

## ANTIGUA AND BARBUDA

### Department of Environment

#### Request for Proposal

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| <b>Job Title</b>                          | Socio-Economic and Gender Impact Analysis of Low-Carbon and Climate-Resilient Electric Mobility                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Contracting Authority</b>              | Department of Environment, Ministry of Health, Wellness, Social Transformation and the Environment, Antigua and Barbuda                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Date of Issue</b>                      | September 30,2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Deadline</b>                           | October 31,2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Duration</b>                           | 4 months                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>To Apply</b>                           | Individual consultants, firms, or consortia are invited to apply. Submit: (i) Technical Proposal, maximum 10 pages; (ii) Financial Proposal, maximum 3 pages; (iii) CVs of key experts; and (iv) at least three relevant references. Applications must be submitted via the DOE procurement link with the subject line: "Application for Socio-Economic Analysis of Electric Mobility Impacts." [ <a href="https://app.smartsheet.com/b/form/c90d1aa1970649598be71b24a7736434">https://app.smartsheet.com/b/form/c90d1aa1970649598be71b24a7736434</a> ]. |
| <b>Equal Employment Opportunity (EEO)</b> | The Department of Environment (DOE) provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The DOE also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.                                                                                                                                    |
| <b>Prohibited Practices</b>               | The DOE maintains a zero-tolerance policy for prohibited practices including corruption, collusion, fraud, coercion, and obstruction. All complaints are investigated and reported through the DOE complaints mechanism.                                                                                                                                                                                                                                                                                                                                 |
| <b>Background Checks Information</b>      | All shortlisted applicants should be prepared to provide supporting documentation, including company registration, police record, certificate of good standing with the Inland Revenue Department, and registration numbers for Social Security, Medical Benefit Scheme, and Board of Education, as applicable. Where references are requested, at least one should come from an immediate past client/employer. The DOE may also conduct sanctions and due diligence checks.                                                                            |

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|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Data Ownership and Confidentiality</b> | The data, information, outputs, and materials collected and/or developed under this assignment shall be the property of the Government of Antigua and Barbuda, including title, interest, copyright, and other intellectual property rights.                                                                                                                                              |
| <b>Rights of Acceptance</b>               | The Department of Environment reserves the right to accept or reject any proposal, to render any or all proposals non-responsive, and to reject all proposals at any time prior to contract award, without incurring liability or any obligation to inform affected bidders of the grounds for its action. The DOE shall not be obliged to award the contract to the lowest-priced offer. |
| <b>Conflict of Interest Requirements</b>  | The successful consultant/firm must sign a conflict-of-interest declaration and cannot sub-contract or pay staff members of the Department of Environment to complete the assigned tasks outlined within this RFP/TOR.                                                                                                                                                                    |
| <b>Late Bids</b>                          | Late bids will not be accepted.                                                                                                                                                                                                                                                                                                                                                           |
| <b>Proposal Validity</b>                  | 90 Days                                                                                                                                                                                                                                                                                                                                                                                   |

## **Request for Proposals (RFP)**

### **1. About the Department of Environment**

The Department of Environment (DOE) is a public agency of the Government of Antigua and Barbuda within the Ministry of Health, Wellness, Social Transformation and the Environment. The DOE derives its mandate from the Environmental Protection and Management Act, 2019, and provides technical advice on environmental management while designing and implementing projects on behalf of the Government and the people of Antigua and Barbuda.

### **2. Background**

Antigua and Barbuda is advancing low-carbon and climate-resilient electric mobility initiatives. As these initiatives develop, the Department of Environment requires a practical report that helps explain how electric mobility may affect men and women in economically vulnerable communities within the national context.

The assignment is intended to produce a useful, context-relevant report rather than a large-scale national study. The analysis should be proportionate to the available time and resources, make use of existing information where possible, and provide practical observations and recommendations.

### **3. Purpose and Objective**

The objective of this assignment is to prepare a concise socio-economic and gender impact analysis establishing how low-carbon and climate-resilient electric mobility may affect men and women in economically vulnerable communities in Antigua and Barbuda.

- Assess baseline socio-economic conditions, transport realities, and mobility-related constraints affecting economically vulnerable communities, using available data and limited additional inquiry where needed.
- Examine how electric mobility may influence household economy, access, affordability, livelihoods, resilience, and local public health in a practical and context-sensitive way.
- Ensure that findings, analysis, and recommendations are gender-disaggregated wherever data permits, with specific attention to differences affecting men and women.

- Provide concise, practical recommendations relevant to project implementation and the national context.

## 4. Scope of Services

The consultant shall undertake the following tasks:

### Task 1: Inception and Analytical Approach

- Review relevant project documents, policies, prior studies, and available information related to electric mobility, socio-economic conditions, gender, and vulnerable communities in Antigua and Barbuda.
- Confirm the analytical approach, workplan, information needs, and any targeted consultations required to complete the report.
- Prepare a short inception note for approval before substantive analysis begins.

### Task 2: Baseline Socio-Economic and Gender Review

- Establish a practical baseline profile of the relevant communities or groups, including key socio-economic characteristics, transport conditions, affordability issues, and other factors relevant to electric mobility.
- Identify gender-differentiated issues where possible, including differences in access, mobility needs, time use, safety concerns, household burdens, and livelihood implications.
- Highlight any priority geographies, user groups, or vulnerable categories most relevant to the assignment.

### Task 3: Impact Analysis

- Assess the likely positive and negative socio-economic effects of low-carbon and climate-resilient electric mobility on men and women in economically vulnerable communities, using available data, reasonable assumptions, and limited stakeholder input where necessary.
- Consider impacts on household economy, transport access, affordability, livelihood opportunities, resilience, and local public health, while clearly noting assumptions and limitations.
- Prepare a gender-disaggregated socio-economic impact matrix summarizing key impact areas, affected groups, likely effects, and practical implications.

### Task 4: Recommendations and Final Report

- Develop concise recommendations to help the Department of Environment and related stakeholders better understand and respond to the identified socio-economic and gender issues.
- Recommendations should be practical, proportionate, and relevant to Antigua and Barbuda's national context rather than framed as a major policy reform package.
- Provide a concise action framework identifying priority actions, lead or supporting institutions, indicative timeframes, and implementation considerations, and submit a draft report for review before finalization.
- Present a draft report to the Technical Advisory Committee and finalize with their comments.

## 5. Deliverables

Payment schedule: 10% upon approval of the Inception Note; 30% upon approval of the Draft Socio-Economic and Gender Impact Analysis Report; and 60% upon approval of the Final Report and Impact Matrix.

### 5A. Payment Schedule

| Milestone                                                                  | Payment |
|----------------------------------------------------------------------------|---------|
| Upon approval of the Inception Note                                        | 10%     |
| Upon approval of the Draft Report                                          | 30%     |
| Upon approval of the Final Report and accompanying matrix/action framework | 60%     |

Payments shall be made upon submission and approval of the corresponding deliverable by the Department of Environment.

| Deliverable                                            | Description                                                                                                                                                                                               | Due Date                                |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| Inception Note                                         | Deliverable under Task 1: brief methodology, workplan, information needs, analytical approach, and any proposed targeted consultations.                                                                   | Within 2 weeks from contract signature  |
| Draft Socio-Economic and Gender Impact Analysis Report | Deliverable covering Tasks 2–4: draft report presenting baseline review, impact analysis, preliminary recommendations, concise action framework, and a gender-disaggregated socio-economic impact matrix. | Within 8 weeks from contract signature  |
| Final Report and Impact Matrix                         | Deliverable under Task 4: final revised report and final gender-disaggregated socio-economic impact matrix.                                                                                               | Within 16 weeks from contract signature |

#### 5B. Maximum Contract Budget

The maximum available budget for this assignment is USD \$40,000 (Forty Thousand United States Dollars). Proposals must be submitted on a lump-sum basis and must not exceed this ceiling. The proposed financial offer should include all professional fees, applicable taxes, travel and transportation, consultations, data collection or acquisition, meetings, communications, administrative costs, and any other expenses required to complete the assignment and deliver the outputs specified in this RFP. The DOE will evaluate financial proposals for cost effectiveness in accordance with the evaluation criteria.

### 6. Methodological Requirements

- Desk review of relevant literature, project documents, policies, and existing datasets made available by the Department of Environment and other publicly available sources.
- Sensitization and validation activities with key stakeholders to ensure that the results are current and feasible.
- Use of existing socio-economic, gender, transport, and public health information where available, with limited primary inquiry only where justified.
- Targeted key informant interviews or small-scale consultations, where useful and feasible.
- Gender-disaggregated analysis wherever data permits, with clear statements on assumptions, limitations, and data gaps.
- A practical analytical approach proportionate to the assignment and budget.

The DOE will provide general technical oversight, share available project documents and datasets relevant to the assignment, and, where appropriate, facilitate initial contact with key stakeholders to support the feasibility of the report.

### 7. Required Qualifications

- Demonstrated experience in socio-economic analysis, poverty or vulnerability assessment, gender analysis, or related social dimensions of development.
- Experience in transport, electric mobility, climate resilience, or inclusive development programming will be an asset.
- Strong analytical and report-writing capacity, including experience producing practical and concise assessments.
- Experience in Antigua and Barbuda, the Caribbean, or SIDS contexts will be an advantage.

## 8. Submission Requirements

- Technical Proposal (maximum 10 pages).
- Financial Proposal (lump sum basis).
- CV(s) of key personnel.
- At least three professional references.
- Signed conflict of interest declaration.

## 9. Evaluation Criteria

| Category                                                                                      | Weight |
|-----------------------------------------------------------------------------------------------|--------|
| Understanding of the assignment and responsiveness to the TOR                                 | 20%    |
| Quality and practicality of the proposed methodology, including gender-disaggregated analysis | 30%    |
| Relevant firm/consultant experience                                                           | 20%    |
| Qualifications and experience of key experts                                                  | 20%    |
| Cost effectiveness                                                                            | 10%    |
| Total                                                                                         | 100%   |

## 10. Prohibited Practices

The DOE maintains a zero-tolerance policy for corruption, collusion, fraud, coercion, and obstruction. Any such conduct will result in immediate disqualification and may be reported to relevant authorities and development partners.

## 11. Submission of Bids

All bids must be submitted via the following link:

<https://app.smartsheet.com/b/form/c90d1aa1970649598be71b24a7736434>

All queries must be submitted via the following link:

<https://app.smartsheet.com/b/form/6488c47987d742e6981cd6701b5724ea>