



Foreign Affairs, Trade and
Development Canada

Affaires étrangères, Commerce
et Développement Canada

Canada

REQUEST FOR PROPOSAL

Foreign Affairs, Trade and Development Canada (DFATD) invites applications from firms or organizations in response to a Request for Proposal to provide two individuals: a **Coordinator and Deputy-Coordinator for the Canada-Caribbean Disaster Risk Management Fund (CCDRMF)**.

CONTEXT

The overarching goal of the CCDRMF is to strengthen regional capacity to manage and coordinate gender- and environmentally-sensitive responses to mitigate disasters in CARICOM countries (save Haiti). Specifically, the Fund provides development assistance for project proposals valued up to CDN\$100,000 from governments, non-governmental organisations and communities that facilitate capacity building in disaster risk management, lead to a measurable reduction in disaster risk, and achieve disaster risk reduction within the context of the priorities identified in CARICOM's Enhanced Comprehensive Disaster Risk Management Framework.

KEY FUNCTIONS

The Coordinator and Deputy-Coordinator will coordinate and provide supervision and oversight of the CCDRMF. More specifically, proposals received in response to calls for proposals must be reviewed to ensure compliance with Fund criteria and the eligibility for support of proponents confirmed. Once eligible for funding, proposals must be submitted to the Project Steering Committee for review, and if favourably reviewed, sent for approval. Approved proposals must then be monitored to track results achieved.

The requirement is for one year with the possibility of two additional one year extensions.

Office facilities at the office of the Caribbean Disaster Emergency Management Agency (CDEMA) in Barbados will be provided.

The Request for Proposal is open to all CARICOM firms and organizations. Selection will be on a strictly competitive basis.

PROCEDURE TO FOLLOW

For the requirements of the Request for Proposals, please email Sharissa Barrow at sharissa.barrow@international.gc.ca. The proposals and accompanying documents (hard copies only) must be received by 14:00hrs on Friday, September 13, 2013 at:

**Canadian High Commission
Bishop's Court Hill, St. Michael
PO Box 404
Bridgetown, Barbados BB11000**