

## **CONSULTING TERMS OF REFERENCE**

### **CONTRACTING OF SERVICES OF: Consultancy for the Action Plan for the Implementation of initiatives framed in CAF's Water Security Strategy in the Eastern Caribbean.**

#### **1. BACKGROUND**

The countries of the Eastern Caribbean, given their insular nature, have limited territorial extension, populations and economies of small scale, as well as a high exposure to extreme weather events, facing significant challenges in terms of water security in the face of the effects of climate change. Indeed, according to the FAO (2016), 7 of the 36 countries in the world with the greatest water stress are in the Caribbean.

The conditions indicated generate a framework of high vulnerability, with negative impacts on the population due to the lack of access to continuous and reliable drinking water supply, damage to infrastructure as a result of extreme events that represent 1.6% of the GDP of each country according to estimates by multilateral organizations (the region is in the path of hurricanes), as well as limitation in agricultural production activities; all major obstacles to their social and economic development.

In addition to these circumstances, there are deficiencies in wastewater collection and treatment services, which, to a greater or lesser extent, depending on the country, end up being discharged without adequate treatment to freshwater bodies and/or eventually to the sea, degrading the already scarce water resources available and negatively affecting coastal areas and marine ecosystems.

In this context, it is of vital importance to implement national strategies that improve water security conditions and resilience to the impacts of climate change, and that allow for effective and sustainable solutions in the long term; for which coordination at the regional level between states and institutions is essential, as well as the search for actors external to the region that can provide technical and financial support, among which international cooperation institutions and development banks can play a crucial role for the success of these initiatives.

Supporting the development of the Caribbean region is one of the priorities on CAF's agenda, within the framework of the water security strategy, with programmatic lines and actions aimed at achieving the Sustainable Development Goals.

Within the framework of these needs, and to build a strategy to establish CAF's presence in the Eastern Caribbean region, a consultant was hired at the end of 2023 to carry out a Diagnosis of the Water Security Situation in Barbados and 11 Eastern Caribbean countries.

To this end, it is proposed to hire a consulting firm to continue this work and deepen the information collected, in order to have a roadmap and an action plan to implement initiatives in the field of water security through the various instruments available to CAF to accompany the development of the region.

## **2. OBJECTIVES OF THE CONTRACT**

The general objective of the consultancy is, based on the rapid diagnosis carried out, to develop an action plan and roadmap for CAF in the Caribbean region with the water security initiatives and projects identified for implementation in the short and medium term.

The scope of the consultancy will include the following countries:

- Barbados
- Dominica
- Grenada
- Saint Vincent & the Grenadines
- Antigua & Barbuda
- Guyana
- St. Kitts & Nevis
- Trinidad and Tobago
- The Bahamas
- Saint Lucia
- Jamaica
- Suriname
- Belize

## **3. ACTIVITIES TO BE CARRIED OUT**

As part of the scope of the work, the main activities that must be carried out are listed below, in a referential but not limited manner, being the responsibility of the consulting firm to carry out all the activities that are necessary to meet the objective of the consultancy.

### **3.1. Collection and Analysis of Prior Information:**

The consulting firm will initially have to determine, based on the documents *Water Security In Barbados And 11 Countries Of The Eastern Caribbean*, prepared by CAF, and the Regional Strategic Action Plan for the Water Sector in the Caribbean to Develop Resilience to the Impacts of Climate Change, prepared by the Inter-American Development Bank, which of the identified aspects, that are a priority for

the objectives of the consultancy, are not developed with the required level of detail, in order to validate, deepen and complement with the necessary information.

To this end, it must contemplate in its methodology, the survey and systematization of both bibliographic and field information, aimed at deepening those priority needs by country, both at the level of technical assistance, pre-investment and investment in water security; which includes water and sanitation projects, urban solid waste, irrigation, urban drainage, watershed management, hydrometeorological management; and all those actions related to attention to risks to water security. At this stage, the resources associated with meeting these identified needs will be estimated and identified in a preliminary manner, quantitatively and qualitatively.

The consultant will present the information organized by country, together with a comparative summary for each of the aforementioned aspects, with general and particular reflections, which will support the next stage of the consultancy.

### 3.2. Organization of Workshops and Events in the Caribbean:

As part of its tasks, the consulting firm will support CAF in the planning, articulation, moderation and documentation of workshops and events, which will be aimed at identifying and defining actions and opportunities for CAF, which are aligned both within the framework of its Water Security Strategy, as well as with the vision and needs of the sectoral actors in the Caribbean region.

At least 2 sectoral workshops are planned to be held with representatives of organizations related to the field of water security of the aforementioned countries, with the participation of representatives of regional associations and other multilateral organizations.

For each of the meetings, the consulting firm will be responsible for moderating the activities of the workshop, and at the end of it, preparing a report that includes the information generated in the presentations, forums and work tables, as well as the conclusions made; providing recommendations that allow progress in specific actions and the achievement of strategic agreements.

### 3.3. Survey and identification of actions for water security in the Caribbean:

As part of the work methodology and with the aim of knowing first-hand the situation of the different subsectors and strengthening the relationship with the sectoral authorities in the countries of the region, after holding virtual meetings for initial contact, the preliminary collection of information and publicizing the work that will be carried out to have the necessary support, Workshops will be held in person to gather information, harmonize criteria and align proposals for action.

In these survey and alignment workshops, the consultant must promote a dynamic exchange of information and ideas that allows him to know first-hand the needs both in terms of technical cooperation and investment projects. This approach should serve as an opportunity to know the local vision regarding the existing needs in water and sanitation services, irrigation, drought and flood management, hydrometeorological monitoring and prediction systems and urban solid waste disposal, as well as the preferences that related institutions have to solve them.

Based on the research prior to each workshop, the consultant should present to the institutional representatives, the best international practices for the solution of existing problems, among which nature-based solutions (NBS) will be a priority option to show to the representatives attending the workshops; It is of great importance that any solution presented takes into account the limitations of local water sources, climate vulnerability, geographical limitations and sustainability criteria in its operation and maintenance requirements and considers criteria of resilience to climate change.

From these workshops, the consultant must obtain a clear vision of the needs of the sector and its order of priority, as well as the preferences of technologies and processes that each institution may have, in order to refine its proposal of actions that adapt in the best possible way to the realities of each country.

As a result of the above, the consultant must systematize the information and present it in a report which must include from the planning stage of the workshop, until its conclusion, and have a chapter of lessons learned regarding the challenges and opportunities for improvement identified in this activity. In the case of the water security workshop, the consultant must make a presentation with the most relevant results and conclusions of the previous workshops, in addition to synthesizing the results of the workshop.

These workshops will be organized and coordinated by the consulting firm, and it is advisable to carry them out in an aggregate manner with groups of actors depending on their geographical proximity, connectivity for mobilization, affinity in the legal and institutional framework or other criteria that in the opinion of the consultant are relevant; but that allow the greatest institutional representation of the different countries and/or sectors in the realization of each one, ensuring that the most is taken from each meeting.

The workshops must be developed with a methodology that encourages active participation and collaborative work among all participants, which must be clearly described in the work proposal; its main objective being to understand in depth the sectoral needs prioritized in each country, as well as the local vision for the solution of these. This information will allow aligning the ideas and criteria of each actor and the vision of each country, with the proposals and recommendations of the

consulting firm together with the actions framed in CAF's Water Security Strategy, for effective accompaniment in each case.

These meetings should be sufficiently representative to obtain a broad overview of the situation, needs, plans and perspectives of each sector; from which the consultant must prioritize at the level of countries and sectors in which there is the greatest opportunity to implement actions to meet needs, depending on the impact of the solution, the investment needs and the time necessary to achieve the objectives.

With the completion of each workshop, the consultant must prepare an executive report that reveals the complete information of each participant (contact, institutional, etc.), the initiatives and/or projects in water security already implemented and/or under implementation, the priority needs, the proposals presented for their respective sector/country, and all the information that may be of interest for the preparation of the roadmap and action plan.

The costs of transportation, lodging and travel expenses of the participants, as well as the logistics of the workshops of activities 3.2 and 3.3 will be covered according to the following matrix:

**Table 1: Workshop financing scheme:**

	Sector Workshop 1*	Survey Workshop 1**	Survey Workshop 2**	Survey Workshop 3**	Sector Workshop 2*
Passages	CAF	Consultant	Consultant	Consultant	CAF
Lodging	CAF	Consultant	Consultant	Consultant	CAF
Travel	CAF	Consultant	Consultant	Consultant	CAF
Logistics (room, multimedia, material)	CAF	Consultant	Consultant	Consultant	CAF

**Notes:**

\*Corresponds to what is described in activity 3.2

\*\*Corresponds to what is described in activity 3.3

If there is an additional workshop associated with activity 3.2, CAF will cover the costs of the participants, except for the expenses of the consulting team.

Any additional activity proposed by the consulting firm must be covered by it.

3.4. Preparation of roadmap and action plan:

Based on the information gathered and the priorities identified in the previous stages of the work, the consultant should propose a Roadmap and Action Plan for its implementation. The document must identify specific initiatives, both for the implementation of technical assistance, the accompaniment of pre-investment and the financing of investment programs and projects in the field of water security.

The consultant must estimate the deadlines for the implementation of the initiatives, with intermediate and final milestones, estimation of implementation costs, identification of actors involved, among others; accompanied by a strategy for the effective implementation of these initiatives and the proposal of a follow-up methodology.

As part of the proposed strategy, the consultant should provide criteria that help define the most convenient way to implement the initiatives, either individually with each of the countries, in an aggregate manner with the involvement of several countries, or a combination of both.

#### **4. REQUIRED PROFILE**

A consulting firm is required, which may bid individually or in consortium with another firm, preferably with presence and/or work experience in the Caribbean and with extensive experience in the development of sectoral master plans, engineering projects, design and/or supervision of works for water security (water, sanitation, irrigation, flood control, coastal protection, urban solid waste management, early warning systems and/or hydrometeorological monitoring) in the Caribbean region.

Below are the criteria under which the TECHNICAL OFFER will be evaluated both to the consulting firms and to the proposals presented:

**Table 2: Technical Bid Evaluation Scores**

<b>Evaluation criteria</b>	<b>Maximum Score</b>
a) Technical capacity of the consulting firm	40
b) Experience of the proposed key personnel	30
c) Methodology of execution of the consultancy	30
<b>Total</b>	<b>100</b>

##### **4.1. Technical capacity of the consulting firm (40 points):**

This point refers to the specific experience in feasibility studies and/or designs of similar projects of the consulting firm, the calculation and evaluation will be carried out based on the following table:

**Board 1: Evaluation criterion 1: Specific expertise of the consulting firm**

<b>GENERAL CAPACITY</b>		
<b>Number of Contracts</b>	<b>Condition</b>	<b>The following will be awarded</b>
Minimum of 5*	≥80,000 USD in each contract for master plans, master plans and design of public policies in integrated management of water resources, early warning systems, watershed management and/or solid waste management	One point for compliance with the minimum requirement (minimum of 5) and one point for each additional contract submitted, up to a maximum of 10 points.
Minimum of 3*	Pre-feasibility and/or feasibility and/or final design studies, supervision of works in drinking water, sanitation, irrigation, coastal protection, storm drainage and solid waste management	One point for compliance with the minimum requirement (minimum of 3) and one point for each additional contract submitted, up to a maximum of 10 points.
*Companies that do not meet this requirement are directly disqualified		
<b>SPECIFIC EXPERIENCE</b>		
<b>Number of Implementation Contracts with:</b>	<b>Condition</b>	<b>The following will be awarded</b>
Sectoral planning, roadmaps and action plans related to water security, liaison with sectoral authorities	N/A	2 points for each contract with a maximum of 6.
Master plans, guidelines and design of public policies in integrated management of water resources, early warning systems, watershed management and/or urban solid waste management	Design population greater than or equal to 30,000 inhabitants.	2 points for each contract with a maximum of 4.

Added value	The following will be awarded
For each contract of the <u>general capacity</u> that meets the requirements described above in Specific Experience and that have been executed in the Caribbean, 1 extra point will be assigned up to a maximum of 10 points.	10 maximum points

(\*) SIMILAR PROJECTS shall be understood as: Sectoral master plans and design of public policies in integrated water resources management, early warning systems, watershed management and/or urban solid waste management with contract amounts of USD 80,000.00

**Note 1:** In the case of contracts presented and that have been executed under the consortium or temporary union scheme, in order to be evaluated, a minimum participation of 30% must be certified.

**Note 2:** In the case of proposals submitted under the consortium or temporary joint ventures scheme, the points with which the technical capabilities are qualified may not be assigned in more than 60% to one of the shareholders or partners.

Information about the object, tasks performed (this includes specific information that allows qualification based on the evaluation criteria in table 3), amount of the contract, start and end date, the contract or a letter of guarantee that validates it, and specific information about the client (including the contact person on behalf of the client) and execution period must be attached. A consultant who does not provide the information requested in the table above will be disqualified.

**Note 3:** The proponent must submit the documentation that certifies its legal and financial capacity, which will consist, at least, of the registration of its legal incorporation and its audited Financial Statements for the last 2 years.

The consultant must not be included in any of the disqualifications provided for by the regulations of multilateral organizations.

**Note 4:** In the case of consortia in formation, they must submit a letter of intent to form said consortium in case they are awarded, the letter must indicate the percentage of participation that each company will have within the consortium once formed, said percentage may not be modified without the express approval of CAF for duly justified reasons. Any modification to these percentages of participation if the due approval may be cause for disqualification of the consortium.

The information must be presented in forms per contract, in which the criteria to be qualified according to table 3 are clearly identified.

#### 4.2 Key Personnel (30 points)



In the case of consortiums or temporary unions of companies, the score in the evaluation of the profiles of key personnel may not be associated with only one of them, otherwise the score may not be greater than 80% of the total score.

The personnel for the performance of the planned work must consist of a team of highly qualified experts (university professionals), key personnel to be evaluated, according to the following detail:

- a. Director of Consulting Services (10 points).
- b. Specialist in Water Resources Management (8 points).
- c. Environmental Specialist (6 points).
- d. Cost Specialist (6 points).

The evaluation of the proposed technical team will be carried out according to the following criteria:

#### **4.2.1. Director of Consulting Services (10 points)**

##### 4.2.1.1. Overall experience (2 points)

A professional from the branches of Engineering, Economics, Architecture, or related fields will be required, with a minimum of 15 years of experience in the management of design and/or implementation of master plans, sectoral plans for drinking water, sanitation and drainage, design of public policies in integrated management of water resources, watershed management and urban solid waste management. For an experience greater than the minimum required, additional points will be assigned according to the following detail:

15 to 20 years = 0.5 points  
21 to 25 years = 1.0 points  
Over 25 years of age = 1.5 points

If you have a master's degree linked to project management, an additional 0.5 points will be assigned.

##### 4.2.1.2. Specific experience (8 points)

Experience of work as a supervisor of studies, designs or supervision of works of aqueduct systems, sewerage, storm drainage, irrigation systems, early warning systems, urban solid waste management. 2 (two) points will be awarded for each specific irrigation project up to a maximum of 8 (eight) points.

#### **4.2.2. Specialist in Water Resources Management (8 points)**

##### 4.2.2.1. General experience (2 points)

A university professional in engineering or related career with a minimum of 10 years of experience in the preparation or execution of master and/or sectoral plans for drinking water, sanitation and drainage, watershed management and/or design of public policies related to water security will be required. For an experience greater than the minimum required, additional points will be assigned according to the following detail:

10 to 14 years = 0.5 points  
15 to 18 years old = 1.0 points  
Over 18 years of age = 1.5 points

If you have a master's degree linked to project management, an additional 0.5 points will be assigned.

#### 4.2.2.2. Specific experience (6 points)

Experience in the supervision or management of projects related to drinking water supply, sanitation, storm drainage or irrigation. 1.5 (one point five) points will be awarded for each specific project submitted, up to a maximum of 6 (six) points.

#### **4.2.3. Environmental Specialist (6 points)**

##### 4.2.3.1. Overall experience (2 points)

A university professional with a specialty in environmental matters, with at least 8 years of experience in the evaluation of environmental impacts of projects and in the implementation of nature-based solutions for the management of water resources and/or urban solid waste, will be required.

8 to 12 years = 0.5 points  
13 to 15 years = 1.0 points  
Over 15 years old = 2.0 points

##### 4.2.3.2. Specific experience (4 points)

Experience in the development and/or monitoring of environmental impact studies, mitigation and remediation plans associated with hydraulic projects with flows greater than 100 l/s or populations greater than 30,000 inhabitants, management and conservation of watersheds, 1.0 (one) points will be awarded for each specific project presented, up to a maximum of 4 (four) points.

#### **4.2.4. Cost Specialist (6 points)**

##### 4.2.4.1. Overall experience (2 points)

University professional in engineering, economics or related career, with at least 8 years of experience in cost estimation, economic evaluation of projects or construction management.

- 8 to 12 years = 0.5 points
- 13 to 15 years = 1.0 points
- Over 15 years old = 2.0 points

#### 4.2.4.2 Specific experience (4 points)

Experience in the economic evaluation, cost estimation or management of works associated with hydraulic projects for amounts greater than or equal to USD 1,000,000, 1.0 (one) point will be awarded for each specific project presented, up to a maximum of 4 (four) points.

For the provision of the service, the mastery of the English language by all the personnel involved is essential.

### 4.3 Methodology for implementing the consultancy (30 points)

Table 4 shows the description of the evaluation criteria for the development of the work plan.

**Table 4: Evaluation criteria for the approach or work plan**

<b>WORK PLAN</b>		
<b>Description</b>	<b>Points</b>	<b>Evaluation criteria</b>
The <b>methodology</b> should explain your understanding of the objectives of the work, approach to the services, the methodological steps to carry out the tasks and obtain the expected outputs, and explain the degree of detail of these outputs. You should highlight the issues being addressed and their significance, and explain the technical approach the consulting firm would take to deal with them. You will need to explain the innovative tasks you will use as part of your methodology (such as, for example, the use of drones).	15 points	The grade will be assigned as follows: <ol style="list-style-type: none"> <li>1. It fully complied with the request, with content presented that was more complete and aggregated than the SDP: excellent (score equal to 100%).</li> <li>2. It complied with the SDPs, but without presenting any new elements – good (score equal to 70%).</li> <li>3. Insufficiently complied with the request, not meeting the</li> </ol>

<p>The validity of the methodological proposal will take into account the fulfillment of the tasks indicated in this Request for Proposal (RFP).</p>		<p>SDP specifications in their entirety) (score equal to 40%).</p>
<p>Incorporate a <b>schedule</b> that allows you to achieve the products and objectives described in the RFP. The schedule should highlight the main tasks of the work (including field visits). The proposed work plan must be consistent with the methodology, demonstrating an understanding of the SDP, complying among other aspects with the dates of the reports or calendar of deliverables.</p> <p>The task schedule shall be described and illustrated by a Microsoft Project flowchart or similar function tool, showing the start, duration, and end of each relevant task, the product milestones and main results, and the decision-making actions required of the contracting entity throughout the execution of the study.</p>	<p>10 points</p>	<p>4. Failed to comply with the request (did not submit valid content) (score equal to 0).</p> <p>Evaluated on the basis of the consistency, level of detail and degree of refinement or innovation of the methodology in relation to: a) the objectives and tasks indicated in the terms of reference; (b) if it exceeds the terms of reference and the minimum generalities and specifications to be met; and (c) the extent to which the proposed methodology, surveys, analyses and processing and associated technological means contribute in an innovative way to achieving better efficiency in the execution of tasks and to the quality or precision of the products.</p>
<p>Dimensioning and <b>provision</b> and timely deployment of <b>human resources and equipment</b>, describing the tools and work equipment or materials used (including the programs to be used) and the attributions, responsibilities and functions of each member of the technical team, presenting their organizational structure. In addition, the consultant must propose the structure and composition of his team, detail the main disciplines of the work, the key expert responsible, and the designated technical and support staff.</p>	<p>5 points</p>	

Total points for all three criteria (100 points).

The minimum technical score (Pt) required to qualify is 70 total points out of 100.

## 5. BID QUALIFICATION

Bids will be graded out of 100 points. 80% of the qualification will correspond to the technical offer and 20% to the economic offer.

#### 5.1. Technical bid rating (80%)

The Technical Bid will have a weighted score of eighty (80.00) points, calculated as follows:

$$T = \text{Technical Bid Score} \times 0.80$$

Where:

T= weighted technical bid score

#### 5.2. Bid Rating Economic (Weighting 20%)

The formula for determining the scores of the economic offers is as follows:

The score of the Economic Offer will be calculated with the following formula:

$$Pe = 100 \times Fm / F$$

Where:

- Pe = Score of the economic offer evaluated.
- Fm = Lowest price among all offers.
- F = Price of the bid being evaluated.

The economic offer will be evaluated by assigning 20.00 points to the bid with the lowest price. For all other bids, the score will be determined with the following formula:

$$Q = PE \times 0.20$$

Where:

Q= Economic Bid Score

Pe = Score of the economic offer evaluated.

**Only those bids that do not exceed the budget availability will be considered for the award.**

### 5.3. Determining the Winning Bid

The total score of each bid will be calculated by adding the weighted scores of the technical and economic evaluation.

It will be awarded to the company that obtains the highest total score given by:

$$PT = T+Q.$$

Where:

PT= Total score

Q= Economic Bid Score

T= Technical Bid Score

If only one bidder is presented, it will be recorded in the corresponding minutes. If the bid meets the established requirements and is within the budget and in accordance with market prices, the award will proceed. In the event that no bid meets the requirements, it will be declared void.

## **6. TECHNOLOGICAL ACCESS, ASSIGNMENT OF EQUIPMENT AND/OR WORKSPACE**

For the provision of the service and compliance with the object of these terms of reference, it is not foreseen that the consultant will require technological access, assignment of equipment and/or workspace.

It may be required to represent CAF in meetings, videoconferences or events related to the purpose of the services defined in the contract, always accompanied by the Responsible Executive.

## **7. PLACE AND TERM OF SERVICE PROVISION**

The service will be provided in hybrid mode, through the consultant's own resources. It should be considered that the workshops will be held in person.

The service will have an execution period of 12 **months**, counted from the date of signing the contract.

## **8. DELIVERABLES**

The deliverables considered for the services will be presented in English and correspond to:

- i. Deliverable 1: Work plan and timeline.
- ii. Deliverable 2: Collection and analysis of prior information.
- iii. Deliverable 3: Survey and identification of actions for water security in the Caribbean.
- iv. Deliverable 4: Roadmap and action plan.

Deliverable 1: Work plan and timeline:

The work plan of the consulting company must detail the activities, resources, schedule and methodology to be followed to meet the objectives and requirements of the project. The minimum content that this plan must include is described below:

- Overview of the consultancy and its main objectives.
- Summary of the study components.
- Details of the methodological approach that will be adopted for each of the phases of the study.
- Description of specific methods of information collection and analysis
- Estimated planning of the workshops, indicating location, number of people to be invited and countries that the activity will cover.
- Work methodology to develop each of the proposed workshops.
- Graphical and tabular representation of the study schedule, with the following characteristics:
  - List of all the activities described in the work plan, organized by phase and specific objective.
  - Estimated duration of each activity, including start and end dates.
  - Identification of key milestones and deliverables of the project.
  - Allocation of necessary resources (human, technical and financial) for each activity.
  - Dependencies between activities (logical sequence of tasks) and control points for progress review.

In addition, it must consider an analysis of potential risks and mitigation plan that includes at least the following elements:

- Identification of potential risks that may affect the implementation of the study (e.g., adverse weather conditions, logistical constraints, lack of data).
- Risk mitigation plan, including strategies to minimize negative impacts and ensure the continuity of the study.

The deliverables will be reviewed by the assigned team of specialists from the Directorate of Analysis and Technical Evaluation of Water and Sanitation, in order to verify that the deliverables are presented to the satisfaction of CAF.

## Deliverable 2: Report of Studies and Prior Information:

This product should include an analysis of the most salient aspects of the document *"Water Security In Barbados And 11 Countries Of The Eastern Caribbean"* highlighting those aspects related to the investment needs in the sector, as well as the complementary information that the consultant has determined necessary within the scope of the objectives of this consultancy. In addition, it must contain the information that, in the opinion of the consultant, is relevant to the achievement of the objectives of the consultancy.

Along with the bibliographic review, and in case of need to complement the information in this phase of the consultancy, or clarify doubts and inconsistencies arising from the sources consulted, the consultant must contact representatives and/or technical/managerial personnel of the local institutions, to clarify these doubts; the steps to establish these contacts are the sole responsibility of the consultant, CAF will not assume any obligation to provide support in this work, however, at the request of the consultancy, CAF may consider the convenience of issuing a cover letter addressed to the person or institution identified by the consultant, this letter will be delivered to the consulting firm so that it can manage the delivery of it to its addressee, without the non-issuance of this letter being able to serve as a justification for the consulting firm not to make the institutional contacts necessary to achieve the objectives of the consultancy.

## Deliverable 3: Survey and Identification Report on Actions for Water Security in the Caribbean

Based on the results of the bibliographic reviews, the workshops held and the virtual and face-to-face contacts with the sectoral representatives, the consulting firm must prepare a sufficiently detailed report, including but not limited to the following aspects:

- Documentation of the workshops carried out, including at least:
  - o Agenda.
  - o List of participants.
  - o Report of the workshop.
  - o Executive summary of the most relevant comments by the participants.
- Identification and description of needs by sector and country.
- Proposal of actions required to meet the identified needs, duly validated with the corresponding institutional representatives.

## Deliverable 4: Roadmap and Action Plan

As a final product, the consulting firm must prepare a report containing a roadmap defining a strategy for the materialization of the identified actions, including the activities necessary to achieve them. By way of example, but not limitation, it must contain:



- Clear and specific description of the purpose of the roadmap.
- Estimated financial resources and personnel required
- Clear and organized phases with implementation deadlines
- Identification of actors involved in the process.
- Detailed list of specific activities to be carried out in each phase and those responsible.
- Preparation of a "pipe line" of technical and project cooperations as potential candidates for CAF financing. A prioritization methodology should be applied.
- Identification of potential risks.

This roadmap should reflect, at the consultant's discretion, the convenience of implementing the actions identified by country individually, or by groups of countries, duly justifying their criteria.

## **9. AMOUNT AND METHOD OF PAYMENT**

### **3.5. Amount:**

The total value of the fees will be up to one hundred and forty thousand dollars of the United States of America (USD 140,000.00).

The total value of the fees previously indicated includes the consideration for the services and any expenses related to the provision of these, which will be assumed in full by the consultant.

The consultant will be responsible for his or her own benefits program, social security and payment of taxes derived from the corresponding advisory or consulting service.

### **3.6. Payment method:**

The deliverables submitted to the satisfaction of CAF include the following payment of fees:

**Table 5: Payment percentages per deliverable**

<b>Deliverable</b>	<b>Percentage</b>
Deliverable 1	20%
Deliverable 2	30%
Deliverable 3	30%
Deliverable 4	20%
<b>Total</b>	<b>100%</b>

## 10. CONFIDENTIALITY OF INFORMATION AND OWNERSHIP OF INFORMATION

In order to ensure the due protection and conservation of the confidential and privileged information made available by CAF within the framework of this contract, the Consultant, before the start of the execution of the service, must sign an administrative contract containing the "Information Confidentiality Commitment".

In all cases, the information made available to the Consultant (created, stored and/or published on CAF's technological platforms, or on those used by CAF) is and will be the exclusive property of CAF and will be considered "Confidential Information", so its use will be strictly limited to the purpose of the service and the provisions of the respective contract. Ultimately, the Consultant will be liable for any damages arising from the misuse or exposure of the information.

## 11. GENERAL CONSIDERATIONS .

The mere receipt of this document, its content and any subsequent annex to it, shall be considered as strictly confidential information.

In consideration of the above, we invite you to submit a proposal whose purpose would be the provision of services in accordance with the provisions of numeral 3 of this document, establishing March 28, **2025 as the deadline for its delivery**. Queries and requests for clarification on this SDP will be received until **21/03/2025** and a response will be given no later than **25/03/2025**.

The approval of the proposal that is presented will be subject to CAF's internal procedures and the signing of an Administrative Contract for Professional Services.

The proposal or any questions related to the presentation of the same, must be sent by email, to the following addresses: [rcaldevilla@caf.com](mailto:rcaldevilla@caf.com) and [lburbano@caf.com](mailto:lburbano@caf.com)

CAF is not obliged to pay any concept for the presentation of the proposal.

CAF's decision to reject the proposal does not in any way compromise its responsibility.

CAF reserves the right not to select the proposal and to permanently suspend the contract.

CAF will not be obliged to communicate the reasons why it rejects any proposal.

Annexes A and B are an integral part of the Terms of Reference, so their acceptance corresponds to their conformity.

Invoices should be sent to [the\\_rcaldevilla@caf.com](mailto:the_rcaldevilla@caf.com) and [lburbano@caf.com mail](mailto:lburbano@caf.com).

## **EXHIBITS "A" AND "B" ARE PART OF THE CONTRACT**

### **ANNEX "A"**

#### **CONFIDENTIALITY COMMITMENT**

The consultant, in order to ensure the due protection and conservation of confidential and privileged information made available by the Andean Development Corporation (CAF) on the occasion of its hiring, agrees to sign this **CONFIDENTIALITY COMMITMENT**, hereinafter referred to as the "Commitment", in the following terms:

For the purposes of this Undertaking, "Confidential Information" means any information relating to CAF made directly or indirectly available to the Consultant by CAF, whether in oral, written, graphic or electronic form. In particular, "Confidential Information" shall include any information, process, technique, algorithm, software program (including source code), design, drawing, formula, or test or production data relating to any research project, work in progress, creation, engineering, development, marketing, services, financing, or personnel matter relating to CAF, its current or future products, sales, suppliers, customers, employees, investors or businesses, among others.

1. The term "Confidential Information" shall not include information about which the Consultant could reasonably demonstrate: (a) that is now or as of the date of this engagement is now known or publicly available, without any act or omission on the part of the Consultant; b) is known to the Consultant at the time of receiving such information; c) that as of the date of this Undertaking it has been provided to the Consultant by a third party in a lawful manner and without restriction on its disclosure; d) that is subject to a written permission of disclosure provided by CAF; or e) that has been independently generated by the Consultant without making use of the "Confidential Information".
2. The Consultant undertakes to keep the "Confidential Information" confidential and, unless expressly authorized in writing by CAF, not to disclose the "Confidential Information" to a third party. The Consultant expressly undertakes to maintain confidentiality regarding the existence of this Commitment and about the conversations or negotiations it has with CAF.
3. The Consultant unconditionally and irrevocably undertakes to treat and treat all information as confidential and accordingly not to disclose it to third parties, and to protect it in the same manner as they would protect their own confidential information and not to use it for their benefit or that of third parties. The Consultant shall not use the "Confidential Information" for any other purpose or in any other manner that would

violate any law or regulation. Nothing in this Undertaking grants the Consultant the right to retain, distribute or trade the "Confidential Information". The Consultant undertakes not to attempt to obtain, directly or indirectly, any reference, note or detail about the "Confidential Information" from a third party who has been employed or who has provided services or received information from CAF. Without granting any rights or licenses, CAF agrees that the foregoing restrictions shall not apply to information that the Consultant could reasonably demonstrate that: (1) without any act or omission on the part of the Consultant, it is available to the general public; or (2) was in its possession or knowledge prior to its delivery by CAF to the Consultant; or (3) was properly disclosed to it by a third party without restriction;

4. "Confidential Information" shall not be reproduced or copied in any form other than for the Consultant's legitimate internal use.
5. All "Confidential Information" (including, but not limited to, all copies thereof) shall always remain the property of CAF and shall be returned to CAF after the need for its use has ceased or at CAF's request and, in any event, upon termination of this Commitment.

For these purposes, upon written request from CAF, the Consultant will destroy or return any "Confidential Information" in its possession or control (including any personal data), when it is no longer necessary for the provision of the Services; notwithstanding the foregoing, the Consultant may retain such "Confidential Information" as required by applicable law, regulation or professional archiving policy. or as authorized or instructed by CAF, in which case the Consultant will be subject to the obligation to maintain the confidentiality of the same as stipulated in this Commitment.

6. If the Consultant processes data that relates to an identified or identifiable individual ("personal data"), on behalf of CAF and as part of the Services, the Consultant undertakes to: (i) Process such personal data as set forth in this Commitment, in its internal data protection protocols, as authorized in writing by CAF, or as required by applicable law, including with respect to the use of subcontractors or subprocessors; (ii) Implement appropriate technical and organizational measures to protect such personal data; (iii) Notify CAF in a timely manner of any incident in which the confidentiality, integrity or security of personal data has been compromised, and; (iv) Collaborate with CAF to document personal data, data subjects, and processing activities related to the Services, as required by applicable law or requested by CAF.
7. The Consultant will comply with CAF's reasonable requests to provide information about its data processing activities, as reasonably necessary to allow CAF to verify that the Consultant is complying with its obligations under this Commitment. The foregoing shall apply in full satisfaction of any of the audit or inspection rights, but shall not limit or restrict the ability

of any legal or regulatory authority to conduct such audit or inspection in accordance with applicable law. CAF may establish control and review mechanisms in order to ensure that the information to which the Consultant has access, as well as the services provided, comply with CAF's information security policies, standards and procedures.

8. This Undertaking shall remain in effect for as long as the consultant continues to receive "Confidential Information" and may be terminated by either party at any time upon written notice to the other party thirty (30) calendar days prior to the date on which it wishes to terminate. Termination shall not relieve the consultant of the obligations of paragraphs 2 and 3 regarding "Confidential Information" disclosed prior to the date of termination. The provisions of paragraphs 3 and 4 shall remain in force even after the termination of this Commitment.
9. The Consultant agrees to indemnify CAF for any loss or damage arising as a result of any breach of this Undertaking by The Consultant.
10. Without prejudice to the provisions of the preceding paragraphs, in the event of partial or total non-compliance with this Commitment, CAF reserves the right to initiate the legal actions it deems appropriate in the event of a violation of the agreement of the parties.

## ANNEX "B"

### APPLICABLE TERMS AND CONDITIONS FOR ACCESS TO CAF'S TECHNOLOGY PLATFORM

In cases where access to CAF's technological platform is required, the consultant expressly accepts that the technological access granted by CAF is strictly limited to the fulfillment of the object of the Contract.

The consultant will sign a letter of commitment that contains the details of the accesses granted, the use that the consultant will give to them, clearly identifying the corresponding users and privileges, among others. In any case, the consultant must notify CAF in writing of any change generated in the list of authorized users.

The consultant will not make changes of any nature in any of the environments of CAF's technological platform, including those that are considered for the correction of errors, or as part of updates or improvements. In the event that any changes in CAF's technological platform are required (including those that are considered necessary for the fulfillment of the object of this Agreement), the consultant must have the written approval of CAF. Any change made to the technological platform by the Consultant without prior written authorization from CAF will be the responsibility of The Consultant, and will be responsible for any damage that such change may cause to CAF or any third party, at its own cost and charge.

The consultant will refrain from making use of the information on which access is granted, understanding that it is the exclusive property of CAF, any use made by the consultant or personnel assigned by the consultant, other than the use for which the accesses have been granted, will be the absolute and exclusive responsibility of the consultant. therefore, it must respond to CAF for any damage that it directly or indirectly generates to CAF or third parties.

All information that may be accessed by the consultant on the occasion of the granting of access to CAF's technological platform is the exclusive property of CAF, and is considered as "Confidential Information" with the limitations established in **Annex "A"**.

The consultant undertakes to guarantee the proper use and safeguarding of CAF's technological platform. Any use of the tools or accesses, for which they have been granted, will be the absolute and exclusive responsibility of the consultant, and must therefore be liable to CAF for any damage that it directly or indirectly generates to CAF or third parties.