

CARIBBEAN DEVELOPMENT BANK



**RATIFICATION OF GRANTS FROM THE INTER-AMERICAN DEVELOPMENT BANK
TO SUPPORT EMERGENCY RESPONSE EFFORTS TO TROPICAL STORM ERIKA 2015**

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Considered at the Two Hundred and Seventieth Meeting of the Board of Directors held in St. Vincent and the Grenadines on March 9, 2016.

Coordinator Environmental Sustainability Unit	Ms. Cheryl Dixon
Operations Officer (Environment) Environmental Sustainability Unit	Mr. Paul Saunders

MARCH 2016

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CARIBBEAN DEVELOPMENT BANK

TWO HUNDRED AND SEVENTIETH MEETING OF THE BOARD OF DIRECTORS

TO BE HELD IN ST. VINCENT AND THE GRENADINES

MARCH 9, 2016

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**RATIFICATION OF GRANTS FROM THE INTER-AMERICAN DEVELOPMENT BANK
TO SUPPORT EMERGENCY RESPONSE EFFORTS TO TROPICAL STORM ERIKA 2015**

1. BACKGROUND

1.01 Tropical Storm Erika (TSE) impacted the Commonwealth of Dominica on Thursday August 27, 2015. It passed about 90 miles to the north of the Commonwealth of Dominica at its nearest point, with the storm producing intense rainfall across the island. The meteorological station at the Canefield Airport recorded nine inches of rainfall from 3:00 a.m. to 8:00 a.m. on Thursday August 27, 2015. The event resulted in 13 confirmed fatalities and 574 homeless. Seven hundred and thirteen persons were evacuated from Petit Savanne and 7,229 persons in total were impacted. Seven of Dominica's ten parishes were impacted, including St. Patrick (Petite Savanne, Delices, Dubic, Pichelin, and La Plaine), St. David (Good Hope), St. George (City of Roseau) - Bath Estate, Fond Cole, Newtown, Roseau Valley; St. Paul (Campbell) and St. Joseph (Coulibistrie). The Prime Minister subsequently declared nine of the affected areas as "*Special Disaster Areas*"; Petite Savanne; Pichelin; Good Hope; Bath Estate (Paradise Valley); Dubique; Campbell; Coulibistrie; San Sauveur and Petit Soufriere.

1.02 Caribbean Development Bank (CDB), by letter of September 8, 2015 to the Inter-American Development Bank (IDB), requested funding on a non-reimbursable basis under IDB's Special Programme/ Non-Reimbursable Technical Cooperation funding for countries affected by natural disasters. This was supported by a written Declaration of Special Disaster Areas issued by the Office of the Prime Minister of Dominica.

1.03 IDB responded promptly to the request, and, on September 29, 2015, the President of IDB approved two hundred thousand United States dollars (USD200,000) under the Non-Reimbursable Technical Cooperation Emergency Assistance to the Government of the Commonwealth of Dominica (GOCD) in accordance with CDB's request, and submitted a Letter of Agreement in respect of the Technical Cooperation for countersignature by CDB (See Appendix 1 Flooding Emergency Assistance Grant). (IDB Grant No. 1)

1.04 Further to Flooding Emergency Assistance Grant, IDB has also provided additional assistance which will seek to provide support through supervision assistance to the implementation of the Flooding Emergency Assistance Grant provided by IDB to the Commonwealth of Dominica. The additional support is in the form of a contribution to GOCD in the amount of thirteen thousand two hundred United States dollars USD13,200 (See Appendix 2). (IDB Grant No. 2) This will be used by GOCD for the financing of activities necessary for the implementation of the Flooding Emergency Assistance Grant and, in particular, the costs associated with the engagement of a Grant Coordinator (GC).

2. OBJECTIVE

2.01 The IDB Grants will support GOCD's efforts to provide ongoing humanitarian assistance to the population affected by TSE, in the form of temporary housing, medical and health supplies, and food as well as to provide supervision assistance and certification of the goods and supplies being purchased under the Flooding Emergency Assistance grant and prepare a report on the expenditures for submission to GOCD and CDB.

3. DESCRIPTION OF GRANT ACTIVITIES

3.01 The Emergency Assistance Relief Grant will be used to assist GOCD to finance costs associated with providing and transporting relief supplies and humanitarian assistance, including food, clothing, water, medicine and temporary shelter to the displaced population and to affected areas in the country. The additional support will fund the activities of the GC who will work with the Director of the Office of Disaster Management (ODM) in the selection and procurement of eligible relief and humanitarian supplies as identified by the IDB, for use by the displaced population from TS Erika. On completion of the process the GC will prepare a report on the process and use of the supplies purchased. The Terms of Reference (TOR) of the GC are attached at Appendix 3.

4. JUSTIFICATION

4.01 Due to the severity of the flood impact, many persons lost their homes and villages evacuated. The affected persons were initially housed in schools designated as shelters, but they had to be relocated due to the start of the school term. The government has to provide temporary shelter while the reconstruction of homes is done, and the grant will partly assist in covering these costs. The Grant will assist GOCD to provide transitional housing/temporary shelter for the homeless and those evacuated from villages deemed high risk. The funds will assist GOCD to cover costs for food, medical and health supplies for approximately three months.

4.02 Due to the magnitude of the event and the efforts required in coordinating the recovery effort, GOCD has requested personnel assistance to manage the inflow and expenditure of relief and recovery assistance. Thus the GC will be engaged to assist ODM in the timely procurement and disbursement of materials and supplies in accordance with the guidelines stipulated in the agreements.

5. COST AND FINANCING

5.01 The total resources that have been allocated for the activities is USD213,200, allocated for the purchase of supplies and the engagement of the coordinator. A budget outlining the breakdown and allocation of funds is provided in Table 1 below.

TABLE 1: BUDGET ALLOCATIONS

Item	Contributor	Amount (\$)
Provision of temporary housing/transitional shelter for displaced and evacuated persons (three months).	IDB	111,000
Relief Supplies: clothing, food, water, medicine, toiletries for persons in the temporary housing/transitional shelter.	IDB	89,000
Engagement of Grant Coordinator.	IDB	13,200
Total		213,200

6. IMPLEMENTATION ARRANGEMENTS

6.01 The ODM with the assistance of the GC will be responsible for the execution of the grant and will identify and coordinate arrangements to procure and deliver relief supplies, as well as the payment for the temporary housing facilities. They will also prepare and submit required reports to CDB on completion of the activity. The execution period will be six months effective from date of disbursement. There will be a single disbursement of the resources to GOCD.

7. PROCUREMENT

7.01 Procurement of all goods, works and services to be financed by the CDB grant will be in accordance with CDB's Guidelines for Procurement 2006, and CDB's Guidelines for the Selection of Consultants by Recipients of CDB Financing 2011. Goods and services may also be procured from IDB member countries in addition to member countries of CDB.

8. RECOMMENDATION

8.01 It is recommended that the Board of Directors:

- (a) Ratify:
 - (i) the Letter of Agreement for Non-Reimbursable Technical Cooperation for Emergency Assistance for the Commonwealth of Dominica affected by Tropical Storm Erika between IDB and CDB, (Letter Agreement 1) countersigned by CDB on September 29, 2015, a copy of which is attached to this Paper as Appendix 1;
 - (ii) the Letter of Agreement for Non-Reimbursable Technical Cooperation for Emergency Assistance for the Commonwealth of Dominica affected by Tropical Storm Erika between IDB and CDB, (Letter Agreement 2) countersigned by CDB on November 27, 2015, a copy of which is attached to this Paper as Appendix 2; and
 - (iii) approve the provision by CDB of the resources of the Letter Agreements (1) and (2) to GOCD on a non-reimbursable basis (the Grant), on CDB's standard terms and conditions and on the terms and conditions set out in Appendix 4.

SUPPORTING DOCUMENTATION:

- Appendix 1 - Letter of Agreement: Non-Reimbursable Technical Cooperation. Flooding Emergency Assistance dated September 29, 2015
- Appendix 2 - Letter of Agreement: Additional Support for Flooding Emergency Assistance dated November 23, 2015
- Appendix 3 - Terms of Reference: Consultancy Services for IDB Flooding Emergency Grant Coordinator
- Appendix 4 - Terms and Conditions



LEG/SGO/CCB/IDBDOCS#39855986

September 29, 2015

Patricia McKenzie
Vice-President of Operations
Caribbean Development Bank
Willey
St. Michael
Barbados, W.I.

Re: ATN/OC-15153-RG. Nonreimbursable Technical Cooperation. Flooding Emergency Assistance to the Commonwealth of Dominica through the Caribbean Development Bank (CDB).

Dear Ms. McKenzie:

The purpose of this letter of agreement (the "Agreement") between the Caribbean Development Bank (the "CDB") and the Inter-American Development Bank (the "Bank") is to formalize the granting of a non-reimbursable technical cooperation (the "Technical Cooperation") to assist the Commonwealth of Dominica to provide humanitarian assistance to the population affected by Tropical Storm Erika, as requested.

The Bank shall expend from the resources of the Special Program/ Non-reimbursable technical cooperation funding for countries affected by natural disasters an amount of two hundred thousand dollars of the United States of America (US\$200,000) (the "Contribution") to undertake required relief in the nine special disaster areas in Dominica, as well as to the displaced population. Eligible items will include food supplies, clothing, potable water, medicine, and materials for temporary shelter, among other relief items.

The Executing Agency will be the CDB. It will be responsible for managing the resources and its use will be ultimately carried out by participating national and/or international relief agencies, in accordance with the terms and conditions set forth by the Plan of Operations attached.

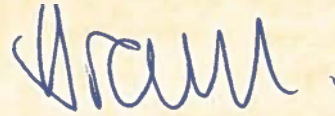
The execution period of the Program shall be six (6) months, from the effective date of this Agreement. There will be a single disbursement of the resources of the Contribution to the CDB in its full amount. The Executing Agency commits to submit to the Bank, within 180 days after the disbursement, a report on the use of the resources from the proposed technical cooperation.

ATN/OC-15153-RG

Please confirm your acceptance of the terms and conditions of this Agreement, by signing and returning one original to the Bank's Country Office in Barbados.

This Agreement shall be signed in two (2) originals of equal tenor by duly authorized representatives, and will enter into force on the date of its signature by the CDB.

Yours faithfully,



Joel Branski

Representative of the Bank in Barbados

AGREED:



Patricia McKenzie
Vice-President of Operations
Caribbean Development Bank

Date: September 29, 2015

ANNEX

Plan of Operations

I. Basic Information

▪ Country/Region:	Caribbean
▪ TC Name:	Flooding Emergency Assistance to the Commonwealth of Dominica through the Caribbean Development Bank (CDB)
▪ TC Number:	RG-T2708
▪ Team Leader/Members:	Lesley Cassar (CCB/CCB), Team Leader; Cassandra Rogers, (RND/CBA); Shelly Pile (CCB/CBA); Denise Salabie, (FMP/CBA); and Betina Hennig (LEG/SGO).
▪ Indicate if: Operational Support, Client Support, or Research & Dissemination	Client Support
▪ If Operational Support TC, give number and name of Operation Supported by the TC:	N/A
▪ Date of TC Abstract authorization:	N/A
▪ Beneficiary (countries or entities which are the recipient of the technical assistance):	Caribbean Development Bank and the populace affected by flooding and devastation in the Commonwealth of Dominica.
▪ Executing Agency:	Caribbean Development Bank
▪ Donors providing funding:	Special program / Non-reimbursable technical cooperation funding for countries affected by natural disasters
▪ IDB Funding Requested:	IDB (non-reimbursable): US\$200,000 Local: US\$0 Total: US\$200,000
▪ Local counterpart funding, if any:	N/A
▪ Disbursement period (which includes Execution period):	6 months
▪ Required start date:	September 11, 2015
▪ Types of consultants (firm or individual consultants):	N/A
▪ Prepared by Unit:	CCB/CCB
▪ Unit of Disbursement Responsibility:	CCB/CBA
▪ TC Included in Country Strategy (y/n):	N/A
▪ TC included in CPD (y/n):	N/A
▪ GCI-9 Sector Priority:	N/A

II. Background and Justification

- 2.1 Tropical Storm Erika became the fifth named storm of the 2015 Atlantic Hurricane Season on August 24, 2015. The storm began impacting the Caribbean from August 26 and degenerated to a trough of low pressure on August 29, 2015. One of the countries impacted most severely by the tropical storm is the Commonwealth of Dominica, an island in the Eastern Caribbean of 289.96 square miles. The population is approximately 73,600¹. The capital is Roseau.

¹ July 2015 estimate.

- 2.2 On August 26, the center of Tropical Storm Erika passed about 90 miles to the North of Dominica at its nearest point with the storm producing intense rainfall across the island. The Canefield Airport near the capital of Roseau, Dominica, recorded 12.64 inches of rain in a 12-hour period on August 27. This resulted in severe flooding and landslides and widespread damage across the island. As of September 1, 2015, the National Emergency Operations Centre (NEOC) confirmed 12 lives are lost, 22 reported missing and 20 injured and 574 are. The communities of Petit Savanne and Coulibistrie, for example, are cut off from the rest of the island and it is reported² that nearly every community has been impacted by the storm. Some communities are no longer recognizable. The devastation is extensive across the island after floods swamped villages, wiped out roads and bridges, and destroyed homes. The community of Dubique has been evacuated. Additionally, 713 people have been evacuated from Petit Savanne, which is at this time only accessible by sea. Following a preliminary assessment of the impact, the Prime Minister of Dominica declared nine Special Disaster Areas³ on August 29, 2015.
- 2.3 Damage assessment and needs analysis are ongoing. The storm has caused damage to key facilities. The Dominica Water and Sewerage Company Limited has reported that 100% of the national water system was affected. Seventy five (75) schools (primary and secondary), 22 are either unreachable or damaged, and one is extensively damaged. Communications have also been significantly hampered. The international airport in Melville Hall is damaged and remains closed to commercial flights. The Canefield airport is operational for helicopter and small aircraft use. The Government of Dominica has reported that approximately 45% of the country is without power Preliminary estimates⁴ to September 2, indicate damage to: (i) roads and bridges at US\$226.9 million; (ii) loss of livestock at US\$213,704 and crops at US\$3.6 million; (iii) infrastructure at US\$4.4 million; (iv) farm housing, equipment and inputs at US\$881,556; (v) fishing industry at US\$657,408; and (vi) the Tourism sector in excess of US\$10.7 million⁵.
- 2.4 **IDB relationship with the CDB and the countries of the Eastern Caribbean.** On January 27, 1977, the IDB's Charter was amended to allow the Bank to provide financial resources to the CDB to finance the development of any of the members of the Caribbean Development Bank by providing loans and technical assistance to that institution. On September 28, 1977, the Bank and the CDB entered into an agreement setting forth the general standards applicable to operating relationship between the institutions. Given the aforementioned framework, the CDB provides the channel for IDB assistance to support the social and economic development of the countries of the Eastern Caribbean, and will therefore serve in that capacity to channel the emergency assistance provided by this technical cooperation.

III. Emergency Assistance

- 3.1 Following the impact, the NEOC has been activated and Search and Rescue activities and response actions to affected communities are ongoing. Eight shelters

² Tropical Storm Erika – Situation Report #7 as of 8.30p.m. on September 1, 2015. Caribbean Disaster Emergency Management Agency (CDEMA). 2015.

³ The nine special disaster areas include: (i) Petite Savanne; (ii) Pichelin; (iii) Good Hope; (iv) Bath Estate (Paradise Valley); (v) Dubique; (vi) Campbell; (vii) Coulibistrie; (viii) San Sauveur; and (ix) Petite Soufriere.

⁴ Source: CDEMA (2015)

⁵ The currency used in the Commonwealth of Dominica is the Eastern Caribbean dollar (XCD). The current exchange rate with the United States dollar is as follows: XCD 1 = USD 0.37

were opened, housing approximately 411 people and damage assessments have also commenced. The Regional Response Mechanism (RRM), an arrangement for the coordination of disaster response among participating states of the Caribbean Disaster Emergency Management Agency (CDEMA), and regional and international agencies. RRM was activated and is supporting coordination of relief efforts.

- 3.2 Deployment, quantification of needs and priorities are ongoing and are being coordinated by the CARICOM Disaster and Assessment Coordination (CDAC) team on the ground. The National Emergency Operations Centre is also being supported by the CARICOM Operational Support Team (COST).
- 3.3 As of September 1, an estimated 100 relief workers were deployed to Dominica, which includes: (a) search and recovery teams; (b) military personnel supporting the distribution of relief supplies; (c) operations coordination; (d) damage and assessment; and (e) medical services. Teams have been drawn from Antigua and Barbuda, Barbados, British Virgin Islands, Grenada, Jamaica, Montserrat, Saint Lucia, St. Kitts and Nevis, and Trinidad and Tobago. Other efforts include the deployment of personnel from the CDB, Japan, UNICEF and the Pan American Health Organization (PAHO) and pledges and grants from the Governments of Canada, United Kingdom and the United States of America, the United Nations Development Program, CARICOM and the World Bank.

IV. Request for Bank Assistance

- 4.1 On September 1, 2015 the Secretary General of the Organization of American States requested assistance for Dominica from the IDB. On the same day, in a letter to the Caribbean Development Bank (CDB) the Prime Minister and Minister of Finance of the Commonwealth of Dominica formally accepted non-reimbursable technical cooperation resources from the IDB to finance humanitarian assistance. This acceptance was submitted to the IDB, via letter from CDB dated September 8, 2015, and states that Declaration of Special Disaster Areas has been announced and consequently two communities have been relocated. On September 9, 2015 a written Declaration of Special Disaster Areas was also issued by the Office of the Prime Minister of Dominica.

V. Objectives and Description

- 5.1 The objective of the technical cooperation is to support the Commonwealth of Dominica through the Caribbean Development Bank, to provide humanitarian assistance to the population affected by Tropical Storm Erika.
- 5.2 Based on the Government's assessment of immediate needs, the resources of the technical cooperation will include support for efforts to undertake required relief in the nine special disaster areas as well as to the displaced population. Eligible items will include food supplies, clothing, potable water, medicine, and materials for temporary shelter, among other relief items.

VI. Cost and Financing

- 6.1 In accordance with Resolution DE 74/04 dated September 15, 2004, the Bank may contribute up to US\$200,000 per operation to assist with emergencies resulting from natural disasters. The definition of "natural disaster", in this particular case the impact of

Tropical Storm Erika, is consistent with Chapter B.3 of the Disaster Risk Management Policy (GN-2354-5), which describes emergencies eligible for this type of support.

- 6.2 The cost of this technical cooperation is US\$200,000 to be financed on a non-reimbursable basis with Ordinary Capital resources chargeable to the Special Program/ Non-reimbursable technical cooperation funding for countries affected by natural disasters.

Budget Estimate	US\$
Equipment, materials and transportation costs	200,000
Total:	200,000

VII. Execution and Disbursement

- 7.1 The technical cooperation resources will be disbursed in United States dollars to the account of the Caribbean Development Bank in one single disbursement for onward transmission to the Government of the Commonwealth of Dominica. Acting as Executing Agency, the Caribbean Development Bank will be responsible for the management of the resources. The use of the resources will be closely coordinated by the Caribbean Development Bank and will be ultimately administered by participating national and/or international relief agencies.
- 7.2 The activities to be financed under the operation will be executed within six months of signing the Agreement.

VIII. Reports

- 8.1 The Executing Agency will submit to the Bank, within 180 days after the disbursement a report on the use of the resources from the proposed technical cooperation. An external audit of the use of the resources from this technical cooperation is not required.

IX. Recommendation

- 9.1 In view of the emergency situation in the Commonwealth of Dominica, a developing member country of the CDB, and in accordance with the authority delegated by the Board of Executive Directors to the President to finance emergency operations through Resolutions DE1/94, DE 74/04 and DE 02/06 dated January 12, 1994, September 15, 2004 and January 18, 2006, respectively and the delegation of authority granted on May 6, 2008 by the President of the Bank to General Managers of the Vice-Presidency for Countries to approve non-reimbursable assistance for natural disasters, it is recommended that the General Manager of the Country Department Caribbean Group authorize non-reimbursable technical cooperation financing in the amount of US\$200,000 from the Bank's Ordinary Capital.

November 23, 2015

Mrs. Patricia McKenzie
Vice-President (Operations)
Caribbean Development Bank
P.O. Box 408
Willey
St. Michael

Dear Mrs. McKenzie:

**Additional Support for Flooding Emergency Assistance
to the Commonwealth of Dominica through the CDB**

I am pleased to confirm the additional support of the Inter-American Development Bank (the "IDB") to the Caribbean Development Bank (the "Recipient") in connection with the Non-reimbursable Technical Cooperation for Flooding Emergency Assistance to the Commonwealth of Dominica through the CDB, (the "Additional Support"), to be administered by the Recipient, substantially in the form described in the attachment hereto (the "Attachment"). The Additional Support will seek to provide support through supervision assistance to the implementation of Flooding Emergency Assistance grants provided by the IDB and the Recipient to the Commonwealth of Dominica, in aid of the provision of humanitarian assistance to the population affected by Tropical Storm Erika, as further described in the Attachment.

The IDB will provide the Additional Support in the form of a contribution to the Recipient in the amount of US\$13,200.00 (thirteen thousand two hundred dollars of the United States of America) (the "Contribution"), to be used by the Recipient in accordance with the following terms:

- (a) The Contribution will be used for the financing of activities necessary for the implementation of the Additional Support and, in particular, the costs associated with the fees of the 'Grant Coordinator', as provided in the Attachment, which forms an integral part of this Letter of Agreement. The Recipient will keep the IDB informed of any decisions regarding the use of the Contribution that may be relevant to the successful implementation of this Letter of Agreement and its Attachment, and of any circumstances that may have an adverse effect on the Additional Support.

(b) The Recipient acknowledges that the IDB is a public international organization and that the use of the Contribution shall be consistent with the appropriate use of public resources from other public donors. Therefore, the use of the resources of the Contribution shall not finance discretionary expenses, gifts, lodging, travel, per diem or other personal costs. The Recipient shall exercise discretion to consult with the IDB whenever it may be unclear if an expense would not be appropriate to be financed with the Contribution.
- In making a decision to make its Contribution, the IDB noted the information about the Additional Support included in this Letter of Agreement and the Attachment. The Recipient shall promptly notify the IDB of any material changes or proposed changes to the Additional Support, and any such changes may provide the basis for the return of funds/or cancellation of amounts due under this Letter of Agreement, as provided in Section 9 below.

3. The Contribution shall be payable by the IDB to the Recipient in one single installment promptly following the IDB's receipt of this Letter of Agreement signed by the parties hereto and of an invoice for the services of the Grant Coordinator.
4. The Recipient shall provide to the IDB (i) a statement of expenditures; and (ii) a copy of the deliverables submitted by the Grant Coordinator under the Contribution, including but not limited to the activities related to the Additional Support, when each becomes available, but no later than April 30, 2016. The Recipient shall also provide the IDB any other information that the IDB may reasonably request in writing regarding the expenses related to the Additional Support.
5. The Recipient agrees to obtain the IDB's written consent before using the IDB's name, logo or other symbols in any way or form in connection with this Letter of Agreement or otherwise.
6. Nothing contained in this Letter of Agreement shall be construed as the establishment or creation of a relationship of master and servant, principal and agent, or employer and employee between the IDB and the Recipient or between their agents or employees.
7. The Recipient agrees not to refer to this Letter of Agreement, or any aspects hereof, in commercial advertising in such a manner as to state or imply that the activities of the Recipient are endorsed or preferred by the IDB, or are considered by the IDB to be superior to other services.
8. The Recipient acknowledges that the IDB has no responsibility in connection with the Additional Support and the use of the Contribution by the Recipient, other than paying the Contribution as described in this Letter of Agreement. Therefore, the Recipient, its officers, employees or agents shall defend, indemnify and hold the IDB harmless against and from all liabilities, claims, causes of action, judgements, costs or expenses, including attorney's fees, which the IDB, its officers, employees or agents may suffer in connection with the Contribution or its use, or the Additional Support.
9. The IDB shall have the right to require the return of the Contribution and/or cancellation of amounts payable under this Letter of Agreement if, in the IDB's judgement: (i) the nature and purposes for which the Contribution was made, pursuant to this Letter of Agreement, are changed; (ii) the funds provided are not used, or are not to be used, as provided herein; or (iii) report contemplated in Section 4 are not delivered to the IDB.
10. As soon as possible upon completion of the Additional Support, the Recipient will return to the IDB any remaining uncommitted Contribution funds, unless otherwise agreed to in writing by the parties.
11. All activities to be undertaken pursuant to this Letter of Agreement, and such other agreements as the parties may sign, shall be subject to the respective policies and procedures of the parties.
12. This Letter of Agreement may be made publicly available by the IDB subject to its policies and procedures regarding the disclosure of information.



Please indicate your agreement with the foregoing by signing and dating this Letter of Agreement in the space provided below and returning it by email and/or facsimile to the attention of Mrs. Christel Saab (email: saabc@iadb.org, Fax + 246 629-8869). Two original counterparts will be sent to your attention for signature, one of which we kindly request you return, countersigned by you to Mrs. Saab's attention.

Sincerely yours,

Joel Branski
Representative
Barbados Country Office

Agreed to on behalf of the
Caribbean Development Bank

Mrs. Patricia McKenzie
Vice-President (Operations)

Date: November 27, 2015.

TERMS OF REFERENCE

CONSULTANCY SERVICES FOR IDB FLOODING EMERGENCY GRANT COORDINATOR
- TROPICAL STORM ERIKA -
COMMONWEALTH OF DOMINICA

1. BACKGROUND

1.01 On August 27, 2015 Commonwealth of Dominica experienced high intensity showers and thunderstorms associated with Tropical Storm Erika (TSE). The centre of TSE passed about 145 km to the north of Dominica at its nearest point. The showers produced intense rainfall which resulted in extreme flooding and landslides that caused extensive damage. The island suffered severe infrastructural damage, primarily related to transportation, housing and agriculture, with the worst damage occurring in the south and south east parts of the island.

1.02 Seven of Dominica's ten parishes were impacted, including St Patrick (Petite Savanne, Delices, Dubic, Pichelin, and La Plaine), St. David (Good Hope), St. George (City of Roseau) – Bath Estate, Fond Cole, Newtown, Roseau Valley; St. Paul (Campbell) and St. Joseph (Coulibistrie). The Prime Minister has declared nine of the affected areas as **Special Disaster Areas**¹ : Petite Savanne; Pichelin; Good Hope; Bath Estate (Paradise Valley); Dubique; Campbell; Coulibistrie; San Sauveur and Petit Soufriere. A GOCD preliminary damage assessment report done on August 31, 2015 stated that the community of Petite Savanne was the most affected area, with eventual voluntary evacuation having to be effected. Flooding, landslides/slope failures, and to a lesser extent, wind, severely impacted a number of sectors.

1.03 Of the total population of 72,340 persons, 11 persons were confirmed dead, 17 missing, 574 homeless and 713 evacuated. Approximately 7,229 persons were impacted by the event. Two hundred and seventeen houses will need to be constructed to accommodate displaced families from Petite Savanne. In addition to Petite Savanne, 154 houses were destroyed in other communities across the island. The Draft Rapid Damage and Impact Assessment Report produced by GOCD and the World Bank on September 25, 2015 indicated that based upon an initial assessment of impacts to each affected sector, Tropical Storm Erika resulted in total damage and loss of XCD1.3 billion (USD483 million), equivalent to approximately 90% of Dominica's Gross Domestic Product (GDP)². The majority of damages were sustained in the transport sector (60 percent), followed by the housing sector (11 percent) and agriculture sector (10 percent).

1.04 On September 1, 2015, the Secretary General of the Organisation of American States requested assistance for Dominica from the IDB. On the same day, in a letter to the CDB, the Prime Minister and Minister of Finance, of GOCD formally accepted non reimbursable technical cooperation resources valued at USD 200,000 from the IDB to finance humanitarian assistance. This acceptance was submitted to the IDB, via letter from the CDB dated September 8, 2015.

¹ The Prime Minister declared the areas as Special Disaster Areas due to the extent and severity of impact and the resultant need to take emergency action including the evacuation of two villages.

² Dominica GDP (2014 - in Current US\$) \$537.8 million. World Development Indicators, The World Bank, 2015

On September 29, 2015, the CDB signed a letter of agreement with the IDB. CDB will be the Executing Agency of the grant and will be responsible for managing the resources and its use will be ultimately carried out by the Office of Disaster Management (ODM). The funds will be used to undertake required relief in the nine special disaster areas in Dominica, as well as the displaced population. Eligible items will include food supplies, clothing, potable water, medicine, and materials for temporary shelter among other relief items.

2. **OBJECTIVE**

2.01 The objective of the assignment is to provide supervision assistance and certification of the goods and supplies being purchased under the Flooding Emergency Assistance grant provided by the IDB, and prepare a report on the expenditures for submission to GOCD and CDB.

3. **SCOPE OF WORK**

3.01 The Consultant will work with the Director of the ODM in the selection and procurement of eligible relief and humanitarian supplies as identified by the IDB, for use by the displaced population from TS Erika. On completion of the process the Consultant will prepare a report on the process and use of the supplies purchased. In providing the assistance, the Consultant will:

- (a) Liaise with the Director ODM and the CDB Operations Officer (ESU) re the selection of items and procurement procedures
- (b) Represent CDB at meetings with the Ministry of Finance and the ODM.
- (c) Review all available invoices, receipts, payments, and other documents in connection with the payment for supplies purchased by the grant and in such detail as to verify, without undue duplication, their compliance with the list of eligible items provided by the IDB
- (d) periodically, but no later than three (3) months after receipt of the Grants from CDB, provide documentation of all eligible expenditures, satisfactory to CDB, in support of such expenditures incurred by GOCD in respect of the Project. on completion of the use of the grant, the Consultant will prepare a report on the use of the resources for submission to the CDB

4. **QUALIFICATIONS AND EXPERIENCE**

4.01 The Consultant should have the following qualifications and experience:

- (a) Suitable post-graduate qualification in a relevant area such as procurement or logistics.
- (b) Excellent communications and report writing skills.
- (c) Familiarity with CDB / GOCD procurement policy and procedures.

5. DELIVERABLES

5.01 The Consultant will provide CDB and the GOCD/ Director ODM with the following:

- (a) One (1) copy of a draft report on the supplies purchased executed, with detailed costs and expenditures, within two (2) weeks of the completion of the purchases
- (b) one (1) copy each of the Final Report on the purchases after addressing any concerns of CDB and GOCD, within two (2) weeks of receiving comments from CDB and GOCD.
- (c) Reports shall also be submitted in PDF as complete documents, as well as in Microsoft Word. Electronic copies of all data used in the preparation of the reports shall also be submitted to CDB.

Payment Schedule

5.02 The consultant will be paid fifty percent of the fees on presentation and acceptance of the draft report and the other fifty percent on presentation and acceptance of Final report

6. DURATION

6.01 The assignment shall be for a period of 15 discontinuous days over a three month period, within which the GOCD has to expend the funds after receipt from CDB. The assignment will begin December 16, 2015, and end March 15, 2016.

CONSULTANCY SERVICES FOR IDB FLOODING EMERGENCY GRANT COORDINATOR
- TROPICAL STORM ERIKA -
COMMONWEALTH OF DOMINICA

BUDGET
(USD)

Item	Total
Consultancy Services:	
(a) Fees/ Report Preparation: 15 days at USD 800 per day	12,000
(b) Contingency 10%	1,200
Total	13,200

DRAFT TERMS OF REFERENCE

**CONSULTANCY SERVICES FOR INTER-AMERICAN DEVELOPMENT BANK
FLOODING EMERGENCY GRANT COORDINATOR: TROPICAL STORM ERIKA-
COMMONWEALTH OF DOMINICA**

1. BACKGROUND

1.01 On August 27, 2015 the Commonwealth of Dominica experienced high intensity showers and thunderstorms associated with Tropical Storm Erika (TSE). The centre of TSE passed about 145 kilometres (km) to the north of the Commonwealth of Dominica at its nearest point. The showers produced intense rainfall which resulted in extreme flooding and landslides that caused extensive damage. The island suffered severe infrastructural damage, primarily related to transportation, housing and agriculture, with the worst damage occurring in the south and south-east parts of the island.

1.02 Seven of Dominica's ten parishes were impacted, including St. Patrick (Petite Savanne, Delices, Dubic, Pichelin, and La Plaine), St. David (Good Hope), St George (City of Roseau) - Bath Estate, Fond Cole, Newtown, Roseau Valley; St. Paul (Campbell) and St Joseph (Coulibistrie). The Prime Minister has declared nine of the affected areas as Special Disaster Areas¹: Petite Savanne; Pichelin; Good Hope; Bath Estate (Paradise Valley); Dubique; Campbell; Coulibistrie; San Sauveur and Petit Soufriere. A Government of the Commonwealth of Dominica (GOCD) preliminary damage assessment report done on August 31, 2015 stated that the community of Petite Savanne was the most affected area, with eventual voluntary evacuation having to be effected. Flooding, landslides/slope failures, and to a lesser extent, wind, severely impacted a number of sectors.

1.03 Of the total population of 72,340 persons, 11 persons were confirmed dead, 17 missing, 574 homeless and 713 evacuated. Approximately 7,229 persons were impacted by the event. Two hundred and seventeen houses will need to be constructed to accommodate displaced families from Petite Savanne. In addition to Petite Savanne, 154 houses were destroyed in other communities across the island. The Draft Rapid Damage and Impact Assessment Report produced by GOCD and the World Bank on September 25, 2015 indicated that based upon an initial assessment of impacts to each affected sector, TSE resulted in total damage and loss of XCD1.3 billion (USD483 million), equivalent to approximately 90 percent (%) of Dominica's Gross Domestic Product (GDP)². The majority of damages were sustained in the transport sector (60%), followed by the housing sector (11%) and agriculture sector (10%).

1.04 On September 1, 2015, the Secretary General of the Organisation of American States requested assistance for Dominica from the Inter-American Development Bank (IDB). On the same day, in a letter to the Caribbean Development Bank (CDB), the Prime Minister and Minister of Finance, of GOCD formally accepted non-reimbursable technical cooperation resources valued at USD200,000 from IDB to finance humanitarian assistance. This acceptance was submitted to IDB, via letter from CDB dated September 8, 2015. On September 29, 2015, CDB signed a Letter of Agreement with the IDB. CDB will be the Executing Agency of the grant and will be responsible for managing the resources and its use will be ultimately carried out by the Office of Disaster Management (ODM). The funds will be used to undertake required relief in the nine Special Disaster Areas in Dominica, as well as the displaced population.

¹ The Prime Minister declared the areas as Special Disaster Areas due to the extent and severity of impact and the resultant need to take emergency action including the evacuation of two villages.

² Dominica GDP (2014 - in Current US\$) \$537.8 million. World Development Indicators, The World Bank, 2015.

Eligible items will include food supplies, clothing, potable water, medicine, and materials for temporary shelter among other relief items.

2. OBJECTIVE

2.01 The objective of the assignment is to provide supervision assistance and certification of the goods and supplies being purchased under the Flooding Emergency Assistance grant provided by IDB, and prepare a report on the expenditures for submission to GOCD and CDB.

3. SCOPE OF WORK

3.01 The Consultant will work with the Director of the Office of Disaster Management (ODM) in the selection and procurement of eligible relief and humanitarian supplies as identified by IDB, for use by the displaced population from TSE. On completion of the process the Consultant will prepare a report on the process and use of the supplies purchased. In providing the assistance, the Consultant will:

- (a) Liaise with the Director, ODM and the CDB Operations Officer (Environmental Sustainability Unit) re the selection of items and procurement procedures.
- (b) Represent CDB at meetings with the Ministry of Finance and ODM.
- (c) Review all available invoices, receipts, payments, and other documents in connection with the payment for supplies purchased by the grant and in such detail as to verify, without undue duplication, their compliance with the list of eligible items provided by IDB.
- (d) Periodically, but no later than three (3) months after receipt of the Grants from CDB, provide documentation of all eligible expenditures, satisfactory to CDB, in support of such expenditures incurred by GOCD in respect of the Project on completion of the use of the grant, the Consultant will prepare a report on the use of the resources for submission to CDB

4. QUALIFICATIONS AND EXPERIENCE

4.01 The Consultant should have the following qualifications and experience:

- (a) Suitable post-graduate qualification in a relevant area such as procurement or logistics.
- (b) Excellent communications and report writing skills.
- (c) Familiarity with CDB/GOCD procurement policy and procedures

5. DELIVERABLES

5.01 The Consultant will provide CDB and the GOCD/ Director ODM with the following:

- (a) One (1) copy of a Draft Report on the supplies purchased, with detailed costs and expenditures, within two (2) weeks of the completion of the purchases.
- (b) One (1) copy each of the Final Report on the purchases after addressing any concerns of CDB and GOCD, within two (2) weeks of receiving comments from CDB and GOCD.

- (c) Reports shall also be submitted in PDF format as complete documents, as well as in Microsoft Word. Electronic copies of all data used in the preparation of the reports shall also be submitted to CDB.

6. PAYMENT SCHEDULE

6.01 The consultant will be paid fifty percent of the fees on presentation and acceptance of the Draft Report and the other fifty percent on presentation and acceptance of Final Report.

7. DURATION

7.01 The assignment shall be for a period of 15 discontinuous days over a three month period, within which the GOCD has to expend the funds after receipt from CDB. The assignment will begin December 16, 2015, and end March 15, 2016.

8. BUDGET

BUDGET
(USD)

Item	Total
Fees and Report Preparation	12,000
Contingency 10%	1,200
Total	13,200

TERMS AND CONDITIONS

(1) **Disbursement:**

- (a) Except as CDB may otherwise agree, disbursement shall be made as follows:
 - (i) an amount of two hundred thousand United States dollars (USD200,000) shall be paid to GOCD as an advance on account of expenditures in respect of the Project after receipt by CDB of a request in writing from GOCD for such funds; and
 - (ii) the balance of the Grant shall be paid to GOCD after receipt by CDB of evidence satisfactory to CDB that GOCD has engaged the Grant Coordinator referred to in sub-paragraph (3)(b) below, and has also provided documentation of all eligible expenditures, satisfactory to CDB, in support of such expenditures incurred by GOCD in respect of the Project.
- (b) Except as CDB may otherwise agree the Grant shall be fully disbursed by June 30, 2016; and
- (c) GOCD shall certify that expenditures financed by CDB have not been financed by any other donor.

(2) **Procurement:**

- (a) Except as provided in paragraph (b) below, procurement shall be in accordance with the procedures set out and/or referred to in the Grant Agreement or such other procedures as CDB may from time to time specify in writing.
- (b) Goods and services may be procured from IDB member countries in addition to member countries of CDB.

(3) **Other Conditions:**

- (a) The Project shall be executed by the Office of Disaster Management of GOCD.
- (b) GOCD shall in accordance with the procurement procedures applicable to the Grant select and engage a person as Grant Coordinator to perform the services set out in the Terms of Reference at Appendix 3.
- (c) GOCD shall furnish to CDB a report on the Project, its achievements, progress and results within sixty (60) days of the final disbursement of the Grant.