



TERMS OF REFERENCE

DEVELOPMENT OF A DISASTER AND EVACUATION PLAN FOR VIRGIN GORDA

1. INTRODUCTION

The Virgin Islands Government, through the Department of Disaster Management (DDM), developed a Comprehensive Disaster Management (CDM) Policy, Strategy and Programming Framework for the period 2009-2013. This was done to establish the necessary systems, structures, programmes, resources, capabilities and guiding principles for reducing disaster risk; and Preparedness, Response and Recovery measures pertaining to emergencies and disasters caused by any and all hazards. This is done to minimize human suffering, protect the integrity of the marine and terrestrial environment, and reduce economic loss.

An expected outcome of the national CDM Strategy is "*Enhanced integration of DRM into & preparedness of all sectors for hazards/disasters.*" The DDM seeks to achieve this is by encouraging activities that speak specifically to developing, testing and updating plans for all sectors and communities; this is in keeping with Output 2.1: Disaster Emergency Plans (&sub-plans) developed/tested/updated in all Government ministries, departments/agencies & sectors.

In 2011, the Disaster and Evacuation Plans for Jost Van Dyke and Anegada were revised and tested, and are available to the VI Government and the relevant stakeholders of these two sister islands. The Plans for the remaining Sister Island, Virgin Gorda, should be developed as soon as possible, as it has the second highest population and the second most densely populated business arena, next to Tortola. These Plans should therefore feed directly into the National Disaster Management Plan and be in compliance with the Disaster Management Act 2003.

2. OBJECTIVES OF CONSULTANCY

The objectives of this consultancy are to:

- Create a Disaster Management Plan for the island of Virgin Gorda

- Create an Evacuation Plan for the island of Virgin Gorda

3. SCOPE OF WORK

This Consultancy will require the engagement of a consultant with a background in Emergency Response, Disaster Management, Community Relations and Plan Development, with some experience in Project Management. The use of digital conversion methods of the layout and production of the template are expected.

The Consultant will be required to:

- a) Develop content for the Virgin Gorda Disaster Plan;
- b) Develop content for the Virgin Gorda Evacuation Plan;
- c) Provide appropriate formatting and simplified language that can be accessed and understood by a wide range of persons;
- d) Facilitate a local consultation with approved stakeholders to test and evaluate the Virgin Gorda Disaster Plan
- e) Facilitate a local consultation with approved stakeholders to test and evaluate the Virgin Gorda Evacuation Plan
- f) Finalize the Virgin Gorda Disaster Plan and the Virgin Gorda Evacuation Plan Health and prepare for handover to the DDM.

More specifically, the Consultant will:

- 3.1 Prepare an Inception Report with a Work Implementation Plan** that demonstrates a clear understanding of the assignment, detailing:
 - i. The Proposed Work Schedule with timelines and methodology;
 - ii. Proposed Budget; and
 - iii. List of material or resources required for the Consultancy.
- 3.2 Review and research relevant literature to support the development of suitable content** for the Virgin Gorda Evacuation Plan and the Virgin Gorda Disaster Plan
- 3.3 Prepare activities for inclusion** in the Virgin Gorda Evacuation Plan and the Virgin Gorda Disaster Plan **with guidance and input from relevant stakeholders**
- 3.4 Enhance and finalize the** Virgin Gorda Evacuation Plan and the Virgin Gorda Disaster Plan through a process that includes:

- i. Consultation with the DDM, the Sister Islands' Coordinator, the District Officer and stakeholders from within the National Disaster Organization, the Virgin Gorda community and the Private Sector;
- ii. Direct referencing to the National Disaster Management Plan and the Disaster Management Act 2003;
- iii. The selection of formatting that allow the Plans to accessed by a wide variety of media/technology;
- iv. Testing of the Plans using an Exercise or Exercises;
- v. Presentation of the final Plans to the DDM.

4. DELIVERABLES

- 4.1** Inception Report with Work Implementation Plan;
- 4.2** First Draft/Template of Plans;
- 4.3** Second Draft of Plans;
- 4.4** Report of meetings, exercises, significant events in the process, challenges, lessons learned;
- 4.5** Final Virgin Gorda Evacuation Plan and the Virgin Gorda Disaster Plan.

5. INPUTS OF THE DDM

The Department of Disaster Management will provide:

- i. Relevant literature or documentation that the Consultant may require;
- ii. Technical comments and feedback on the outputs of the Consultancy;
- iii. Logistical support for convening meetings;
- iv. General oversight in the roll out of the consultancy
- v. Relevant literature or documentation that the Consultant may require;
- vi. Technical comments and feedback on the outputs of the Consultancy;

6. CONSULTANT PROFILE

The Consultant should have the following skills:

Qualifications and Experience:

1. A minimum of ten (10) years of experience in Emergency Response/Disaster Management;
2. A minimum of five (5) years of experience in Community Relations.
3. A minimum of five (5) years of experience in Plan Development/Project Management, or a related field.

Knowledge and Skills:

1. Demonstrated knowledge and skills in the facilitation of stakeholder consultation;
2. Demonstrated analytical and research skills in the field of Disaster Management/Emergency Response;
3. Demonstrated knowledge of the National Disaster Management Plan and familiarity with the Virgin Islands Community in general;
4. Ability to manage assignments effectively – consistently ensuring timeliness and quality of work with minimum supervision;
5. Strong communication, documentation and presentation skills.

The Technical Proposal should indicate at minimum:

1. Proposed approach to be taken for the roll out of the consultancy;
2. Evidence of stakeholder participation in the development of the proposed documents;
3. Timelines and methodology;
4. Curriculum Vitae of consultant and for each member of the team (if a team approach is utilized).

Note: The financial proposal should have a detailed budget breakdown with man days for each team member identified.

7. INDICATIVE TIMEFRAME AND MAN DAYS

Health and Safety Plan Template for Businesses		# of Man-Days
1.	Inception Report	2
2.	First Draft/Template of Plans	2
3.	Consultations with Sister Islands Coordinator, District Officer, Stakeholders, DDM – Presentation of First Draft	10
4.	Second Draft of Plans	2
5.	Testing of Plans	2
6.	Presentation of Final Plans to DDM	1
7.	Presentation of Final Report	1
TOTAL MAN DAYS		20

Note: All other expenses are to be included in the financial report.

8. DURATION

The Consultancy is estimated to be no more than 20 working days in total and the successful candidate should be able to assume duties by Monday March 12th, 2012.

9. APPLICATION

Interested persons should submit a proposal based on the Terms of Reference outlined above complete with:

- i. Full Curriculum Vitae (with two professional references);
- ii. Proposed work schedule and description of approach/methodology for performing the assignment.
- iii. Demonstrated knowledge and skills in stakeholder participation techniques; as well as strong communication, documentation and presentation skills
- iv. A Technical Proposal should be submitted to include at minimum the proposed approach to be taken to roll out the consultancy, evidence of stakeholder participation of the proposed documents, timelines and Curriculum Vitae of the consultant and for each member of the team (if a team approach is utilized)

Note: Preference will be given to candidates based in the Virgin Islands.

Proposals should not exceed 15 pages in length (exclusive of CV and references) and must be provided no later than close of business day on February 27th, 2012. Further information may be obtained from **Mr. Zebalon McLean** (zmclean@gov.vg) at the Department of Disaster Management. Please send proposals to the address below:

Attention:

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