



## Request For Proposals General Information

<b>Assignment</b>	Short Term Consultancies*
<b>Project</b>	Caribbean Emergency Legislation Project (CELP)
<b>Activity</b>	Identification of best practices and recommendations for improving national and international legal-institutional frameworks.
<b>Deadline for Submission</b>	May 30, 2009 (5:30 pm EST)
<b>Language of the Notice</b>	English
<b>Selection Method</b>	Competitive Selection

### Contact Information for Advertising

<b>Contact Person</b>	Michelle-Ann Williams
<b>Contact Person Phone Number</b>	202-458-6455
<b>Organization Name</b>	Organization of American States, Department for Sustainable Development
<b>Address</b>	1889 F Street, Washington DC, 20006
<b>Country</b>	United States
<b>Web Site</b>	<a href="http://www.oas.org/dsd">http://www.oas.org/dsd</a>

### Assignment Overview

**Assignment Country:** Antigua and Barbuda, Barbados, Belize, Dominica, Dominican Republic, Grenada, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, and Trinidad and Tobago

**Funding Source:** International Bank for Reconstruction and Development (World Bank)

**Submission Requirements:** The Department of Sustainable Development of the General Secretariat of the Organization of American States (DSD-GS/OAS) invites eligible consultants to indicate their interest in providing their services. Interested consultants must provide information indicating that they are qualified to perform the services.

**Send submissions via Email to:** [mwilliams@oas.org](mailto:mwilliams@oas.org) and [cdewindt@oas.org](mailto:cdewindt@oas.org)

### Minimum Qualifications

1. Interested consultants should:

- prepare a Technical and Financial Proposal as per Attachment No. 1 and No. 2, respectively,
- comply with all specifications described in the Terms of Reference as per attachment No. 3, and
- have the following minimum qualifications:

- (a) Fluency in oral and written English; proficiency in Spanish and/or French is desirable
- (b) Advanced law degree, preferably in areas related to sustainable development. A first level university law degree, preferably from a common and/or civil law jurisdiction, supported by demonstrated experience in the field of environmental law and policy, may be accepted in lieu of an advanced degree
- (c) Thorough knowledge and understanding of institutional and policy issues in the Caribbean pertaining to the

declaration of a state of emergency in natural disaster circumstances, disaster emergency and risk management, budget appropriation and execution

(d) Excellent research, analytical and writing skills

(e) Prior experience preparing reports and studies, preferably on law and policy related issues, for international organizations, such as the World Bank, U.N. or O.A.S.

**[Comments in brackets [ ] provide guidance to the consultants for the preparation of their Technical and Financial Proposals; they should not appear on the Proposals to be submitted.]**

## Attachment No. 1: Technical Proposal

### Page 1

#### Contact Information

**Name:**  
**If Applicable, Institutional Contact Name:**

**Address:**

**Country:**

**Telephone:**

**Fax:**

**Email:**

**Website:**

### Page 2

#### Project Summary:

[An abstract of the Proposal (200 words or less) must be submitted in English.]

### Page 3-6

#### Project description (Maximum four pages):

#### A. Consultant's experience (one page)

[In the case of natural individuals a brief description of their background and experience; for in firms a description of the background and experience of the entity and each associate for this assignment]

#### B. Description of Approach, Methodology and Work Plan for Performing the Assignment

[Technical approach, Methodology and Work Plan are essential. It is suggested that the Technical Proposal (4 pages, inclusive Form 1, charts, and diagrams) be divided into the following three chapters:

a. Technical Approach and Methodology

Explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the tasks and obtaining the expected deliverables. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them.

b. Work Plan

Propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the DSD), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and an ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form 1.

c. Organization and Staffing (applicable only for firms)

Propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]

Form 1: Work Schedule						
(Consultancy is expected to last no more than four (4) months)						
N°	Task/Deliverables <sup>1</sup>	Months <sup>2</sup>				
		1	2	3	4	n
1						
2						
3						
4						
5						
6						
n						

- 1 Indicate all main Task of the assignment, including delivery of reports (e.g.: draft, and final reports), and other appropriate benchmarks. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in the form of a bar chart.

N°	Description <sup>1</sup>	Unit	Unit Cost <sup>2</sup>
	Remuneration	Staff-month Rate	
	Per diem allowances	Day	
	International flights <sup>3</sup>	Trip	
	Miscellaneous travel expenses	Trip	
	Communication costs between [ <i>Insert place</i> ] and [ <i>Insert place</i> ]		
	Drafting, reproduction of reports		
	Equipment, instruments, materials, supplies, etc.		
	Local transportation costs		
	Office rent, clerical assistance		

1 Delete items that are not applicable or add other items as needed.

2 Indicate unit cost in US Dollars.

3 Indicate route of each flight, and if the trip is one- or two-ways.

## Attachment No. 3: Terms of Reference

### Identification of Best Practices and Recommendations for Improved Legal-Institutional Frameworks

#### I. Background and Project Description

The current legal and institutional frameworks in the Caribbean limit the ability of governments to respond to natural disasters. These nations lack relevant state of emergency legislation and an institutional framework capable of mobilizing executive powers in the aftermath of a disaster. The Department of Sustainable Development of the Organization of American States (OAS-DSD) with funding from the World Bank will execute the Caribbean Emergency Legislation Project (CELP). The CELP aims to raise awareness among government decision makers and make recommendations, to improve legislative channels and administrative procedures during, and immediately after, the occurrence of a natural disaster.

The proposed project will (1) conduct a study to improve the legal and institutional frameworks related to state of emergency and budget appropriation powers; and (2) conduct national and regional outreach and validation of findings.

The main output of this project will be a set of recommendations for the implementation of clear and transparent procedures triggered under a state of emergency. They will define government powers and responsibilities during these times, with particular emphasis on the emergency declaration and the governance aspects of emergency budget appropriation and budget execution.

#### II. Scope of Work

The OAS-DSD is seeking **four (4)** consultants who will be responsible for working together as a team of legal and natural disaster policy experts from the Caribbean region to identify best practices and recommendations for an improved legal-institutional framework addressing state of emergency in the Caribbean. For this purpose, the consultants will:

- Work together as a team of experts in analyzing the use of state of emergency and disaster declarations in disaster response, and identifying best practices.
- Analyze existing proposed solutions and model legislation for the region that are pertinent to the scope of work of Component I of the project.
- Produce a joint report with recommendations and best practices that will serve as a basis for dialogue under component II of the CELP: "National and Regional Validation and Outreach Completed".

A key element of the scope of work is that the consultants together, will identify clear recommendations for action for the improvement of legal-institutional frameworks that govern state of emergency in the Caribbean. Since the consultants' work will be conducted jointly, consultants must be willing and able to participate in group meetings and teleconferences.

#### III. Duration, Payment and Deliverables

The contracts will have a duration of four (4) months. The maximum compensation for the contract for **each** consultant is **Three Thousand and Five Hundred United States Dollars (US\$3,500.00)**. Payments will be authorized based on the satisfactory presentation, by the consultant to the Project Coordinator and the Senior Legal

Specialist, of the following deliverables:

The first payment will be due upon presentation by the consultant of the following:

- A draft report indentifying best practices
- An analysis of existing proposed solutions and model legislation for the region that are pertinent to the scope of work of component I of the project

The second and final payment will be due upon presentation by the consultant of the following:

- the final report including the above deliverables and incorporating any comments or revisions provided by the OAS/DSD

The General Secretariat of the Organization of American States will make the payments either by wire transfers to the consultant's bank account or through the OAS Office in the country of the consultant. The taxes and expenses incurred by the consultant will be responsibility of the consultant.

#### IV. Selection Criteria

Each consultant will be chosen through a competitive process and selected on the basis of their demonstrated qualification for the assignment. The selection process will be conducted by a committee comprising of designated OAS-DSD and World Bank personnel.

The criteria that will be used for selection are the following:

- (i) Consultant's experience: (40%)
- (ii) Methodology: (30%)
- (iii) Key personnel<sup>1</sup>: (20%)
- (iv) Participation of Nationals:10%

\* Consulting Firms are encouraged to apply

#### V. Supervision

The Consultant will be responsible to the Senior Legal Specialist, Chief of the Environmental Law, Policy and Good Governance Division in the Department of Sustainable Development of the General Secretariat of the Organization of American States ("GS/OAS/DSD") through the Project Coordinator.

#### VI. Intellectual Property Rights

The consultant shall not have any title, patent, or other proprietary rights in any document or software developed with funds provided by GS/OAS under this consultancy. All such rights shall lie with GS/OAS. The Consultant shall deliver such documents and/or software to the DSD-OAS in accordance with the terms of the consultancy.

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<sup>1</sup> In the case of a consulting firm.