

# **Multi-sectoral Adaptation Measures to Climate Change in the South Oropouche River Basin for Flood Relief Project (SORB Project)**

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**National Designated Authority:**

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Government of the Republic of Trinidad and Tobago  
**Ministry of Planning and Development**

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**Funded by:**

**Implemented by:**

**Executed by:**

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**ADAPTATION FUND**



**Request for Proposal (RFP)**

**FOR**

**CONSULTANCY SERVICES: SUPPORT FOR DRAINAGE SYSTEMS MAINTENANCE IN THE SOUTH OROPOUCHE RIVER BASIN: DEVELOPMENT OF A COORDINATION MECHANISM FOR WATERCOURSE MAINTENANCE**

**RFP# SORB-1.1.4-23/24-04**

**RFP Closing Date: October 31, 2025**



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## SECTION 1- LETTER OF INVITATION

Ref#: RFP# SORB-1.1.4-23/24-04

Date: October 10, 2024

Dear Bidder,

**Re: RFP# SORB-1.1.4-23/24-04 Request for Proposals for CONSULTANCY SERVICES: SUPPORT FOR DRAINAGE SYSTEMS MAINTENANCE IN THE SOUTH OROPOUCHE RIVER BASIN: DEVELOPMENT OF A COORDINATION MECHANISM FOR WATERCOURSE MAINTENANCE**

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The University of the West Indies, St. Augustine Campus (hereinafter referred to as "UWI and/or UWISTA") invites you to submit a Proposal for "**CONSULTANCY SERVICES: SUPPORT FOR DRAINAGE SYSTEMS MAINTENANCE IN THE SOUTH OROPOUCHE RIVER BASIN: DEVELOPMENT OF A COORDINATION MECHANISM FOR WATERCOURSE MAINTENANCE**" by **October 31, 2025, 4:30PM (T&T)**.

A copy of the Request for Proposals ("RFP") is attached to this Letter for your careful review and consideration in preparation and submission of your Proposal.

You are required to submit your Proposal in a pdf format to the [SORBProject@sta.uwi.edu](mailto:SORBProject@sta.uwi.edu) email address:

If you require clarification, you must notify UWISTA in writing to the abovementioned email address. Your request for clarifications must be titled "**QUERY – REQUEST FOR CLARIFICATION RFP# SORB-1.1.4-23/24-04**". Your request must be specific, must refer to the project title, specific section and clause and must be sequentially numbered. Inquiries must be received by no later than **October 10, 2025, 4:30 PM (T&T)**.

If you do not conform to the terms and conditions outlined in this RFP, you may be deemed non-responsive and therefore not considered for further evaluation. UWISTA reserves the sole right to determine whether a Proposal is non-responsive.

All terms and conditions contained in this RFP shall form part of the Contract between UWISTA and the successful bidder. These terms and conditions shall not be amended except as agreed in writing between UWISTA and the bidder.

Yours faithfully,



The University of the West Indies  
St. Augustine Campus



## **SECTION 2 - STATEMENT OF REQUIREMENTS/SCOPE OF SERVICES**

### **Introduction**

The Adaptation Fund (AF) finances projects and programmes across the globe to help vulnerable communities in developing countries adapt to climate change. In July of 2022, Trinidad and Tobago was granted funding by the AF through the Latin American Development Bank (CAF) to implement various activities aimed at building resilience to flooding and water security in the South Oropouche River Basin. The project entitled 'Multisectoral Adaptation Measures to Climate Change in the South Oropouche River Basin (SORB) for Flood Relief' is valued at USD 10 million.

The Ministry of Planning and Development (MPD) of the Republic of Trinidad and Tobago is the National Designated Authority (NDA) with responsibility as the national coordinating body, including technical and financial oversight. The MPD has, during the proposal development stage, ensured that the project and its activities integrate with The National Development Strategy of Trinidad and Tobago (2016-2030). The University of the West Indies (UWI) is the Executing Entity of the project through the Engineering Institute, the St. Augustine Centre for Innovation and Entrepreneurship (STACIE) and the project's Project Management Unit (UWI-PMU).

The project aims to strengthen the management systems within the South Oropouche River Basin (SORB) in Trinidad and Tobago to make it more equipped to cope with climate change impacts, particularly related to flooding and water supply. It is divided into 5 main components:

**Component 1:** Strengthening of Territorial Planning and Risk Management.

**Component 2:** Green and grey infrastructure enhancement to increase resilience to floods and droughts.

**Component 3:** Vulnerable coastal and wetland ecosystems of the SORB enhancement.

**Component 4:** Increase the adaptation capacity of vulnerable fishers and farmers to address climate change and climate variability.

**Component 5:** Building capacity of SORB stakeholders of the SORB and increasing awareness of climate risks.

In summary, the project's primary objective is to bolster the SORB's resilience to climate change impacts by improving data systems, flood risk assessment, emergency response, and water supply management. These efforts are essential to better cope with climate change challenges. This project will run for a duration of 4 years.

The specific goal of this Request for Proposal (RFP) is the acquisition of a Consultancy Firm to develop a coordination mechanism for the drainage system's maintenance in the SORB which is Activity 1.1.4.



The maximum estimated budget for this contract is in the range of USD \$40,000 – USD \$ 50,000. The UWI PMU is seeking a capable firm that will cover the scope of works outlined at the most efficient costing.

## **Project Context**

### *Summary Overview*

The South Oropouche River Basin (SORB), located on the southwestern coast of Trinidad, is susceptible to recurring floods triggered by high-intensity, short-duration storms, approximately ten times a year traditionally. However, over the last five years, the region has faced annual, prolonged basin-wide floods characterized by high water depths that take several days to subside. These floods disrupt economic activities, affect populated areas, and result in substantial personal property losses. Mortality has resulted due to the floods.

Climate change models predict an increase in flood frequency and intensity, coupled with sea-level rise and more extended dry periods. These climate-induced changes threaten livelihoods in the area, particularly small-scale fisheries and farmers. The region already faces challenges due to the convergence of various economic activities (agriculture, fishing, commerce, oil and gas production), inadequate drainage systems, and urban growth.

The riverine system is particularly vulnerable to climate change, including saline intrusion, impacting both flora and fauna. Economic impacts are frequently felt, increasingly affecting people's livelihoods.

### *Geographic Characteristics*

The SORB encompasses a catchment area of about 450 km<sup>2</sup>, primarily draining westward through a dense network of tributaries into the Godineau/South Oropouche Swamp, which serves as a buffer against flooding and sea-level effects. The swamp is essential for protecting the population of the basin but is under pressure from human activities and environmental changes driven by climate change.

### *Ecosystems in the SORB*

The Godineau Swamp, covering approximately 3,171 ha, receives drainage from a catchment area of 42,473 ha, including nearby urban communities. It has historically supported fisheries but is now threatened by land conversion for agriculture, livestock farming, and housing.

The swamp's ecological balance has been disrupted by pollution, oil spills, hydrological alterations, and the removal of mangroves for development. Such changes have led to variations in salinities and zonation of mangrove species, with implications for flood protection and ecosystem services (as a hatchery for commercially important species) provided to the communities.



Tidal marshes, wet pastures, and mangrove swamps are key ecosystems in the SORB. Tidal marsh communities constitute the major plant community, covering more than half the total swamp area, and mangrove forests, covering approximately 740 ha, include commercially harvested species such as mangrove oysters.

### *Communities and Economic Activities*

Local communities in the SORB depend on the South Oropouche River for freshwater, small-scale fishing, and a range of traditional practices such as fishing, recreation, eco-tourism, housing, and religious activities. These practices are often unregulated, negatively affecting water quality and the ecosystem. The loss of wetlands due to various factors, including land conversion, poses a threat to the livelihoods of these communities.

### *Drainage Systems & Governance*

The SORB includes the subwatersheds of the South Oropouche, St. John's, Cunapo, Godineau, Trinidad, Papure, Cumuto, Coora and Gucharan Rivers. The topography is varied with the highest areas within Rochard Douglas down to the coast at the Mosquito Creek. The SORB discharges into the South Oropouche and Godineau Swamps and then into the Gulf of Paria via the Godineau River and Mosquito Creek. The Godineau/ South Oropouche wetland is a tidal system that opens into the Gulf of Paria. In the study by Haskoning (2016), several measures were proposed to help reduce flooding in the SORB including river clearing, widening and dredging which falls under the work of drainage systems management and the mandates of Regional Corporations, the Ministry of Works – Drainage Division, and the Ministry of Agriculture, Lands and Fisheries (MALF).

Clearing is done on a scheduled basis. However, there is still a lack of clarity on the defined functions and responsibilities of each entity in the process. In addition, funding for such activities is limited and fragmented due to the method of allocation. What makes this process complex is the level of coordination required based on the resources available and the level of response required (localized events or post-storm cleanups).

A coordination mechanism will provide a clear understanding of roles and responsibilities building on the policies (such as the National Integrated Water Resources Management (IWRM) Policy of Trinidad & Tobago) and frameworks that are already utilized. In addition, it will:

- Expand on current inter-agency coordination activities (National IWRM Policy), goals and communication strategies.
- Identify agency-specific strategic actions based on mandates and resources.
- Analyze the current effectiveness of information systems for response.
- Ensure interagency engagement and partnership.



- Provide strategic direction and support for the development and long-term implementation of an interagency River Information Management System.

## **SCOPE OF WORK**

The primary goal of this consultancy is a study of the current drainage systems governance to develop a coordination mechanism building on current governance arrangements and to develop an interagency GeoPortal Database – The River Information Management System (RIMS) for the SORB.

The specific objectives of this consultancy are as follows:

1. Research the current legal issues, policies and frameworks of drainage maintenance at the national and local levels. In addition, a review of international best practices and how they can be adapted to the local context is to be undertaken.
2. Identify the strengths, weaknesses and gaps in the current arrangements.
3. Develop a coordination plan detailing agency involvement, interaction, the resources required and how any tools developed for management of the drainage system (such as the RIMS) are to be used.
4. Knowledge transfer, sustainable capacity building and training of agency focal points. Each agency should have at least one person trained in the use and updating any tools developed for the system.
5. Design a framework and SOP for collection and utilization of relevant data to update the system as well as provide information on the sensitivity of the system to extreme events occurring at a localized level in the area of interest, including statistics on loss and damage.

The main activities of the Consultant will be:

1. Interacting with all relevant stakeholders and acquiring all relevant data to conduct a thorough pre-study analysis.
2. Facilitating and hosting key stakeholder meetings – identification of agency focal points is required pre-meeting.
3. Understanding and mapping the current coordination framework for drainage maintenance and the gaps in efficiency.
4. Developing an updated coordination plan for communication and utilizing IT data systems.
5. Building a centralised River Information Management System (RIMS), identifying institutions with relevant data sources for continuous, real-time updating and providing suggestions on the riverine spatial representation such as timestep of outputs, resolution of the model domain and criteria for flood risk monitoring and flagging.
6. Training of focal points on roles and responsibilities for efficient use of RIMS (2 workshops).



The main output of this project is a detailed coordination plan among relevant agencies and which included use of the management tools (RIMS) for the drainage system.

### **Activities of the Proposed Consultancy Services**

The Consultant will provide the Technical and Financial Proposals, each detailed according to the following five activities:

#### **Activity 1 – Initial Data Gathering and Analysis.**

1. Establish contact and cooperation with implementing stakeholders in Trinidad.
2. Conduct a kick-off meeting and create a detailed work plan with timelines, indicators, and targets utilizing project management platform of choice.
3. Perform a thorough inventory of available national and local coordination policies and frameworks.
4. Perform a thorough inventory of current GIS and database needs.

#### **Activity 2 – Multiagency Stakeholder Consultations (in-person)**

1. Establish agency focal points as well as identify the lead ministry or agency that will be custodian of the RIMS.
2. Conduct two (2) Data Gathering Consultations
  - a) Identify strengths and weaknesses in the current system.
  - b) Understand current information and interagency communications systems

#### **Activity 3 – Current Assessment and Development of a coordination plan called the Drainage System Partnership Plan (DSPP)**

1. Develop Report on Current Status of Coordination
2. The DSPP is to include:
  - a) A guiding framework (use of charts where necessary to understand relationships among agencies)
  - b) Innovative and effective measures
  - c) Facilitation of advocacy and communications
  - d) Access to and mobilisation of needed resources
  - e) Promotion of continuity and sustainability
  - f) Monitoring and evaluation indicators

The responsibility of the focal points at the various ministries/institutions to populate and maintain the system should be clearly defined and a Memorandum of Agreement/ Understanding (MOA/MOU) be drafted. An annual forum for budgetary allocations to the RIMS should be included in this agreement.



#### **Activity 4 – Building and testing the River Information Management System (RIMS)**

1. Design the platform with a user-friendly Graphical User Interface (GUI)
2. Build the platform, making as a priority, the use of open-source software, but also being sensitive to and harmonizing with where possible, the other software chosen for activities in the larger SORB project.
3. Conduct a minimum of 3 rounds of stakeholder testing and troubleshooting
4. Create a Technical User Guide that defines specifics regarding data security and data sharing protocols to ensure the system's integrity and confidentiality.
5. Establish service level commitment (SLC) in conjunction with directives from the UWI-PMU for system sustainability and maintenance between the identified lead ministry/agency and software developer/service provider.

#### **Activity 5 – Technology and Knowledge Transfer**

1. Conduct two sets of two (2) day Coordination Training workshops (on the RIMS but also to include basic troubleshooting and system maintenance) with identified focal points (training is primarily focused on the use of the RIMS) (at the end of Year 2 & 3 of project).
2. Technical Support for trained personnel to be made available for the first-year post-launch of the RIMS.
3. Create a User-Friendly Technical Manual/Handbook to be used in the training sessions and for future reference by trained focal points.
4. Support the WEbA Specialist in preparing and conducting an evaluation and dissemination workshop to share project results and outcomes with the SORB Community.

#### **KNOWLEDGE/EXPERTISE/SKILLS REQUIRED:**

The Consultant must provide an interdisciplinary team (including qualifications in Environmental Science, Hydrology & Hydraulics, GIS, IT, and Social Sciences) containing the following competencies:

- a) IT programming and Software development, GIS and Database Management: Proven experience and expertise in modern GIS technologies, database management, and integration of various data sources into a cohesive system.
- b) Minimum of a Master's Degree in Water Governance, Environmental Engineering, Water Resources Management or a related field, with at least 10 years' experience.
- c) Climate Resilience: Experience in implementing climate resilience strategies and how to integrate them into river or water management systems.
- d) Experience in projects focused on Technological Innovation that are cost-effective and scalable.



- e) Experience in data inventory and acquisition, analysis and processes, and conducting surveys.
- f) Experience in designing and conducting educational workshops and training sessions for diverse groups of stakeholders.
- g) Experience in the execution of similar projects locally and/or regionally.
- h) Project coordination and facilitation skills.
- i) A strong command of English.
- j) Capacity to work closely with project stakeholders.
- k) Excellent conceptual, analytical, and writing skills.

**CVs of the experts assigned to the project must be provided.**

The Consultant must provide references of their previous work in these technical domains. The provided references should include details of projects or assignments related to similar work. These references should highlight your expertise, the quality of your work, and your ability to deliver results within specified timelines.

#### **Form CF-Team Member**

#### **CURRICULUM VITAE (CV)**

<b>Position Title and No.</b>	(e.g. Team leader)
<b>Name of Expert:</b>	(Insert full name)
<b>Date of Birth:</b>	(day/month/year)
<b>Country of Citizenship/Residence</b>	

**Education:** (List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained).

**Employment record relevant to the assignment:** (Starting with current position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.)

<b>Period</b>	<b>Employing organization and your title/position. Contact information for references</b>	<b>Country</b>	<b>Summary of activities performed relevant to the Assignment</b>



[e.g., May 2005-present]	[e.g., Ministry of ....., advisor/consultant to...  For references: Tel...../e-mail.....; Mr. , deputy minister]		
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**Membership in Professional Associations and Publications:** \_\_\_\_\_

**Language Skills (indicate only languages in which you can work):** \_\_\_\_\_

**Adequacy for the Assignment:**

<b>Detailed Tasks Assigned on Consultant's Team of Experts:</b>	<b>Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks</b>
<b>(List all deliverables/tasks as in which the Expert will be involved)</b>	

**Expert's contact information:** (e-mail ....., phone.....)

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

{day/month/year}

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Name of Expert

Signature

Date

{day/month/year}



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Name of authorized	Signature	Date
Representative of the Consultant		
(the same who signs the Proposal)		

### **GENERAL TIME SCHEDULE**

All activities under this contract are expected to be completed within twelve (12) months from the date of the contract signing. The two main activities: the development of a coordination mechanism and the River Information Management Systems are expected to be executed concurrently.

### **Preliminary Process and Schedule for Selection**

Below is the preliminary schedule for recruiting the Consultant.

Activity	Date
Call for Technical Proposal (TP) circulated	31 October 2024
Deadline for questions from interested Consultants	10 October 2025
Response to questions from interested Consultants	17 October 2025
Deadline for submission of TP	31 October 2025
Completion of Internal Evaluation	10 November 2025
Contract negotiations completed	17 November 2025
Award & Acceptance letter	24 November 2025
Project Start	1 December 2025
Project End	31 December 2026

### **Deliverables and Schedule**

Please note that the project duration is as follows:

- 3.5 months for the development of a Coordination Mechanism (Activity 3) from the project start date,
- 1 year for the building and testing of the RIMS Software (Activity 4) from the project start date.



- Both are to be developed in parallel.

The following table provides an indicative schedule for deliverables.

<b>Deliverables</b>	<b>Delivery Dates</b>
Kick-off meeting (minutes from the meeting)	3 December 2025
Develop a Workplan including a description of a suitable methodology for Coordination Mechanism and RIMS Software (Building, Testing, Launching, including coordination in use among key stakeholders)	30 December 2025
Report on initial stakeholder consultations	29 January 2026
Report – Current Status of Coordination	19 January 2026
New Coordination Mechanism Report – First Draft	3 February 2026
New Coordination Mechanism Report – Second Draft	27 February 2026
New Coordination Mechanism Report – Final	19 March 2026
First draft of RIMS design for UWI-PMU & Key Stakeholder review	23 March 2026
Second draft of RIMS design for UWI-PMU & Key Stakeholder review	6 April 2026
Testing/Troubleshooting 1 with Stakeholders	March - June 2026
Final Project Report – A Comprehensive Coordination Plan	30 July 2026
Testing period 2 for finalisation of RIMS	July - August 2026
Launch of RIMS	30 <sup>th</sup> September 2026
Final submission of RIMS Training Manual and Technical Manual/Handbook	24 <sup>th</sup> October 2026
Training Workshop and presentations	1st and 2 <sup>nd</sup> half of this timeline
Final report of the project	12 November 2026



Note: Final reports and other deliverables must be of high quality and submitted 2 weeks before final deadline stated above for reviews from the UWI-PMU until deemed satisfactory. Should this process go beyond the deadline, the Consultant will be required to edit and finalize at no extra cost to the SORB-Project.

### **REPORTING RELATIONSHIP/ SUPERVISION OF CONSULTANTS**

Immediate technical supervision of the Consultant will be carried out by the Water and Ecosystem's-based Adaptation (WEbA) Specialist of the UWI-PMU.

The deliverables will be reviewed and accepted by the UWI-PMU before final submission to the SORB Steering Committee.

### **MISCELLANEOUS TERMS**

Payment of professional fees will be based on submission of agreed deliverables. The UWI reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the Consultant.

Individuals engaged under a consultancy or individual contract will not be considered "staff members" under The UWI regulations, policies and procedures, and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

## **SECTION 3 - INSTRUCTIONS TO PROPOSERS**

### **3.1 Project Overview**

The University of the West Indies St. Augustine Campus (UWISTA) requires the services of a Consultant for a study of the current drainage systems governance to develop a coordination mechanism building on current governance arrangements and to develop an interagency GeoPortal Database – The River Information Management System for the SORB. The main output of this project is a detailed plan for interagency coordination accompanied by the RIMS.

### **3.2 Confidentiality**

A Proposer receiving this RFP may not use, disclose, or duplicate it for any purpose other than to prepare a response to this RFP. The Proposer shall keep The University's and Project's data confidential and shall not disclose its contents to any other party other than to those internal employees, agents and advisors responsible for preparing a submission, without the prior written consent of The University.



Receipt of this RFP does not entitle the Proposer to associate its services with The University in any way, nor represents in any way that The University has employed or endorsed the Proposer's services. Any such association or endorsement being contemplated by the Proposer must receive the prior written consent of The University.

The Proposer's employees, agents and advisors shall:

- (i) Keep strictly confidential all information concerning The University or third parties or any of the business or activities of The University or third parties acquired as a result of participation in this RFP process.
- (ii) Proposers shall only use, copy or disclose such information as necessary for the performance of the Services or upon written authorization from The University.
- (iii) The Proposer shall maintain security standards, including control of access to data and other information, consistent with the highest standards of business practices in the industry.

### **3.3 Terms of Issue**

The release of this RFP by The University does not constitute an offer to trade and The UWI is not bound to conduct business based on any responses to the RFP. Any commercial arrangements are subject to contractual agreement and contracts must be issued prior to commencement of business.

All commitments are subject to written confirmation.

### **3.4 Copyright**

The copyright in this document is vested in The UWI St. Augustine Campus. This is a confidential document which is dispensed only for the purpose of contracting an agency/company to provide services for the required project. It must not be reproduced in whole or part or used for tendering or commercial purposes. No information within this document shall be given orally or in writing or communicated to any third party being an individual, firm or company or any employee thereof without the consent in writing from The University.

### **3.5 Conflict of Interest**

The Proposer agrees to be bound by the following requirements:

- (i) Except as identified in the proposal or as specified in the contract, the Proposer must certify in his proposal:



- ▶ That no person either natural or corporate body, other than the Proposer, has or will have any interest or share in this proposal or in the proposed contract.
  - ▶ There is no collusion or arrangement between the Proposer and any other Proposer(s) in connection with this project.
  - ▶ The Proposer has no knowledge of the contents of other proposals and has made no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the proposal.
- (ii) Neither the Proposer nor any employee of the Proposer shall have any direct or indirect pecuniary interest in an entity that provides goods or services to the Project. Proposers chosen to participate in this RFP process shall disclose, prior to entering into an agreement, any potential conflict of interest. If such conflict does exist, The University may at its discretion withhold the award of a contract from the Proposer until the matter is resolved.
- (iii) Neither the Proposer nor any employee of the Proposer shall offer or receive any entertainment, gifts, gratuities, donations, discounts, fees, payments, commissions, rewards, special services, incentives, or other remuneration or compensation of any kind ("inducement"), regardless of value, to or from any employee of The University, any consultant or contractor employed by The University, any real estate representative acting on behalf of The University, or any vendor of goods or services to the project.
- (iv) The Proposer agrees to inform The University immediately upon being offered any such inducement.
- (v) The Proposer chosen to provide the required services to the project shall continue to be bound by the foregoing prohibitions after the execution of a contract agreement.

### **3.6 Cost of Tendering**

The Proposer shall bear all costs associated with the preparation and submission of its Proposal and The UWI will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.

### **3.7 Content of RFP Document**



This RFP comprises the documents listed below and any bulletins issued thereafter:

- ▶ Letter of Invitation
- ▶ Statement of Requirements/Scope of Services
- ▶ Instructions to Proposers
- ▶ General Conditions of Contract
- ▶ Form of Proposal
- ▶ Form of Contract

### **3.8 Questions and Clarifications**

All enquiries relative to this RFP must be made in writing (printed or electronic) on or **before the stipulated deadline outlined in this RFP**. Any enquiries made after this date and time will not be acknowledged. Clarification requests will not be accepted by telephone. Written copies of The University's response (including a description of the inquiry but without identifying its source) will be forwarded to all prospective Proposers who have received the RFP documents.

Such answers, as are necessary, shall be given as a matter of assistance to the Proposer but they shall not be construed as adding to or taking away from or otherwise altering the meaning and intent of the RFP Documents.

The University will assume no responsibility for oral instructions or suggestions.

All enquiries shall be addressed and directed to the following email address: [STA-SORBProject@sta.uwi.edu](mailto:STA-SORBProject@sta.uwi.edu) and copy [Anuradha.Maharaj-Jagdip@sta.uwi.edu](mailto:Anuradha.Maharaj-Jagdip@sta.uwi.edu)

**RFP# SORB-1.1.4-23/24-04: CONSULTANCY SERVICES: SUPPORT FOR DRAINAGE SYSTEMS MAINTENANCE IN THE SOUTH OROPOUCHE RIVER BASIN: DEVELOPMENT OF A COORDINATION MECHANISM FOR WATERCOURSE MAINTENANCE**

**Attention: Evaluation Committee Chairman**

### **3.9 Amendment of RFP Documents**

At any time prior to the deadline for the submission of RFPs, The UWI may, at its own initiative or in response to a clarification requested by a prospective Proposer, modify the RFP Documents by issuing a Bulletin.

Where an amendment is made to the RFP Document, all prospective Proposers who have received the RFP Documents, shall be notified in writing. Prospective Proposers shall promptly acknowledge receipt to this office.



### **3.10 Rights Reserved by The UWI**

The UWI shall not be liable for any costs incurred by Proposers in the preparation of their response to this RFP or any subsequent presentations. Furthermore, The UWI shall not be responsible for any liabilities, cost, loss or damage incurred, sustained or suffered by any interested party, prior or subsequent to, or by reason of the acceptance, or non-acceptance by The UWI of any response, or by reason of any delay in the acceptance of the response.

The UWI reserves the right to request that Proposers provide additional information and address specific requirements not accurately or adequately covered in their initial submissions.

The UWI may at its discretion, extend the deadline for the submission of Proposals in order to afford Proposers reasonable time to make the requisite amendments to their Proposals prior to the deadline for submission.

The UWI reserves the right to accept or reject any or all Proposals, waive any or all formalities, and select the proposal deemed to be in its best interest.

### **3.11 Proposal Price**

Unless stated otherwise in the RFP documents, the contract shall be for **the whole services described in 'Section 2 – Statement of Requirement/Scope of Services'** of the RFP based on the schedule of unit rates and prices submitted by the Proposer.

### **3.12 Currency of Proposal**

All prices shall be quoted in Trinidad and Tobago Dollars [TT\$] and United States Dollars (US\$) equivalent for local firms and United States Dollars (US\$) for foreign firms.

### **3.13 RFP Terms and Conditions**

The University will reject any proposal received after the specified closing time. The terms and conditions of the proposal offer shall remain firm and open for acceptance by the University for a period of not less than **one hundred and twenty (120) days** from date of submission.

Final acceptance of a Proposal will be subject to the successful negotiation and execution of a written contract meeting expenditure limits and terms and conditions acceptable to the University. The acceptance or rejection of any proposal will be made pursuant to the procurement policies of the University.

Proposers shall be required to note the following as listed hereunder:



### **3.14 Format and Address for Submission of Proposals**

Proposers are required to submit **one electronic copy (in pdf format)** of their proposal together with all supporting documents (written in ink or typed). The Proposal must be signed by an authorized company signatory and should be submitted to the designated email address bearing the following identification on or before the deadline for submission of Proposals:

**RFP# SORB-1.1.4-23/24-04: CONSULTANCY SERVICES: SUPPORT FOR DRAINAGE SYSTEMS MAINTENANCE IN THE SOUTH OROPOUCHE RIVER BASIN: DEVELOPMENT OF A COORDINATION MECHANISM FOR WATERCOURSE MAINTENANCE” (include Proposer’s company name and address)**

**Designated Email Address for Submission of Proposal:**

[STA-SORBProject@sta.uwi.edu](mailto:STA-SORBProject@sta.uwi.edu) and copy [Anuradha.Maharaj-Jagdip@sta.uwi.edu](mailto:Anuradha.Maharaj-Jagdip@sta.uwi.edu)

**Attention: Evaluation Committee Chairman**

The complete Proposal shall be without alterations, interlineations or erasures, except those to accord with instructions issued by The University or as necessary to correct errors made by the Proposer. In such case, corrections shall be initialled by the person or persons signing the Proposal.

Only **one (1) proposal** may be submitted by a Proposer. No Proposer or his agents may participate in the proposal of another for the same contract in any relation whatsoever.

### **3.15 Deadline for Submission of Proposals**

The **closing date** and **time** for this RFP is stated in the **Letter of Invitation**.

The UWI may, at its discretion, extend the deadline for submission of Proposals by issuing a Bulletin in which case, all rights and obligations of The UWI and the Proposers previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

### **3.16 Late Submissions**

RFPs received after the deadline for submission of Proposals shall be rejected and returned unopened to the Proposer.

### **3.17 Withdrawal of Submission**

A Proposer may withdraw his Proposal after submission provided that the notice of withdrawal is received in writing by The UWI prior to the prescribed deadline for submission of Proposals.



### **3.18 Validity of Proposals**

The terms and conditions of the proposal offer shall remain firm and open for acceptance by The University for a period of not less than **one hundred and twenty (120) days** from date of submission.

### **3.19 Format of Proposal**

The University is seeking proposals from Proposers who are both interested and capable of undertaking the Services. The onus is on the Proposer to demonstrate their qualification, knowledge, understanding and capacity to perform the Services outlined in this Request for Proposal. Each response will be assessed according to how well they assure The University of success in relation to the submission requirements.

The detail and clarity of the proposal will be considered indicative of the Proposer's expertise and competence.

### **3.20 Evaluation of Proposals**

The University will evaluate and compare only proposals determined to be substantially responsive to the requirements of the RFP documents.

Documents will be examined to ensure that:

- they are complete;
- there are any computational errors;
- the documents have been properly signed; and
- the Proposals are generally in order.

In evaluating proposals, The University will determine the Evaluated Proposal Price for each proposal by making any correction for errors.

The evaluation of proposals will be based on the information supplied within each Proposer's submission and any clarification information requested and submitted as part of the evaluation process.

To assist in the examination, evaluation and comparison of Proposals, The UWI may ask Proposers individually for clarification of their Proposals, including breakdowns of unit rates.

The request for clarification and the responses from Proposers shall be in writing. No change in the price or substance of the Proposal shall be sought, offered or permitted except as required to confirm the correctness of arithmetic errors discovered by The UWI during the evaluation process.

### **3.21 Evaluation Team**

Proposals will be reviewed and evaluated by a team appointed by The University. By responding to this RFP Proposers agree to accept the



recommendation of the Evaluation Team as to the successful Proposer and acknowledge and agree that The University makes the final decision.

### 3.22 Evaluation Criteria

Proposals will be evaluated based on criteria outlined hereunder:

No.	Evaluation Criteria	Marks
<b>1</b>	<b>EXPERIENCE OF THE FIRM</b>	
	GIS and Database Management: Proven experience and expertise in modern GIS technologies, database management, and integration of various data sources into a cohesive system.	10
	Proven expertise and application of similar projects in Trinidad & Tobago and/or the Caribbean.	15
	Experience with implementing water sector-specific climate-resilient projects requiring building and successfully launching software.	20
	High-level of Technological Innovation in projects conducted.	10
	Successful implementation of coordination projects or activities within other projects.	10
	Experience in training and capacity building in the use of final products.	8
	Experience with community relations in sensitive areas.	7
<b>2</b>	<b>RESOURCES</b>	
	Proven availability of resources (human and physical) required to successfully fulfil project goals.	20
<b>3</b>	<b>PROPOSED PERSONNEL</b>	
	General technical expertise & experience of the proposed team members.	10
	Proven strength of networking through previous projects with local government and non-governmental stakeholders.	10
	Academic and other high-level qualifications and training.	10
	Experience with community relations in sensitive areas.	10
	Participation of local experts or contractors.	10
<b>TOTAL</b>		<b>150</b>

The University may seek to have presentations made by the respective Proposers.

The University shall verify that all Proposals submitted are complete, in order, signed and have all the relevant information. The University shall check compliance to the scope of services as contained in The University's requirements. Failure to complete all documents as required may render the proposal non-responsive.

All Proposals shall be in enough detail to allow The University to determine the Proposer's position from the documents received. The University may refuse to consider any Proposal that does not include documentation or other information specified in the RFP.



**All materials submitted in response to this RFP shall become the property of The University.**

**3.23 Confidentiality of the Tender Process**

No information relating to the examination, clarification, evaluation, comparison of Proposals and recommendations concerning the award of contract shall be disclosed to Proposers or any other person/s who are not officially concerned with the procedures after the opening of proposals and before the announcement of the award to the successful Proposer.

**Any effort by a Proposer to influence representatives of The UWI in the process of examination, clarification, evaluation and comparison of RFPs, and in decisions concerning award of contract, shall result in the rejection of the Proposer's Proposal.**

**3.24 Award of Contract**

The UWI will award the contract to the Proposer whose Proposal has been determined to be substantially responsive to the RFP Documents.

Following the evaluation of all Proposals, negotiation and approval of fees and contract terms and conditions, The University will proceed to enter into a contract with the successful Proposer.

**The University reserves the right to negotiate the terms and conditions of the contract.**

**3.25 Notification of Award and Contract**

Prior to the expiration of the proposal validity period prescribed by The UWI, the successful Proposer will be notified in writing by The University that its Proposal has been accepted and that it is required to enter into a formal contract with The University:

1. A **Letter of Award/Acceptance** signed by an authorised UWI representative shall be issued.
2. The successful Proposer shall confirm his receipt and acceptance in writing by signing The **Letter of Award/Acceptance**. Once accepted and signed by the successful Proposer, this document shall become binding to the formation of a contract to execute the said **"Services"**.

The successful Proposer is expected to commence the Services immediately upon execution of the contract.

The successful Proposer should note that the contract for this consultancy will be signed with The University of the West Indies, St. Augustine and will be



required to pay taxes in accordance with the Laws of The Republic of Trinidad & Tobago, where applicable.

The University will promptly notify all unsuccessful Proposers after execution of the contract with the successful Consultant.

### **3.26 The UWI's Right to Reject Any or All Proposals**

The UWI reserves the right to accept or reject any or all Proposals, to annul the RFP process and reject Proposals at any time prior to the award of contract.

The UWI is not obligated to accept the lowest or any RFP.

The UWI may declare the RFP process void when none of the Proposals meet the intent of the RFP Documents or when it is evident that there has been a lack of competition and/or that there has been collusion.

In addition, all Proposals may be rejected if they are substantially higher than The UWI's approved internal budget.

### **3.27 Disqualification**

Proposers' submissions may be disqualified at the sole and absolute discretion of The University for a variety of reasons which include but are not restricted to the following:

- (i) If the submission includes or a Proposer makes false or misleading statement or claims.
- (ii) If a Proposer submits a proposal after the deadline specified for submissions.
- (iii) If a Proposer makes contact with any person other than The UWI Campus Projects Office during the bid process up to and including the award of contract.
- (iv) If a Proposer is found to be insolvent.
- (v) If a Proposer issues a press release describing all or part of its Proposal and any other information regarding the RFP process.

## **SECTION 4 – CONDITIONS OF CONTRACT**

### **4.1 Definitions**

In these Conditions, the following expressions shall, unless the context otherwise requires, have the meanings hereby respectively assigned to them:

- 4.1.1 The term '**The University**' shall mean The University of the West Indies, St. Augustine Campus.



- 4.1.2 The **‘Consultant’** means the individual, firm, or company undertaking to provide the Services for The University of the West Indies, St. Augustine Campus.
- 4.1.3 The **‘Services’** shall mean the services to be undertaken by the Consultant in performance of the Contract, namely the **CONSULTANCY SERVICES: SUPPORT FOR DRAINAGE SYSTEMS MAINTENANCE IN THE SOUTH OROPOUCHE RIVER BASIN: DEVELOPMENT OF A COORDINATION MECHANISM FOR WATERCOURSE MAINTENANCE**
- 4.1.4 **“Party” or “Parties”** means The University or the Consultant as the case may be.
- 4.1.5 **“Personnel”** means persons hired by the Consultant as employees and/or sub-consultants and assigned to the performance of the Services or any part thereof.
- 4.1.6 **“UWI Representatives”** means the authorized St Augustine Centre for Innovation and Entrepreneurship (STACIE) of The UWI, St Augustine Campus.
- 4.1.7 **‘Contract’** shall mean the contract between The University and the Consultant consisting of these conditions, the Scope of Services and any other documents (or parts thereof) stated in the Request for Proposals (RFP) document.
- 4.1.8 The **‘Scope of Services’** shall mean the Scope of Services outlined in **Section 2.0** of the RFP.
- 4.2 **Currency of Payment**
- The Contract Price at which the services are offered shall be quoted in Trinidad and Tobago Dollars (TT\$) for local firms and US\$ for foreign firms.
- 4.3 **Terms of Payment**
- 4.3.1 Payments will be made to the Consultant after the successful completion of deliverables as agreed upon between the Parties.
- 4.3.2 The Consultant will issue an invoice to The University referencing details stated in the agreed Scope of Services to specify how the amount due has been assessed. The total amount of these interim invoices shall not exceed the lump sum price agreed upon in the contract without the expressed prior written approval of The University.
- 4.3.3 Payment shall be made only on submission of an Original Invoice from the Consultant to The University for Services provided. All invoices submitted must clearly state the Contract and the name of the project.



4.3.4 If any item or part of an item in an invoice submitted by the Consultant is contested by The University, The University shall give prompt notice with reasons and shall not delay payment on the remained of the invoice.

4.3.5 The University shall note that processing of invoices for payments shall not be less than thirty (30) days from receipt of original invoice. **All original invoices must be submitted directly to Mr. Navneet Boodhai, Manager, Engineering Institute for review and processing of payments.**

#### 4.4 **Obligations of Both Parties**

##### 4.4.1 **Indemnification by Consultant**

The Consultant shall indemnify The University against all legally enforceable liabilities relating to any foreseeable loss or damage to property, or injury to, or death of any person caused by or arising from any negligent act or omission or willful misconduct by the Consultant or agents in the performance of the Services.

##### 4.4.2 **Indemnification by The University**

The University shall indemnify the Consultant against all legally enforceable liabilities relating to any foreseeable loss or damage to property, or injury to, or death of any person caused by or arising from any negligent act or omission or wilful misconduct by The University, its personnel or agents under the terms of this Agreement

#### 4.5 **Additional Claims for Services**

Claims for additional services will not be entertained unless agreed to by The UWI. Where such a change increases or decreases the scope, the unit rates outlined in the agreed Payment Schedule shall apply. The University reserves the right to reject any of these claims upon review of same.

#### 4.6 **Consultant's Default**

If the Consultant commits a breach of the Contract and fails within 10 days of notice by The University to take such steps as to reasonably satisfy The University to rectify such breach, The University may, without prejudice to any other of its rights, terminate the Contract forthwith by notice to the Consultant. Thereupon without prejudice to any of its rights, The University may himself complete the Services or have it completed by a third party, until the Services have been completed in accordance with the requirements of the Contract, and shall be entitled to deduct from the Contract price (ascertained in accordance with the terms and conditions of the Contract) any additional costs incurred by The University.



#### 4.7 **Assignment or Transfer of the Contract**

The Consultant shall not without the consent in writing of The University, assign or transfer this contract or any part thereof.

#### 4.8 **Force Majeure**

4.8.1 Neither party shall be considered in default or in breach of its obligations under the contract if the performance of such obligations is prevented by any circumstances of Force Majeure which arise after the date of notification of the award or the date when the contract becomes effective, whichever is the earlier.

4.8.2 The term "Force Majeure" means an event which is beyond the reasonable control of a party, and which makes a party's performance of its obligations hereunder impossible or so impractical or reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, epidemics, pandemics, strikes, lockouts, or other industrial action are within the power of the party invoking Force Majeure to prevent, confiscation or any other action by government agencies.

4.8.3 Force Majeure shall not include:

- ▶ any event which is caused by the negligence of international action of a party or such party's sub-consultants or agents or employees; nor
- ▶ any event which a diligent party could reasonably have been expected to both take into account at the time of the execution of this agreement and avoid or overcome in the carrying out of its obligations hereunder;
- ▶ Insufficiency of funds or failure to make any payment required hereunder.

4.8.4 Not later than thirty (30) days after, the Consultant, as the result of an event of Force Majeure, may have become unable to perform a material portion of the Services, the parties shall consult with each other with a view to agreeing on appropriate measures to be taken in the circumstances.

#### 4.9 **Settlement of Disputes**

##### 4.9.1 **Amicable Settlement**

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with the contract or the interpretation thereof.

##### 4.9.2 **Mediation**

Any dispute between the Parties as to matters arising pursuant to the contract which cannot be settled amicably within thirty (30) days after receipt by one Part of the other Party's request for such amicable settlement shall be



submitted to Mediation proceedings in accordance with the Mediation Act No. 8 of 2004 of the Republic of Trinidad and Tobago or any statutory modification/s thereof for the time being in force.

4.9.3 **Right to Arbitration**

Any dispute between the Parties as to matters arising pursuant to this agreement which cannot be settled by Mediation within thirty (30) days after the initiation of such proceedings may be submitted by either Party to arbitration in accordance with the provisions of the Arbitration Act of the Republic of Trinidad and Tobago Chapter 5:01 or any statutory modification/s thereof for the time being in force.

4.9.4 The Form of Contract for this RFP is attached as Appendix 2



## APPENDIX 1 – FORM OF PROPOSAL (Attached)



APPENDIX 2 – FORM OF CONTRACT (Attached)