

REQUEST FOR PROPOSALS

RFP #: EKACDM 11.4/3.3.1

02 JUNE 2014

**THE DISASTER RISK REDUCTION CENTRE
INSTITUTE FOR SUSTAINABLE DEVELOPMENT
THE UNIVERSITY OF THE WEST INDIES**

**ENHANCING KNOWLEDGE AND APPLICATION OF
COMPREHENSIVE DISASTER MANAGEMENT INITIATIVE**

CONSULTANCY SERVICES

**ASSESSMENT OF CURRENT DISASTER RISK MANAGEMENT PRACTICES
IN SMALL AND MEDIUM ENTERPRISES IN THE CARIBBEAN AND
IDENTIFICATION OF NEEDS AND BARRIERS TO INTEGRATION OF
DISASTER RISK MANAGEMENT IN BUSINESS PRACTICES**

**THE DISASTER RISK REDUCTION CENTRE OF THE INSTITUTE FOR SUSTAINABLE DEVELOPMENT
THE UNIVERSITY OF THE WEST INDIES
ENHANCING KNOWLEDGE AND APPLICATION OF COMPREHENSIVE DISASTER MANAGEMENT**

Consultancy Services: Assessment of Current Disaster Risk Management Practices in Small and Medium Enterprises in the Caribbean and Identification of Needs and Barriers to Integration of Disaster Risk Management in Business Practices

SECTION 1: INVITATION

1. The Disaster Risk Reduction Centre (DRRC) of the Institute for Sustainable Development (ISD) at The University of the West Indies (UWI) has received financing from the Department of Foreign Affairs, Trade and Development Canada (DFATD) towards the cost of implementing the 'Enhancing Knowledge and Application of Comprehensive Disaster Management' (EKACDM) Initiative.
2. The Disaster Risk Reduction Centre of the Institute for Sustainable Development now invites applications to provide consultancy services for an Assessment of Current Disaster Risk Management Practices in Small and Medium Enterprises in the Caribbean and Identification of Needs and Barriers to Integration of Disaster Risk Management in Business Practices. Details of the Consultancy are provided in the Terms of Reference at Section 3.
3. The application should include the following:
 - a. Letter of Interest/Proposal, including
 - Suitability statement for the work; and
 - Detailed methodology, including proposed schedule.
 - b. Full Curriculum Vitae for each member of the proposed team, highlighting relevant experience in similar projects and contact details of referees.
 - c. Financial Proposal, including
 - Milestone deliverables for payments;
 - Daily rates for consultant(s);
 - Travel and expense budgets.
4. This Request for Proposals includes the following:

Section 1 – Invitation
Section 2 – Application Submission Form
Section 3 – Terms of Reference
5. Consultant fees shall not exceed CAD\$ 20,000.00, and associated travel costs are not to exceed CAD\$ 12,000.00.

6. The Evaluation Committee will score Technical Proposals against a fixed scoring template as follows, with a maximum of 70 points to be awarded:

Consultant(s) Skills and Experience	-	30 points
Experience in Disaster Risk Management in the Caribbean	-	10 points
Methodology	-	30 points

Applicants receiving more than 49 points for the Technical Proposal will then have their Financial Proposal Evaluated.

Financial Proposal	-	30 points
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7. Completed applications must be submitted electronically to ekacdm@uwimona.edu.jm with a copy sent to isd@uwimona.edu.jm, Attention: Dr. Thera Edwards, Initiative Manager.

Subject: Assessment of Current Disaster Risk Management Practices in Small and Medium Enterprises in the Caribbean and Identification of Needs and Barriers to Integration of Disaster Risk Management in Business Practices

8. The Consultant(s) must be available to commence work no later than 31 July 2014.

SECTION 2: APPLICATION SUBMISSION FORM

To: Thera Edwards, PhD
Initiative Manager
Enhancing Knowledge and Application of Comprehensive Disaster Management Initiative
c/o Disaster Risk Reduction Centre
Institute for Sustainable Development
13 Gibraltar Camp Way
The University of the West Indies Mona
Kingston 7, Jamaica

Dear Madam:

I/we, the undersigned, offer to provide the consulting services for an Assessment of Current Disaster Risk Management Practices in Small and Medium Enterprises in the Caribbean and Identification of Needs and Barriers to Integration of Disaster Risk Management in Business Practices in accordance with your Request for Proposal dated 02 June 2014 and our Application.

We hereby submit our Application and declare that all the information and statements made in this Application are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Application is accepted, to initiate the consulting services related to the assignment not later than 31 July 2014, the intended date of commencement of the Consultancy.

Yours sincerely,

Authorised signature

SECTION 3: TERMS OF REFERENCE

CONSULTANCY TO ASSESS CURRENT DISASTER RISK MANAGEMENT PRACTICES IN SMALL AND MEDIUM ENTERPRISES IN THE CARIBBEAN AND TO IDENTIFY NEEDS AND BARRIERS TO INTEGRATION OF DISASTER RISK MANAGEMENT IN BUSINESS PRACTICES

1.0 BACKGROUND

The ‘*Enhancing Knowledge and Application of Comprehensive Disaster Management (EKACDM)*’ Initiative is a five-year project whose ultimate outcome is the implementation of the CARICOM Enhanced Comprehensive Disaster Management (CDM) Strategy and Programme Framework (2007) to reduce the impacts of natural and technological hazards and the effect of climate change on men, women, and children in the region. The project will establish an effective mechanism and programme to manage knowledge in CDM, which is Priority Outcome 2 of the regional CDM Strategy. There are three intermediate outcomes of the project:

- (i) The creation of a *regional network* which generates, manages, and disseminates knowledge on disaster management, including gender issues;
- (ii) The increased use of *standardised training materials* for University degree courses and for short courses for students, professionals, and others employed in the field; and
- (iii) The establishment of *mechanisms to mainstream* fact-based policy- and decision-making on CDM into key economic sectors and Small and Medium Enterprises (SMEs) in the region.

The Initiative was developed by the Institute for Sustainable Development (ISD) in association with the Disaster Risk Reduction Centre (DRRC) at The University of the West Indies (UWI) in response to gaps identified in implementing CDM in the Caribbean, specifically as it pertains to Knowledge Management for Disaster Risk Reduction (DRR). Funding for the Initiative is provided by the Government of Canada through the Department of Foreign Affairs, Trade and Development (DFATD).

2.0 OBJECTIVE

The objective of the consultancy is to undertake an assessment of current Disaster Risk Management (DRM) practices in Small and Medium Enterprises (SMEs) in two sectors and identification of needs and barriers to integration of Disaster Risk Management in business practices.

3.0 SCOPE OF CONSULTING SERVICES AND EXPECTED OUTPUTS

The Consultant will be required to provide the following services and outputs:

- a. An assessment of current Disaster Risk Management practices in Small and Medium Enterprises in the Caribbean in two sectors and identification of needs and barriers to integration of Disaster Risk Management in business practices;
- b. A Draft Report of the findings for review;

- c. A list of relevant and appropriate media/forums for the dissemination of findings.
- d. A schedule of consultations and list of individuals/groups to be invited to consultations.
- e. Draft Programme and materials for use at consultations.
- f. At least two (2) consultations with stakeholders.
- g. Presentations to stakeholders.
- h. Report of Consultations/Workshops.
- i. Final Report based on input from relevant stakeholders and the DRRC.

4.0 DELIVERABLES AND TIMEFRAME

Draft and Final copies of all Reports are to be submitted to the Initiative Manager.

Specifically, the Consultant will prepare and submit the following:

- 4.1 An Inception Report within five (5) working days of the signing of the contract, detailing the scope of the work, the methodological approach, and timelines of the Consultancy (including stakeholder consultations).
- 4.2 Draft Report in English (8,000-10,000 words) detailing findings from desk and field research, current DRM practices in SMEs, needs and barriers to integration, and proposed recommendations, within sixty-five (65) working days. The Report should include:
 - a. Cover Page
 - b. Table of Contents
 - c. List of Acronyms and Abbreviations
 - d. Executive Summary
 - e. Introduction
 - f. Background
 - g. Methodology
 - h. Main Findings
 - i. Lessons Learned
 - j. Conclusion and Recommendations
 - k. Relevant Appendices
- 4.3 Draft presentation(s) to stakeholders, along with draft programme/materials for utilisation at a workshop.
- 4.4 Final presentation(s) to stakeholders within one (1) week of consultation(s).

- 4.5 Workshop Report(s) within one (1) week of consultation(s). Report(s) (4,000-5,000 words) should include:
- a. Cover Page
 - b. Table of Contents
 - c. List of Acronyms and Abbreviations
 - d. Executive Summary
 - e. Introduction
 - f. Background
 - g. Methodology
 - h. Documentations of results of discussion
 - i. Conclusion and Recommendations
 - j. Appendices (including attendance)
- 4.6 Final Consultancy Report in English (8,000-10,000 words) based on input received, detailing the nature of the work undertaken, within ten (10) working days of receipt of feedback on Draft Report.

5.0 SPECIFIC TASKS AND DELIVERABLES

Specifically, the Consultant will undertake the following:

- 5.1 Participate in an Initial Briefing with the Initiative Manager and the Director of the Disaster Risk Reduction Centre to discuss intended approach to the Consultancy.
- 5.2 Prepare an Inception Report which details the intended approach/methodology to the consultancy, including timelines for deliverables. The Inception Report should be submitted within five (5) working days of the signing of the contract.
- 5.3 Undertake desk research, including a review of relevant literature pertaining to SMEs and DRM, existing manuals, modules/courses, past training workshops to facilitate the integration and mainstreaming of DRM into SMEs.
- 5.4 Undertake field research, including, stakeholder consultations with owners of SMEs, employees of SMEs, regional 'umbrella' organisations for SMEs, and other relevant stakeholders.
- 5.5 Based on results of desk and field research, assess current practices, and existing gaps and barriers related to inclusion of DRM in business practices for SMEs.
- 5.6 Propose corrective actions to close gaps and address barriers.
- 5.7 Prepare and submit Draft Report of findings.
- 5.8 Identify relevant and appropriate media/forums for dissemination of findings.
- 5.9 Present the findings and recommendations to relevant stakeholders.

- 5.10 Finalise Report based on input from stakeholders and the Disaster Risk Reduction Centre, and submit Final Report detailing the nature of the work undertaken, methodological approach and limitations, stakeholder consultations and constraints to stakeholder participation, lessons learnt and recommendations.

6.0 INPUTS OF THE DISASTER RISK REDUCTION CENTRE

The DRRC will be responsible for the following:

1. Administration of the Consultant's contract;
2. Provision of letters of introduction to key stakeholders;
3. Provision of feedback on the Inception Report, Draft Report, Draft Presentation(s), and Materials for Consultation.

7.0 REQUIRED QUALIFICATIONS AND EXPERIENCE

The Consultant(s) is/are expected to possess the following:

1. The Consultant should have a minimum of a Masters Degree in Natural Resources Management, Disaster Management, Business, or Management;
2. At least five (5) years' experience in senior management in Disaster Risk Management, Business Continuity, or a related field in the Caribbean;
3. Knowledge and understanding of disaster management issues in the Caribbean pertaining to SMEs and the private sector;
4. Fluency in oral and written English; and
5. Excellent research, analytical, and communication skills.

8.0 PROPOSAL SUBMISSION

The Consultant may be an individual or a company and should be able to assume duties by 31 July 2014. The consultancy is scheduled to last for 40 days maximum, over the period 31 July – 05 December 2014.

Interested individuals are invite to submit an application based on the Terms of Reference outlined above no later than 17:00 hrs (Jamaica time) on **27 June 2014**.

Applications should include:

- a. Letter of Interest/Proposal, including

- Suitability statement for the work; and
 - Technical Proposal, including detailed methodology and proposed schedule.
- b. Full Curriculum Vitae for each member of the proposed team, highlighting relevant experience in similar projects and contact details of referees.
- c. Financial Proposal, including
- Milestone deliverables for payments;
 - Daily rates for consultant(s);
 - Travel and expense budgets.

Further information may be obtained from:

Dr. Thera Edwards
Initiative Manager
EKACDM Initiative
c/o Disaster Risk Reduction Centre
13 Gibraltar Camp Way
The University of the West Indies Mona
Kingston 7, Jamaica
Email: thera.edwards02@uwimona.edu.jm

Please **email** proposals to ekacdm@uwimona.edu.jm with a copy sent to isd@uwimona.edu.jm.

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