**Caribbean Aqua-Terrestrial Solutions Programme**

Improvement of the Climate Resilience of Caribbean Islands and Coastal States through the systemic resource management on land and at sea

**Terms of Reference**

**Terms of Reference (TOR) for the Restoration of the CAPMA/TVDC Management Office inTaneTane, Dominica**

CARICOM – CARPHA Caribbean Public Health Agency

P.O. Box 1111, The Morne, Castries, Saint Lucia

A programme implemented by GIZ and CARPHA with assistance from GOPA and under funding from BMZ



**Scope**

This Terms of Reference (ToR) defines the scope of work for the restoration of the office structure of the Tane Tane Village Development Corporation (TVDC) to support the management of the marine managed area (MMA). The assignment involves hiring of a short term expert (STE) to undertake the repairs works necessary to restore the facility to its pre-hurricane status.

**2.0 TheCATS2 Programme**

The CATS Programme operates in eight (8) out of 15 CARICOM Member States: Belize, Guyana, Jamaica, St Kitts & Nevis, St Vincent & the Grenadines with Dominica, Grenada, and St Lucia being the three focal countries under Phase II. The Programme targets groups and organizations in communities in Marine Managed Areas (MMA). The major groups include fishermen, farmer organizations as well as employees in the tourism sector and small and medium-sized businesses. The Programme has a regional focus and promotes strong collaboration amongst partners to improve adaptation of communities to climate change. An integrated and gender-sensitive approach is embraced to tackle poverty, unsustainable practices which diminish the ability of terrestrial and marine ecosystems to produce goods and services. Components of support of this technical corporation programme are consulting, staff development, procurement of equipment to a limited extent, as well as support for the organization of seminars and conferences and the establishment of dialogue platforms for the implementation of measures aimed at adaptation to climate change. The CATS Programme continues to apply systemic resources management in selected member states to increase climate resilience and as a tool for sustainable development. The Programme is implemented jointly between the German International Corporation (GIZ) and the Caribbean Public Health Agency (CARPHA), together with other national (focal) partner institutions in the countries.

**3.0Context**

The Cabrits National Park Marine Section (CAPMA) and its hinterlands is one of the two (2) marine managed areas (MMAs) established under the laws of the Commonwealth of Dominica for the preservation of the unique fauna and flora, geologic formations and coral reef platforms in the adjoining embayment waters. The Cabrits National Marine Park was established in 1986 under the National Park and Protected Areas Act of 1976 and is presently managed by CAPMA, a local area management authority comprising of nine (9) stakeholders. The TDVC, one of the primary stakeholders and community group which forms the CAPMA, operate a small office complex facility in the community towards the northern end of Douglas Bay. TVDC’s office also house the CAPMA office. Given its centralized location, all other community groups use the facility from time to time for meetings, trainings and outreach activity with the public. It is also the most visible management footprint on the MMA at present.

Much of the office facility was either damaged or destroyed due to impacts of Hurricane Maria in 2017.The facility presently has limited use and capacity owing to loss of equipment, furniture and compromise to the roof, doors and windows structures. At the same time, there is need to scale up public understanding and interest of the role of the MMA as an overall tool for management of the local resources in the north of the Island and as an overall strategy to improve resilience against climate change impacts. The achievement of this broad goal is difficult without first restoring the existing facility which will also accommodate a resource room. This will enhance management efforts in the dissemination of information, facilitation of workshops, group empowerment seminars, and other direct interface of the public and schools with the MMA. The goal of this consultancy is to hire a STE to refurbish the existing office facility for TVDC which will also serve as an office complex for CAPMA. CATS supports is contingent on the supplies of previously procured materials.

**4.0 Objective**

The objective of this assignment is to

1. Refurbish the TDVC office building to its pre-storm status
2. Increase the visibility of the MMA authority in the area
3. Enhance opportunities for public to interface with the resource managers and the MPA

**5.0. Detailed description of scope of work**

The STE is expected to work closely with the head of the CATS Programme, the CATS Marine Expert, the National Project Officer (NPO), TDVC and CAPMA. Leadership for the project will be provided by the CATS Marine Expert. The main tasks under this consultancy are included but not limited to the following:

* + 1. Develop a work programme with clear tasks and timelines for the assignment
		2. Restore and operationalize the following specs:
1. Replacement of damaged corrugated zincs, purlins and rafters where necessary consistent with the building codes for Dominica.
2. Replacement of damage ply on the sides of the building and its interior walls
3. Replacement of the wooden floor with ¾’’ ply
4. Replacement of damaged doors and windows for the facility
5. Reinstallation of all plumbing and electricals works for the facility
6. Painting of the facility with an approved oil based paint to preserve the integrity of the wood
7. Clean up and removal of material from the site post completion of the project
8. Procure and install the items listed in Appendix 1 not exceeding cost listed per material/quantity.
	* 1. Manage the restoration process to achieve desired outcome
		2. Submit a final close-out report on the consultancy highlighting challenges and lessons learnt
		3. Prepare photographic e-album of the building prior to renovation, at various stages of the repairs and on completion of the works.
		4. Any other tasks so assigned by CATS Marine Expert

CAPMA/TVDC will provide for any shortfall in regards to material for the restoration works under this consultancy.

**6.0Deliverables**

The deliverables under this consultancy include:

1. A detailed work plan with clear timelines
2. A facility completed to specification
3. A photographic E-album with footnotes as appropriate
4. A final close-out report including lesson learnt and management plan for the facility
5. Final invoices of all procurement

**7.0. Organizational Setting**

The activities to be completed under this ToR will be supervised by: CAPMA,CATS Marine Expert and National Project Officer as well as the Head of CATS Programme.

**8.0. Contract**

Type of Engagement: Freelance Contract;

Duration of Engagement: **Twenty one (30) working days**

Contract start: At the earliest.

**9.0. Payment Mode:**

40% deposit on signing of contract and receipt of invoice

60% upon successful completion of the consultancy, receipt of all required documents and original final invoices (signed and stamped).

GIZ reserves the right to pay within 3-5 business days once the deliverables have been reviewed and approved.

**10.0. Discretion**

The consultant agrees not to disclose any confidential information, neither before, during nor after the provision of services. The scope of possible disclosures will be discussed with the client and will be limited solely and exclusively to what is strictly necessary for the performance of work. However, the customer will have the permission, if required, to use the work as a professional reference.

**11.0 External Communication**

The consultant is committed to always use the logos of CATS, GIZ, CARPHA and BMZ in the correct format. All official and external communication, before, during and after the consultancy, must be agreed with the project first**.**

The Language of the Contract is English Language

The currency of the Contract is $USD

**12.0. Administration of Contract**

The GIZ will issue the contract for the execution of this Terms of Reference to the selected consultant. Work done must be approved and signed off by, CATS Marine Expert (Dr. Camille David) and Head of Program, (Dr. Horst Vogel) before payment is made to consultant. The contract to be issued will be a lump-sum, meaning that all costs associated with the programme are included. No extra cost whatsoever associated with this programme will be reimbursed.

**13.0Required Qualifications Skills**

The STE should show evidence of technical competence and relevant experience in building construction technologies. Preference is for a candidate who has undertaken similar projects in the last three years. Experience working within a MPA are would be a distinct advantage.

**14.0 Submissions**

**The deadline for submission of the below listed isJuly19th, 2019 no later than 5pm.**

* Letter of interest, detailing how you meet the qualifications and experience outlined above
* An up to date CV (clearly responding to the above stated requirements to the position
	+ If a company/NGO, a copy of the Certificate of Incorporation and a valid ID of the responsible person, e.g. Managing/Executive Director
* A Technical Proposal elucidating on your understanding of the proposal and addressing approach and methodology, any risks anticipated and impressions of the ToR (Max 3 pages). Include a work programme showing the timing of the deliverables indicated in section 5.
* A separate Financial Proposal specifying the expected daily fee rate and the lump sum (cost for the contract in USD). This must bear the signature and stamp of the company (companies in the case of joint ventures) signed and stamped and include banking details for international transfers.

Note:

1. The financial offer/ quotation needs to specify the time frame for delivery and completion of services and
2. The financial offer/quotation and invoices need to be signed by the STE, in case of consultancy firm, bear the company stamp and contact details.
* Evidence of similar work undertaken in the Dominica or similar jurisdictions

All submissions must be made electronically as a single file in PDF to:**giz.serviceskaribik@giz.de**

Please note that GIZ obligation under this TOR is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. Only shortlisted candidates will be contacted. Requests for clarification are to be in writing and sent to the above-stated via electronic mail. The subject line of the email should be titled “Inquiry-Restoration of the CAPMA Office Complex, Dominica” Please refrain from inquiries via phone.

**APPENDIX 1: Procurement List under the Consultancy**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| QTY/UNIT | ITEM | DISCRIPTION | UNIT PRICE**USD** | TOTAL PRICE**USD** |
| 192 BAG | HW-00224-C | Ordinary Portland cement- 21.25 KG | 3.73 | 716.16 |
| 30 LG | HW-00032-D | Steel DHT ROD ½’ | 4.70 | 141.00 |
| 177  | BS-NVJH28 | Joist hanger 8’ | 1.72 | 304.44 |
| 1126 | BS-532 | Anchor BOLT HDG W/NUT ½’X 8 | 1.64 | 1846.64 |
| 250 | BS-KR83 | WEDGE ANCHORS 5/8’ X 6’ | 1.76 | 440 |
| 40 SHT | HW-00044-BRB | ROOF SHEETING 16 FT 24GA 32” | 59.70 | 2388 |
| 20 | HW-00046-QAE | RIDGE CAP 10 FT 24GA [ACRYLIC] | 33.96 | 679 |
| 40 PC | HW-00011-GS | PITCH PINE **2X4X20 FT** TREATED | 18.94 | 757.60 |
| 40 PC | HW-00012-GS | PITCH PINE **2X6X20 FT** TREATED#1 | 27.52 | 1100.80 |
| 12 PC | HW-00936-GS | PITCH PINE **2X8X20 FT** TREATED #1 SILVER | 33.81 | 405.72 |
| 15 PC | HW-00123-K | WHITE PINE **1 1/4X12X16 FT** #3 | 48.57 | 727.61 |
| 190 EAC | BS-00974-L | HURRICANE CLIP LEFT HAND HCPL | 0.49 | 93.10 |
| 12 EAC | HW-00219-B | 6’ PVC BIGGY GUTTERING 13’ | 16.38 | 196.57 |
| 7 LG | HW-00888-B | DOWNPIPE 3’ BIGGY [CENTURY] | 16.90 | 118.32 |
| 5 EAC | HW-00127-A | CENTURY/P BIGGY RUNNING OUTLET | 7.29 | 36.45 |
| 12 EAC | HW-0129-C | 6”BIGGY PVC JOINT BRACKET | 4.33 | 51.96 |
| 59 EAC | HW-0129-D | BIGGY GUTTERING SUPPORT BRACKETS | 1.56 | 92.04 |
| 10 EAC | HW-00132-A |  BOGGY PIPE BENDS 112 DEG | 3.74 | 37.39 |
| 5 EAC | HW-00132-C | 6” BIGGY PIPE BENDS 90 DEG | 3.25 | 16.25 |
| 30 EAC | HW-00130-B | PIPE CLIP | 1.64 | 49.20 |
| 20 EAC | HW-WM916FJ7 |  DOOR STOP 3/8”X1 3/8X7” FJO.G.STOP | 2.65 | 53.00 |
| 33 FT | HW-MOULDIING410 | CEILING MOULDING 1 1/4X3/4 | 1.29 | 42.57 |
| 10 PAIR | BS-LSK-2 |  BRASS BUTT HINGE 4X3X3’ | 16.42 | 164.2 |
| 9 EXT DOOR | HW-00952-LF | CLEAR PINE DOOR (36X80) | 122.72 | 1104.48 |
| 10 INT DOOR | HW-00032-WB | DOOR PRIME PINE (32X80) WOODBROOK 6PANEL | 113.22 | 1132.2 |
| 10 EAC | BS-3031078 | ENTRY DOOR LOCKSET CYLENDER SS | 8.58 | 85.90 |
| 10 EAC | HW-00029-ZE | WINDOWS 36X46 SAS WHITE [KENDRA] | 126.49 | 1264.90 |
| 2 EAC | HW-00029-Z | WINDOWS 24X24 SAS WHITE [KENDRA | 64.18 | 128.36 |
| 2 EACH | HW-00029-N | WINDOWS 30X54 SAS WHITE [KENDRA | 122.39 | 244.78 |
| 1 EAC | HW-00538-1 | MULLION 54” FOR WHITE WINDOW | 14.55 | 14.55 |
| 1 EAC | HW-CXP6601 | STAINLESS STEEL SINK BASIN RH | 83.96 | 83.96 |
| 16 EAC | HW-00048-J | PIPE PVC ½” 10 FT [SDR45/DWVJ] | 1.98 | 31.68 |
| 10 EAC | HW-00048-A | PIPE PVC 1 ½” 9.5 [SCH 40] | 14.49 | 144.90 |
| 6 EAC | HW-00048-HZ | PIPEPEZVC 4” DWV (10 FT) | 10.19 | 61.14 |
| 8 EACH | SW SOCKET | WITH NEON 2G 13A [CXE4025/N] | 7.84 | 62.72 |
| 4 EACH | BS-00169-D | 13A 1 GANG SWITCH SUCKET | 3.51 | 14.04 |
| 23 EAC | BS-00036-H | 1 GANG 2 WAY SWITCH 10 A 240 LN CXE4019 | 1.67 | 33.41 |
| 20 EAC | AP-122000HC-3SB | FIXTURE/CEILING ELECTRIC | 40.34 | 806.80 |
| 1 EAC | BS-00226-DB | 8 WAY SURFACE PANEL WITH 100A ISOLATOR | 44.49 | 44.49 |
| 300 YD | BS-00163-E-ROLL | TWIN & EARTH 1.5MM CABLE | 0.76 | 228 |
| 350 YD | BS-00168-E-ROLL | TWIN & EARTH 2.5 MM CABLE | 1.31 | 461.12 |
| 12 GAL | HW-HP002-S | SATIN EMULSION WHITE 1 GAL HARRIS PAINT | 39.14 | 469.68 |
| 10 | HW-00288-CB | 2000 WEATHERPROFF GLOSS WHITE 1 GAL/3.78L | 28.73 | 287.30 |
| 7-Ton |  | Pumice Sand | 29.85 | 20.95 |
| 10 |  | 3/4’aggregates | 33.58 | 335.8 |
| 618 BLOCKS |  | 8’THICK precast concrete blocks | 1.34 | 834.3 |
|  |  | TOTAL |  | **18165.16** |

**APPENDIX 2**

**Previously procured materials to CAPMA (Non- Procurement)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qty | Item | Description | Unit price USD | Total Price USD |
| 12 | 01990 | PITCH PINE 2X6X20 FT | 31.65 | 379.80 |
| 50 | 01568 | 2X12X20 FT | 71.06 | 3553.00 |
| 52 | 00430 | FORM PLY-3/4” | 37.65 | 1957.80 |
| 26 | 01568 | PITCH PINE 2X6X20 FT | 31.65 | 822.90 |
| 30 | 00445 | PITCH PINE 2X4X20 FT | 21.78 | 653.40 |
| 42 | 00151 | PLYWOOD-GROOVED-1/2” | 52.03 | 2185.26 |
| 70 | 00146 | PLYWOOD-1/2’ | 52.03 | 3642.1 |
| 8 | 01568 | PITCH PINE 2X4X20 | 21.78 | 174.24 |
|  |  |  |  | 13368.50 |