

**CARIBBEAN COMMUNITY
CLIMATE CHANGE CENTRE
(the Centre)**



**REQUEST FOR PROPOSAL
CONSULTING FIRM**

**DONOR
GREEN CLIMATE FUND**

**PROJECT
BUILDING RESILIENCE INTO TRINIDAD AND TOBAGO'S HEALTH
SECTOR**

**CONTRACT TITLE
RECRUITMENT OF CONSULTANCY FIRM TO HELP BUILD CLIMATE
RESILIENCE INTO TRINIDAD AND TOBAGO'S HEALTHCARE SYSTEM –
INCIDENT COMMAND SYSTEM (ICS) AND EVENT-BASED
SURVEILLANCE APP, TRINIDAD AND TOBAGO**

CONTRACT#39/2021/GCF/T&T/CCCCC

June 2021

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SECTION1. Letter of Invitation (LOI)

16 June 2021

Caribbean Community Climate Change Centre (the Centre)
2nd. Floor
L. Nicholas Building
North Ring Road
Belmopan City
BELIZE

Dear Sir/Madam.

1. The **Caribbean Community Climate Change Centre (the Centre)** has received funds from the Green Climate Fund (GCF) for the purpose of implementing the project **“Building Resilience into Trinidad and Tobago’s Health Sector”** and intends to apply a part of the proceeds towards payments for the Contract **“Recruitment of Consultancy Firm to Help Build Climate Resilience into Trinidad and Tobago’s Healthcare System – Incident Command System (ICS) and Event-Based Surveillance App, Trinidad and Tobago**
2. The Centre now invites firms to submit proposals to provide services for the contract titled **“Recruitment of Consultancy Firm to Help Build Climate Resilience into Trinidad and Tobago’s Healthcare System – Incident Command System (ICS) and Event-Based Surveillance App, Trinidad and Tobago”, Contract#39/2021/ GCF/T&T/CCCCC**. More details on the services to be provided can be found in the Terms of Reference attached.
3. Request for Proposals for this consultancy will be conducted through the **International Competitive Bidding (ICB)** procedures and is open to all qualified bidders.
4. Firms will be selected under the **Quality-Cost Based Selection (QCBS)** method and procedures described in this RFP.

5. The RFP includes the following documents:

- Section 1 - Letter of Invitation (LOI)
- Section 2 – Instructions to Consultants (ITC)
- Section 3 - Technical Proposal - Standard Forms
- Section 4 - Financial Proposal - Standard Forms
- Section 5 - Terms of Reference (TOR)
- Section 6 - Standard Forms of Contract.

6. Interested and eligible consulting firms may obtain further information from **Allison Williams, Procurement Officer**, Caribbean Community Climate Change Centre (the Centre), Email: procurement@caribbeanclimate.bz, between the hours of 8.00 am to 5.00 pm Monday through Friday, and inspect the Bidding Documents at: <http://caribbeanclimate.bz/Opportunities> **“Recruitment of Consultancy Firm to Help Build Climate Resilience into Trinidad and Tobago’s Healthcare System – Incident Command System (ICS) and Event-Based Surveillance App, Trinidad and Tobago.**

7. Electronic bidding is permitted. Each submission should bear the name and address of the firm, addressed to the **Executive Director, Caribbean Community Climate Change Centre** and be clearly identified as: **“Consultancy Firm to Help Build Climate Resilience into Trinidad and Tobago’s Healthcare System”** and submitted to <http://www.caribbeanclimate.bz/bid-submission/>.

8. Interested firms are required to submit their Technical and Financial Proposal **on or before 2:00pm (GMT-6), Thursday 15 July 2021.**

9. The Centre reserves the right to accept or reject any tender and to annul the process and reject all tenders at any time prior to the contract signature, without thereby incurring any liability.

Yours sincerely,

**Allison Williams
Procurement Officer**

SECTION 2.

Instructions to Consultants

General Provisions

Definitions

- (a) “Centre” means the agency with which the selected Consultant signs the Contract for the Services.
- (b) “Consultant” means any entity or person that may provide or provides the Services to the Centre under the Contract.
- (c) “Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is the General Conditions (GC), the Special Conditions (SC), and the Appendices.
- (d) “Data Sheet” means such part of the Instructions to Consultants used to reflect specific country and assignment conditions.
- (e) “Day” means calendar day.
- (f) “Government” means the government of the Centre’s country.
- (g) “Instructions to Consultants” (Section 2 of the RFP) means the document which provides shortlisted Consultants with all information needed to prepare their Proposals.
- (h) “LOI” (Section 1 of the RFP) means the Letter of Invitation being sent by the Centre to the shortlisted Consultants.
- (i) “Personnel” means professionals and support staff provided by the Consultant or by any Sub-Consultant and assigned to perform the Services or any part thereof; “Foreign Personnel” means such professionals and support staff who at the time of being so provided had their domicile outside the Government’s country; “Local Personnel” means such professionals and support staff who at the time of being so provided had their domicile inside the Government’s country.
- (j) “Proposal” means the Technical Proposal and the Financial Proposal.
- (k) “RFP” means the Request For Proposal to be prepared by the Centre for the selection of Consultants, based on the SRFP.
- (l) “SRFP” means the Standard Request for Proposals, which must be used by the Centre as a guide for the preparation of the RFP.

- (m) “Services” means the work to be performed by the Consultant pursuant to the Contract.
- (n) “Sub-Consultant” means any person or entity with whom the Consultant subcontracts any part of the Services.
- (o) “Terms of Reference” (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Centre and the Consultant, and expected results and deliverables of the assignment.

1. Introduction

- 1.1 The **Caribbean Community Climate Change Centre**, will select a consulting firm/organization (the Consultant) from those who respond to publication for the submission of proposals, in accordance with the method of selection specified in the Data Sheet.
- 1.2 Consultants are invited to submit an Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Data Sheet, The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.
- 1.3 Consultants should familiarize themselves with local and regional conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local and regional conditions, Consultants are encouraged to visit the Centre before submitting a proposal and to attend a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal conference is optional. Consultants should contact the Centre’s representative named in the Data Sheet to arrange for their visit or to obtain additional information on the pre-proposal conference. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 1.4 The Centre will provide, on a timely basis, at no cost to the Consultants the inputs and facilities specified in the Data Sheet, assist the firm in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- 1.5 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Centre is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract

award, without thereby incurring any liability to the Consultants.

Conflict of Interest

1.6 The Centre's policy requires that Consultants provide professional, objective, and impartial advice and at all times hold the Centre's interests paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.

1.6.1 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

Conflicting activities

(i) A firm that has been engaged by the Centre to provide goods, works or services other than consulting services for a project, and any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation. For the purpose of this paragraph, services other than consulting services are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.

Conflicting assignments

(ii) A Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Centre. For example, a Consultant hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and a Consultant assisting a Centre in the privatization of public assets shall not purchase, nor advise purchasers of, such assets. Similarly,

a Consultant hired to prepare Terms of Reference for an assignment should not be hired for the assignment in question.

**Conflicting
relationships**

- (iii) A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Centre's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Centre throughout the selection process and the execution of the Contract.

1.6.2 Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Centre, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.

1.6.3 No agency or current employees of the Centre shall work as Consultants under their own ministries, departments or agencies. Recruiting former government employees of the Centre to work for their former ministries, departments or agencies is acceptable provided no conflict of interest exists. When the Consultant nominates any government employee as Personnel in their technical proposal, such Personnel must have written certification from their government or employer confirming that they are on leave without pay from their official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to the Centre by the Consultant as part of his technical proposal.

**Unfair
Advantage**

1.6.4 If a shortlisted Consultant could derive a competitive advantage from having provided consulting services related to the assignment in question, the Centre shall make available to all shortlisted Consultants together with this RFP all information that would in that respect give such Consultant any competitive advantage over competing Consultants.

**Fraud and
Corruption**

- 1.7 The Centre requires that all Consultants adhere to the highest ethical standards, both during the selection process and throughout the execution of a contract. In pursuance of this policy, the Centre:
- (a) defines, for the purpose of this paragraph, the terms set forth below as follows:
 - (i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution;
 - (ii) “fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
 - (iii) “collusive practices” means a scheme or arrangement between two or more consultants with or without the knowledge of the Centre, designed to establish prices at artificial, noncompetitive levels;
 - (iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.
 - (b) will reject a proposal for award if it determines that the Consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question;
 - (c) will cancel the contract if it determines at any time that representatives of the Centre and/or the engaged in corrupt, fraudulent, collusive or coercive practices during the selection process or the execution of the contract.
 - (d) will sanction a Consultant, including declaring the Consultant ineligible, either indefinitely or for a stated period of time, to be awarded a contract by the Centre if at any time determines that the Consultant has, directly or through an agent, engaged in corrupt,

fraudulent, collusive or coercive practices in competing for, or in executing the contract; and

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| | 1.8 | Consultants, their Sub-Consultants, and their associates shall not be under a declaration of ineligibility for corrupt and fraudulent practices in accordance with the above para. 1.7. Furthermore, the Consultants shall be aware of the provisions on fraud and corruption stated in the specific clauses in the General Conditions of Contract. |
| | 1.9 | Consultants shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the assignment if the Consultant is awarded the Contract, as requested in the Financial Proposal submission form (Section 4). |
| Origin of Goods and Consulting Services | 1.10 | Goods supplied and Consulting Services provided under the Contract may originate from any country except if: <ul style="list-style-type: none">(i) as a matter of law or official regulation, the Centres' country prohibits commercial relations with that country; or(ii) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Centre's Country prohibits any imports of goods from that country or any payments to persons or entities in that country. |
| Only one Proposal | 1.11 | Shortlisted Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. However, this does not limit the participation of the same Sub-Consultant, including individual experts, to more than one proposal. |
| Proposal Validity | 1.12 | The Data Sheet indicates how long Consultants' Proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Centre will make its best effort to complete negotiations within this period. Should the need arise, however, the Centre may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Consultants could submit new staff in replacement, who would be considered in the final evaluation for contract award. |

Consultants who do not agree have the right to refuse to extend the validity of their Proposals.

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| Eligibility of Sub-Consultants | 1.13 | In case a shortlisted Consultant intends to associate with Consultants who have not been shortlisted and/or individual expert(s), such other Consultants and/or individual expert(s) shall be subject to the eligibility criteria set forth in the Guidelines. |
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| 2. Clarification and Amendment of RFP Documents | 2.1 | Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Centre's address indicated in the Data Sheet. The Centre will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Consultants. Should the Centre deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under para. 2.2. |
| | 2.2 | At any time before the submission of Proposals, the Centre may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Centre may, if the amendment is substantial, extend the deadline for the submission of Proposals. |

Preparation of Proposals

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| 3. Preparation of Proposals | 3.1 | The Proposal (see para. 1.2), as well as all related correspondence exchanged by the Consultants and the Centre, shall be written in the language (s) specified in the Data Sheet. |
| | 3.2 | In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal. |
| | 3.3 | While preparing the Technical Proposal, Consultants must give particular attention to the following: <ul style="list-style-type: none"> (a) If a shortlisted Consultant considers that it may enhance its expertise for the assignment by associating with other Consultants in a joint venture or sub-consultancy, it may associate with either (a) non-shortlisted |

Consultant(s), or (b) shortlisted Consultants if so indicated in the Data Sheet. A shortlisted Consultant must first obtain the approval of the Centre if it wishes to enter into a joint venture with non-shortlisted or shortlisted Consultant(s). In case of association with non-shortlisted Consultant(s), the shortlisted Consultant shall act as association leader. In case of a joint venture, all partners shall be jointly and severally liable and shall indicate who will act as the leader of the joint venture.

- (b) The estimated number of Professional staff-months or the budget for executing the assignment shall be shown in the Data Sheet, but not both. However, the Proposal shall be based on the number of Professional staff-months or budget estimated by the Consultants.

For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget, while the estimated number of Professional staff-months shall not be disclosed.

- (c) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

Language

- (d) Documents to be issued by the Consultants as part of this assignment must be in the language(s) specified in the Reference Paragraph 3.1 of the Data Sheet. If Reference Paragraph 3.1 indicates two languages, the language in which the proposal of the successful Consultant will be submitted shall govern for the purpose of interpretation. It is desirable that the firm's Personnel have a working knowledge of the Centre's national language.

Technical Proposal Format and Content

- 3.4 Consultants are required to submit a Simplified Technical Proposal (STP). Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive. The Technical Proposal shall provide the information indicated in the following paragraphs from (a) to (f) using the attached Standard Forms (Section 3). Paragraph (b) (ii) indicates the recommended number of pages for the description of the approach, methodology and work plan of the STP. A page is considered to be one printed side of A4 or letter size paper.

**Financial
Proposals**

- (a) (i) For the STP all comments and suggestions, if any, should be incorporated into the description of the approach and methodology (refer to following subparagraph 3.4 (b) (ii)).
 - (b) (i) For the FTP, and STP: a description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-4 of Section 3. The work plan should be consistent with the Work Schedule (Form TECH-8 of Section 3) which will show in the form of a bar chart the timing proposed for each activity.
 - (ii) For the STP only: the description of the approach, methodology and work plan should normally consist of 10 pages, including charts, diagrams, and comments and suggestions, if any, on Terms of Reference and counterpart staff and facilities.
 - (c) The list of the proposed Professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (Form TECH-5 of Section 3).
 - (d) Estimates of the staff input (staff-months of foreign and local professionals) needed to carry out the assignment (Form TECH-7 of Section 3). The staff-months input should be indicated separately for home office and field activities, and for foreign and local Professional staff.
 - (e) CVs of the Professional staff signed by the staff themselves or by the authorized representative of the Professional Staff (Form TECH-6 of Section 3).
 - (f) For the FTP only: a detailed description of the proposed methodology and staffing for training, if the Data Sheet specifies training as a specific component of the assignment.
- 3.5 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.
- 3.6 The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with

the assignment, including (a) remuneration for staff (foreign and local, in the field and at the Consultants' home office), and (b) reimbursable expenses indicated in the Data Sheet. If appropriate, these costs should be broken down by activity and, if appropriate, into foreign and local expenditures. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

Taxes

- 3.7 The Consultant may be subject to local taxes (such as: value added or sales tax, social charges or income taxes on non resident Foreign Personnel, duties, fees, levies) on amounts payable by the Centre under the Contract. The Centre will state in the Data Sheet if the Consultant is subject to payment of any local taxes. Any such amounts shall not be included in the Financial Proposal as they will not be evaluated, but they will be discussed at contract negotiations, and applicable amounts will be included in the Contract.
- 3.8 Consultants may express the price of their services in a maximum of three freely convertible currencies, singly or in combination. The Centre may require Consultants to state the portion of their price representing local cost in the national currency if so indicated in the Data Sheet.
- 3.9 Commissions and gratuities, if any, paid or to be paid by Consultants and related to the assignment will be listed in the Financial Proposal Form FIN-1 of Section 4.

Submission, Opening and Evaluation

4. Submission, Receipt, and Opening of Proposals

- 4.1 Proposals submitted by courier or by hand: The original proposal (Technical Proposal and, if required, Financial Proposal; see paragraph 1.2) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4.
- 4.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The

signed Technical and Financial Proposals shall be marked “ORIGINAL”.

- 4.3 The Technical Proposal shall be marked “ORIGINAL” or “COPY” as appropriate. The Technical Proposals shall be sent to the addresses referred to in para. 4.5 and in the number of copies indicated in the Data Sheet. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.
- 4.4 The original and all copies of the Technical AND Financial Proposal shall be placed in a sealed envelope clearly marked “TECHNICAL PROPOSAL” Similarly, the original Financial Proposal (if required under the selection method indicated in the Data Sheet) shall be placed in a sealed envelope clearly marked “FINANCIAL PROPOSAL” followed by the number and the name of the assignment, and with a warning “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**” The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the contract, and be clearly marked “**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE the date specified in the Instruction to Consultants.**” The Centre shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.
- 4.5 The Proposals must be sent to the address/addresses indicated in the Data Sheet and received by the Centre no later than the time and the date indicated in the Data Sheet, or any extension to this date in accordance with paragraph 2.2. Any proposal received by the Centre after the deadline for submission shall be returned unopened.
- 4.6 The Centre shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored.
- 4.7 Proposals submitted electronically: - must be via the Centre’s electronic procurement system as specified in the BDS.

- (i) Bidders must first register by creating a username, profile and password before accessing the bid submission form at the URL:
[www.caribbeanclimate.bz/ bid-submission](http://www.caribbeanclimate.bz/bid-submission).
- (ii) Prior to Bid Submission, Bidders will be required to complete the bid submission form with fields that include:
 - a. Name of Bidder (Company):
 - b. Contract Reference:
 - c. Contract Title:
 - d. Name and Email address of uploader
- (iv) Bidders can upload up maximum number of files referred and formats as indicated in the Data Sheet
- (v) An automatic receipt time stamped email will be sent to the uploader's email account as a receipt and proof of submission. Each submission will be given a confirmation number.
- (vi) Bids must be uploaded as two (2) single PDF file to <http://www.caribbeanclimate.bz/bid-submission/>.

5. Proposal Evaluation

- 5.1 The Proposals must be sent to the address/addresses indicated in the Data Sheet and received by the Centre no later than the time and the date indicated in the Data Sheet, or any extension to this date in accordance with paragraph 2.2. Any proposal received by the Centre after the deadline for submission shall be returned unopened.
- 5.2 The Centre shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored.
- 5.3 From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the Centre on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Centre in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants' Proposal. Notwithstanding this provision, from the time of the Proposals' opening to the time of Contract award publication, if a Consultant wishes to

contact the Centre on any matter related to the selection process, it should do so only in writing.

Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

Evaluation of Technical Proposals

- 5.4 The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (TS). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.

Financial Proposals for QBS

- 5.5 Following the ranking of Technical Proposals, when selection is based on quality only (QBS), the first ranked Consultant is invited to negotiate its proposal and the Contract in accordance with the instructions given under para. 6 of these Instructions

Public Opening and Evaluation of Financial Proposals (only for QCBS, FBS and LCS)

- 5.6 After the technical evaluation is completed the Centre shall inform the Consultants who have submitted proposals the technical scores obtained by their Technical Proposals, and shall notify those Consultants whose Proposals did not meet the minimum qualifying mark or were considered non responsive to the RFP and TOR, that their Financial Proposals will be returned unopened after completing the selection process. The Centre shall simultaneously notify in writing Consultants that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals. The opening date should allow Consultants sufficient time to make arrangements for attending the opening. Consultants' attendance at the opening of Financial Proposals is optional.
- 5.7 Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The names of the Consultants, and the technical scores of the Consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.

- 5.8 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail. In addition to the above corrections, as indicated under paragraph 3.6, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items. In case an activity or line item is quantified in the Financial Proposal differently from the Technical Proposal, (i) if the Time-Based form of contract has been included in the RFP, the Evaluation Committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity and correct the total Proposal cost, (ii) if the Lump-Sum form of contract has been included in the RFP, no corrections are applied to the Financial Proposal in this respect. The total price inclusive of all taxes shall be considered the as the offered price. Prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the Data Sheet.
- 5.97 In case of QCBS, the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights ($T = \text{the weight given to the Technical Proposal}$; $P = \text{the weight given to the Financial Proposal}$; $T + P = 1$) indicated in the Data Sheet: $S = St \times T\% + Sf \times P\%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.
- 5.10 In the case of Fixed-Budget Selection, the Centre will select the firm that submitted the highest ranked Technical Proposal within the budget. Proposals that exceed the indicated budget will be rejected. In the case of Least-Cost Selection (LCS), the Client will select the Consultant with the lowest evaluated total price among those consultants that achieved the minimum technical score, and invite such Consultant to negotiate the Contract.

Negotiations and Award OF Contract

6. Negotiations

- 6.1 Negotiations will be held at the date and address indicated in the Data Sheet. The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all

Professional staff. Failure in satisfying such requirements may result in the Centre proceeding to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.

Technical negotiations

- 6.2 Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The Centre and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as “Description of Services”. Special attention will be paid to clearly defining the inputs and facilities required from the Centre to ensure satisfactory implementation of the assignment. The Centre shall prepare minutes of negotiations which will be signed by the Centre and the Consultant.

Financial negotiations

- 6.3 If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to contact the local tax authorities to determine the local tax amount to be paid by the Consultant under the Contract. The financial negotiations will include a clarification (if any) of the firm’s tax liability in the Centre’s country, and the manner in which it will be reflected in the Contract; and will reflect the agreed technical modifications in the cost of the services. In the cases of QCBS, Fixed-Budget Selection, and the Least-Cost Selection methods, unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor other proposed unit rates. For other methods, Consultants will provide the Centre with the information on remuneration rates described in the Appendix attached to Section 4 - Financial Proposal - Standard Forms of this RFP.

Availability of Professional staff/experts

- 6.4 Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the Centre expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the Centre will require assurances that the Professional staff will be actually available. The Centre will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed

		substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.
Conclusion of the negotiations	6.5	Negotiations will conclude with a review of the draft Contract. To complete negotiations the Centre and the Consultant will initial the agreed Contract. If negotiations fail, the Centre will invite the Consultant whose Proposal received the second highest score to negotiate a Contract.
7. Award of Contract	7.1	After completing negotiations the Centre shall award the Contract to the selected Consultant, and promptly notify all Consultants who have submitted proposals. After Contract signature, the Centre shall return the unopened Financial Proposals to the unsuccessful Consultants.
	7.2	The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.
8. Confidentiality	8.1	Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal.

**Instructions to Consultants
Data Sheet**

Paragraph Reference	Instructions
1.1	<p>Name of the Client: Caribbean Community Climate Change Centre (the Centre) Social Security Commercial Building, 2nd Floor North Ring Road, Belmopan City, Belize</p> <p>Method of selection: Quality-Cost Based Selection (QCBS)</p>
1.2	<p>Consultant is required to submit a Technical AND Financial Proposal</p> <p>Name of the assignment is:</p> <p>Recruitment of Consultancy Firm to Help Build Climate Resilience into Trinidad and Tobago's Healthcare System – Incident Command System (ICS) and Event-Based Surveillance App, Trinidad and Tobago, Contract#39/2021/GCF/T&T /CCCCC</p>
1.3	<p>A pre-proposal conference will be held: No</p> <p>For inquiries the Centre's representative is: Allison Williams, Procurement Officer</p> <p style="text-align: center;">Caribbean Community Climate Change Centre (the Centre) Social Security Commercial Building 2nd Floor North Ring Road, Belmopan City, Belize Email: awilliams@caribbeanclimate.bz Telephone: (501) 822-1104/1109</p>
1.4	The Centre will provide the following inputs and facilities: Nil
1.5	The Centre is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the consultant
1.6	Conflict of Interest -The Centre's policy requires that Consultants provide professional, objective, and impartial advice and at all times hold the Centre's interests paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.
1.6.1 (iii)	Conflicting relationship - A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Centre's staff who is

Paragraph Reference	Instructions
	directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Centre throughout the selection process and the execution of the Contract.
1.12	Proposals must remain valid 90 days after the submission date, i.e. until: 15 October 2021
2.1	<p>Clarifications may be requested no later than Thursday 1 July 2021 and submitted to:</p> <p><i>Email: procurement@caribbeanclimate.bz</i> <i>Attention: Allison Williams</i></p>
3.1	Proposals shall be submitted in the following language: English
3.3 (b)	Total amount available for this activity: USD81,000 (<i>exclusive of travel related reimbursable expenses</i>)
3.4	<p>The format of the Technical Proposal to be submitted is Full Technical Proposal (FTP)</p> <p><u>For FTP:</u></p> <ul style="list-style-type: none"> (1) Power of Attorney to sign the Proposal (2) TECH-1 (3) TECH-2 (4) TECH-3 (5) TECH-4 (6) TECH-5 (7) TECH-6 (8) TECH-7 (9) TECH-8 <p>Methodology proposed must be based on a clear rationale for the approach.</p>
3.6	<p>The Financial Proposal shall be prepared using the Standard Forms (Section 4).</p> <ul style="list-style-type: none"> (1) FIN-1 (2) FIN-2 (3) FIN-3 (4) FIN 4

Paragraph Reference	Instructions
	<p>(5) FIN-5</p> <p>In order to demonstrate competitive fee rates and expenses in relation to the market and to demonstrate Value for Money all costs associated with the assignment, including fees and expenses where appropriate shall be broken down by activity. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.</p>
3.7	<p>Amounts payable by the Centre to the Consultant under the contract to be subject to local taxation: No (a) The Consultant is responsible for paying his/her own taxes.</p>
3.8	<p>Consultant to state all cost in US currency: Yes</p>
4.0	<p>Each submission should bear the name and address of the firm, addressed to the Executive Director, Caribbean Community Climate Change Centre and be Clearly identified as:</p> <p>Recruitment of Consultancy Firm to Help Build Climate Resilience into Trinidad and Tobago’s Healthcare System – Incident Command System (ICS) and Event-Based Surveillance App, Trinidad and Tobago, Contract#39/2021/GCF/ T&T /CCCCC.</p> <p>In order to be responsive to the requirements of the Request for Proposal (RFP), interested firms are required to submit the documents listed in the RFP, Instruction to Consultants, 3.4 and 3.6 (page 20) on or before the deadline for submission.</p> <p>The Centre’s electronic-procurement system shall be used to manage the Submission, withdrawal, substitution, or modification of Bids.</p> <p>Bidders must first register by creating a Username, profile and password before accessing the bid submission form at the URL: www.caribbeanclimate.bz/bid-submission.</p> <ol style="list-style-type: none"> 1. Prior to Proposal Submission, Consultants will be required to complete the bid submission form with fields that include: <ol style="list-style-type: none"> i. Name of Bidder (Company): ii. Contract Reference: iii. Contract Title: iv. Name and Email address of uploader

Paragraph Reference	Instructions														
	<p>2. Consultants can upload up to 2 files maximum in one submission with maximum file size of 60 MB per file. The following types of files are currently allowed: JPEG, PNG, JPG, GIF, PDF, DOC, DOCX, PPT, PPTX, EXCEL and ZIP.</p> <p>3. An automatic receipt time stamped email will be sent to the uploader’s email account as a receipt and proof of submission.</p> <p>4. Each submission will be given a confirmation number.</p> <p>Submissions of Bids.</p> <p>(i) Proposals should be addressed to the Colin Young (PhD), Executive Director, Caribbean Community Climate Change Centre</p> <p>(ii) Proposals must be uploaded as TWO (2) PDF files (Technical Proposal and Financial Proposal) to http://www.caribbeanclimate.bz/bid-submission/.</p> <p>(iii) The subject matter of the email must read: Recruitment of Consultancy Firm to Help Build Climate Resilience into Trinidad and Tobago’s Healthcare System – Incident Command System (ICS) and Event-Based Surveillance App, Trinidad and Tobago, Contract#39/2021/GCF/ T&T /CCCCC</p> <p><u>DEADLINE for submission of Proposals: on or before on or before 2:00pm (GMT-6), Thursday 15 July 2021.</u></p>														
	<p>Evaluation of Proposals: Criteria, sub criteria, and point system for the evaluation of the Technical Proposals and Financial Proposal are:</p> <table><tr><th>#</th><th>Description</th><th>Points</th></tr><tr><td>A</td><td>Work Plan for the consultancy showing the implementation schedule, timelines, and milestones for all activities</td><td>10</td></tr><tr><td colspan="3">The firm is required to possess the below listed competency for the successful execution of this assignment:</td></tr><tr><td rowspan="2">B</td><td>Minimum of five (5) projects or assignments undertaken in the last 5 years related to Public Health, Climate Change and Health, or development of national health-related plans and strategies;</td><td>5</td></tr><tr><td>Minimum of five (5) projects or assignments undertaken in the last 5 years related to Disaster Risk Management/Reduction, or development of sector-specific national disaster plans and strategies</td><td>5</td></tr></table>	#	Description	Points	A	Work Plan for the consultancy showing the implementation schedule, timelines, and milestones for all activities	10	The firm is required to possess the below listed competency for the successful execution of this assignment:			B	Minimum of five (5) projects or assignments undertaken in the last 5 years related to Public Health, Climate Change and Health, or development of national health-related plans and strategies;	5	Minimum of five (5) projects or assignments undertaken in the last 5 years related to Disaster Risk Management/Reduction, or development of sector-specific national disaster plans and strategies	5
#	Description	Points													
A	Work Plan for the consultancy showing the implementation schedule, timelines, and milestones for all activities	10													
The firm is required to possess the below listed competency for the successful execution of this assignment:															
B	Minimum of five (5) projects or assignments undertaken in the last 5 years related to Public Health, Climate Change and Health, or development of national health-related plans and strategies;	5													
	Minimum of five (5) projects or assignments undertaken in the last 5 years related to Disaster Risk Management/Reduction, or development of sector-specific national disaster plans and strategies	5													

Paragraph Reference	Instructions		
		Development of an Incident Command System in the last 5 years	5
		Minimum of five (5) projects or assignments related to conducting in-depth skills-based capacity development in the last 3 years	5
		Minimum of three (3) years' experience in the design of mobile/web-based applications for the health sector.	10
		Minimum of three (5) projects or assignments in the last 5 years, related to mass communication activities or communication strategy development and implementation	5
		The professional expertise and mandate of the consulting firm should cover the requirements of tasks defined in this TOR	5
	B	Key Experts	
		Expert #1: Team Leader: Incident Command System Specialist	
		Minimum of a Master's Degree in Public Health, Disaster Risk Reduction/Management, Environmental Science, Social Science or a related field	5
		At least 5 years' experience with stakeholder engagement, group facilitation and meeting management and technical writing related to Incident Command Systems development.	10
		At least 3 years' experience working in Public Health Surveillance.	5
		At least 5 years' experience effectively engaging with a cross-section of health sector stakeholders, at the national and sub-national levels, including with, including but not limited to: primary and secondary healthcare providers, epidemiologists, environmental health officers, vector control officers, pharmacists etc.	5
		Key Experts - Expert #2: Application Software Development Specialist	
		At least a bachelor's degree in computer science, communications or related field, or qualification in software development	5
		At least 3 years' experience in the development of relevant applications	10
		Recent experience working with health stakeholders	5
		Experience working in the Caribbean region	5
		TOTAL	100%
	<u>Required Minimum Technical Score 75 points</u>		

Paragraph Reference	Instructions
5.7	<p>The formula for determining the financial scores is the following: The formula for determining the financial scores is the following: $S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration.</p> <p>The weights given to the Technical and Financial Proposals are: $T = 0.8$, and $P = 0.2$</p>
6.1	Expected date and address for contract negotiations: via virtual meeting
7.2	Expected date for commencement of consulting services: August 2021

SECTION 3.

Technical Proposal - Standard Forms

Refer to Reference Paragraph 3.4 of the Data Sheet for format of Technical Proposal to be submitted, and paragraph 3.4 of Section 2 of the RFP for Standard Forms required and number of pages recommended.

Checklist of Required Forms

Required for FTP or STP (√)		FORM	DESCRIPTION	Page Limit
FTP	STP			
√	√	TECH-1	Technical Proposal Submission Form.	
“√” If applicable		TECH-1 Attachment	If the Proposal is submitted by a joint venture, attach a letter of intent or a copy of an existing agreement.	
“√” If applicable		Power of Attorney	No pre-set format/form. In the case of a Joint Venture, several are required: a power of attorney for the authorized representative of each JV member, and a power of attorney for the representative of the lead member to represent all JV members	
√		TECH-2	Consultant's Organization and Experience.	
√		TECH-2A	A. Consultant's Organization	
√		TECH-2B	B. Consultant's Experience	
√		TECH-3	Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Centre.	
√		TECH-3A	A. On the Terms of Reference	
√		TECH-3B	B. On the Counterpart Staff and Facilities	
√	√	TECH-4	Description of the Approach, Methodology, and Work Plan for Performing the Assignment	
√	√	TECH-5	Team Composition and Task Assignment	
√	√	TECH-6	Team Composition, Key Experts Inputs, and attached Curriculum Vitae (CV)	
√		TECH-7	Staffing Schedule	
√		TECH - 8	Work schedule	

All pages of the original Technical and Financial Proposal shall be initialled by the same authorized representative of the Consultant who signs the Proposal.

Form TECH-1 Technical Proposal Submission Form

Belize, Central American

16 June 2021

To: *Caribbean Community Climate Change Centre (the Centre)
Social Security Commercial Building, North Ring Road,
Belmopan City, Belize*

Dear Sirs:

We, the undersigned, offer to provide the consulting services for the **Recruitment of Consultancy Firm to Help Build Climate Resilience into Trinidad and Tobago's Healthcare System – Incident Command System (ICS) and Event-Based Surveillance App, Trinidad and Tobago, Contract#39/2021/GCF/T&T/CCCCC** in accordance with your Request for Proposal dated **16 June 2021** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope¹.

{If the Consultant is a joint venture, insert the following: We are submitting our Proposal a joint venture with: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy {insert: “of our letter of intent to form a joint venture” or, if a JV is already formed, “of the JV agreement”} signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.

{OR

If the Consultant's Proposal includes Sub-consultants, insert the following: We are submitting our Proposal with the following firms as Sub-consultants: {Insert a list with full name and address of each Sub-consultant.}

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Centre.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet, Clause 1.12.
- (c) We have no conflict of interest in accordance with ITC 1.6 and 1.61 (i-iii).

- (d) We meet the eligibility requirements as stated in ITC 6, and we confirm our understanding of our obligation to abide by the Centres' policy in regard to corrupt and fraudulent practices as per ITC 1.7.
- (e) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in Clause 7.2 of the Data Sheet.

We understand that the Centre is not bound to accept any Proposal that the Centre receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Name of Consultant (company's name or JV's name):

In the capacity of: _____

Address: _____

Contact information (phone and e-mail): _____

{For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}

1 [In case Paragraph Reference 1.2 of the Data Sheet requires to submit a Technical Proposal only, replace this sentence with: "We are hereby submitting our Proposal, which includes this Technical Proposal only."]
2 [Delete in case no association is foreseen.]

Form TECH-2 Consultant's Organization and Experience

A - Consultant's Organization

[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]

B - Consultant's Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment . Use 20 pages.]

Assignment name:	Approx. value of the contract (in current US\$ or Euro):
Country: Location within country:	Duration of assignment (months):
Name of Centre:	Total N° of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current US\$ or £):
Start date (month/year): Completion date (month/year):	N° of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's Name: _____

Form TECH-3 Comments and Suggestions on the Terms of Reference and on
Counterpart Staff and Facilities to be Provided by the Centre

A - On the Terms of Reference

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

Form TECH-4 Description of Approach, Methodology and Work Plan for
Performing the Assignment

Form TECH-5 Team Composition and Task Assignments

Professional Staff				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned

Form TECH-6 - Curriculum Vitae (CV) for Proposed Professional Staff

1. Proposed Position *[only one candidate shall be nominated for each position]:* _____

2. Name of Firm *[Insert name of firm proposing the staff]:* _____

3. Name of Staff *[Insert full name]:* _____

4. Date of Birth: _____ **Nationality:** _____

5. Education *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:* _____

6. Membership of Professional Associations: _____

7. Other Training *[Indicate significant training since degrees under 5 - Education were obtained]:* _____

8. Countries of Work Experience: *[List countries where staff has worked in the last ten years]:* _____

9. Languages *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:* _____

10. Employment Record *[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:*

From [Year]: ____ To [Year]: _____

Employer: _____

Positions held: _____

<p>11. Detailed Tasks Assigned</p> <p><i>[List all tasks to be performed under this assignment]</i></p>	<p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p><i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Centre: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
--	--

12. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
[Signature of staff member or authorized representative of the staff] *Day/Month/Year*

Full name of authorized representative: _____



Form TECH-7 Staffing Schedule¹

N°	Name of Staff	Staff input (in the form of a bar chart) ²													Total staff-month input		
		1	2	3	4	5	6	7	8	9	10	11	12	n	Home	Field ³	Total
Foreign																	
1		[Home]															
		[Field]															
2																	
3																	
N																	
													Subtotal				
Local																	
1		[Home]															
		[Field]															
2																	
N																	
													Subtotal				
													Total				

1 For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).

2 Months are counted from the start of the assignment. For each staff indicate separately staff input for home and field work.

3 Field work means work carried out at a place other than the Consultant's home office.

 Full time input
 Part time input

1 Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Centre approvals. 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.

SECTION 4. Financial Proposal - Standard Forms

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under para. 3.6 of Section 2. Such Forms are to be used whichever is the selection method indicated in para. 4 of the Letter of Invitation.

[The Appendix “Financial Negotiations - Breakdown of Remuneration Rates” is to be only used for financial negotiations when Quality-Based Selection, Selection Based on Qualifications, or Single-Source Selection method is adopted, according to the indications provided under para. 6.3 of Section 2.]

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

FIN-3 Breakdown of Costs by Activity

FIN-4 Breakdown of Remuneration

FIN-5 Reimbursable expenses

Form FIN-1 Financial Proposal Submission Form

16 June 2021

To: Caribbean Community Climate Change Center (the Centre)
Social Security Commercial Building, North Ring Road,
Belmopan City, Belize

Dear Sirs:

We, the undersigned, offer to provide the consulting services for **Recruitment of Consultancy Firm to Help Build Climate Resilience into Trinidad and Tobago's Healthcare System – Incident Command System (ICS) and Event-Based Surveillance App, Trinidad and Tobago, Contract#39/2021/GCF/T&T/CCCCC** in accordance with your Request for Proposal dated 16 June 2021 and our Technical Proposal. Our attached Financial Proposal is for the sum of _____ (*Insert amount(s) in words and figures¹*).

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.12 of the Data Sheet.

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below²:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

1 Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.

2 If applicable, replace this paragraph with: "No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Contract execution."

Form FIN-2 Summary of Costs

Item		
	[US Currency] ¹	[Pound Sterling (£)] ¹
Total Costs of Financial Proposal ²		

¹Indicate between brackets the name of the foreign currency. Maximum of three currencies; use as many columns as needed, and delete the others.

² Such total costs must coincide with the sum of the relevant Subtotals indicated in all Forms FIN-3 provided with the Proposal.

Form FIN-3 Breakdown of Costs by Activity¹

Group of Activities (Phase):² <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/>	Description:³ <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/>	
Cost component	Costs	
	<i>[US Currency]</i>	<i>[Pound Sterling (£)]</i>
Remuneration ⁵		
Expenses ⁵		
Subtotals		

- 1 Form FIN-3 shall be filled at least for the whole assignment. The Consultant shall fill a separate Form FIN-3 for each group of activities. Subtotals of all Forms FIN-3 provided must coincide with the Total Costs of Financial Proposal indicated in Form FIN-2.
- 2 Names of activities (phase) should be the same as, or correspond to the ones indicated in the second column of Form TECH-8.
- 3 Short description of the activities whose cost breakdown is provided in this Form.
- 4 Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN-2.
- 5 For each currency, Remuneration and Expenses must respectively coincide with relevant Total Costs indicated in Forms FIN-4, and FIN-5.

FORM FIN-4 BREAKDOWN OF REMUNERATION¹

(This Form FIN-4 shall only be used when the Lump-Sum Form of Contract has been included in the RFP. Information to be provided in this Form shall be used to establish Value for Money and payments to the Consultant for possible additional services requested by the Centre)

[illegible]

- 1 Form FIN-4 shall be filled in for the same Professional and Support Staff listed in Form TECH-7.
2 Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.:
3 draftsmen, clerical staff).
4 Positions of the Professional Staff shall coincide with the ones indicated in Form TECH-5.
5 Indicate separately staff-month rate and currency for home and field work.

Form FIN-5 Breakdown of Expenses¹

(This Form FIN-5 shall only be used when the Lump-Sum Form of Contract has been included in the RFP. Information to be provided in this Form shall be used to establish Value for Money and payments to the Consultant for possible additional services requested by the Centre)

N°	Description ²	Unit	Unit Cost ³	Quantity	[US Currency] ⁴	[Pound Sterling (£)] ⁴
	Per diem allowances	Day				
	International flights ⁵	Trip				
	Other transportation (taxi, water taxi etc)	Trip				
	Communication costs between [Insert place] and [Insert place]					
	Drafting, reproduction of reports					
	Equipment, instruments, materials, supplies, etc.					
Total Costs						

1 Form FIN-5 should be filled for each of the Forms FIN-3 provided, if needed.

2 Delete items that are not applicable or add other items according to Paragraph Reference 3.6 of the Data Sheet.

3 Indicate unit cost and currency.

4 Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN-2. Cost = Unit Cost x Quantity.

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

Sample Form

Consulting Firm:

Country:

Assignment:

Date:

(Contract Title and Identification No.)

Consultant's Representations Regarding Costs and Charges

We hereby confirm that:

- (a) the basic salaries indicated in the attached table are taken from the firm's payroll records and reflect the current salaries of the staff members listed which have not been raised other than within the normal annual salary increase policy as applied to all the firm's staff;
- (b) attached are true copies of the latest salary slips of the staff members listed;
- (c) the away from headquarters allowances indicated below are those that the Consultants have agreed to pay for this assignment to the staff members listed;
- (d) the factors listed in the attached table for social charges and overhead are based on the firm's average cost experiences for the latest three years as represented by the firm's financial statements; and
- (e) said factors for overhead and social charges do not include any bonuses or other means of profit-sharing.

[Name of Consulting Firm]

Signature of Authorized Representative

Date

Name: _____

Title: _____

Consultant's Representations Regarding Costs and Charges

(Expressed in *US Currency*)

Personnel		1	2	3	4	5	6	7	8
Name	Position	Basic Salary per Working Month/Day/Year	Social Charges ¹	Overhead ¹	Subtotal	Fee ²	Away from Headquarters Allowance	Proposed Fixed Rate per Working Month/Day/Hour	Proposed Fixed Rate per Working Month/Day/Hour ¹
Home Office									
Field									

1. Expressed as percentage of 1
2. Expressed as percentage of 4

SECTION 5: TERMS OF REFERENCE

Annexed

SECTION 6:



**Caribbean Community
Climate Change Centre**

**DONOR
GREEN CLIMATE FUND**

**PROJECT
BUILDING RESILIENCE INTO TRINIDAD AND TOBAGO'S HEALTH
SECTOR**

**CONTRACT TITLE
RECRUITMENT OF CONSULTANCY FIRM TO HELP BUILD CLIMATE
RESILIENCE INTO TRINIDAD AND TOBAGO'S HEALTHCARE SYSTEM –
INCIDENT COMMAND SYSTEM (ICS) AND EVENT-BASED
SURVEILLANCE APP, TRINIDAD AND TOBAGO, CONTRACT#39/2021/GCF/
T&T /CCCCC.**

CONTRACT#39/2021/GCF/T&T/CCCCC

DRAFT CONTRACT#35/2021/GCF/T&T/CCCCC

This contract is made between the **Caribbean Community Climate Change Centre**, having its principal place of business at **3rd Floor, David L. Mckoy Business Centre Bliss Parade, Belmopan City, Belize** (*hereinafter referred to as “the Centre”*) acting hereinafter and represented by **Colin Young, PhD, Executive Director** on the one part and

_____ (*name of consultant or firm*), having its principal office located at (*consultant address*) (*hereinafter referred to as “the Consultant”*) acting hereinafter and represented by _____ (*name of representative*), _____ (*designation/title of representative*) on the other Part;

Individually referred to as “the Party” and collectively as “the Parties”.

WHEREAS the Centre, has received financing from the **Green Climate Fund (GCF)** toward the cost of the project titled **Building Resilience into Trinidad and Tobago’s Health Sector**;

AND WHEREAS the **Ministry of Health, Government of the Republic of Trinidad and Tobago** is the direct beneficiary under this Contract (*hereinafter referred to as “the Beneficiary”*);

AND WHEREAS in pursuance of the objectives of the project the Centre intends to apply a part of the proceeds towards the contract **“Build Climate Resilience into Trinidad and Tobago’s Healthcare System – Incident Command System (ICS) and Event Based Surveillance App”**;

AND WHEREAS, the Consultant has represented that they are qualified to render effectively and efficiently the required services, set out as Annex I under this Agreement.

NOW THEREFORE in consideration of the respective covenants contained in this Agreement, and for other good and valuable consideration (the receipt and sufficiency of which is acknowledged by each of the parties) the Parties agree as follows:

1. Nature of Services and obligation of Consultant	<p>(i) The Consultant shall perform the services specified in Annex I “Terms of Reference”, which is made an integral part of this Contract (<i>hereinafter referred to as “the Services”</i>);</p> <p>(ii) The Consultant shall provide the personnel listed in Annex II, (hereinafter referred to as “Key Personnel”);</p>
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	<p>(iii) The Consultant shall submit to the Centre the reports in the form and within the time periods specified in Annex III, (hereinafter referred to as “Consultant’s Reporting Obligations”);</p> <p>(iv) The Consultant shall be bound by the Confidentiality Agreement, Annex IV (hereinafter referred to as “the Confidentiality Agreement”);</p> <p>(v) Principal Spending Guidelines for Reimbursable Expense Annex V (hereinafter referred to as “the Principal Spending Guideline”);</p> <p>Annexes I to V constitutes an integral part of this Contract</p>
<p>2. Representations and Warranties</p>	<p>a) The Consultant warrants to the Centre that:</p> <ul style="list-style-type: none"> i. the service will be provided in a timely, professional and competent manner, with all due skill and care, and in accordance with applicable professional standards; ii. It has the authority and capacity to enter into this Contract. <p>(b) The Consultant shall, if requested by the Centre, provide the Centre and/or its authorized Representative(s) with all such information in connection with the service to be provided hereunder as the Centre may from time to time reasonably require it to do.</p> <p>(c) The Consultant acknowledges that nothing contained in this Contract shall prejudice or affect its liability in tort to any person.</p> <p>(d) The Consultant acknowledges that the Centre's appointment of the Consultant relies on the Consultant's representations to the Centre in relation to the Consultant’s competence to perform the service contracted herein. The Consultant confirms that such representations are true and accurate. The Consultant shall notify the Centre immediately of any difference between such representations and the true and accurate position.</p> <p>The Consultant undertakes to the Centre that it has performed and that it will continue to perform the Service with the intent that no act, omission</p>

	or default of the Consultant in relation thereto shall constitute, cause or contribute to any breach by the Centre of any such obligations as aforesaid.
3. Obligations of the Centre and the Beneficiary	<p>The Centre and the Beneficiary shall fulfill the following obligations:</p> <ul style="list-style-type: none"> • Provide the Consultant with background documents and information relevant to the assignment that are readily available and readily accessible. • Issue the relevant Introductory Letters and facilitate contact with the relevant stakeholders, as necessary. • Organize conference call meetings with the consultant to address any questions or concerns and to receive updates about progress made on the data management system. • Provide necessary timely logistical support for the successful completion of the activities detailed in these Terms of Reference
5. Term	<p>This Contract shall take effect from the date of its execution (“the Effective Date”). The services shall be completed by the ____ April 2022 and the contract shall automatically terminate on ____ April 2022 (“the Expiration Date”) or any other period as may be subsequently agreed by the Parties in writing. The Consultant shall perform the Services during the Effective and Expiration Dates.</p>
5. Remuneration	<p>A. <u>Ceiling</u></p> <p>For Services rendered pursuant to Annex I, the Centre shall pay the Consultant an amount not to exceed ____ USD. This amount includes ____ as Professional fees and has been established based on the understanding that it includes all of the consultant fees, non-travel related costs, and profits as well as any tax obligation that may be imposed on the consultant. In addition, travel related reimbursable expenses estimated at ____ USD.</p> <p>B <u>Schedule of Payments – Professional Fees</u></p> <p>Deliverable 1, (<i>Inception report and Work plan</i>) - 20% valued at USD ____ upon the Centre's acceptance of Deliverable 1 and submission of an invoice in the same amount;</p> <p>Deliverable 2 (<i>Incident Command System and TORs for integration into MOH Comprehensive Disaster Plan</i>) – 20% valued at USD ____ upon the Centre's</p>

	<p>acceptance of Deliverable 2 and submission of an invoice in the same amount;</p> <p>Deliverable 3 (<i>Completion of all training workshops and reports related to the ICS</i>) - 20% valued at USD _____ upon the Centre's acceptance of Deliverable 3 and submission of an invoice in the same amount;</p> <p>Deliverable 4, (<i>Event-based surveillance app finalised and validated</i>) – 20% valued at USD _____ upon the Centre's acceptance of Deliverable 4 and submission of an invoice in the same amount;</p> <p>Deliverable 5, (<i>Training and sensitisation materials developed and validated</i>) – 20% valued at USD _____ upon the Centre's acceptance of Deliverable 5 and submission of an invoice in the same amount;</p> <p>100% Total</p> <p>C. <u>Payment Conditions</u></p> <p>Payment shall be made in United States Dollars, no later than 30 days following submission by the Consultant's invoices to the Centre.</p>
6. Performance Standards	The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.
7. Confidentiality	The Consultant acknowledges and agrees that the Centre is the custodian and owner of confidential, customer and proprietary information as well as personal information, all of which the Centre is required to protect. The parties agree to execute and abide by the terms of the Confidentiality Agreement attached hereto as Annex "IV". The Consultant agrees that any breach of the terms of the Confidentiality Agreement by either the Consultant or its representatives would cause irreparable harm, and the Centre shall be entitled to seek specific performance or injunctive relief to enforce the terms of Annex "IV" in addition to any remedies it may otherwise be entitled to at law or in equity.
8. Contract Coordination	The Consultant shall report to Centre's designee for contractual and administrative purposes. The Centre's designee shall be responsible for the coordination of activities under this Contract and for the receipt and acceptance of all reports as set out in Annex II of this Contract. The project core team of the Centre shall provide additional

	technical advice and inputs, day-to-day coordination and oversight for the performance of the Services under this Contract.
9. Liquidated Damages	Consultant fails to complete any Tasks of the Services by the date(s) outlined in Annex II, and provided such delays are not occasioned by delays on the part of the Centre in fulfilling contingent obligations as outlined in Clause 3 of this Contract, the Centre may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to two percent (2%) of the Contract price for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of ten percent (10%) of the contract price. Once the maximum is reached, the Centre may terminate the Contract pursuant to Clause 17 of this Contract.
10. Conflict of Interest	<p>The Consultant:</p> <p>(a) Represents and warrants that neither it nor it's duly authorised representative has been previously contracted by the Centre to supply goods or execute works or provide services (other than the Services) for a project that has originated from the Services or is closely related to them.</p> <p>(b) Agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, may be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.</p> <p>(c) Agrees that, during the term of this Contract not to enter into any other contract for the provision of services that, by its nature, may be in conflict with the Services assigned to the Consultant.</p> <p>(d) Represents and warrants that he/she does not have a business or Family relationship with a member of the Centre's staff who are directly or Indirectly involved in any part of:</p> <ul style="list-style-type: none"> (i) the preparation of the TOR of the Contract, (ii) the selection process for such Contract, or (iii) supervision of such Contract, unless the conflict stemming from this relationship has been resolved in an acceptable manner.
11. Liability	No liability shall be attached to the Centre for any negligence, omission or default on the part of the Consultant or for any act or omission by the Consultant in the performance of the Contract.

12 Rights and Obligations	The rights and obligations of the Consultant are strictly limited to the terms and conditions of this Contract. Accordingly, it shall not be entitled to any benefit, payments, subsidy, compensation, entitlement or other expenses except as expressly provided in this Contract.
13. Ownership of Material	All studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Centre under the Contract shall belong to and remain the property of the Centre. The Consultant may retain a copy of such documents and software but shall not be allowed to disclose such information without the express written approval of the Centre
14. Indemnity	<p>The Consultant hereby undertakes to indemnify, defend and save harmless the Centre and its directors, officers, employees, agents and other representatives from and against any and all losses, claims, demands, debts, actions, causes of actions, damages, penalties, interest, costs or expenses (including legal fees and disbursements) or liability of any kind whatsoever resulting from:</p> <ul style="list-style-type: none"> (a) the negligent or wilful acts or omissions of the Consultant, arising in connection with this Contract; (b) any and all breaches by the Consultant, of any representations, warranties, covenants, terms or conditions of this Contract; (c) any employee source deduction, employer contribution or other employer/employee obligation, including interest and penalties thereon, which the Centre may be assessed or otherwise may incur under any law as a result of any, authority or competent tribunal determining that the Representative is considered an employee of the Centre; and (d) any claim that the Services infringe the intellectual property rights of any Copyright and confidentiality. (e) any action of the Consultant under this Contract.
15. Assignment	The Consultant shall not assign or transfer the benefit of this Contract or any right or obligation under this Contract to any person without the prior written consent of the Centre and, in particular, but without limitation, the Consultant shall not, without the prior written consent of the Centre sub-contract to any person the performance of any of the Services. The Centre shall be entitled to assign charge or transfer the benefit of this, all or any of its rights and obligations under this Contract
16. Dispute Resolution	(a) If any dispute or difference arises in respect of this Contract, the Consultant and the Centre shall attempt in good faith to resolve such dispute or difference promptly through negotiations

	<p>between their respective representatives having authority to settle the same.</p> <p>(b) Subject to the above the Parties agree that all differences or disputes of whatever nature arising under this Contract shall be referred to arbitration in accordance with the Laws of Belize.</p> <p>Unless the Centre determines or suspends the operation of this Appointment the Consultant shall be obliged to continue to perform and complete the Services during the course of any proceedings.</p>
17. Notice of Termination	<p>(a) This Contract may be terminated:</p> <ol style="list-style-type: none"> i. By the Centre without cause and without liability, by giving two weeks' written notice of such termination to the Consultant. ii. By either Party by giving two weeks' written notice of such termination to the other Party in the event of a material breach by the other Party. "Material breach" shall include any breach that a Party has failed to cure within five business days after receipt of written notice by the other Party and an act of gross negligence or wilful misconduct of a Party. iii. As a result of agreement of the Parties to terminate and force majeure. If the Contract is terminated upon these grounds, the Centre shall pay the Consultant for any deliverables submitted for Services satisfactorily performed in accordance with Clause 5 and Annexes I and II. <p>Upon the effective date of termination of this Contract, all legal obligations, rights and duties arising out of this Contract shall terminate except for such legal obligations, rights and duties as shall have accrued prior to the effective date of termination and except as otherwise expressly provided in this Contract.</p>
18. Relationship	<p>(a) The Parties hereto expressly acknowledge and agree that the Consultant shall render the Services hereunder as an independent Contractor agency and that the employees and/or agents, including the Representative, are not employees of the Centre. As such, neither the Consultant nor any of its employees and/or agents, including the Representative, shall have any right to any Centre employee benefit, entitlement or advantage.</p> <p>(b) Nothing in this Contract shall be construed as creating a partnership, joint venture or agency relationship between the</p>

	<p>Parties, or as authorizing either Party to act as agent for the other or to enter into any contracts on behalf of the other Party. As such, neither the Consultant nor the Representative is authorized to bind or commit the Centre, either actually or apparently, in any manner whatsoever, without express prior written authority from the Centre to do so.</p>
19. Applicable Law	<p>19.1 The Contract shall be governed and construed in accordance with the Laws of Belize.</p> <p>19.2 All disputes between the parties as to the validity, execution, performance, interpretation or termination of this Contract shall be submitted to Arbitration in accordance with the Laws of Belize.</p> <p>19.3 All Schedules attached to this Contract are incorporated herein and shall be part of this Contract.</p> <p>19.4 Except as otherwise provided herein, neither party may assign this Contract or any of its rights, interests or obligations hereunder without the prior written consent of the other party.</p>
20. Alterations	<p>(a) All additions, amendments and variations to this Contract shall be binding only if in writing and signed by the duly authorised representatives both of the Centre and the Consultant.</p> <p>(b) This Contract supersedes any previous Contract or arrangements between the Parties in respect of the Services (whether oral or written) and represents the entire understanding between the Parties in relation thereto.</p> <p>(c) Notwithstanding the date of this Contract, it shall have effect as if it had been executed upon the actual commencement of the services by the Consultant.</p>
21. Insurance	<p>The Consultant will be responsible for taking out any appropriate insurance coverage</p>
22. Entire Agreement	<p>This Contract and the Annexes attached hereto constitute the entire agreement between the Parties and supersede all previous negotiations, understandings and agreements, verbal or written with respect to any matters referred to in this Contract except as specifically set out in this Contract. the Annexes hereto form an integral part of this Contract and are incorporated by reference herein.</p>

23. Counterparts	This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which taken together shall constitute one agreement. To evidence the fact that it has executed this Agreement, a party may send a copy of its executed counterpart to the other party by electronic transmission and the signature transmitted by such transmission shall be deemed to be that party's original signature for all purposes.
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IN WITNESS WHEREOF, this Contract has been signed on behalf of the **Caribbean Community Climate Change Centre** and _____ by their respective duly authorised representative

For: THE CENTRE

FOR: THE CONSULTANT

COLIN YOUNG (PhD)
EXECUTIVE DIRECTOR
CARIBBEAN COMMUNITY
CLIMATE CHANGE CENTRE

Witness: _____

Witness: _____

Date: _____

Date: _____

Annex I
“Terms of Reference”

Annex II
“Key Personnel”

Annex III
“Consultant’s Reporting Obligations”

Annex IV

CONFIDENTIALITY AGREEMENT

This CONFIDENTIALITY AGREEMENT forms part of the agreement it is attached to (the “Agreement”) Annex IV.

Both the Centre and the Contractor may disclose information to one another which they each desire that the other hold in confidence in accordance with the terms of this CONFIDENTIALITY AGREEMENT and the Agreement. As a result, the parties agree that:

1. Except as otherwise provided in this CONFIDENTIALITY AGREEMENT, the party receiving confidential information (the “Recipient”) will neither:

- (a) release to any person other than its employees, officers and directors, agents, auditors, consultants, advisors and legal counsel who, without compromising the disclosure of information required for employees’ normal use of internal information systems, need to know such information for the purpose of fulfilling the terms and conditions of the Agreement (it being understood that such persons shall be informed of the confidential nature of such information and shall be directed to treat such information in accordance with the terms of this CONFIDENTIALITY AGREEMENT and the Agreement); nor
- (b) use in any manner not connected with the Agreement, any non-public information, received from the party disclosing confidential information (the “Disclosing Party”) pertaining to the Agreement (including any documentation, spreadsheets, correspondence, memoranda, notes, analyses or financial data and including information provided in electronic form or by oral communication) which is legibly marked or otherwise clearly identified by the Disclosing Party, either in writing or verbally (including by electronic means) as confidential at the time of its receipt by the Recipient (“Confidential Information”).

2. The Recipient shall exercise in relation to the Confidential Information no lesser security measures and degree of care than that which a commercial corporation acting reasonably under similar circumstances would exercise in relation to its own confidential information.

3. This CONFIDENTIALITY AGREEMENT shall not apply to any Confidential Information which is:

- (a) disclosed by a Party or its Representatives pursuant to the requirements of law, regulation, or instruments thereunder or in connection with any legal proceedings;
- (b) disclosed by a Party or its Representatives pursuant to the requirements of the Centre's international commitments;
- (c) requested by any governmental agency or other regulatory authority (including any self-regulatory organization having or claiming to have jurisdiction);
- (d) in the public domain at the time of its disclosure, or subsequently made available to the general public by a person other than the Recipient, or by the Recipient, but only to the extent that in making such information public, the Recipient was not in breach of this Agreement;
- (e) independently developed by the Recipient;
- (f) already in the possession of the Recipient at the time of its disclosure by the Disclosing Party to the Recipient under this Agreement;
- (g) disclosed to the Recipient (or substantially identical to information disclosed to the Recipient) by a source other than the Disclosing Party, provided that the source of information is not known to the Recipient to be bound by any obligations of confidentiality which prohibit disclosure of such information;
- (h) used or disclosed by the Recipient with the prior written approval of the Disclosing Party; or
- (i) required to be disclosed pursuant to the Center's Disclosure Policy. Nothing in this CONFIDENTIALITY AGREEMENT shall prohibit the Centre disclosure, following the signing of the Agreement, of the following information: the name of the Contractor Firm, the amount of the total fees paid by the Centre to the Contractor under the Agreement; and a general description of the Services and Deliverables;

and any such information shall be deemed not to be Confidential Information for the purpose this CONFIDENTIALITY AGREEMENT; provided that if any portion of the Confidential Information falls within any one of the above exceptions, the remainder of such Confidential Information will continue to be subject to the prohibitions and restrictions set forth in Section 1.

- 4. Specific items and details of Confidential Information shall not be deemed to be within any of the exceptions in Section 3 only because such item or detail is generally referred to in more general information that falls within such exception.
- 5. The parties consent to the Recipient's non-exclusive use of e-mail and any other electronic means of transmission for any disclosure of Confidential Information

that is allowed by the terms of this CONFIDENTIALITY AGREEMENT and agree that unauthorized third party interception of Confidential Information so transmitted will not constitute a breach of the Recipient's obligations under this CONFIDENTIALITY AGREEMENT. For greater certainty, this Section is not intended to limit disclosure by any other means.

6. The Recipient shall be responsible only for direct damages caused to the Disclosing Party by any disclosure of Confidential Information in breach of this CONFIDENTIALITY AGREEMENT. The Disclosing Party shall not be entitled to recover from the Recipient any amount on account of any indirect, special or consequential damages as a result of any action or failure to act under or in respect of this CONFIDENTIALITY AGREEMENT.
7. The parties agree that the party which has suffered or would suffer by the breach of this CONFIDENTIALITY AGREEMENT by the other, may, subject to applicable law, be entitled to immediate equitable relief, including injunction and specific performance, as remedies for any such breach. Such remedies shall, subject to applicable law, not be deemed to be the exclusive remedies available for any such breach but shall be in addition to all other remedies available at law or in equity. By entering into this Agreement, the Centre is not waiving any rights which it may have pursuant to applicable law.
8. All documents, drawing, spreadsheets, data and writings (including electronic materials) disclosing Confidential Information and all copies thereof shall be returned promptly by the Recipient upon receipt of a written request from the Disclosing Party or at any time by the Recipient in its discretion and any copies that have been made will (subject to the requirements of applicable law and internal audit purposes in the case of which the terms of this CONFIDENTIALITY AGREEMENT shall continue to apply to the Confidential Information not so dealt with) be destroyed in accordance with the Recipient's procedure for destruction of similar confidential material; however, the undertakings set forth in this section shall not apply to Confidential Information furnished to the Centre in connection with transactions entered into by the Centre including any financing, insurance or other arrangements whatsoever. The Parties' obligation to protect Confidential Information in accordance with this CONFIDENTIALITY AGREEMENT shall survive such return or destruction of the Confidential Information.
9. This CONFIDENTIALITY AGREEMENT constitutes the entire understanding and agreement of the Parties relating to the protection of Confidential Information. No rights or obligations other than those expressly recited herein are to be implied from this Agreement, or otherwise, and the Parties, to the extent permitted by the governing law of this CONFIDENTIALITY AGREEMENT, agree that this CONFIDENTIALITY AGREEMENT shall be the sole and exclusive source of their rights against each other in relation to Confidential Information.
10. This CONFIDENTIALITY AGREEMENT may be terminated at any time by mutual agreement of the parties and unless earlier terminated, this

CONFIDENTIALITY AGREEMENT shall expire three (3) years from the Effective Date. On a single occasion, at any time before its expiration or termination, either party may extend this CONFIDENTIALITY AGREEMENT for one year by written notice (by electronic means or otherwise) to the other party, which notice shall be effective upon receipt.

The parties hereto have each executed this CONFIDENTIALITY AGREEMENT by their respective duly authorized officers.

Agreed to:
Caribbean Community Climate Change Centre
By _____
Authorized Signature
Date
Name: Colin Young (PhD)

Agreed to:
By _____
Authorized Signature
Date
Name:

Annex V “Principal Spending Guideline”

The supporting documentation for expense claims will be reviewed by the Centre’s finance staff and project manager(s). The Centre reserves the right not to recompense for ineligible expenses. Ineligible expenses include but are not limited to expenses incurred outside of contract. **Please note that only original receipts will be acceptable.**

Expense	Guidelines	Comments
Air travel	Only Economy class fares will be reimbursed. First class, Business class and Premium Economy or equivalent travel on flights will not be reimbursed	<i>All original boarding passes should be included during submission.</i>
Hotels	Hotel rates per night should be based on the rates used by the Centre. Our policy does <u>not</u> cover mini-bar or alcohol. Hotel services such as dry cleaning and laundry services will only be reimbursed where the stay duration exceeds 1 week.	Should not exceed approved rate. Original receipt should be submitted
Meals	All receipts must be provided and only the total, receipted amount will be reimbursed based on the Centre’s rates.	Should not exceed approved rate. Original receipt should be submitted
Local ground travel e.g. taxis	Should only cover short distances and be accompanied by a receipt.	Original receipt should be submitted

Converting foreign currency into USD:

Expenses (if any) arising in a foreign currency shall be reimbursed at the prevailing exchange rate. Provide support for the exchange rate used.

For example: [XE - Universal Currency Converter](#)

Submitting receipts for expenses

All original receipts for expenses incurred should be provided in order for the expenses to be approved, unless a different arrangement has been pre-agreed in the contract. .

Criteria for receipts

Please note that submitted receipts should adhere to the following criteria:

1. They should be of sufficiently good quality to easily read the value, date and description on the receipts. The Centre retains the right to refuse receipts that are not legible due to poor quality.
2. Where the receipt is written in a language other than English, please provide some indication as to what the receipt refers to.
- 3 Receipts should be numbered and referenced in a separate table providing a break down summary of the expenses. This is so that the Centre can more easily identify the receipts, and to smoothen the process of invoice approval. An example of how to break down the receipts into a table and reference them is provided below.

An example breakdown of the expenses to provide alongside the receipts. In this example, 4 receipts have been provided. This table lists all the receipts that have been sent through and references them.

Category of the	Expense description*	Reference	Date of the expense	Original amount	Currency	USD amount
subsistence	Dinner at	Pg 1, Expense	dd/mm/yy	(amount)	euro	(converted)
accommodation	Hotel bill	Pg 2 Expense	dd/mm/yy	(amount)	euro	(converted)
flights	Return flight to Germany	Pg 3 Expense	dd/mm/yy	(amount)	GBP	(converted)
flights	Return flight to Paris	Pg 4 Expense	dd/mm/yy	(amount)	XCD	(converted)

* Please note that the expense lines listed in this table are for illustration purposes only and do not represent a suggestion of the types of expenses you should incur

DSA Rates – Trinidad and Tobago		
Hotel	Meals	DSA Total
196.00	136.00	332.00