



## **REQUEST FOR PROPOSAL**

### **CONSULTANCY FOR WEBSITE DEVELOPMENT SERVICES FOR THE PROMOTION OF THE CARIBBEAN YOUTH LIVELIHOOD INTERNSHIP PROGRAMME (CYLIP)**

The Caribbean Institute for Meteorology and Hydrology (CIMH) has received financing from the United States Government through the United States International Development Agency (USAID) towards the “Strengthening Disaster and Climate Resilience in the Eastern and Southern Caribbean (SDCR)Project” and intends to apply a portion of the proceeds towards eligible payments under a contract for which this invitation is issued.

The CIMH, the Implementing Agency, wishes to engage short-term Website Development expertise from the eligible countries as listed below in ANNEX 1, to build web landing pages for the Caribbean Youth Livelihoods Internship Programme (CYLIP) which are a part of the official CIMH website. The web landing pages will be used, to support the call for new applicants and for information sharing on the CYLIP.

The CIMH now invites submissions in English from suitably qualified candidates (individuals, firms, teams) located and operating in eligible countries, on or before April 24th, 2022, 4:00 pm (Barbados Time) to [procurement@cimh.edu.bb](mailto:procurement@cimh.edu.bb), and addressed to:

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Dr. David A. Farrell,  
Principal,  
Caribbean Institute for Meteorology and Hydrology (CIMH)  
Husbands,  
St. James , BARBADOS

Further information may be obtained through email submission to [cpascal@cimh.edu.bb](mailto:cpascal@cimh.edu.bb), Attn: Ms. Cisne Pascal, Programme Management Specialist.

The CIMH reserves the right to accept or reject late applications or to cancel the present request for proposals partially or in its entirety. It will not be bound to assign any reason for not selecting any applicant and will not defray any costs incurred by any applicant in the preparation and submission of proposals.

The detailed Terms of Reference is at ANNEX 2 below.

## ANNEXES

### ANNEX 1 - LIST OF CODE 937 AWARD ELIGIBLE COUNTRIES

1. United States of America
2. Recipient Countries
  - a. Antigua & Barbuda,
  - b. Barbados,
  - c. Dominica,
  - d. Grenada,
  - e. St. Kitts and Nevis,
  - f. Saint Lucia, and
  - g. St. Vincent and the Grenadines
3. Other Eligible Developing Countries (listed below)

02/06/2012 New Edition

#### Low income/lower middle income



#### List of Developing Countries

A Mandatory Reference for ADS Chapter 310

New Edition: 02/06/2012  
 Responsible Office: GC  
 File Name: 310maa\_020612

Afghanistan Bangladesh Benin Burkina Faso Burundi Cambodia Central African Republic Chad Comoros Congo, Dem. Rep. Eritrea Ethiopia	Gambia, The Guinea Guinea-Bissau Haiti Kenya Korea, Dem Rep. Kyrgyz Republic Liberia Madagascar Malawi Mali Mozambique	Myanmar Nepal Niger Rwanda Sierra Leone Somalia Tajikistan Tanzania Togo Uganda Zimbabwe
Angola Armenia Belize Bhutan Bolivia Cameroon Cape Verde Congo, Rep. Côte d'Ivoire Djibouti Egypt, Arab Rep. El Salvador Fiji Georgia Ghana Guatemala Guyana Honduras Indonesia	India Iraq Kiribati Kosovo Lao PDR Lesotho Marshall Islands Mauritania Micronesia, Fed. Sts. Moldova Mongolia Morocco Nicaragua Nigeria Pakistan Papua New Guinea Paraguay Philippines Samoa	São Tomé and Príncipe Senegal Solomon Islands Sri Lanka Sudan Swaziland Syrian Arab Republic Timor-Leste Tonga Turkmenistan Tuvalu Ukraine Uzbekistan Vanuatu Vietnam West Bank and Gaza Yemen, Rep. Zambia

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## ANNEX 2 - TERMS OF REFERENCE

### CONSULTANCY FOR WEBSITE DEVELOPMENT SERVICES FOR THE PROMOTION OF THE CARIBBEAN YOUTH LIVELIHOOD INTERNSHIP PROGRAMME (CYLIP)

#### A. BACKGROUND

##### 1. The Caribbean Youth Livelihoods Internship Programme (CYLIP)

The CYLIP is designed to assist recent university/tertiary graduates, whose job opportunities and livelihoods are under threat due to the COVID-19 pandemic, by providing them with additional technical, and entrepreneurial and business development skills, essential for enhancing their employment opportunities whether that be self-employment or more traditional employment. It is anticipated that some graduates of the programme will become part of a Caribbean cohort of young innovators that will help drive Caribbean innovation during the COVID-19 and post-COVID-19 periods.

Specifically, during the nine (9) months phases of CYLIP the interns will be expected to spend time building their competencies, knowledge in any of the following areas based on interest, prior knowledge and fit with career goals. These areas listed below all align to the results achieved by the SDCR Project to date.

**A. *Improve Climate Services development and delivery to support sectoral climate resilience and national development through data and analytics:***

a. Interns may:

- i. Support the development of national and regional data structures consisting of environmental (including climate information), hazard, vulnerability, infrastructure, socio-economic, demographic and loss information data in eligible country(ies);
- ii. Develop and explore applications of data analytics to improve the quality of climate services in the agriculture and water sectors across the region.
- iii. Develop skills in data security and management, including blockchain and encryption strategies to facilitate the safe and secure sharing and distribution of climate data, products and services.

**B. *Environmental risk assessment to support hydro-meteorological, marine and climate early warning systems:***

a. Interns may:

- i. Support the design and development of phone/tablet/computer applications for the collection of asset typology and characteristics for hydro-meteorological risk assessments and climate services.
- ii. Support the development and application of photogrammetric and other remote sensing techniques for the collection of information on land cover and physical assets and the development of Digital Surface Models.
- iii. Support the design, development and deployment of workflows, applications and products for hydro-meteorological, climate and marine observation and early warning systems. Activities may also include projects that support the seamless integration of near real-time data into operational products and databases.
- iv. Support weather, hydrological, marine and/or climate modeling to support a range of actions including operational forecasting and receive training on the use of common platforms used to support such modeling in the Caribbean.

**C. *Equipment Fabrication:***

- a. Interns may:
- i. Support the application of 3D printing technologies to support equipment fabrication that can be used to support the development of new observation instruments and the maintenance of existing instruments.

A core component of CYLIP is also the development of entrepreneurial and business management skills as well as critical and creative thinking skills by the interns. These will be fostered through external short courses offered at globally recognized institutions, invited presentations and workshops by experts and mentorship arrangements with recognized entrepreneurs and members of the regional business community.

## **2. The Caribbean Institute For Meteorology and Hydrology (CIMH)**

CIMH is an Institution of the Caribbean Community and the technical Organ of the Caribbean Meteorological Organisation (CMO). The mandate of the CIMH is to assist in improving and developing the meteorological and hydrological services as well as, providing awareness of the benefits of meteorology and hydrology for the economic well-being of the 16 CMO Member States. This is achieved through training, research, investigations, and the provision of related specialised services and advice.

In achieving its mandate, the CIMH has established an affiliation with the UWI in 1973 where its primary responsibility is the delivery of the Bachelor of Science Programme in Meteorology in the Faculty of Science and Technology. The CIMH is also recognised by the World Meteorological Organisation (WMO) as: (i) the Regional Training Centre in the Caribbean for meteorology and hydrology and related disciplines; (ii) a Regional Instrument Centre for the Caribbean; (iii) Centre of Excellence in Satellite Meteorology Training; (iv) the Regional Climate Centre for the Caribbean; and (v) a Pan American Sand and Dust Storm Warning Alerting and Assessment System node.

In recent years, the CIMH has become a Caribbean Centre for Climate and Environmental Simulations. In addition, the CIMH is a Climate Data Centre for CMO Member States. The institute is also an important Caribbean centre for research and development related to meteorology, hydrology, agro-meteorology and climate in the Caribbean. It is active in such areas of hydrological risk impacts forecasting and agricultural risks forecasting and has had strong collaborations with other regional institutions, national organisations in CMO Member States and the international community.

## **B. OBJECTIVE**

The primary objective of this consultancy is to produce web landing page(s) as part of the CIMH website which will be used to publicise CYLIP, and garner submissions from suitable applicants from the Caribbean region. The CYLIP landing pages will also assist with mobilising future funding for the programme and for showcasing significant contributors and partners.

The landing page(s) must be easy to navigate and MUST function as the electronic hub or home of the CYLIP. Interested parties including prospective funding partners, interns and small businesses must be able to find the page(s) from a google search. Flyers/posters of the most current call for applications, e-application forms and informational videos must be easy to locate on the web pages.

## **C. SCOPE OF WORK**

### **1. Key duties and responsibilities of the Consultant include:**

- A. *Execution of an Inception Meeting with CIMH aimed at finalising a work plan based on the submitted proposal and CIMH expectation to deliver the CYLIP landing pages.* The consultant/consultant team will ensure the plan for achieving the objectives and expectations of both parties are

clearly understood and agreed to.

**B. Delivery of CYLIP application submissions processes:**

- i. Design, Build and Test Two Application Submission Processes - Use an open-source/free form builder application such as Google Forms, TypeForm or JotForm to develop an on-line application process for both the call for (i) applications from prospective interns and (ii) submission of weather/climate/water challenges from small to medium Caribbean entrepreneurs/businesses.

The application submission processes must be easily accessible from the landing pages and easy to share through a short link on social media platforms, in emails etc.

- ii. Finalise the mock-ups or draft application submission processes through an iterative approval process with assigned CIMH personnel.

**C. Delivery of CYLIP web-landing page(s):**

- i. Design, Develop and Launch a web-landing page(s) for easy access to CYLIP media products and information and to facilitate the submission of application and interaction between CYLIP and the public is required. The web landing page(s) must be hosted on the official (existing or future) CIMH Website and have links to all CYLIP social media accounts.
- ii. Finalise the mock-ups or draft web landing page(s) through an iterative approval process with assigned CIMH personnel.

## **D. DELIVERABLES**

**1. Key deliverables of the Consultant include:**

- i. A work plan for designing, developing and launching of the CYLIP web-landing page(s).
- ii. Draft electronic CYLIP applications processes for prospective interns and small businesses with weather/climate/water challenges.
- iii. Final electronic applications processes for prospective interns and small businesses with weather/climate/water challenges.
- iv. Draft and final versions of the CYLIP web-landing page(s)
- v. Live and responsive CYLIP web-landing page(s) for desktop and mobile browsing.

## **E. INPUTS**

**1. Key inputs from CIMH will include:**

- i. Access to select CIMH personnel to support the content development for the CYLIP web-landing page(s).
- ii. Three (3) videos developed specifically for the CYLIP and branding inclusive of logos for the entities related to the CYLIP - such as CIMH, SDCR Project, USAID and IICA
- iii. Access to select CYLIP interns to support the content development for the CYLIP web-landing page(s).
- iv. Documents and videos that provide background and explanation on CIMH programmes, CYLIP,.

## **F. QUALIFICATIONS AND EXPERIENCE**

**1. The Consultant is required to have a proven track record in website development and design**

- i. Demonstrated experience (at least 5 years) in graphic design and website development;

- ii. Demonstrated experience (at least 2 years) in Content Management Systems (CMS) such as WordPress, HTML, CSS, JavaScript and PHP.
- iii. Demonstrated experience in delivering similar projects.
- iv. Relevant work experience in the Caribbean.

The consultant/team must be self-motivated, highly organised and able to work within strict deadlines.

## **G. DURATION**

It is expected that the scope of work will be implemented, over a total of hours not exceeding 45 man days (1 man day = 8 hours); for the duration May 1 - July 31,2023.

## **H. PROPOSAL**

The CIMH invites interested Consultants/Consultant Teams to submit a proposal that includes the following elements:

- i. A Methodological Approach to achieving the Scope of Work and Deliverables described above. The Methodological Approach and the Work Schedule should be informed by relevant COVID- 19 Protocols and is completed mainly through virtual/remote means.
- ii. Detailed Work Schedule inclusive of personnel assigned and the level of effort required for each task; (Reference Templates in Appendix 1,2 &3)
- iii. A Curriculum Vitae (CV) for each team member along with copies of certificates/diplomas etc.
- iv. A list of “url”/links or samples of similar work completed in the past three years, inclusive of the date and location.

The CIMH now invites submission in English, on or before September 23, 2021, 4:00 pm (Barbados Time) to [procurement@cimh.edu.bb](mailto:procurement@cimh.edu.bb).

# I. APPENDICES

## APPENDIX 1- Work Schedule Template Table: Level of Effort

**Work Schedule Template Table: Level of Effort**

Tasks	Team				Total (Man Days)	Timeline
	Team Member 1 (Man Days)	Team Member 2 (Man Days)	Team Member 3 (Man Days)	Team Member 4 (Man Days)		
<b>Broad Task 1</b>						
Sub-task 1.1						Start Month – End Month
Sub-task 1.2						Start Month – End Month
Sub-task 1.3						Start Month – End Month
<b>Broad Task 2</b>						
Sub-task 2.1						Start Month – End Month
Sub-task 2.2						Start Month – End Month
Sub-task 2.3						Start Month – End Month
<b>Total</b>						

## APPENDIX 2: Work Schedule Template Table: Timeline/Work Plan

**Work Schedule Template Table: Timelines/Work Plan**

	Month 1		Month 2		Month 3		Month 4		Month 5		Month 6	
	Weeks											
	1-2	3-4	1-2	3-4	1-2	3-4	1-2	3-4	1-2	3-4	1-2	3-4
<b>Broad Task 1</b>												
Sub-task 1.1												
Sub-task 1.2												
Sub-task 1.3												
<b>Broad Task 2</b>												
Sub-task 2.1												
Sub-task 2.2												
Sub-task 2.3												
<b>Total</b>												

ANNEX 3- Template Table for Professional Fees

**Template Table for Professional Fees**

Tasks	Team				Total (USD)
	Team Member 1 (USD)	Team Member 2 (USD)	Team Member 3 (USD)	Team Member 4 (USD)	
<b>Broad Task 1</b>					
Sub-task 1.1	<b># of days x Daily Rate</b>	<b># of days x Daily Rate</b>	<b># of days x Daily Rate</b>	<b># of days x Daily Rate</b>	
Sub-task 1.2					
Sub-task 1.3					
<b>Broad Task 2</b>					
Sub-task 2.1					
Sub-task 2.2					
Sub-task 2.3					
<b>Total</b>					