

**PUBLIC DISCLOSURE AUTHORISED**

**CARIBBEAN DEVELOPMENT BANK**



**NOTIFICATION OF APPROVAL BY THE PRESIDENT OF A GRANT –  
TECHNICAL ASSISTANCE - ENHANCED EMERGENCY RESPONSE PROCEDURES FOR  
THE CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY  
PARTICIPATING STATES - REGIONAL**

This Document is being made publicly available in accordance with the Bank's Information Disclosure Policy. The Bank does not accept responsibility for the accuracy or completeness of the Document.

Notified at the Two Hundred and Seventy-Seventh Meeting of  
the Board of Directors on July 20, 2017

Coordinator,  
Environmental Sustainability Unit  
(ESU)

Ms. Cheryl Dixon

Project Manager,  
ACP-EU-CDB NDRM, ESU

Dr. Yves Robert Personna

**JULY 20, 2017**

**Any designation or demarcation of, or reference to, a particular territory or geographic area in this Document is not intended to imply any opinion or judgment on the part of the Bank as to the legal or other status of any territory or area or as to the delimitation of frontiers or boundaries.**

**CARIBBEAN DEVELOPMENT BANK**

**TWO HUNDRED AND SEVENTY-SEVENTH MEETING OF THE BOARD OF DIRECTORS**

**TO BE HELD IN BARBADOS**

**JULY 20, 2017**

**PAPER BD 87/17**

**NOTIFICATION OF APPROVAL BY THE PRESIDENT OF A GRANT –  
TECHNICAL ASSISTANCE - ENHANCED EMERGENCY RESPONSE PROCEDURES FOR  
THE CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY  
PARTICIPATING STATES - REGIONAL**

In accordance with the authority delegated by the Board of Directors at its One Hundred and Eighty-Fifth Meeting (Minute 185.09), the President approved a Grant to the Caribbean Disaster Emergency Management Agency in an amount not exceeding the equivalent of one hundred and twenty-seven thousand, six hundred and forty-four euros (EUR127,644) from the Special Funds Resources of the Caribbean Development Bank (CDB) allocated from the African Caribbean Pacific-European Union-CDB Natural Disaster Risk Management in CARIFORUM Countries Programme, to finance consultancy services to carry out the review and strengthening of emergency response procedures, that will involve the conduct of country audits and the preparation of updated protocols and procedures for a national shutdown prior to hurricane impact.

2. It is a condition of the aforementioned authority that each technical assistance project approved by the President, and the terms and conditions thereof, be reported to the Board at its first convenient scheduled meeting after approval of the project.
3. The Board is therefore asked to note the approval by the President of the above-mentioned project and the terms and conditions thereof.

## CARIBBEAN DEVELOPMENT BANK

### RECOMMENDATION AND APPROVAL OF TECHNICAL ASSISTANCE (Under USD150,000)

<b>1. Country:</b> Regional	<b>2. Project Title:</b> Enhanced Emergency Response Procedures for Caribbean Disaster Emergency Management Agency Participating States	<b>3. PRN No:</b> 4001  <b>4. Application Number:</b> 1706
<b>5. Borrower/Grantee:</b> Caribbean Disaster Emergency Management Agency (CDEMA)	<b>6. Executing Agency:</b> CDEMA	<b>7. Beneficiaries:</b> Borrowing Member Countries (BMCs) of the Caribbean Development Bank (CDB)
<b>8. Sector:</b> 74010- Disaster Prevention and Preparedness	<b>9. Date of Application:</b> March 2017	<b>10. Source of Funds:</b> Special Funds Resources (SFR) African Caribbean Pacific-European Union (ACP-EU)-CDB Natural Disaster Risk Management (NDRM) Programme
<b>11. Legal Status:</b> CDEMA is the regional inter-governmental agency for disaster risk management in the Caribbean Community (CARICOM) with the capacity to carry out the Project and accept the Grant on the standard terms and conditions of CDB and on the terms and conditions set out in Appendix 1 to this Paper.		
<b>12. Consistency with Strategic Objectives:</b> <ul style="list-style-type: none"> <li>(a) <b>CDB's Strategic Objectives:</b> <ul style="list-style-type: none"> <li>(i) Supporting Inclusive Growth and Sustainable Development;</li> <li>(ii) Promoting Good Governance.</li> </ul> </li> <li>(b) <b>CDB's Corporate Priorities:</b> <ul style="list-style-type: none"> <li>(i) Promoting Environmental Sustainability (Climate Change Resilience, Environmental Management and Disaster Risk Management (DRM)).</li> </ul> </li> <li>(c) <b>Regional Objectives:</b> <p>The project is consistent with the Objectives of Result Area 2 of the ACP-EU-CDB NDRM Project: Improved local, national and regional resilience through strengthened early warning, national risk profiling and community-based disaster risk reduction (DRR) and climate change adaptation.</p> </li> <li>(d) <b>Performance Assessment System Rating:</b> <p>Based on CDB's Performance Rating System, the project has been assessed as highly satisfactory with an overall score of 3.25.</p> <p>Appendix 2 shows the details of the rating system.</p> </li> </ul>		

**13. Gender Marker<sup>1/</sup>:** (Details at Appendix 3)

<u>Analysis</u>	<u>Design</u>	<u>Implementation</u>	<u>M&amp;E</u>	<u>Score</u>	<u>Code</u>
0	2	0	0	2	MM <sup>2</sup>

**14: Budget:** (Details at Appendix 4)

<b>CONTRIBUTORS</b>	<b>EUR</b>	<b>%</b>
<b>CDB</b>	<b>127,644</b>	<b>82</b>
<b>CDEMA</b>	<b>27,500</b>	<b>18</b>
<b>TOTAL</b>	<b>155,144</b>	<b>100</b>

**15. Background:**

The Caribbean region is among the most disaster prone regions in the world due to its vulnerability to multiple hazards including hurricanes; floods, earthquakes, tsunamis, landslides and volcanic eruptions. Disaster events have, over the years resulted in significant damage and losses in key sectors such as tourism, housing and agriculture, thus helping to retard development, as financial resources earmarked for investments have to be diverted for recovery and rehabilitation.<sup>3</sup> With the constant threat posed by natural hazards, DRM is a development priority for all BMCs. BMCs disaster management policies emphasise the establishment, by the National Disaster Organisations (NDOs) of BMCs, of national disaster plans and specifically the development of hurricane preparedness and response plans.

In developing these national plans, the cross cutting themes of climate change and gender are critical elements that have to be considered. “Women experience natural disasters and the ensuing aftermath much differently from men because of vulnerabilities and gender roles which are established long before the first winds blow or the ground begins to shake. Natural disasters highlight and intensify existing health injustices, and generate a host of new problems specific to women. An analysis of disasters in 141 countries found that gender-linked disaster mortality was directly related to the social and economic rights of women: societies with equal gender rights had equal mortality rates, whereas those with inequalities did not.”<sup>4</sup>

Regionally, implementing and maintaining national DRM programmes has posed many challenges. In this regard, the regional authority CDEMA has been providing the guidance and assistance to the countries. CDEMA has 18 member Participating States (PS)<sup>5</sup>, all of which are BMCs of CDB. CDEMA has a three-tiered governance structure, encompassing the Council of Ministers (the Council), the Technical Advisory Committee (TAC)<sup>6</sup> and the Coordinating Unit (CU). The CU, headquartered in Barbados, serves as the Secretariat. CDEMA’s governance mechanism supports the principles of Comprehensive Disaster Management (CDM) within the context of broad stakeholder participation, whilst ensuring that the roles and responsibilities of the various organs are clearly defined for enhanced accountability and transparency in the areas of decision making. CDEMA is a key executing modality

<sup>1</sup> CDB’s Gender Marker defines basic gender standards for CDB’s projects, provides a comprehensive framework, and enables the Bank to monitor its overall progress towards sustainable institutionalisation of gender equality in its projects.

<sup>2</sup> Marginally Mainstreamed, the project has limited potential to contribute significantly to gender equality.

<sup>3</sup> <http://latinamericanhistory.oxfordre.com/view/10.1093/acrefore/9780199366439.001.0001/acrefore-9780199366439-e-57> The History and Science of Hurricanes in the Greater Caribbean: Sherry Johnson.

<sup>4</sup> Neumayer, E. and T. Plümper. 2007. “The gendered nature of natural disasters: the impact of catastrophic events on the gender gap in life expectancy, 1981–2002.” *Annals of the Association of American Geographers*. 97(3):551-566.

<sup>5</sup> The PS are: Anguilla, Antigua and Barbuda, Bahamas, Barbados, Belize, British Virgin Islands, Dominica, Grenada, Guyana, Haiti, Jamaica, Montserrat, St. Kitts and Nevis, Saint Lucia, St. Vincent and the Grenadines, Suriname, Trinidad and Tobago and Turks and Caicos Islands.

<sup>6</sup> The TAC is the technical and programmatic advisory arm of the CDEMA. The TAC membership includes the National Disaster Coordinators of all the PS and representatives of specialised regional organisations, with mandates of relevance to CDEMA, or whose programmes are directly related to the regional disaster management agenda.

under CDB's Disaster Management Strategy and Operational Guidelines. CDEMA's governance structure and organisational chart are presented at Appendices 5 and 6 respectively.

The CU has several roles and responsibilities and include the following:

- (a) mobilising and coordinating disaster relief;
- (b) mitigating or eliminating, as far as practicable, the immediate consequences of disasters in PS;
- (c) providing immediate and coordinated response by means of emergency disaster relief to any affected PS;
- (d) securing, coordinating and providing to interested inter-governmental and non-governmental organisations, reliable and comprehensive information on disasters affecting any PS;
- (e) encouraging:
  - (i) the adoption of disaster loss reduction and mitigation policies and practices at the national and regional levels;
  - (ii) cooperative arrangements and mechanisms to facilitate the development of a culture of disaster loss reduction; and
  - (iii) the establishment, coordination, enhancement and maintenance of adequate emergency disaster response capabilities among the PS.

One key function of CDEMA is to coordinate the establishment, enhancement and maintenance of adequate emergency disaster response capabilities among the PS. In executing this function, CDEMA undertakes the on-going assessment of the state of readiness and preparedness of its PS for responding to hazards and disaster events. In 2011, CDEMA developed an Audit Tool based on the CDM Strategy, to capture information relating to the mitigation, preparedness, response and recovery capacity of national DRM programmes. The Audit produces an empirical report with a gap analysis, which CDEMA uses for targeted interventions and to guide support for the country's work programme.

The Audit Tool has so far been piloted in six countries: Antigua and Barbuda, Barbados, Dominica, Grenada, St. Kitts and Nevis, and Trinidad and Tobago. The pilot exercise served the dual purpose of testing the Audit Tool and providing the countries with a comprehensive assessment of their national DRM programme. The initial results revealed that the countries generally had in place the basic programmatic elements for DRM, however, but had several gaps in disaster preparedness, including:

- (a) inadequate integration of CDM into key national sector policies;
- (b) low level of participation of key sectors in the development of national disaster plans for most countries;
- (c) limited number of key sectors and institutions with DRM plans and limited congruence between sector and institutional plans with national plans;
- (d) absence of guidelines for dissemination of public information, little involvement of the media;
- (e) limited public information protocols for sectors; and
- (f) absence of sector-specific business continuity plans for most countries.

These findings suggest a need for improved planning and coordination across sectors in order to build and sustain national preparedness systems in the region. In response to these issues identified, CDEMA has provided technical support to the countries to facilitate the improvement of their DRM programmes.

Another element of disaster response of concern to CDEMA involves National Shut Down Strategies, (NSDS) which are key components of national preparedness and response plans. The NSDS includes procedures to be implemented with the approach of a storm or hurricane. It allows for an orderly shutdown and reactivation of the country following a severe weather, tropical storm or hurricane warning. The shutdown is intended to allow the public and private sector, businesses, employees and the country in general sufficient time to adequately prepare for an impact in order to reduce potential damage and losses. Currently, national shut downs are effected through a variety of options which include existing shutdown policies within PS or via existing disaster management legislation or utilising the State of Emergency Law or Emergency Powers Act (Trinidad and Tobago). This arrangement gives national governments the authority to order and enforce shutdown procedures in disaster or impending disaster situations in the interest of public safety and security. However, less than half of the eighteen PS have a documented NSDS, and those with are not all legislated,

The implementation of NSDS is undertaken with the intent of saving lives and protecting property, however, their implementation has so far been affected by negative public perception regarding their usefulness and legality. This perception has been shaped by the numerous instances in which shutdown orders have been made by government, with the hazard event either failing to materialise or materialising with a significantly lower impact than was anticipated. It is the widely held view among disaster management practitioners, that the negative perceptions about the shutdown strategy is largely being perpetuated by stakeholder groups who lack awareness of the wide range of meteorological variables that may affect the outcome of an approaching storm or hurricane. Hence there is a need to strengthen the linkages between the public and private sector stakeholders and national disaster planners in order to improve the understanding of emergency response procedures.

Additionally, NSDS have to reach groups such as the poor, the elderly, disabled and female-headed households as these persons might live in geographic zones and in housing conditions which make them particularly vulnerable to the impacts of natural hazards, or who because of their physical conditions, may not be able to respond rapidly to natural hazards. NSDS therefore have to not only communicate the national shutdown properly, but also the relevance of taking the appropriate preparedness measures to mitigate the impact of the hazard. Thus it is proposed that a national communications plan be developed as part of the action plans to facilitate the dissemination of the revised plans and procedures to the stakeholders.

Based on the need for improved planning and coordination across sectors in order to build and sustain national preparedness systems, and the need to improve rapport and information sharing with the public, as well as a wider need to ensure the safety and security of BMCs, CDEMA has identified the need for further strengthening of the preparedness and response mechanisms at the national level. This will be achieved through an expansion of country audits to include the evaluation of existing emergency response and readiness plans and a detailed review of NSDS procedures. The review of the NSDS will focus on:

- (a) the efficacy of the procedures;
- (b) determining the level of awareness among stakeholders of shutdown protocols and procedures;
- (c) identifying the roles of different stakeholders in the shutdown process; and
- (d) identifying requirements for business continuity.

The outputs of the review of the NSDS will culminate with the development of draft national Shut Down Model Guidelines for use by the BMCs. This Project will audit the response and readiness status of four CDEMA PS (Barbados, Saint Lucia, Haiti and The Bahamas) using the CDEMA CDM Audit Tool. These States were selected

based on their past experiences with NSDS<sup>7</sup>, their varying vulnerability to and frequency of impact from storms, (all were impacted by Hurricane Matthew), and their current state of national readiness and preparedness. The results of the audits will be used to develop action plans for the strengthening of national readiness and response in the four countries. These action plans will define the gaps and issues and detail next steps and where relevant possible investment programmes. They will also include national communication strategies and implementation plans which will be used to educate the public on the enhanced measures and strategies. The project outputs will be shared locally in the four selected countries utilising the medium of national consultations and at the regional level in a regional workshop to be held in Barbados. The results of the audits and action plans as well as the Draft Standards and Guidelines for NSDS will be shared with all the PS of CDEMA.

CDEMA will work with all the four States in the adoption and approval of the action plans and also the strengthening of the legislative framework within which these national disaster plans fall. They have identified funds under the Country Direct Funds initiative within CDEMA that can be used by the PS to implement the action plans. The action plans will form part of the country DRM work programme. Depending on the extent of the gaps found, and the interventions recommended, the CU will work with the PS in identifying additional funds for the implementation.

#### **16. Project Proposal / Description**

It is proposed that CDB provide a grant to CDEMA in an amount not exceeding one hundred and twenty-seven thousand, six hundred and forty-four euros (EUR127,644) from its SFR - ACP-EU-CDB NDRM in CARIFORUM Countries Programme to fund consulting services to assist with the assessment of the state of readiness of the response and preparedness plans and NSDS of four of its PS for responding to hazards and disaster events using Hurricane Matthew in 2016 as a reference point and the standards in the CDM Audit Tool as a benchmark.

The grant will provide resources to:

- (a) review and evaluate the preparedness and response procedures of four CDEMA PS (Barbados, Saint Lucia, Haiti, and The Bahamas) including an assessment of the national level actions undertaken in response to Hurricane Matthew and develop recommendations for strengthening readiness and response protocols and procedures in the four CDEMA PS;
- (b) develop action plans, inclusive of a communications plan, for strengthening national preparedness and response in the four selected CDEMA PS;
- (c) develop model guidelines for national shutdown procedures, including provisions for reaching the poorest and most vulnerable members of the society, including the elderly, women and persons with disabilities; and
- (d) conduct a regional workshop to discuss national preparedness and response issues and review and discuss the enhanced/new guidelines for shutdown procedures.

The draft Terms of Reference (TOR) for the consultancy services assignments is presented at Appendix 7.

#### **17. Project Objectives:**

The expected outcome(s) is improved capacity for decision-making concerning national preparedness and response, including National Shutdown Strategies in Barbados, Saint Lucia, Haiti and the Bahamas.

---

<sup>7</sup> Barbados and Saint Lucia have documented shutdown procedures versus none in Bahamas and Haiti.



The project outputs are:

- (a) evaluation of the readiness of the four selected CDEMA PS impacted by Hurricane Matthew 2016 completed;
- (b) recommendations for strengthening National Preparedness and Response plans developed for four PS, including recommendations on how to reach the poorest and most vulnerable members of the societies (including the elderly, women and persons with disabilities);
- (c) plans of action for implementing the recommendations and strengthening National Preparedness and Response in four PS developed;
- (d) CDEMA Standard/Guidelines for national Shutdown Procedures developed; and
- (e) Regional workshop to review the draft Guidelines for national Shutdown Procedures.

The Design and Monitoring Framework summarising the Project is presented at Appendix 8.

**18. Risk Assessment and Mitigation:**

The identified risks have been classified according to their relevance to the implementation and operational phases of the Project. Table 3 summarises these risks and potential mitigation measures to address them.

<b>Type of Risk</b>	<b>Description of Risk</b>	<b>Mitigation Measure</b>
Implementation	Lack of stakeholder participation at the national level during evaluations and national consultations.	NDOs to provide support in liaising with and mobilising national level stakeholders, private sector associations, civil society and Non-Governmental Organisations (NGOs) to obtain their cooperation.
Operation	That businesses, civil society and private sector stakeholders do not accept and are not willing to implement the revised procedures.	Revised procedures to be incorporated into the national DRM Plan and legislation which when enacted makes compliance compulsory.

**19. Project Justification/Benefits:**

There is a need to strengthen key aspects of national disaster response mechanisms in CDEMA’s PS based on weaknesses revealed in CDEMA’s disaster management readiness audit, one of which is the procedures for implementing a national shut down. Improved preparedness and response mechanisms will significantly reduce potential losses due to hazard impacts. This will result in greater national development. Thus it is of great importance that continuous effort be made to improve national plans and build resilience. However, previous attempts at implementing the national preparedness and response plans and shutdown procedures have been met with varying levels of response from stakeholders and citizens. This has given rise to the need for a review of these procedures, to reverse the negative perceptions that may exist and to improve the communication between the national authorities and the public. There is also the need to further advance current efforts by CDEMA in the use of the enhanced tool to audit all PS.

Expanding the number of countries audited and developing action plans for the selected countries based on the results of the country audits is important for developing an evidence-based approach to improving national disaster preparedness and response. The audits will be undertaken using the preparedness and response of the States to Hurricane Matthew 2016 as a reference point. The review of Shutdown Procedures in the four countries is a key step towards gaining consensus among stakeholders on the importance of the procedure. A significant output will be the

preparation of enhanced/new Guidelines for National Shutdown Procedures for adoption and customisation by PS. The workshop is to be convened with key regional and national stakeholders and partners including the Caribbean Association of Industry and Commerce (CAIC)<sup>8</sup>, the NDOs of all 18 PS and the Plan Development Review Sub Committee (PDRSC)<sup>9</sup> of TAC will provide an opportunity for feedback on the protocols and guidelines.

On completion of the project’s activities the four PS are expected to implement the action plans and update their response protocols and plans, leading to an increased state of readiness and preparedness.

The direct beneficiaries of the intervention are the four CDEMA PS of Barbados, Saint Lucia, Haiti and The Bahamas. The indirect beneficiaries will include the CU and the remaining fourteen PS. The ultimate beneficiaries are the people of the Caribbean region.

<b>20. Environmental Impact</b>	<b>Major</b>	<input checked="" type="checkbox"/>	<b>Minor</b>	<input type="checkbox"/>	<b>Not Applicable</b>	<input type="checkbox"/>
<b>Social Impact</b>	<b>Major</b>	<input checked="" type="checkbox"/>	<b>Minor</b>	<input type="checkbox"/>	<b>Not Applicable</b>	<input type="checkbox"/>
<b>Gender Impact</b>	<b>Major</b>	<input type="checkbox"/>	<b>Minor</b>	<input checked="" type="checkbox"/>	<b>Not Applicable</b>	<input type="checkbox"/>

**21. Project Execution:**

The Project will be executed by the CDEMA CU. CDEMA will assign the Programme Officer, Preparedness and Response, as the designated Project Coordinator (PC). Duties and Responsibilities of the PC are presented at Appendix 9. The PC will be assisted by an Administrative Officer and an Accounting Officer from CDEMA staff. The key stakeholders collaborating in these activities include the CDEMA CU, the NDO of the four selected PS, the PDRSC and CAIC.

Consultancy services will be engaged to conduct an audit/assessment of the existing emergency response protocols and national shutdown procedures within the BMCs, and to identify and make recommendations to support the development of revised Shutdown Protocols and plans of action for implementation in the four PS. These will be validated by national level stakeholders in national level consultations and a national workshop coordinated by the NDO and facilitated by the Consultant(s). The Consultant will also develop draft Model Guidelines for national shutdown procedures. The PDRSC and the CAIC will provide support to the CDEMA CU in the review of the Model Guidelines through a regional workshop.

The proposed Work Implementation Schedule is shown at Appendix 10.

**22. Procurement:**

Procurement of non-consultancy services shall be in accordance with the CDB Guidelines for Procurement (January 2006), and consultancy services with the CDB Guidelines for the Selection and Engagement of Consultants (October 2011). Financing shall be provided under the ACP-EU-CDB NDRM in CARIFORUM Countries Agreement. In accordance with that agreement, eligibility shall be extended to countries which are eligible for procurement under EU-funded projects, which are not CDB member countries, in accordance with the EU Eligibility Rules (Appendix 11). The Procurement Plan is provided at Appendix 12. Any revisions to the Procurement Plan would require CDB prior approval in writing.

<sup>8</sup> The CAIC represents the interests of the Caribbean private sector at a variety of regional and international meetings on economic, social and environmental policy. It is an umbrella organisation for private sector representative bodies and a supporting voice at the regional level for national representative bodies. On this initiative, the support of the CAIC is being sought to review and provide input from the perspective of the private sector, the Model Guidelines for National Shutdown Procedures.

<sup>9</sup> The PDRSC is a standing subcommittee of the CDEMA TAC which meets to provide support to the development and review of plans and guidelines which support the operation of the Regional Response Mechanism. The role of the PDRSC on this initiative will be to provide technical support in the review and finalisation of the Model Guidelines for National Shutdown Procedures.

**23. Recommendation:**

Loans Committee considered this proposal on July 3, 2017 and agreed to recommend it for the approval of the President.

**24. Recommended:**

It is recommended that the President approve a grant to CDEMA of an amount not exceeding one hundred and twenty-seven thousand six hundred and forty-four euros (EUR127,644) (the Grant), from CDB's SFR for the purpose stated in paragraph 16, on CDB's standard terms and conditions, and on the terms and conditions set out in Appendix 1.

Signed:	<u>Daniel M. Best</u> Director, Projects Department	<u>July 7, 2017</u> Date
---------	--------------------------------------------------------	-----------------------------

**25. Approval:**

Approved by:	<u>W<sup>m</sup>. Warren Smith</u> President	<u>July 7, 2017</u> Date
--------------	-------------------------------------------------	-----------------------------

**SUPPORTING DOCUMENTATION**

- Appendix 1 Terms and Conditions
- Appendix 2 Performance Assessment System Rating
- Appendix 3 Gender Marker
- Appendix 4 Budget
- Appendix 5 Governance Structure of CDEMA
- Appendix 6 CDEMA Organisational Chart
- Appendix 7 TOR Consultancy to Assess Emergency Response Protocols and Procedures in the CDEMA PS
- Appendix 8 Design and Monitoring Framework
- Appendix 9 Duties and Responsibilities of the PC
- Appendix 10 Work Implementation Plan
- Appendix 11 EU Eligibility Rules
- Appendix 12 Procurement Plan

**ENHANCED EMERGENCY RESPONSE PROCEDURES FOR THE CARIBBEAN DISASTER  
EMERGENCY MANAGEMENT AGENCY PARTICIPATING STATES - REGIONAL**

**TERMS AND CONDITIONS**

**(1) Disbursement:**

- (a) Except as CDB may otherwise agree, and subject to paragraph (b) below, payment of the Grant shall be made by CDB to CDEMA as follows:
  - (i) an amount not exceeding twelve thousand, seven hundred and sixty-five euros (EUR12,765) shall be paid as an advance (the Advance) on account of expenditures in respect of the Grant, following receipt by CDB of:
    - (aa) a request in writing from CDEMA for such funds; and
    - (bb) evidence acceptable to CDB, that the condition precedent to first disbursement of the Grant set out in sub-paragraph (3) below has been satisfied; and
  - (b) the balance of the Grant shall be paid periodically, by way of further advances (each, a subsequent advance), on account of expenditure in respect of the Project, following receipt by CDB of an account and documentation satisfactory to CDB with respect to each preceding advance, provided however, that CDB shall not be under any obligation to make:
    - (i) the first such subsequent advance until CDB shall have received an account and documentation satisfactory to CDB, in support of expenditures incurred by CDEMA with respect to the Advance;
    - (ii) any subsequent advance until CDB shall have received the requisite number of copies of the reports, in form and substance acceptable to CDB, to be furnished for the time being by CDEMA, in accordance with the TOR set out at Appendices 7 and 9; and
    - (iii) payments exceeding one hundred and fourteen thousand, eight hundred and eighty euros (EUR114,880) until CDB shall have received the requisite number of copies of the final reports in form and substance acceptable to CDB, required to be furnished by CDEMA in accordance with the TOR set out at Appendices 7 and 9 and a certified statement of the expenditures incurred in respect of, and in connection with, the Project.

**(2) Period of Disbursement:**

The first payment of the Grant shall be made by September 30, 2017 and the Grant shall be fully disbursed by June 30, 2018 or such later dates as CDB may specify in writing.

**(3) Condition Precedent to First Disbursement of the Grant:**

The PC referred to in sub-paragraph (5)(a)(i) below shall have been assigned.

**(4) Procurement:**

- (a) Except as provided in sub-paragraph (b) below, procurement shall be in accordance with the procedures set out and/or referred to in the Grant Agreement between CDB and CDEMA or such other procedures as CDB may from time to time specify

in writing. The Procurement Plan approved by CDB is set out at Appendix 12. Any revisions to the Procurement Plan shall require CDB prior approval in writing.

- (b) In order to comply with the requirements of the ACP-EU-CDB NDRM in CARIFORUM Countries Contribution Agreement, country eligibility shall be extended to countries which are eligible for procurement under EU-funded projects, which are not CDB member countries.

**(5) Other Conditions:**

- (a) CDEMA shall:

- (i) assign a member of its staff, the Programme Officer, Preparedness and Response, as PC who shall be responsible for coordinating the implementation of all Project activities and ensuring adequate project technical support and quality of the deliverables, including overseeing the activities and functions of the consultants. The duties and responsibilities of the PC are set out at Appendix 9. The qualifications and experience of any person subsequently assigned as PC shall be acceptable to CDB;
- (ii) ensure that the PC will be assisted by an Administrative Officer and an Accounting Officer from among its staff;
- (iii) in accordance with the procurement procedures applicable to the Grant select and engage consultants to carry out the services set out in the TOR – set out at Appendix 7;
- (iv) in all relevant workshops, publications, correspondence, advertisements and promotions associated with the Grant, openly acknowledge the financial support from the EU under the ACP-EU-CDB NDRM in CARIFORUM Countries Contribution Agreement and CDB's contribution to the project, and display the EU, ACP and CDB's logos; and
- (v) submit to CDB, in form and substance acceptable to CDB, the reports set out in Appendices 7 and 9 to this Paper within the periods stipulated therein.

- (b) Except as CDB may otherwise agree, CDEMA shall:

- (i) meet, or cause to be met:
  - (aa) the cost of the items designated for financing by CDEMA in the Budget;
  - (bb) any amount by which the cost of the Grant exceeds the estimated costs set out in the Budget; and
  - (cc) the cost of any other items needed for the purpose of, or in connection with, the Grant; and

- (ii) provide all other inputs required for the punctual and efficient carrying out of the Grant not being financed by CDB.
- (c) CDB shall be entitled to suspend, cancel or require a refund of the Grant, or any part thereof, if there shall have been a failure by the EU, to provide the whole or any part of its contribution, except that CDEMA shall not be required to refund any amount of the Grant already expended by CDEMA in connection with the Grant and not recoverable by it.

**PERFORMANCE ASSESSMENT SYSTEM RATING**

<b>Criteria</b>	<b>Score</b>	<b>Justification</b>
Relevance	4	The proposed project objectives are in alignment with the Regional CDM Strategy and Programming Framework 2014-2024 of CDEMA, and supports an existing need of the PS as identified in previous reports. The proposed project is also consistent with CDB Strategic Objectives for (i) Supporting Inclusive Growth and Sustainable Development); (ii) Promoting Good Governance, and CDB Corporate Priorities (i) Promote Environmental Sustainability (Climate Change Resilience, Environmental Management and Disaster Risk Management (DRM); The proposed Technical Assistance (TA) is consistent with CDB's TA Policy and Operational Strategy.
Effectiveness	3	The proposed project will enhance the readiness and response capabilities of national disaster management organisations to effectively manage approaching severe weather events. The enhanced protocols and procedures will result in a timelier and coordinated decision making effort regards a national shutdown, and greater cooperation from the public. Therefore, it is expected to contribute to the achievements of the ACP-EU-CDB Result Area 2.
Efficiency	3	The expected cost of this project is considered reasonable based on current professional rates and the expected deliverables. In addition, the activities and deliverables are expected to be achieved within time and budget. The counterpart contribution accounts for more than 11% of the total budget.
Sustainability	3	CDEMA through its annual audits and interactions with the PS via the TAC and other fora, will provide ongoing assistance to the PS in implementing the Plans of Actions developed for the project. The CU, via the Preparedness and Response Unit and the Plan Review Committee will assist PS in adapting the Model Guidelines for National Shutdown Procedures.
<b>Overall Score</b>	<b>3.25</b>	<b>Satisfactory</b>

**GENDER MARKER**

<b>Project Cycle Stage</b>	<b>Criteria</b>	<b>Score</b>
<b>Analysis:</b> Background	Sex-disaggregated data included in the background analysis, and/or baselines and indicators, or collection of sex-disaggregated data required in TOR.	0
	Socioeconomic/Sector/Institutional analysis considers gender disparities, or TOR require the identification of socio-economic, sectoral and institutional gender issues.	0
<b>Design:</b> Project Proposal/ Definition/ Objective	TA interventions are designed, or will be identified as part of the project, that address gender disparities or enhance gender capacities.	1
	Project objective/outcome includes the enhancement of gender capacities, gender data collection, gender equality or the design of gender-responsive policies or guidelines.	1
<b>Maximum Score:</b>		<b>2</b>

<b>Scoring Code</b>
<b>Gender Specific (GS) or Gender Mainstreamed (GM):</b> 3- 4 points
<b>Marginally Mainstreamed (MM):</b> if 2 points.
<b>NO:</b> if projects score 0-1, if NO give justification why or indicate Not Applicable

**Marginally Mainstreamed (MM):** the project has limited potential to contribute significantly to gender equality.

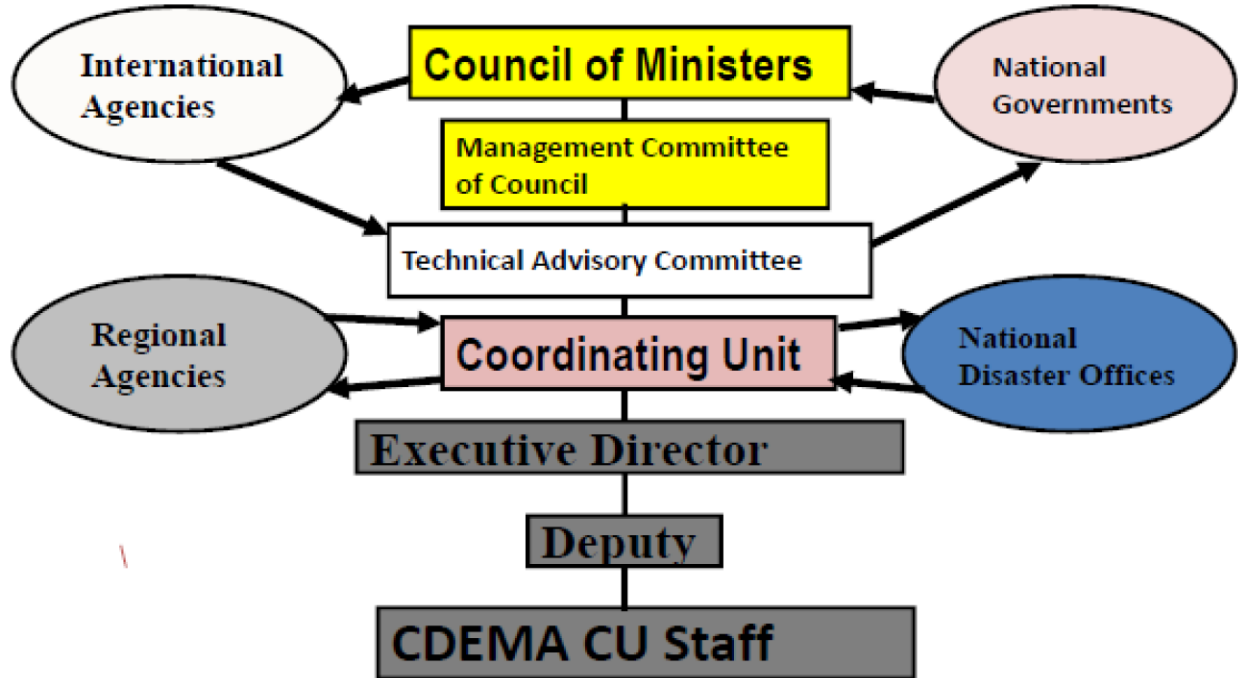


**TECHNICAL ASSISTANCE ENHANCED EMERGENCY RESPONSE PROCEDURES FOR  
THE CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY  
PARTICIPATING STATES - REGIONAL**

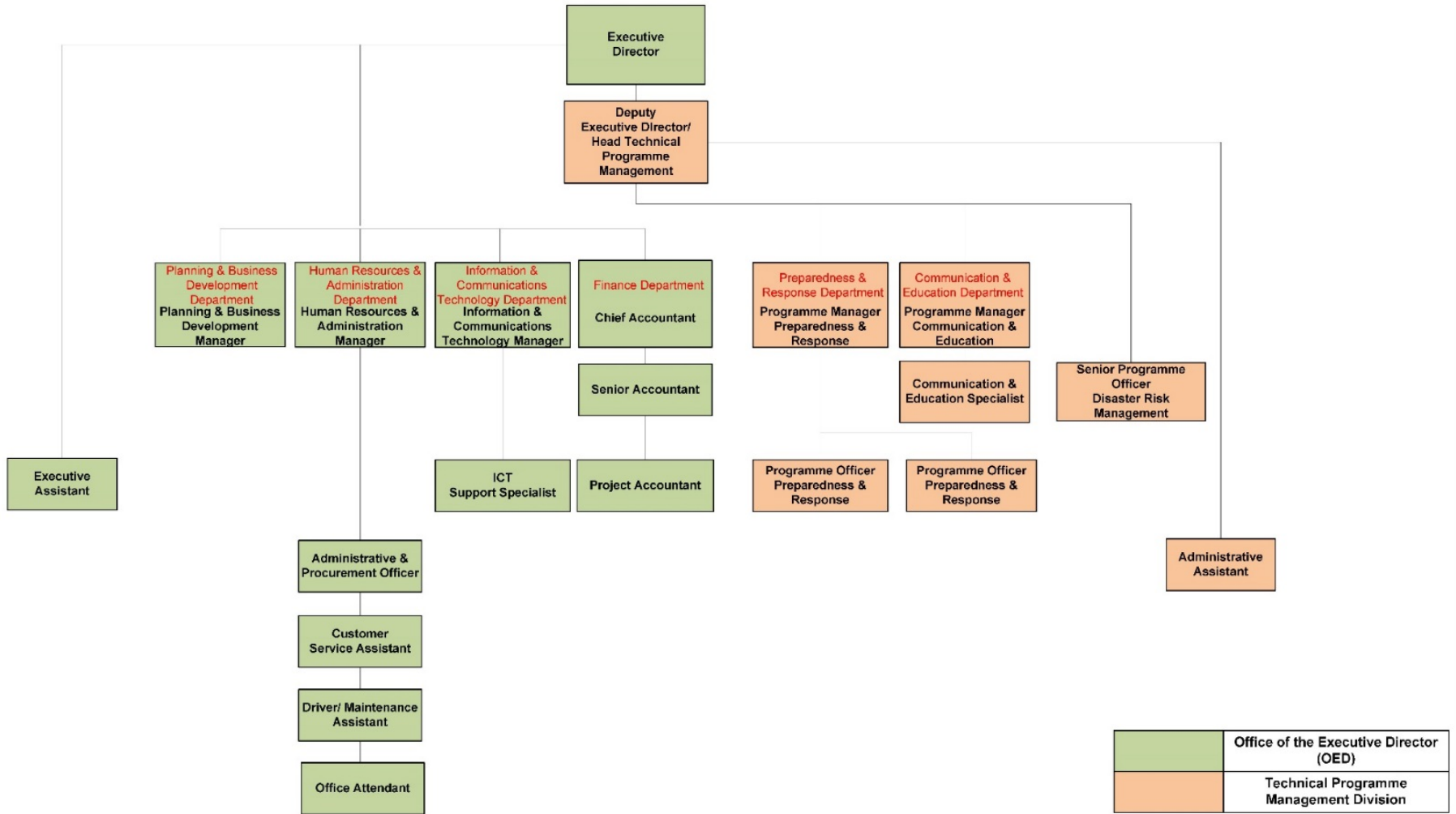
**BUDGET (EUR)**

<b>ITEM</b>	<b>CDB</b>	<b>CDEMA</b>	<b>TOTAL</b>
1. Consultancy Services:	36,600		36,600
2. Project Management/Consultant Support:		25,000	25,000
3. Regional Workshop	49,840		49,840
4. Country Audits/Consultations	29,600		29,600
<b>Sub Total</b>	<b>116,040</b>	<b>25,000</b>	<b>141,040</b>
Contingency	11,604	2,500	14,104
<b>TOTAL</b>	<b>127,644</b>	<b>27,500</b>	<b>155,144</b>

GOVERNANCE STRUCTURE OF CARIBBEAN DISASTER  
EMERGENCY MANAGEMENT AGENCY



**CDEMA ORGANISATION CHART @ Sep. 2015**



**ENHANCED EMERGENCY RESPONSE PROCEDURES FOR THE CARIBBEAN DISASTER  
EMERGENCY MANAGEMENT AGENCY PARTICIPATING STATES - REGIONAL**

**CONSULTANCY TO ASSESS EMERGENCY RESPONSE PROTOCOLS  
AND PROCEDURES IN THE CARIBBEAN DISASTER EMERGENCY  
MANAGEMENT AGENCY PARTICIPATING STATES**

**DRAFT TERMS OF REFERENCE**

**1. BACKGROUND**

1.01 The Caribbean is among the most disaster prone regions in the world due to its vulnerability to multiple hazards including hurricanes, floods, earthquakes, tsunamis, landslides and volcanic eruptions. In the region, natural hazards impacts have resulted in disasters due to several factors such as the frequency and intensity of events; the inter-play of socio-economic factors, poor physical infrastructure and inappropriate settlement practices. These impacts have, over the years resulted in significant damage and losses in key sectors such as tourism, housing and agriculture, thus retarding development, as financial resources earmarked for investments have to be diverted for recovery and rehabilitation.<sup>1</sup> Given the constant threat posed by natural hazards, disaster risk management (DRM) has become a major development for all Borrowing Member Countries (BMCs).

1.02 To assist the BMCs in DRM, CARICOM established the Caribbean Disaster Emergency Management Agency (CDEMA). It is the regional inter-governmental agency with responsibility for the coordination of DRM in CARICOM. It has 18 Participating States (PS)<sup>2</sup>, all of which are BMCs of Caribbean Development Bank (CDB). CDEMA has a three-tiered governance structure, encompassing the Council of Ministers (the Council), the Technical Advisory Committee (TAC)<sup>3</sup> and the Coordinating Unit (CU). The CU, headquartered in Barbados, serves as the Secretariat. CDEMA's governance mechanism supports the principles of Comprehensive Disaster Management within the context of broad stakeholder participation, whilst ensuring that the roles and responsibilities of the various organs are clearly defined for enhanced accountability and transparency in the areas of decision making. CDEMA's functions are as follows:

- (a) mobilising and coordinating disaster relief;
- (b) mitigating or eliminating, as far as practicable, the immediate consequences of disasters in PS;
- (c) providing immediate and coordinated response by means of emergency disaster relief to any affected PS;
- (d) securing, coordinating and providing to interested inter-governmental and non-governmental organisations, reliable and comprehensive information on disasters affecting any PS; and

---

<sup>1</sup> <http://latinamericanhistory.oxfordre.com/view/10.1093/acrefore/9780199366439.001.0001/acrefore-9780199366439-e-57> The History and Science of Hurricanes in the Greater Caribbean: Sherry Johnson.

<sup>2</sup> The PS are: Anguilla, Antigua and Barbuda, Bahamas, Barbados, Belize, British Virgin Islands, Dominica, Grenada, Guyana, Haiti, Jamaica, Montserrat, St. Kitts and Nevis, Saint Lucia, St. Vincent and the Grenadines, Suriname, Trinidad and Tobago and Turks and Caicos Islands.

<sup>3</sup> The TAC is the technical and programmatic advisory arm of the CDEMA. The TAC membership includes the National Disaster Coordinators of all the PS and representatives of specialised regional organisations, with mandates of relevance to CDEMA, or whose programmes are directly related to the regional disaster management agenda.

- (e) encouraging:
  - (i) the adoption of disaster loss reduction and mitigation policies and practices at the national and regional levels;
  - (ii) cooperative arrangements and mechanisms to facilitate the development of a culture of disaster loss reduction; and
  - (iii) the establishment, coordinating, enhancement and maintenance of adequate emergency disaster response capabilities among the PS.

1.03 Hurricanes and storms have been the most frequently occurring hazard affecting the Caribbean. Every Caribbean island has experienced the direct effects of at least one hurricane or has had a disturbance in the island's weather conditions due to a hurricane passing nearby. Due to the frequency of hurricanes and storms, the countries of the region have put in place national disaster plans, which include hurricane/storm response plans. One of the measures taken by the BMC when a storm or hurricane approaches is the shutdown of the country as a safety measure. There are existing Standard Operating Procedures within the PS for phasing down national operations based on early warning for slow onset events, such as hurricanes. Existing legislation within the countries also provides the Governments with the authority to shut down the countries under the State of Emergency Legislation as well as the National Legislation for Disaster Management.

1.04 Governments have utilised the shutdown as part of appropriate action in the interest of public safety and security to ensure that their citizens, critical personnel and national assets are protected from major impacts of storms and hurricanes or any other threat. In the case of Hurricane Matthew, the Governments of the Bahamas, Barbados and Haiti, had to implement national shutdown procedures, evacuation and other procedures to safeguard and protect the population.

1.05 Shutdown procedures have the good intent of saving lives and protecting property, however, their implementation have been affected by negative public perception regarding the usefulness and legality of national shutdown. This perception has been shaped by the numerous instances in which shutdown orders have been made by Government, with the hazard event either failing to materialise or materialising with a significantly lower impact than was anticipated. It is the widely held belief that negative perceptions about the shutdown strategy, is largely being perpetuated by stakeholder groups whose lack of awareness of the wide range of meteorological variables that may affect the outcome of an approaching storm or hurricane. There is a need to strengthen the linkages between the public and disaster planners in order to improve the understanding of emergency response procedures.

1.06 Based on the weaknesses identified in preparedness and readiness audits conducted in Member States, the continued negative feedback of stakeholders about the shutdown process; and the need to respond to the results of the audits; as well as wider need to ensure the safety and security of BMCs, CDEMA has identified the need for further strengthening of disaster response mechanisms at the national level. This will be achieved through: an expansion of country audits; and review of national shut down procedures.

## **2. OBJECTIVES**

2.01 The expected outcome(s) of the project are the improved capacity for decision-making concerning national Preparedness and Response, including National Shutdown Strategies in Barbados, Saint Lucia,

Haiti and the Bahamas. This will be achieved by the Consultant who will conduct an audit and assessment of the response readiness of four selected CDEMA PS and make recommendations for strengthening of procedures and protocols and development of Model Guidelines for National Shutdown Procedures.

2.02 The project outputs are:

- (a) Recommendations for strengthening National Preparedness and Response for Barbados, Saint Lucia, Haiti and the Bahamas.
- (b) National Preparedness and Response Action Plans.
- (c) Standards and Guidelines for National Shutdown Strategies protocols and procedures.evaluation and audit of the readiness of four CDEMA PS completed.

### **3. SCOPE OF WORK**

3.01 Specific tasks of the Consultant will be:

- (a) review relevant documentation provided by the CDEMA CU, including reports emerging from the response efforts to Hurricane Matthew in 2016, and the relevant components of the CDM Audit Tool;
- (b) undertake consultations with the Preparedness and Response Manager from the CDEMA CU and Directors of the National Disaster Offices in the selected States;
- (c) conduct assessment of response protocols and procedures in the selected States, and particularly with respect to how these functioned during the response to Hurricane Matthew;
- (d) make recommendations for improving response protocols and procedures based on the assessment;
- (e) facilitate four national level consultations to validate the findings of the assessment and solicit input from national level stakeholders including relevant civil society organisations representing vulnerable segments of the society e.g. the elderly, disabled, women, and private sector organisations, on the recommendations;
- (f) draft Plans of Action to include a Communications Plan, for strengthening response protocols and procedures in the selected States;
- (g) draft Model Guidelines for national Shutdown Procedures; and
- (h) facilitate regional workshop with CDEMA staff to review the Draft Model Guidelines for national Shutdown Procedures.

**4. QUALIFICATIONS AND EXPERIENCE**

4.01 The Consultant must have recognised credentials (Master's degree) in Emergency Management or related field, and proven experience (at least ten years) in supporting the enhancement of emergency response systems.

4.02 The Consultant shall also possess:

- (a) prior experience carrying out similar assignments;
- (b) specific experience in the Caribbean region;
- (c) strong communication skills and ability to manage stakeholder interests; and
- (d) a good command of the English language and the ability to clearly express ideas in writing.

**5. REPORTING REQUIREMENTS AND DELIVERABLES**

5.01 The Consultant will be required to provide the following reports and deliverables to CDEMA and CDB:

- (a) an Inception Report within two weeks of contract signature, including outcomes of the review of literature and a revised implementation schedule;
- (b) an Audit Report on the outcomes of the evaluation of the readiness of four CDEMA PS within two months following the submission of the Inception Report;
- (c) a Draft Recommendations and Plans of Action for Strengthening Protocols and Procedures for Readiness and Response; submitted within three months of contract signature;
- (d) Model Guidelines for national shutdown procedures submitted within four months of contract signature; and
- (e) a Final Project Report within five months of contract signature.

**6. DURATION**

6.01 The duration of this assignment is five months.

## DESIGN AND MONITORING FRAMEWORK

Design Summary	Performance Targets/Indicators	Data Sources/Reporting Mechanisms	Responsibility for Data Collection	Assumptions
<p><b>Impact:</b> Increased levels of national preparedness and response for hurricane impacts.</p>				
<p><b>Outcome:</b></p> <p>Improved capacity for decision-making concerning national Preparedness and Response, including National Shutdown Strategies in Barbados, Saint Lucia, Haiti and the Bahamas.</p>	<p>(a) National Preparedness and Response plans reflect assessed risks across sectors and their vulnerabilities and capacities. <i>Target: yes, by June 2018</i></p> <p>(b) Level of satisfaction of stakeholders in Barbados, Saint Lucia, Haiti and the Bahamas with the Action Plans and National Shutdown Strategies Protocols and Procedures. <i>Target: increased satisfaction by 30 %, by July 2018</i></p>	<p>Revised Preparedness and Response Plans in Barbados, Saint Lucia, Haiti and the Bahamas.</p> <p>Survey of stakeholders conducted by CDEMA. Survey results reported in National Disaster office annual reports/ audits.</p>	<p>CDEMA  National Disaster Offices</p>	<p>Response agencies, private and public sector, civil society, NGOs and other key stakeholders willing to approve adopt and implement Improved Protocols and Procedures.</p>
<p><b>Project Outputs:</b></p> <p>(a) Recommendations for strengthening National Preparedness and Response for Barbados, Saint Lucia, Haiti and The Bahamas.</p> <p>(b) National Preparedness and Response Action Plans.</p> <p>(c) Standards and Guidelines for National Shutdown Strategies protocols and procedures.</p>	<p>(a) CDM Audit of national Preparedness and Response plans for Barbados, Saint Lucia, Haiti and the Bahamas completed by November 30, 2017.</p> <p>(c) Plans of Action for strengthening national preparedness and response in Barbados, Saint Lucia, Haiti and The Bahamas developed by November 30, 2017.</p> <p>(d) CDEMA Standards and Guidelines for National Shutdown Strategies protocols and procedures developed by December 31, 2017.</p>	<p>(a) CDEMA reports.</p> <p>(b) Consultant reports.</p> <p>(c) Project Progress reports.</p>	<p>(a) PC  (b) CDB</p>	<p>Response agencies, private and public sector, civil society, NGOs and other key stakeholders are committed to participate and collaborate with CDEMA.</p>



## DESIGN AND MONITORING FRAMEWORK

Items/Activities/Inputs	EUR		
	CDB	CDEMA	TOTAL
Consultancy Services	36,600	0	36,600
Project Management/Consultant Support	0	25,000	25,000
Regional Workshop	49,840	0	49,840
Country Audits/Consultations	29,600	0	29,600
<b>Sub-total</b>	<b>116,040</b>	<b>25,000</b>	<b>141,040</b>
Contingency	11,604	2,500	14,104
<b>Total Project Cost</b>	<b>127,644</b>	<b>27,500</b>	<b>155,144</b>

**ENHANCED EMERGENCY RESPONSE PROCEDURES FOR THE CARIBBEAN DISASTER  
EMERGENCY MANAGEMENT AGENCY PARTICIPATING STATES - REGIONAL**

**DUTIES AND RESPONSIBILITIES OF THE PROJECT COORDINATOR**

**1. OBJECTIVES**

1.01 The primary objective of this position is to coordinate the execution of the project and in particular the development of plans of action for strengthening national readiness and response in four PS and model guidelines for national shutdown procedures.

**2. SCOPE OF WORK**

2.01 Specific duties and responsibilities of the PC will include, but not be limited to:

- (a) day-to-day responsibility for project coordination and implementation, arranging contacts with all government and other personnel, project-related discussions, and supervision of the consultants;
- (b) review and finalise Terms of Reference (TOR) for consultancy services to be undertaken in the Project;
- (c) coordinate the selection and engagement of consultant(s);
- (d) collect all relevant background studies and information;
- (e) supervise the implementation of the consultancy;
- (f) facilitate public education and awareness campaign and stakeholder consultations;
- (g) ensure that stakeholder consultations and public education and awareness campaigns include vulnerable groups such as women, youth, the elderly and persons with disabilities;
- (h) ensuring that gender analysis is conducted by the consultants as part of the TOR and the resulting proposed interventions to enhance gender equality be undertaken;
- (i) prepare and submit claims to CDB for disbursement/reimbursement;
- (j) submit to CDB reports prepared by the consultants;
- (k) update the Procurement Plan as necessary;
- (l) prepare and submit progress reports to CDB; and
- (m) prepare and submit to CDB a Project Completion Report.

**WORK IMPLEMENTATION PLAN**

ACTIVITIES	MONTHS					
	M1	M2	M3	M4	M5	M6
Project Start-Up.						
Recruitment of the Consultant.						
Contract Development and Negotiation.						
Negotiate with Countries for Audits.						
Contract Signature.						
Country Audits.						
Prepare Reports.						
Prepare Updated Protocols and Procedures.						
National Consultations.						
Plan and Organise Regional Workshop.						
Convene Regional Workshop for Review of Updated Protocols and Procedures with Support of the Plan Development and Review Sub Committee and CAIC.						
Submit Finalise Updated Protocols and Procedures.						
Submit Final Report on Workshop.						
Project Close Out.						

**EUROPEAN UNION ELIGIBILITY RULES**  
**AFRICAN CARIBBEAN PACIFIC – EUROPEAN UNION**  
**NATURAL DISASTER RISK MANAGEMENT**

**PARTICIPATION IN PROCEDURES FOR THE AWARDING OF**  
**PROCUREMENT CONTRACTS OR GRANT CONTRACTS**

1. Participation in procedures for the award of procurement contracts financed under the EU Contribution Agreement for the Implementation for the Action entitled: “Africa Caribbean Pacific – European – Caribbean Development Bank (ACP-EU-CDB) Natural Disaster Risk Management in CARIFORUM Countries” (ACP – EU NDRM Resources)<sup>1</sup>, is open to international organisations and all natural persons who are nationals of, or legal persons who are established in, an eligible country.

2. Eligible countries<sup>1</sup> are deemed to be:

(a) Caribbean Development Bank member countries:

Anguilla, Antigua and Barbuda, Barbados, Belize, Brazil, British Virgin Islands, Canada, Cayman Islands, China, Columbia, Dominica, Germany, Grenada, Guyana, Haiti, Jamaica, Italy, Mexico, Montserrat, St Kitts and Nevis, Saint Lucia, St Vincent and the Grenadines, Suriname, The Bahamas, Trinidad and Tobago, Turks and Caicos Islands, the United Kingdom and Venezuela.

(b) Members of the “African, Caribbean and Pacific (ACP) Group of States”<sup>2</sup>:

**Africa:**

South Africa<sup>3</sup>, Angola, Benin, Botswana, Burkina Faso, Burundi, Central African Republic, Cameroon, Cape Verde, Chad, Comoros Islands, Congo, Côte d'Ivoire, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Equatorial Guinea, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritius, Mauritania, Mozambique, Namibia, Niger, Nigeria, Uganda, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, Sudan, Swaziland, Tanzania, Togo, Zambia and Zimbabwe.

---

<sup>1</sup> Note some countries may be eligible by virtue of more than one category

<sup>2</sup> Cotonou Partnership Agreement of 23 June 2000 (as amended by the provisional application of Decision No 1/2000 of the ACP-EC Council of Ministers of 27 July 2000, Decision No 1/2000 of the ACP-EC customs cooperation committee of 18 October 2000, Decision No 1/2001 of the ACP-EC customs cooperation committee of 20 April 2001, Decision No 2/2001 of the ACP-EC customs cooperation committee of 20 April 2001, Decision No 3/2001 of the ACP-EC customs cooperation committee of 10 May 2001, Decision No 4/2001 of the ACP-EC customs cooperation committee of 27 June 2001, Decision No 5/2001 of the ACP-EC customs cooperation committee of 7 December 2001, Decision No 2/2002 of the ACP-EC customs cooperation committee of 28 October 2002, Decision No 1/2003 of the ACP-EC Council of Ministers of 16 May 2003, Council Decision (EC) of 19 December 2002, Decision No 1/2004 of the ACP-EC Council of Ministers of 6 May 2004, Decision No 2/2004 of the ACP - EC customs cooperation committee of 30 June 2004 and Decision No 4/2005 of the ACP-EC customs cooperation committee of 13 April 2005).

<sup>3</sup> Natural and legal South African persons are eligible to participate in contracts financed by the 10th/11th EDF. However, the 10th/11th EDF does not finance contracts in South Africa.

---

**Caribbean:**

Antigua and Barbuda, Bahamas, Barbados, Belize, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago.

**Pacific:**

Cook Islands, East Timor, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, the Solomon Islands, Western Samoa, Tonga, Tuvalu, Vanuatu.

**Overseas Countries and Territories:**

Anguilla, Antarctic, Netherlands Antilles, Aruba, British Indian Ocean Territory, British Virgin Islands, Cayman Islands, Falkland Islands (Malvinas), French Polynesia, French Southern Territories, Greenland, Mayotte, Montserrat, New Caledonia, Pitcairn, Saint Helena, Saint Pierre and Miquelon, South Georgia and South Sandwich Islands, Turks and Caicos, Wallis and Futuna Islands.

(c) **A Member State of the European Union:**

Austria, Belgium, Bulgaria, Croatia, Czech republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

**An official candidate country of the European Union:**

The Former Yugoslav Republic of Macedonia, Turkey, Iceland, Montenegro.

**A Member State of the European Economic Area:** Iceland, Lichtenstein, Norway.

(d) **All natural persons who are nationals of, or legal persons who are established in, a Least Developed Country as defined by the United Nations:**

Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Republic, Chad, Comoros, Dem. Rep. Congo, Equatorial Guinea, Eritrea, Ethiopia, Guinea, Guinea-Bissau, Haiti, Kiribati, Lao PDR, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Djibouti, Solomon Islands, Somalia, South Sudan, Sudan, Tanzania, The Gambia, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Rep. and Zambia.

(e) **Participation in procedures for the award of procurement contracts or grants financed from the Facility shall be open to all natural persons who are nationals of, or legal persons established in, any country other than those referred to in paragraph 1, where reciprocal access to external assistance has been established. Reciprocal access in the Least Developed Countries as defined by the United Nations (UN) shall be automatically granted to the OECD/DAC members: Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Japan, Korea, Luxembourg,**

---

Netherlands, New Zealand, Norway, Portugal, Spain, Sweden, Switzerland, United Kingdom, United States.

3. Services under a contract financed from the Facility may be provided by experts of any nationality, without prejudice to the qualitative and financial requirements set out in the Bank's procurement rules.

4. Supplies and materials purchased under a contract financed from the Facility must originate in a State that is eligible under paragraph 1. In this context, the definition of the concept of 'originating products' shall be assessed by reference to the Bank's prevailing procurement guidelines/procedures, and supplies originating in the EU shall include supplies originating in the Overseas Countries and Territories.

5. Whenever the Facility finances an operation implemented through an international organisation, participation in procedures for the award of procurement contracts or grants shall be open to all natural and legal persons who are eligible under paragraphs 1, care being taken to ensure equal treatment of all donors. The same rules apply for supplies and materials.

6. Whenever the Facility finances an operation implemented as part of a regional initiative, participation in procedures for the award of procurement contracts or grants shall be open to all natural and legal persons who are eligible under paragraph 1, and to all natural and legal persons from a country participating in the relevant initiative. The same rules apply for supplies and materials.

7. Whenever the Facility finances an operation co-financed with a third entity, participation in procedures for the award of procurement contracts or grants shall be open to all natural and legal persons eligible under paragraph 1, and to all persons eligible under the rules of the third entity. The same rules shall apply to supplies and materials.

**Caveat:** The Bank and EU eligibility requirements are subject to change by the Bank and the EU. The applicant is responsible for checking whether there have been any updates on the eligibility requirements, as well as the UN's list of Least Developed Countries.

---

**PROCUREMENT PLAN**

**I. General**

**1. Project information:**

Country: Regional

Grant Recipient: CDEMA

Project Name: Enhanced Emergency Response Procedures for CDEMA PS

Project Executing Agency: CDEMA

2. **Bank's Approval Date of the Procurement Plan:** July 20, 2017
3. **Period Covered By This Procurement Plan:** July 2017 – March 2018

**II. Goods and Works and Non-Consulting Services**

1. **Prior Review Threshold:** Procurement decision subject to prior review by the Bank as stated in Appendix 2 to the Guidelines for Procurement.

	<b>Procurement Method</b>	<b>Prior Review Threshold (EUR)</b>	<b>Comments</b>
1.	DC: Goods/Non-consulting Services	█	
2.	Shopping: Goods/ Non-consulting Services	█	

2. **Reference to (if any) Project Operational/Procurement Manual:** Guidelines for Procurement (2006)
3. **Any Other Special Procurement Arrangements:** To comply with the requirements of the ACP-EU Finance Agreement the following is required:

Financing shall be provided under ACP-EU-CDB NDRM in CARIFORUM Countries and thus eligibility shall be extended to CARIFORUM member countries and countries which are eligible for procurement under EU-funded projects, which are not CDB member countries, in accordance with the EU Eligibility Rules.

This information is withheld in accordance with one or more of the exceptions to disclosure under the Bank's Information Disclosure Policy.

4. Procurement Packages with Methods and Time Schedule:

1	2	3	4	5	6	7	8
Ref No.	Contract (Description)	Estimated Cost (EUR)	Procurement Method	Prequal. (Yes/No)	Review by Bank (Prior/Post)	Expected Bid-Opening Date	Comments
1.	<b>Consultancy Services</b>						
	Air Travel and Per diem (2 persons)	█	DC	No	Post	September 2017	
	Communications Materials	█	DC	No	Post	September 2017	
2.	<b>Regional Workshop</b>						
	Air Travel and per diem (22 person)	█	DC	No	Post	September 2017	
	Workshop Cost (Venue, Equipment and Stationery)	█	DC	No	Post	September 2017	
3.	<b>Country Audits/Consultation</b>						
	Air Travel and Per diem (4 persons)	█	DC	No	Post	September 2017	
	Venue and Catering	█	DC	No	Post	September 2017	

This information is withheld in accordance with one or more of the exceptions to disclosure under the Bank's Information Disclosure Policy.



### III. Consulting Services

1 **Prior Review Threshold:**

Procurement decision subject to prior review by the Bank as stated in Appendix 1 to the Guidelines for the Selection and Engagement of Consultants.

	<u>Selection Method</u>	<u>Prior Review Threshold (EUR)</u>	<u>Comments</u>
1.	Individual Consultant Selection	█	

2. **Reference to (if any) Project Operational/Procurement Manual:** Guidelines for Selection and Engagement of Consultants (October 2011).

3. **Any Other Special Procurement Arrangements:** To comply with the requirements of the ACP-EU Finance Agreement the following is required:

Financing shall be provided under ACP-EU-CDB NDRM in CARIFORUM Countries and thus eligibility shall be extended to CARIFORUM member countries and countries which are eligible for procurement under EU-funded projects, which are not CDB member countries, in accordance with the EU Eligibility Rules.

4. **Procurement Packages with Methods and Time Schedule:**

1	2	3	4	5	6	7
Ref No.	Assignment (Description)	Estimated Cost (EUR)	Selection Method	Review by Bank (Prior/Post)	Expected Proposal Submission Date	Comments
1.	To Assess Emergency Response Protocols and Procedures and Develop Model Guidelines for National Shutdown Procedures.	█	ICS	Prior	July 2017	

This information is withheld in accordance with one or more of the exceptions to disclosure under the Bank's Information Disclosure Policy.

#### IV. Implementing Agency Procurement Capacity Building Activities with Time Schedule

1. In this section the agreed Capacity Building Activities are listed with time schedule.

No.	Expected Outcome/ Activity Description	Estimated Cost	Estimated Duration	Start Date	Comments
	Increased Capacity of CDEMA to undertake procurement in accordance with CDB Procurement Procedures Through CDB Online Procurement Training.	0	2.5 day	September 2017	

#### V. Summary of Proposed Procurement Arrangements

Project Component	ACP-EU-CDB (USD)									NBF (EUR) Country	Total Cost (EUR)
	Primary	Secondary			Other						
	ICB	NCB	RCB	LIB	Shopping	DC	FA	QCBS	ICS		
1. Assess Emergency Response Protocols and Procedures and Develop Model Guidelines for National Shutdown Procedures.	-	-	-	-		█		-	█		█
2. Project Management Arrangements										█	█
3. Regional Workshop						█					█
4. National Consultations						█					█
5. <b>Sub Total</b>	-	-	-	-		█		-	█	█	█
6. <b>Contingency</b>	-	-	-	-	-	█		-	█	█	█
<b>TOTAL</b>	-	-	-	-	-	█		-	█	█	█

CQS	-	Consultant Quality Selection	LIB	-	Limited International Bidding
DC	-	Direct Contracting	NCB	-	National Competitive Bidding
FA	-	Force Account	NBF	-	Non-Bank Financed
FBS	-	Fixed Budget Selection	QCBS	-	Quality and Cost-Based Selection
ICB	-	International Competitive Bidding	RCB	-	Regional Competitive Bidding
			ICS	-	Individual Consultant Selection

This information is withheld in accordance with one or more of the exceptions to disclosure under the Bank's Information Disclosure Policy.