policy, International Development, Development Economics/Planning, Economics, Public Administration, and Management and in any other related university degree.
- Extensive expertise, knowledge, and experience in the field of evaluation of development programmes
- At least 10 years of experience in working with international organizations and donors;
- Experience of programme formulation, monitoring and evaluation;
- Fluency in English and Excellent written and verbal communication skills



#### **8. Contract type and price**

The assignment will be contracted through a fixed-priced consultancy agreement. Daily remuneration will depend on the level and degree of expertise of the chosen consultant. The contract will be concluded between the Consultant and CIMH and will contain the above stated deliverables. Payment of consultancy services will be made upon satisfactory delivery of services. The contract price is US15,000.00.

#### **9. Engagement of key stakeholders and beneficiaries:**

For project site visits, the consultant will be responsible for all associated travel arrangements, making appointments with stakeholders, etc.

#### **10. Support provision**

CIMH will assist the Consultant through providing contact details of relevant key stakeholders and providing access to requested project documents such as reports, bank account information and participants lists from training activities and other project related documents.