



CARIBBEAN COMMUNITY CLIMATE CHANGE CENTRE

CONSULTING SERVICES

COUNTRY: Regional

NAME OF PROJECT: United States Agency for International Development Climate Change Adaptation Programme (USAID CCAP)

ASSIGNMENT TITLE: “*Consultancy to Revise the Barbados Water Authority Non-Revenue Water Reduction Strategy*”

CONTRACT REFERENCE: #35/2018/USAID-CCAP/CCCCC

REQUEST FOR EXPRESSIONS OF INTEREST

The Caribbean Community Climate Change Centre (CCCCC) has received grant funding from the United States Agency for International Development (USAID) to support implementation of the “*Climate Change Adaptation Programme*” (CCAP).

The CCCCC intends to use part of the proceeds of the grant to contract an *Individual Consultant* to review and revise the Barbados Water Authority’s current Non-Revenue Water (NRW) strategy. *The Revised Strategy must be aligned with the American Water Works Association’s (AWWA) and International Water Association’s (IWA) guidelines.*

The USAID CCAP resources are governed by the authorized USAID Principal Geographic Code 937. In accordance with GeoCode 937, goods and services could only be procured from “**the United States, the recipient countries¹ of an ‘Activity’, and developing countries (listed in USAID 310maa²) other than advanced developing countries (listed in USAID 310mab³), but excluding any country that is a prohibited source**”. Accordingly, only Individual Consultants with citizenship or lawful permanent resident status (or equivalent immigration status to live and work on a continuing basis) in a country within Code 937 is eligible, with an automatic waiver authorization of this requirement where the contract value is US \$25,000 or less. *Consultants must state their nationality(ies) in their Expression of Interest.*

This Consultancy will be implemented over a period of eight (8) weeks or such other period as may be determined during contract negotiations with the selected Consultant. The expected commencement date of this consultancy is *June 18th, 2018. Interested consultants must confirm availability to commence by June 18th, 2018 in their Expression of Interest.* The selected Consultant will be required to make one field mission to Barbados for consultations with stakeholders and data capture.

The deliverables of this Consultancy include an *Updated Barbados Water Authority Non-Revenue Water Reduction Strategy* that *inter alia* addresses the following matters:

- Best practices of water audits and NRW programmes consistent with the AWWA and IWA guidelines;

¹ The recipient countries of the USAID CCAP are: *Antigua & Barbuda, Barbados, Dominica, Grenada, Guyana, Saint Lucia, Saint Vincent & the Grenadines, Saint Kitts & Nevis, Suriname and Trinidad & Tobago.*

² Available through online search or upon request.

³ Ditto.

- Alignment of the NRW Strategy with the project proposal titled: “*Water Sector Resilience Nexus for Sustainability in Barbados (WSRN S-Barbados)*”; and
- Action Plan, including budget and timelines for implementing the NRW Strategy.

The successful Individual Consultant will be permitted to sub-contract any part of this assignment but will bear full responsibility for Consultant’s obligations under the contract.

The Terms of Reference (TOR) for the assignment is attached.

The Centre now invites shortlisted Individual Consultants to indicate their interest in providing the Services. Consultants should provide: (i) *information demonstrating that they (or their Sub-consultant for relevant identified tasks) have the required qualifications and relevant experience to perform the Services;* (ii) *a two-page document outlining the Technical Approach and Methodology that will be adopted for implementing the tasks to deliver the expected output(s);* (iii) *Work Plan for the Consultancy showing the implementation schedule and timelines for all activities;* and (iv) *their indicative cost proposal broken down by professional fees and reimbursables.*

Applicants will be ranked based on the following evaluation criteria:

- a) At minimum, Master’s degree, preferably in the environmental field, economics, water resource management or related field – **10 points**.
- b) Working knowledge of American Water Works Association (AWWA) and International Water Association (IWA) guidelines – **10 points**.
- c) At least 5 years general experience in the water sector in the Caribbean with an understanding of Non-Revenue Water in Caribbean island nations – **15 points**.
- d) At least 3 years specific experience in the field of Non-Revenue Water (NRW) with strong track record of preparing high-level documents and reports on NRW – **30 points**.
- e) Adequacy of the Technical Approach and Methodology in responding to the TOR – **20 points**.
- f) Alignment of the Work Plan / Implementation Schedule with assignment outputs and interrelation of activities, including availability to commence this assignment around June 18, 2018 – **10 points**.
- g) Competitive fee rates and expenses in relation to the market and demonstration of Value for Money – **5 points**.

Total 100 points. The minimum qualifying mark is 70 points.

Expressions of interest must be delivered electronically by 10:00 am Belize time (GMT-6) on **Monday June 11, 2018** to the email address mnestor@caribbeanclimate.bz. Please make the subject line of any email communication on this matter: **“EOI – BWA NRW Study”**.

The Centre is not bound to accept any Expression of Interest received and may cancel this process at any time prior to the award of contract without liability. Consultants that do not comply with the requirements set out in this Invitation may be disqualified.

Further information can be obtained at the address below during office hours 8:00 am to 5:00 pm (08:00 to 17:00 hours) Belize time.

*Maxine Alexander Nestor (Ms.)
Procurement Officer
Caribbean Community Climate Change Centre
Lawrence Nicholas Building, Ring Road
Belmopan, Belize
Tel: + (501) 822-1104/1094; Fax: + (501) 822-1365
Email: mnestor@caribbeanclimate.bz*