

VOLCANO READY COMMUNITIES PROJECT
ST. VINCENT AND THE GRENADINES

DISASTER MANAGEMENT CONSULTANT

REQUEST FOR EXPRESSIONS OF INTEREST

The University of the West Indies (UWI) Seismic Research Centre has received financing from the Community Disaster Risk Reduction Fund (CDRRF) which is managed by the Caribbean Development Bank (CDB), towards the cost of implementing the Volcano Ready Communities in St. Vincent and the Grenadines Project and intends to apply a portion of the proceeds of this financing to eligible payments under a contract for which this invitation is issued.

Payments by CDB will be made only at the request of The UWI Seismic Research Centre and upon approval by CDB, and will be subject in all respects to the terms and conditions of the Financing Agreement. The Financing Agreement prohibits withdrawal from the financing account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of CDB, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than The UWI Seismic Research Centre shall derive any rights from the Financing Agreement or have any claim to the proceeds of the Financing.

The UWI Seismic Research Centre, the Executing Agency, now wishes to procure the services of a Disaster Management Consultant to develop a branded framework for establishing and designating Volcano Ready Communities (VRCs), develop Community Volcano Emergency Plans (CVEPs) and a Community-Based Disaster Risk Reduction Toolkit. The CVEPs and Toolkit are to be pilot tested through the use of simulation exercises and community consultations across the project beneficiary communities.

The UWI Seismic Research Centre now invites interested eligible individual consultants to submit Expressions of Interest for the provision of the consultancy services. Interested Consultants should provide information on their qualifications and relevant experience and capability to carry out the assignment. The duration of the assignment is expected to be for a period of seven (7) months.

Consultants shall be eligible to participate if:

- (a) the persons are citizens or *bona fide* residents of an eligible country; and
- (b) in all cases, the consultant has no arrangement and undertakes not to make any arrangements, whereby any substantial part of the net profits or other tangible benefits of the contract will accrue or be paid to a person not a citizen or *bona fide* resident of an eligible country.

Eligible countries are member countries of CDB.

The attention of interested Consultants is drawn to paragraph 1.9 of [CDB's Guidelines for the Selection and Engagement of Consultants \(2011\)](#), setting forth CDB's policy on conflict of interest.

In the assessment of submissions, consideration will be given to technical competence, qualifications and relevant local and regional experience on similar assignments. Work in the areas of disaster risk reduction and climate change in the Caribbean will be an asset. All information must be submitted in English. Further information, including the Terms of Reference for the assignment, may be obtained from the first address below from Monday to Friday between 900 and 1700 hours Trinidad and Tobago time.

Electronic copies of the Expressions of Interest must be emailed to the first address below, and copied to CDB at the second address below, no later than *1600 hours on Friday, April 12, 2019*. The email submission must include the name and address of the applicant and the subject line shall be clearly marked **“Expression of Interest – Volcano Ready Disaster Management Consultancy”**

Following the assessment of submissions, the most technically capable and appropriately experienced applicant will be invited to negotiate a contract to provide the consultancy services. The UWI Seismic Research Centre reserves the right to accept or reject late applications or to cancel the present invitation 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 Expressions of Interest.

Address 1:

Email: volcanoreadysvg@gmail.com

The UWI Seismic Research Centre
The University of the West Indies
St. Augustine
Trinidad and Tobago
Telephone number: (868) 662-4659

Address 2:

Email: procurement@caribank.org

Procurement Officer
Caribbean Development Bank
Wilkey, St. Michael
Barbados
Telephone number: (246) 431-1600

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ST. VINCENT AND THE GRENADINES

DISASTER RISK MANAGEMENT CONSULTANT

DRAFT TERMS OF REFERENCE

1. PROJECT BACKGROUND

1.01 The Community Disaster Risk Reduction Fund (CDRRF) is a multi-donor trust fund established by the Caribbean Development Bank (CDB) in March 2012. The Fund is administered by CDB which is based in Barbados. The purpose of CDRRF is to finance, through the provision of grant funding, Disaster Risk Reduction (DRR) and/or Climate Change Adaptation (CCA) initiatives at the community level across CDB Borrowing Member Countries (BMC), with the exception of Haiti. The DRR/CCA initiatives should seek to enhance livelihoods, resilience, and sustainability within the community. Additional information on CDRRF is provided at the following website: <http://www.caribank.org/programmes/cdrr1>.

1.02 The University of the West Indies (UWI) Seismic Research Centre (SRC) is the premiere geological hazards research and monitoring agency in the Caribbean and one of the few specialised research institutions of The UWI. The SRC plays an active role in promoting geologic hazard awareness, volcano contingency planning and early warning systems. The vision of the SRC is to be the leading agency in the Eastern Caribbean for earthquake, volcano and tsunami monitoring and for the dissemination of information to reduce risk, deaths, injuries, property damage and economic loss.

1.03 St. Vincent and the Grenadines is among the most disaster-prone territories in the world, and is affected on a regular basis by the negative impacts of natural hazards such as volcanoes, earthquakes, hurricanes, landslide, rainfall events, storm surge and drought. The Volcano Ready Communities Project seeks to reduce vulnerability to the multi-hazard environment of the Soufriere Volcano through a combination of activities designed to enhance community early warning procedures, increase adaptive capacities, strengthen awareness, and enhance response capacities.

1.04 The Project comprises four components which seek to increase the resilience of the 12 communities in St. Vincent and the Grenadines to volcanic and other natural hazard events and Climate Change (CC). The communities have been divided into two groups and they are (a) Windward communities comprising Fancy, Owia, Sandy Bay, Overland and Big Level, South Rivers, Park Hill, Colonaire, and (b) Leeward communities comprising Fitz Hughes, Chateaubelair, Rose Hall, and Spring Village. The Project activities under each component are summarised as follows:

Component 1: Increased Community Volcano and Other Natural Hazard Readiness

1.05 A set of protocols will be developed to guide the establishment of an alerting system for natural hazards in the 12 target communities. This will be done in collaboration with the National Emergency Management Organisation (NEMO) and the District Disaster Committees. This component will obtain some of its inputs from existing monitoring mechanisms, such as the regional tsunami warning system and SRC operated volcano and earthquake monitoring network. The approach to be used will increase community involvement in the collection and analysis of data and this will help to improve their understanding of natural hazard impacts. Under this component, protocols to alert men, women, children, the elderly, disabled and other vulnerable populations, about volcano and other related natural hazards and their potential impacts will be developed and shared with the target communities.

Component 2: Increased Knowledge and Awareness of Volcano and Multi-Hazards Risk Reduction and Climate Change Impacts in the Beneficiary Communities

1.06 Under this component a number of gender-sensitive multi-hazard, public awareness and education materials will be developed and programmes implemented. The materials will be shared with schools, businesses, community groups, and the residents of the target communities. Information on best practices will be captured, published, and shared with stakeholders.

1.07 The public awareness programme to be developed under the Project will be gender sensitive to ensure that socially constructed roles of men, women, youth, disabled and other vulnerable groups in the 12 target communities are addressed through specific messages about how to deal with the volcano, other natural hazards and climate change. Where necessary and advantageous, gender separated participatory exercises will be used to allow for the identification and voicing of concerns that may not necessarily be raised during mixed open discussions.

Component 3: Enhanced Adaptive Capacity

1.08 This element of the Project will facilitate the preparation of volcano level contingency plans¹ for the 12 communities in the high-risk zones of the Soufriere Volcano. The stakeholders (government, civil society, and the private sector) will be engaged to assist the at-risk communities with the development and identification of resources required for the continued implementation of the volcano plans.

1.09 Recognising the importance of planning and implementing community based disaster risk reduction initiatives in the communities in focus, and the need to effectively engage communities in emergency planning and address the DRR and CC challenges facing the communities, the SRC is seeking to procure the services of a Disaster Risk Management Consultant.

2. OBJECTIVES

2.01 The overall objectives of the disaster risk management consultancy is to provide specialist services required for the development and implementation of the *Volcano Ready* Framework, Community Volcano Emergency Plans (CVEPs) and a toolkit for conducting risk assessments related to DRR/CCA and developing risk reduction interventions among the project communities. Specifically, the consultancy will focus on the following:

- (a) Development of criteria and tools for establishing *Volcano Ready* communities.
- (b) Design and formulation of Community Volcano Emergency Plans including rapid vulnerability assessments, conducting community engagement sessions, training and testing in simulation exercises; and
- (c) Creation of risk assessment toolkit and training for DRR/CC interventions in pilot project communities.

2.02 The identified activities should promote the alignment of the project with the local needs of community residents, national disaster risk management and climate change adaptation objectives and priorities and other regional priorities for development including gender sensitivity and inclusion.

¹ A volcano level contingency plan is a predetermined phased response based on the level of volcanic activity occurring, or forecast, and the need to protect people.

3. SCOPE OF SERVICES

3.01 The consultancy shall consist of the following:

- (a) Developing the framework for establishment of *Volcano Ready* Communities to include the following activities; reviewing the National Volcano Emergency Plan to identify how community Volcano readiness plans will fit into the broader national plan; and reviewing existing community hazard preparedness certification programmes and preparing recommendations for including community volcano readiness in the certification programme.
- (b) Developing draft criteria and guidelines for Community Volcano Readiness (VR) to include:
 - (i) Developing the Draft Volcano Ready Framework Toolkit for Communities which will include community based activities, resources and guidelines for achieving VR
 - (ii) Presenting the Draft VR Framework to key stakeholders such as PSC, SRC, CDB, CERT's, Community stakeholders, etc. at review and discussion consultation sessions.
- (c) Preparing Community Volcano Emergency Plans (CVEP's), in collaboration with key community stakeholders. Activities to be carried out include:
 - (i) Reviewing existing Community Emergency Plans and methodologies
 - (ii) Reviewing regional and international best practices for CVEP's
 - (iii) Providing recommendations for integrating CVEPS into the National Volcano Emergency Plan, the District Disaster Management structure and community structures
 - (iv) Developing a draft template for CVEP to include protocols for community emergency supplies and equipment; preparing the list of vulnerable persons; a summary of key community capacity building activities required to support implementation of the plan, etc.
 - (v) Presenting the Draft CVEP to key stakeholders such as PSC, SRC, CDB, CERT's, Community stakeholders, etc. at review and discussion consultation sessions.
- (d) Assisting the implementation of the simulation exercise to test the CVEP to be conducted in collaboration with NEMO, project partners and community stakeholders
- (e) Preparing a report on the CVEP simulation exercise to include recommendations for improvements, in collaboration with NEMO, project partners and community stakeholders.

4. METHODOLOGY

4.01 The Consultant will be required to travel to St. Vincent and the Grenadines to undertake the assignment through site visits, meetings, consultations, review of documentation, etc. Where appropriate, electronic data sharing and collection methods and other communication technologies should be utilised during the assignment. The Consultant will be required to facilitate the participation of staff from various public sector agencies and non-governmental organisations in execution of the assignment.

4.02 Consultation and engagement with key project partners and stakeholders across the project communities is integral to the execution of the assignment. The consultant will therefore be required to

undertake regular community visits and consultations, along with the Project Community Outreach Officer, provide regular reports on the consultancy to the stakeholders and also utilise approaches aimed at achieving and maintaining age and gender equity, inclusion and the participation of vulnerable groups in all activities related to the consultancy.

5. IMPLEMENTATION ARRANGEMENTS AND DURATION

5.01 The Consultant will report to the SRC Projects Manager or his/her designate who will have overall responsibility for overseeing the administrative and logistic arrangements for the consultancy. SRC will provide the Consultant with the relevant reference and background materials on the Project. SRC facilitate the implementation of the assignment and assist with any operational issues that may arise. SRC make arrangements for the introduction of the Consultant to key stakeholders as well as the organisation meetings and delivery of workshops in the target communities. UWI SRC will provide office accommodation required for the implementation of the consultancy.

5.02 The Consultant will be required to carry out the duties listed in Section 3 of the Terms of Reference at the locations in St. Vincent and the Grenadines in order to develop the *Volcano Ready* Framework, and CVEPs and deliver the related training and capacity building components for these components of the project. The Consultant will provide his/her transportation, computing and any other equipment required for the implementation of the consultancy.

5.03 The consultancy will be implemented over a period of seven (7) months.

6. QUALIFICATIONS AND EXPERIENCE

6.01 The Consultant is required to have, at least a Bachelor's Degree in Geology or Geography or Disaster Management or Earth Sciences. Knowledge of natural hazards in St. Vincent and the Grenadines is required. Certification in Volcanic Crisis Awareness will be an asset. Knowledge of climate change and gender equality will be assets.

6.02 The Consultant is required to have at least 5 years' experience in the writing of disaster plans. Experience with vulnerability and adaptation methodologies, community-based preparedness planning and other participatory learning approaches. Practical experience in conducting assessments, designing and delivering training on disaster preparedness at the community level is required. Excellent community skills and computer skills, including proficiency in the use of Microsoft Office Suite, are required. The ability to work in a team and a physically challenging environment is essential and experience working in St. Vincent and the Grenadines will be an asset.

7. DELIVERABLES AND REPORTING REQUIREMENTS

7.01 The Consultant will be required to provide the following deliverables and reports:

- (a) An Inception Report and Work Plan - is to be submitted for review and approval by the UWI SRC. The report (maximum 15 pages) shall include the methodology, an implementation schedule, and the resource and support requirements. One hard copy of the report and one in the electronic format should be submitted to seven days after the commencement of the assignment. The electronic copy should be emailed to volcanoreadysvg@gmail.com.
- (b) Summary Progress Reports – they should contain information on the activities carried out in each community are to be submitted electronically bi-weekly for review and comments.

The summary reports (maximum four pages) should provide an update on the progress of the assignment against the agreed work plan and implementation schedule, accomplishments, challenges, delays and recommended solutions as well as options for improving effectiveness and efficiency.

- (c) Draft Community Volcano Readiness (VR) criteria and guidelines - this deliverable should include, the Volcano Ready Framework Toolkit for Communities and it should incorporate comments provided by the project partners and feedback provided during stakeholder consultation meetings. The criteria and guidelines should be submitted electronically for review and comments, along with the summary report (maximum 2 pages) on each project partner and community consultation meeting.
- (d) Draft CVEP Templates - this deliverable should include information on protocols and a summary of key community capacity building activities required to support implementation of the plan, etc. The templates should be submitted electronically for review and comments, along with a summary report (maximum 2 pages) on each stakeholder and community consultation meeting held.
- (e) Draft Final Report - this report on the assignment should include information on the implementation progress, accomplishments, challenges, solutions applied, lessons learnt and recommendations. The report is to be submitted in the electronic format for review and comments two weeks before the end of the assignment.
- (f) Final Report - this report should incorporate the comments provided on the Draft Final Report at (e) above. One hard copy of the report and one in the electronic format should be submitted to seven days after the receipt of the comments on the Draft Final Report. The electronic copy should be emailed to volcanoreadysvg@gmail.com.

7.02 The deliverables and reports listed at (a) to (f) above are to be submitted in file formats such as Microsoft Word, PowerPoint and Excel, and editable graphics files, etc. A list of the file names and statement of content should also be provided. The software applied in the production of the files must also be stated.