



ORGANISATION OF EASTERN CARIBBEAN STATES

INVITATION FOR EXPRESSIONS OF INTEREST

CONSULTANCY SERVICES

FOR

***DEVELOPMENT OF A NATIONAL WATER INFORMATION SYSTEM FOR SAINT KITTS
AND NEVIS***

The Organisation of Eastern Caribbean States (OECS) Commission invites interested eligible consultants to submit Expressions of Interest for the provision of consultancy services to ***Develop a National Water Information System for Saint Kitts and Nevis.***

The Terms of Reference and Guidelines for the Submission of Expressions of Interest for this consultancy are provided below.

Terms of Reference

1. Background Information

1.1. Beneficiary country

The Participating Country interested in developing National Water Information Systems is Saint Kitts and Nevis.

1.2. The Issue

It is a truism that what is not measured cannot be managed, in other words there would be little rational basis on which decisions can be made. National water information systems can deliver economic value by providing data and analyses that are useful for improving water operations and planning. Water-related information systems can help planners and managers track data and provide forecasts of trends in water quantity and quality, as well as others that affect water management decisions. Water challenges are growing due to climate, demographic and socio-economic developments. These increased pressures if not managed could trigger conflicts between uses and users e.g. irrigation, drinking, industry, tourism. In addition, the incidence of hydro-climatic events, such as floods and drought events, continue to affect Caribbean States, along with threats to water ecosystems. Access to information on the status of water resources and uses is one of the keys to successful water policy implementation. Water managers, whether of the resource or of the services, need reliable, up-to-date and relevant information for their activities relating to regulation, planning, adaptation to climate change, risk management and public information. Unfortunately, the necessary data and information are usually fragmented, incomplete and dispersed across a range of institutions and agencies, cooperation between which may be less than ideal. Accessing data is often difficult to organize for numerous reasons including a multiplicity of data producers, inconsistency of data and data formats. As a result, the data that may be available are underutilized, and capacities for producing the information required for efficient water policy implementation are often limited. This situation has significant negative consequences for management and planning. In the first instance, though, it can be improved by rationalising existing information, recognising the gaps in data collection and making useful data easier to access and understand.

Barriers that have been identified include:

- limited skills and capacity in terms of data collection and data management;
- insufficient financial resources and lack of appreciation of the economic value of water data;
- lack of equipment for data collection and monitoring, and use of information systems; and
- absence of protocols and clear guidelines on how to use information and data in the decision-making process.

The development of a National Water Information System aims to provide a platform to allow stakeholders to address this serious knowledge gap, enabling particular consideration to be given to the potential impacts of climate change and the stresses that this will place on the management of water availability.

1.3.National Profile

Saint Kitts and Nevis has in recent years experienced prolonged dry periods and their impact on water resources and supplies. Ability to manage the conditions and to ensure the continued supply of water to citizens has been limited by the ability to access water information for decision-making as well as by the absence of a centralised repository of the information that is available. The experience of Grenada, for example, has demonstrated the benefits of having access to such information. In Grenada's case this was instrumental in building the climate rationale included in their application of financial support to the water sector from the Green Climate Fund. Saint Kitts and Nevis relies on groundwater for their water supplies and has limited surface water resources; also, the twin-island state identified the need to develop and implement water information systems as a priority to better manage and respond to growing water scarcity concerns, particularly under climate change. Furthermore, Saint Kitts and Nevis faces challenges in the collection and sharing of data among the various departments or agencies of government.

1.4.Related programmes and other donor activities

The issue of a lack of reliable, long-term information on which to base decision-making and inform policy is one that has been known for well over a decade. Various proposed interventions had sought to address this issue and in the early 2000s some progress was made in setting up national systems in Grenada and Saint Lucia. Jamaica had some years before, already developed their own system. As a result, a few countries in the Caribbean have Water Information Systems in place; Grenada, Saint Lucia and Jamaica. In Jamaica, the information system is administered by the Water Resources Authority, in Grenada it is housed within the Ministry of Agriculture. The Saint Lucia system falls under the Water Resources Management Agency. At present, the Caribbean Development Bank has engaged consultants to develop country water profiles which will help inform their interactions with Borrowing Member Countries (which include Saint Kitts and Nevis) in developing bilateral water sector programmes. A hurdle to the initiative is the lack of consistent and reliable information. Under the World Bank Pilot Programme for Climate Resilience (PPCR) Caribbean Track, the Inter-American Development Bank has provided financial and technical assistance to countries to develop integrated hydrometeorological data base and portal configurations to monitor and collect hydro-meteorological data (e.g. Dominica, Jamaica, Saint Lucia and Saint Vincent and the Grenadines) however, this is not coupled to a broader water information system. There are, therefore, opportunities to build on the experience of the existing regional projects to learn from them and to incorporate lessons learned and good practices into the development of this intervention.

2. Objective, Purpose & Expected Results

2.1.Overall objective

The goal of the project is to ensure that the principles and objectives of Integrated Water Resources Management, particularly with respect to the development and use of management instruments, are incorporated into the governance and institutional framework of the water sector in Saint Kitts and Nevis. The overall objective is to equip those agencies contributing to national development, as well as those responsible for the management of their country's water endowments, to make informed and evidence-based decisions.

The project is divided into four key components, meant to address the general and specific objectives of participating country:

- 1 **Component 1:** Establish national consensus and build support for the establishment and implementation of a national water information system. This entails understanding the current status and capabilities, having a shared vision of where the country wants to be, and developing a roadmap of how to achieve the vision. Information systems require inter-institutional cooperation and a water data policy that organises the sharing of responsibilities between institutions. This requires strong political commitment and support, without which the project cannot progress. Investments in data sharing and information systems development generally demonstrate a positive return on investment. Therefore, it is important to secure support by demonstrating the financial and economic contribution that a system would make and the adverse consequences associated with maintaining the status quo.
- 2 **Component 2:** Identify the existing capabilities and data sources; the data gaps and needs of partners; the means of data production; and the management and processing of the data, including the uses that the data will be put to and the entities to which it would be provided. Agree upon the various levels of access, conditionality, reporting and dissemination. This would be tailored to the specific requirement and priorities of Saint Kitts and Nevis.
- 3 **Component 3:** Development of model specifications for the hardware and software required for the water information systems that can be adapted to the needs of Saint Kitts and Nevis; the development of model Standard Operating Procedures; identification of training and capacity-building needs; and specification of the provision of operational support for hardware and software.
- 4 **Component 4:** Implementation of Water Information System including procurement of hardware and software required for the water information systems; installation of hardware and software; and training and capacity-building of relevant data management personnel.

2.2.Purpose

The purpose of this contract is to retain the services of a suitable Consulting Firm that will undertake the preparation of documentation for the development, implementation and support for national water information systems for Saint Kitts and Nevis. This will include an assessment of the current state of data monitoring and collection, identification of national needs and protocols, model specifications, training and capacity needs, and implementation and maintenance arrangements.

The Consulting Firm will also provide a package of support to assist the development of national water information systems, and guide the implementation of a water information system in Saint Kitts and Nevis.

2.3.Results to be achieved by the Consulting Firm

The Consulting Firm will deliver the following results:

Working with national partners, facilitate the identification of the most suitable host agency for the water information systems (seeking institutional agreement on this), and identification of needs and developing a strong case for support for the benefits accruing from such systems:

- a. Comprehensive review of the status and functioning of water monitoring and data collection by type, responsibility, frequency, processing, and reporting;
- b. Agreement on a shared national vision for a water information system;
- c. Review of regional experiences and lessons learned with respect to water information systems;
- d. Report on the costs, benefits and sustainability; and
- e. Formal commitment to proceed with implementation.

Component 2: Develop the information base on which to develop system specifications:

- a. Review of existing responsibilities, legal and regulatory requirements, and data collection, monitoring and evaluation capabilities within the public and private sectors;
- b. Identification of data needs and gaps with respect to water and other supporting/supported sectors, and options regarding how to address them;
- c. Identification of information requirements of potential users and partners, and the capabilities to meet those needs;
- d. Recommendations regarding levels of access, access and use conditionality, charges, and report generation; and
- e. Roadmap report.

Component 3: Develop model specifications for systems hardware and software, training and capacity development interventions, and implementation and maintenance arrangements:

- a. Model specifications for hardware and software to meet country requirements, including maintenance;
- b. Standard operating procedures; and
- c. Recommendations for training and capacity building.

Component 4

- a. Implementation of a Water Information System for Saint Kitts and Nevis, contingent on formal agreement to support continuity of the System.

3. Assumptions & Risk

3.1. Assumptions underlying the project

The project is conceived based on the following assumptions:

- The Participating State is committed to the implementation of water information systems and that there is a high level of political support;
- Stakeholders are committed to support and collaborate with the Consulting Firm, will actively participate, and are willing to share expertise and knowledge with other Participating States;
- Effective mobilisation and coordination of necessary capacity and inputs from relevant national agencies;
- Agreement on data and information sharing; and
- The Participating State will make the necessary funding and resources available for the procurement and implementation of the water information systems as required.

3.2. Risks

A number of risks can be identified that could jeopardize effective implementation of this project:

- Unavailability of appropriate personnel to undertake the assignment;
- Low capacity at the national level to support implementation of activities;
- Lack of uptake, response, support and participation from the Participating State;
- Lack of interest in collaborating with other Participating States and share knowledge and resources; and
- Shift of priority due to new development goals/dispensations by the Participating State.

4. Scope of Work

4.1.Component 1: Establishing national commitment and hosting arrangements

4.1.1. Task 1: Online Inception Meeting with Steering Committee

The Consulting Firm will conduct an inception meeting with the Steering Committee, to present the methodology and work plan and agree procedures for organisation of the work and collaboration between the Consulting Firm, the Project Manager, and national Focal Point.

Deliverable

- Inception report

4.1.2. Task 2: Comprehensive review and situational analysis of the status and functioning of water monitoring and data collection

The Consulting Firm will conduct a comprehensive review and situational analysis Saint Kitts and Nevis to understand what water-related information is being gathered at present, identifying

- the agencies involved;
- the frequency with which data is gathered;
- the format in which it is gathered and stored;
- how data is archived and backed up;
- the reporting on activities;
- which parties have access to the data;
- what processing, analyses and evaluations are carried out and reported on;
- the uses to which the data and information are put; and
- which parties have access to and are using the data.

This review and analysis will provide baseline information for the further identification of what the opportunities are to improve data gathering and make productive use of information.

Activities:

- i. Identify which agencies are involved in data gathering, what information each party is responsible for, their capacities and the resources available;
- ii. Determine the purposes of data collection and of monitoring programmes by the various agencies, the frequency of data collection and monitoring, which agencies and parties data is shared with and on what basis and conditions;
- iii. Investigate the data formats used and evaluate the completeness and accuracy of data;
- iv. Analyse and evaluate how data is processed and used to inform operational and strategic decision-making, highlighting examples of how this is being done, the parties involved and the processes and procedures being followed with respect to curating and use; and
- v. Interview and engage with key stakeholders to gain insights into the data gathering processes.

Deliverables

- Comprehensive Status Review Report

4.1.3. Task 3: Agree on a shared national vision for a water information system

Engage with key stakeholders to review current objectives and to develop a common national vision of the purpose of water information systems, the goals they should serve and how they should meet stakeholder expectations:

Activities:

- i. Review the situation and experience of other Caribbean countries that have operational water information systems, as well as countries which may have environmental information systems;
- ii. Conduct surveys and focus group discussions to explore what a common vision might be, including in this process key stakeholders such as decision-makers and ministers responsible for those agencies which would contribute to or make use of the system;
- iii. Prepare a draft national vision and conduct national workshops to agree on and finalise the vision;
- iv. Assess the attitude, appetite and potential support for the introduction and use of water information; and
- v. Based on the outcome of the assessment, make recommendations as to whether and, if necessary, how to mobilise support.

Deliverable:

- Report detailing the national vision for the water information system, detailing type of information, data sharing arrangements, roles and responsibilities of data producers, managers and users, and including the methodology for mobilising support if necessary to achieve a successfully functioning water information system.

4.1.4. Task 4: Report on the costs and benefits

The Consulting Firm will provide a report on the anticipated costs for implementing and operating water information systems, including staffing requirements. In addition, the potential benefits will be identified, including the potential for revenue generation and the contribution such systems can make to the better management of the water sector. The purpose is to provide a compelling case for the introduction of such systems, as a basis for generating high-level support.

Activities:

- i. Engage with other Caribbean countries to obtain information on the financing of their systems and the opportunities created;
- ii. Provide a preliminary estimate of the investment needs, running costs and the income generating potential, based on the experience of other countries;
- iii. Identify and provide a preliminary quantification of the economic benefits that access to improved information would result in;
- iv. Report on the socio-economic cost-benefit analysis and engage with stakeholders to provide feedback; and

- v. Present the findings to key decision-makers and ministers.

Deliverables

- Cost-Benefit Study Report

4.1.5. Task 5: Formal commitment to proceed with implementation

It is of utmost importance to the success of the intervention that it should enjoy a high level of political support. This cannot be taken for granted and support must be actively generated by making a compelling case for the implementation of water information systems. The Consulting Firm will support the efforts of the Project Team, Project Manager and country Focal Point in generating support and buy-in. The Consulting Firm will be expected to advise on the ways and means by which support can be generated and to provide the necessary materials to underpin the securing of commitment. To this end, Tasks 3 & 4 are important steps.

Activities:

- i. In consultation with the Project Team and key national stakeholders, prepare an engagement strategy with key decision-makers and ministers to ensure their support;
- ii. Recommend what steps and means are required to be undertaken to generate support, assist with the development of the documentation, information packs, and promotional materials;
- iii. Assist in the convening of consultations with decision-makers and ministers; and
- iv. Prepare a draft paper for submission to Cabinet requesting formal support, endorsement and a mandate to move forward with implementation, identifying the lead agency to be responsible for the operation and management of the national water information system.

Deliverables

- Draft Cabinet Paper
- Component 1 Outcomes Report

4.2. Component 2: Develop the information base on which to develop system specifications.

In this component the Consulting Firm will identify the existing capabilities and data sources, the data gaps and needs of partners, the means of data production, the management and processing of the data including the uses that the data will be put to and the entities it would be provided to. Agree upon the various levels of access conditionality, reporting and dissemination.

4.2.1. Task 6: Review existing governance arrangements

The Consulting Firm will carry out a comprehensive review of the existing governance arrangements regarding the duties and responsibilities for monitoring and data collection. Whilst Task 2 considered and reported on the existing situation with respect to what is being done in practice, this Task considers the broader picture as to what the formal duties and responsibilities are, the mandates of each involved agency and the degree to which they are fulfilling their mandate.

Activities:

- i. Review existing legal and regulatory powers and responsibilities with respect to the monitoring and collection of data;
- ii. Identify any regulatory gaps that prevent the collection and monitoring of data, legal and regulatory requirements;
- iii. Evaluate the data collection, monitoring and evaluation resources and capabilities within the public and private sectors.

4.2.2. Task 7: Identification of data needs and gaps

In collaboration with stakeholders, the Consulting Firm will undertake a gap analysis, which will identify the monitoring and data collection requirements, as well as the evaluation and assessment approaches, to ensure that the data gathered can be used to support decision-making and the holistic and pro-active management of water.

Activities:

- i. Identify the sectors and stakeholders to be consulted with respect to monitoring and data collection, as well as which sectors and entities would make use of the data/information;
- ii. Convene workshops to sensitise stakeholders as to the potentialities of national water information systems, the purposes they have been used for and the experience of other Caribbean countries, by inviting them to present their experiences;
- iii. Convene focus group discussions with stakeholders to determine their respective data and information needs and requirements; what the data/information would be used for; the preferred formats; the potential for interconnecting existing data/information systems; and the challenges faced with respect to data gathering and monitoring and also with the use of data/information;
- iv. Identify information requirements of potential users and partners, and the capabilities to meet those needs;
- v. Develop proposals and options for addressing the needs and requirements identified by stakeholders, including, but not limited to, feasibility of interconnectivity of existing data collection and sharing platforms with proposed system, equipment needs, hardware, software, training and capacity building, maintenance, protocols, data security, data processing and curating;
- vi. Develop recommendations regarding levels and types of access, use conditionality, charges, and report generation.

4.2.3. Task 8: Implementation Roadmap

The Consulting Firm will consolidate Tasks 6 and 7 and use this to draw up and present an implementation roadmap setting out the vision, status quo, the sector needs and responses to those needs, making recommendations regarding the components of the water information systems, and the respective stages, financial and economic aspects and timeframes involved in operationalising the water information system for Saint Kitts and Nevis.

Activities:

- i. Present a draft Implementation Roadmap for consultation;

- ii. Hold consultations with stakeholders and other interested and affected parties, regarding the content and recommendations of the draft Implementation Roadmap; and
- iii. Finalise the Implementation Roadmap.

Deliverables

- Implementation Plan and Roadmap

4.3. Component 3: Develop model system specifications

In this component the Consulting Firm will develop model specifications for systems hardware and software, training and capacity development interventions, and implementation and maintenance arrangements, that will allow the Participating State to implement the recommendations of the Implementation Roadmap. In addition, they will incorporate a process for peer review of the proposals by other Caribbean states to ensure that experiences and lessons learnt are incorporated.

4.3.1. Task 9: Model specifications

The Consulting Firm will prepare model specifications for the water information systems, making reference to the World Meteorological Organisations (WMO) standards and guidance with respect to the monitoring and measurement of hydrometeorological events, database management, and operating and communication protocols. This will be such that Saint Kitts and Nevis can determine for themselves the components of the information system which best suit their needs and circumstances.

Activities:

- i. Develop model specifications for equipment, hardware and software to meet country requirements;
- ii. Develop model specifications for modelling and assessment programmes;
- iii. Develop specifications for cyber security, back-up, archiving and curating of data as well as maintenance and support for hardware and software;
- iv. Draw up a set of Standard Operating Procedures to guide the operation and maintenance of the information systems;
- v. Make recommendation as to the staffing requirements including qualifications and experience; and
- vi. Make recommendations for training and capacity building for inclusion in specifications to be provided, and continuing professional development recommendations.

Deliverables

- Model specifications for hardware, software and training.

4.3.2. Task 10: Develop a Monitoring and Evaluation framework

Monitoring is the systematic collection and analysis of information aimed at improving the efficiency and effectiveness of what is being done. In a broader context it seeks to provide information which is

related to the achievement of certain goals, often associated with policy objectives. In other words, it can be used to provide a check on the extent to which policy goals (such as the achievement of SDG 6) are being met.

Evaluation looks at what you set out to do, accomplishments, and the manner in which those accomplishments have been achieved. In order to do this, there has to be a recognised system for evaluation based on agreed benchmarks and indicators of achievement. Even in the absence of agreed policies and objectives, it is possible to develop indicators of good practice, sound management and sustainable practices. The purpose of this task is to develop a set of indicators which can be used to benchmark performance and report on progress, and for this to become a central plank of the management of the water sector and to inform future planning. In order to achieve this the Consulting Firm will undertake the activities detailed below.

Activities:

- i. Develop a logic model and theory of change to guide the selection of core indicators;
- ii. In consultation with national stakeholders develop a set of core indicators;
- iii. Facilitate stakeholder agreement on the baseline and targets for each of the core indicators, taking into consideration practical aspects and achievability such as availability of data sources, collection methods, ease of collection, reliability, and frequency of collection;
- iv. Develop a guidance document for reporting responsibilities and protocols; and
- v. Integrate the M&E framework within the water information system.

Deliverables

- Monitoring and Evaluation Framework and Implementation Plan

4.3.3. Task 11: Provide Technical Advice and “Critical Friend” Review of the Roadmap and Model specifications

The Consulting Firm will support the provision by other experienced entities in the Caribbean, for example Grenada, Jamaica and Saint Lucia, of peer review and appraisal of the Implementation Roadmap and Model Specifications to ensure that lessons learnt and the experience with operating water information systems is built in.

Activities:

- i. Arrange for peer review and assessment; and
- ii. Update project documentation by incorporating the findings of the peer review and assessment.

4.4. Component 4: Implementation of a Water Information System

4.4.1. Task 12: Procure hardware and software based on recommendations

The Consulting Firm will oversee the procurement of hardware and software in accordance with the specification developed under Task 9, including inviting suppliers, evaluation of offers and making

recommendations with respect to the selection of the preferred supplier. Costs of hardware and software are for Saint Kitts and Nevis

Activities:

- i. Prepare tender documents
- ii. Invited tenders
- iii. Tender evaluation
- iv. Tender recommendation

4.4.2. Task 13: Install all hardware and software and provide training in the use of the Water Information System

The Consulting Firm will oversee the installation of hardware and software and arrange for training to be delivered to selected staff in the use and maintenance of the hardware and software.

Activities:

- i. Supervision of installation
- ii. Training
- iii. Provision of training & operating manuals

4.4.3. Final Report

Preparation of final report on the project.

Deliverables

- Final Report

5. Project management

5.1. Responsible body

A Regional Steering Committee composed of representatives of the following organisations is responsible for supervising the implementation of this assignment: UN Environment Programme, the three IWeco co-Executing Agencies i.e. the Secretariat to the Cartagena Convention, UN Environment Programme's Caribbean Regional Coordinating Unit (CAR/RCU), the Caribbean Public Health Agency (CARPHA) and the Organisation of Eastern Caribbean States Commission (OECSC).

The Regional Steering Committee will be supported by the IWeco National Project Coordinator for Saint Kitts and Nevis in the coordination and monitoring of the project.

Within Saint Kitts and Nevis, the IWeco National Project Coordinator will identify a multidisciplinary National Steering Committee including representatives of the national identified ministry and other relevant stakeholders. The multi-disciplinary National Steering Committee will include ministries and departments responsible for environmental management and physical development planning, among other stakeholders.

5.2. Target groups

Governmental bodies and agencies responsible for the monitoring, collection, evaluation and use of data pertaining to the use and management of water resources, the provision of water services and sanitation, environmental protection and other ancillary bodies within government that produce or make use of water related information, such as but not limited to statistical services and health. Other key stakeholders include the private, and third sector organisation (including NGOs and CBOs) with an interest in and commitment to the achievement of Sustainable Development Goal 6. Regional organisations, such as the Caribbean Water and Wastewater Association, The Caribbean Institute of Meteorology and Hydrology, the Caribbean Public Health Agency, UN Environment Programme's CAR/RCU and the Global Water Partnership – Caribbean, will be consulted on aspects relating to cross-national cooperation and knowledge exchange, synergies, as well as identification of best practices.

5.3. Management Structure

The consultancy will be implemented through the governmental bodies responsible for the management of the water sector in Saint Kitts and Nevis, including the Saint Kitts Water Services Department and the Nevis Island Administration Water Department. The Regional Steering Committee will appoint a **Project Manager** for the project, the OECS Commission. In addition to the Project Manager, the IWeco National Project Coordinator will support the Project Manager and Consulting Firm in the delivery of the consultancy.

The Project Manager will closely supervise the implementation of this intervention, will manage all contractual communication, and will liaise the Consulting Firm with the National Project Coordinator and the National Steering Committee.

6. Logistic, Timing and Requirements

6.1. Location

The consultancy can be delivered remotely, or by Consulting Firm whose staff is located entirely or partly in Saint Kitts and Nevis.

The Consulting Firm is expected to run workshops, focus group discussions and consultations as part of Tasks 2, 3, 4, 6, 7, 9 & 10. It is anticipated that all such interactions can be delivered entirely remotely.

The Project Manager and local partners will support in the organisation of engagement and training events, and in facilitating liaising and engagement with public, private, and third sector stakeholders.

6.2. Start date & Period of implementation of tasks

The intended start date is February 2022 and the period of implementation of the contract for Component 1 will be 9 months from this date, including a Report on Component 1.

Component 2 will be 6 months' duration following on from Component 1 – contingent on securing formal support and Component 3 will be of 3 months' duration. The Consulting Firm commits to offer their services, as a package, for the development of Components 2 and 3, contingent on the outcome of Component 1.

6.3. Office accommodation

If needed, office accommodation for the experts working on the contract may be provided to the Consulting Firm by governmental bodies part of the National Steering Committee for the whole duration of the consultancy, or for part of it.

6.4. Facilities to be provided by the Consulting Firm

The Consulting Firm shall ensure that experts are adequately supported and equipped. In particular, it must ensure that there is sufficient administrative, secretarial and interpreting provision, supplies, services, documentation, logistical support, etc., to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.

6.5. Equipment

No equipment is to be purchased on behalf of the Participating State as part of this service contract or transferred to the Participating State at the end of this contract. Any equipment related to this contract which is to be acquired by the beneficiary must be purchased by means of a separate supply tender procedure.

7. Requirements

7.1. Staff

Execution of this Terms of Reference requires a Consulting Firm with the following key experts.

7.1.1. Key Experts

Key Expert 1: Team Leader

Qualification and skills:

- Master's Degree or equivalent preferably in Engineering, Natural Sciences or similar and at least 5 years' working experience.
- Project Management Certification.
- Demonstrated ability to coordinate projects.
- Demonstrated team leadership and negotiation skills with a competence to deal with internal and external stakeholders.

Professional experience:

- At least 10-years project management experience including projects involving the processing and analysis of common hydrometeorological data.
- Proven working experience in developing technical specifications for procurement documents, experience with bidding documents is desirable.
- Demonstrated ability to work with groups.
- Excellent oral and written skills in English.
- Previous working experience in the Caribbean region is desirable.

Key Expert 2: Data Management

Qualification and skills:

- Master's Degree in Information or Data Management, Computer Science, Hydro informatics or equivalent.
- Relevant Professional Certification or Membership of a professional body would be an advantage.

Professional experience:

- At least 5-years' experience with creating Data Management/Integration Services.
- Proven experience with the creation of hydromet and water management information products meant for technical as well as non-technical audiences.
- Knowledge of WMO's standards for hydrometeorological monitoring and management, and commonly used water information database systems.
- Proven ability to create and design data models and information exchanges.
- Proven experience with functional and technical requirements elicitation (business analysis) and gap analyses.
- Experience in the provision of training and mentoring in water information systems.

Key Expert 3: Water Resources Management

Qualification and skills

- Master's Degree or equivalent preferably in Water Resources Management, Environmental Science or Engineering, Natural Resources Management or other relevant fields and at least 5 years working experience post qualification.
- Relevant Professional Certification or Membership of a professional body would be an advantage.

Professional experience

- At least 5 years' experience in the water and sanitation sector.
- Demonstrated ability to work with groups.
- Demonstrated experience in facilitation.
- Proven working experience in the Caribbean.
- Demonstrated expertise in the water and sanitation sector.
- Excellent oral and written communication skills in English.

The Consultancy Firm in general should have:

- At least five years' overall consulting experience, with specific experience in developing information systems; and
- Successfully completed at least one similar assignment.

7.2. Other experts, support staff & backstopping

The Consulting Firm shall identify and specify other experts, support staff and backstopping arrangements as they may deem to be necessary including but not limited to training materials developers and project assistants.

8. Reports and Deliverables

8.1. Reporting requirements

The allocation of days per activity is to be agreed. Table 1 below provides an indicative timetable for undertaking key activities described under the tasks to be accomplished. The Consulting Firm will submit the following reports in English in soft copy:

Deliverable Name	Number of weeks from start of Implementation	Description
Inception Report	2	Consulting Firm shall describe the conclusion of the Inception Meeting, including any modification to the methodology and work plan, initial findings, progress in collecting data, communication and collaboration arrangements, and any difficulties encountered or expected with relation to the work programme and staff travel
Comprehensive Status Review	12	The Report will present the existing status of water monitoring and data collection. This includes: what water-related information is being gathered at present, the agencies involved, the frequency of collection and format, data management arrangements, accessibility, data transformation and utilisation for decision-making.
National Vision Report and Cost-Benefit Report	18	Report detailing the national vision for the water information system, detailing type of information, data sharing arrangements, roles and responsibilities of data producers, managers and users, and including the methodology for mobilising support if necessary to achieve a successfully functioning water information system. Report detailing the business case for supporting the implementation of water information systems.
Draft Cabinet Paper	20	Paper to be presented to Cabinet for approval.
Outcome Report	20	Report detailing the work carried out, stakeholders consulted and decisions made and summarising the findings of the work.
Implementation Roadmap	36	Report detailing the existing governance arrangements, recommendations regarding the necessary changes in arrangements, gap analysis and needs assessment (combining Tasks 6 – 7) and a Roadmap detailing the steps, responsibilities and

Deliverable Name	Number of weeks from start of Implementation	Description
		activities required to implement water information systems.
Model Specifications	48	Preparation of specifications for the procurement and implementation of water information system, to include the provision of hardware and software training for the operating institution
Monitoring and Evaluation Framework	54	Report detailing the baseline, benchmark and proposed core indicators for the measurement of progress.
Functioning Water Information Systems in Barbados and Saint Kitts and Nevis; Training Manuals	58	Water Information system Installed, staff training provided and training and operations manuals provided.
Final Report	60	Report by the Consulting Firm detailing the work carried out, decisions made and an evaluation of outcomes.

All reports shall be submitted to the Project Manager. The Project Manager shall circulate all reports to the Regional Steering Committee composed of representatives of all Participating States for review and comments.

All reports shall be submitted in PDF format, along with relevant editable formats (MS Word, MS Excel, MS Project, MS PowerPoint, etc.).

All comments, if any, on each report must be provided to the Consulting Firm within 15 working days from submission of the respective report. Final versions of all reports (taking into account relevant comments and propose changes) shall be submitted by the Consulting Firm within 10 working days from receipt of comments.

8.2. Submission and approval of reports

The report referred to above must be submitted to the Project Manager identified in the contract. The Project Manager is responsible for approving the reports, in consultation with the Steering Group.

9. Duration of the Assignment

The Assignment is expected to be undertaken within 14 months working days and is scheduled to be conducted from June 2022. The Consulting Firm shall:

- a) take all the necessary steps to ensure that the entrusted task is executed properly and on schedule in accordance with the established Terms of Reference; and
- b) undertake to perform the task in accordance with the Terms of Reference and according to internationally accepted standards.

GUIDELINES FOR SUBMISSION OF EXPRESSIONS OF INTEREST

Eligible Consulting Firms are invited to indicate their interest in providing the services. Interested Consulting Firms must provide information on their capability and suitability to undertake the assignment. Consultants may associate to enhance their qualifications.

To obtain the maximum degree of comparison among Expressions of Interests (EOIs) and facilitate the evaluation process, the EOI should include the following information presented in the order and format shown below:

1. **Title page:** should contain the subject of the assignment, name of firm (or joint venture and/or a sub-consultancy, if applicable), address, email, telephone and fax numbers, name of contact person and date of submission.
2. **Table of contents:** a clear identification of the material by section and page number.
3. **Expression of Interest:** a one or two page summary stating the Firm's understanding of the work to be done and expressing a positive interest in performing the assignment.
4. **Profile of the firm:** describe the range of relevant activities performed by the firm(s), paying particular attention to provide information relevant to the required qualifications and experience (including description of similar assignments, experience in similar conditions, availability of appropriate skills among proposed personnel/staff, etc.). In this section also provide proof of legal *incorporation as a firm. In the case of a joint venture, the lead firm and other members of the consortium are required to submit proof of legal incorporation to undertake this assignment as a firm*

Key Experts will not be evaluated at the shortlisting stage.

Expressions of Interests submitted including any annexes should not exceed 30 pages.

The Consulting Firm Consultant shall bear all costs associated with the preparation and submission of his/her Expression of Interest.

The OECS is not bound to accept any Expression of Interest and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Consultants.

For more information or to submit Expressions of Interest, please contact:

Procurement Officer
OECS Commission Morne Fortuné
P.O. Box 1383
Castries
Saint Lucia
Telephone: 455-6305
Email: procurementbids@oecs.int
Copied to: farzana.yusufleon@oecs.int

A Consulting Firm will be selected in accordance with the Quality and Cost-Based Selection (QCBS) Selection Method as detailed in the procedures set out in the Procurement Manual of the OECS, dated November 2013 revised February 2020.

The criteria to evaluate the Expressions of Interest received in relation to this assignment may include:

- Specific experience of the Consultant Firm relevant to the assignment;
- Appropriate staff/skills composition; and
- Experience in similar assignments.

The Expressions of Interest will be evaluated and the Consulting Firm(s) with the most relevant experience, qualifications and technical competence will be selected and requested to submit proposals.

It is expected that the services will be conducted from June 2022, in keeping with the terms outlined in the Reporting Requirements above.

An electronic copy of the Expressions of Interest should be submitted by **22nd March 2022**, addressed to:

Procurement Officer
OECS Commission Morne Fortuné
P.O. Box 1383
Castries
Saint Lucia
Email: procurementbids@oecs.int
Copied to: farzana.yusufleon@oecs.int

The email submissions should include the name and address of the Consultant and shall be clearly marked in the subject line as “Expression of Interest – *Development of a National Water Information System for Saint Kitts and Nevis*”.