



NATIONAL STRATEGIC PLANS AND FRAMEWORKS FOR WEATHER, WATER AND CLIMATE SERVICES, WITH ACTION PLAN

Ref.: 6.1.4

Date: 06 June 2025

REQUEST FOR EXPRESSIONS OF INTEREST

Background

The Caribbean Meteorological Organization (CMO), in partnership with the World Meteorological Organization (WMO), seeks qualified **Individual Consultants** to contribute to our mission of enhancing weather, water, and climate services across the Caribbean. We invite you to submit an Expression of Interest (EOI) to develop National Strategic Plans for National Meteorological and Hydrometeorological Services (NMHSs) and Frameworks for Weather, Water, and Climate Services within CMO Member States. This crucial work contributes towards the Climate Risk and Early Warning Systems (CREWS) Initiative-funded project “*Strengthening hydro-meteorological and early warning services in the Caribbean Phase 2 (CREWS Caribbean 2.0)*” jointly implemented by the WMO and United Nations Office for Disaster Risk Reduction (UNDRR). Complete details about the project scope and requirements are in the **Terms of Reference** which will be provided by email after successfully registering with the CMO.

Guidelines for Individual Consultants

Your EOI should include the following:

1. Qualifications and Expertise:
 - a. A detailed Curriculum Vitae (CV) highlighting your relevant experience in meteorology, hydrology, environmental science, disaster risk reduction, or a related field;
 - b. Showcase your strategic planning, stakeholder engagement, and coordination skills, with relevant examples of previous work;
2. Proposed Approach:
 - a. A cover letter outlining how your qualifications, experience, and expertise enable you to undertake the assignment in conformity with the Terms of Reference for this consultancy, and summarizes your proposed approach;
 - b. A workplan that describes the proposed approach, deliverables, and estimated timelines for each task in greater detail;
3. Financial Proposal:
 - a. Provide a detailed breakdown of your costs associated with producing each project deliverable.

Please note that the costs associated with preparing and submitting your Expression of Interest (EOI) are the consultant's responsibility. Additionally, all information submitted must be in **English**.



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Submission Information

Interested Consultants should note the following procedure.

- To access the **Terms of Reference**, interested persons must **register as a Consultant with the CMO** by following [this link](#)¹.
- Once your registration is successful, you will receive the Terms of Reference and supporting information.
- All EOIs must be submitted electronically in PDF format by **New Deadline: 18 July 2025 at 1600 AST**
- Keep file sizes to a minimum.
- Submit your EOI to: tenders@cmo.org.tt with a copy to cmohq@cmo.org.tt.
- Address the EOI to:
Coordinating Director
Caribbean Meteorological Organization Headquarters Unit
P.O. Box 461 Port of Spain
TRINIDAD AND TOBAGO
- Include your full name and address in the submission and use the subject line: **“EOI - National Strategic Plans & Frameworks – Your Name”**

Selection Process

1. EOIs will be evaluated based on the criteria outlined in the Terms of Reference. Evaluators will examine:
 - a. The qualifications of the Consultant;
 - b. Technical competence for undertaking the assignment;
 - c. Related experience of the Consultant and experience in undertaking similar assignments;
 - d. Commitment to undertake assignments in a timely and professional manner;
 - e. Proposed approach for undertaking the assignment.
2. Shortlisted Consultants will be contacted to participate in a brief interview.

The CMO reserves the right to accept or reject any EOI and may terminate the selection process at any time without incurring any liability.

Further Information

For further information please email Mr Haley Anderson, Project Development Officer, Caribbean Meteorological Organization at handerson@cmo.org.tt keeping cmohq@cmo.org.tt in copy.

¹ <https://form.jotform.com/242454669853065>