



**CDEMA**

*The Caribbean Disaster  
Emergency Management Agency*

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## TERMS OF REFERENCE:

### ENHANCED DISASTER MANAGEMENT VOLUNTEER PROGRAMME FOR THE VI: Development of National Disaster Management Volunteer Database

#### 1.0 INTRODUCTION

In 1996 the Caribbean Disaster Emergency Response Agency (CDERA) spearheaded the development of a Model Disaster Management Legislation for the Caribbean region. Stemming from this, the Virgin Islands adapted the 1996 Model to enact the Virgin Islands Disaster Management Act, 2003. In an attempt to integrate a comprehensive approach to disaster management in law, the Caribbean Disaster Emergency Management Agency (CDEMA) initiated a revision of the 1996 Model Disaster Management Legislation in 2010. The 2010 Model Legislation was presented at the "*National Consultation Meeting for the Adaptation of the Regional Model Disaster Management Legislation and Regulations*" held on 19<sup>th</sup> November, 2010. At this meeting, stakeholders provided comments on the 2010 Model Legislation and identified deficiencies in the Virgin Islands Disaster Management Act, 2003. These deficiencies included lack of provisions to address regulations for Hazard Inspectors; lack of a comprehensive reference to the National Multi-Hazard Alert System and the absence of coverage for locally registered and/or certified volunteers.

Clause 23(Volunteers) of the new Act allows for the DDM to establish and maintain a National Register of Volunteers. It also allow for screening, training and provision of identification for Volunteers. One of the most significant additions to the Act was the inclusion of protection for volunteers exercise the duties assigned to him or her under the Act in good faith. The Act states that they shall not be liable for injury to persons or loss to property caused as a result of carrying out those duties. In addition, the Act allows for policies of insurance to be maintained in respect of the injury or death of all volunteers on the national register. In order to ensure compliance with the new conditions defined in the Act the DDM is desirous of developing a National Volunteer Register of volunteers.

#### 2.0 OBJECTIVES OF THE CONSULTANCY

The objectives of this Consultancy are to:

- a. Develop a comprehensive system to allow for registration of all volunteers who wish to provide support to the National Disaster Management System in the Virgin Islands
- b. Design and implement a database for the National Volunteer Register that can be accessed via the DDM website at [www.bviddm.com](http://www.bviddm.com)

#### 3.0 SCOPE OF WORK

The Consultancy should involve, at minimum research, analysis, consultation and synthesis of existing legislation, accreditation requirements, and checklists. The following is required at minimum:

- 3.1 **Preparation of the Inception Report** - The Consultant/Firm is required to prepare an Inception Report that details the approaches/methodologies, timelines, risks, mitigation measures, assumptions, expected results and milestones associated with the Consultancy. The Inception Report should be informed by discussions with relevant staff at the DDM, other entities of the National Disaster Organisation, District Officers on the Sister Islands, and current volunteers that provide support the DDM.

- 3.2 **Develop a management system for advertising for, registering, sorting/categorizing, screening, identifying, training and mobilizing volunteers** that can provide support to the Territory's Disaster Management Programme and can contribute and be available to assist the other CDEMA Participating States, if necessary.
- 3.3 **Design and implement a database for a National Volunteer Register** that can be accessed by volunteers via the DDM website at [www.bviddm.com](http://www.bviddm.com). The database must also be linked to the regional volunteer database at the Caribbean Disaster Emergency Management Agency (CDEMA) Coordinating Unit. This database will not only allow for documenting persons interested in becoming volunteers but will serve to categorize them based on skill level and area of interest. The database should include tracking components to determine training re-certification, determining availability and providing notification to the DDM when individuals have registers and need to be screened. It is envisaged that the register can be used by other sectors/departments and agencies who may wish to call on the services of volunteers.
- 3.4 **Final Report on Consultancy** - Prepare a Final Report on the Consultancy which documents methodology used, the activities undertaken, challenges, results (planned and unplanned), lessons identified and recommendations to address those lessons.

#### 4.0 RESULTS AND DELIVERABLES

The Consultant/Firm will submit the following:

- ❖ Inception Report
- ❖ Volunteer Management System
- ❖ Population of database with information to be supplied by the DDM
- ❖ User Guide and Training for staff at DDM in the use of the Database
- ❖ National Volunteer Register Database with commitment to maintain it for a period of one year in the first instance
- ❖ Final Report on Consultancy which should show the methodology used, activities undertaken, successes, challenges, results (planned and unplanned), lessons identified and recommendations on how to address those lessons.

**NOTE:** timelines for submission of deliverables above will be agreed to and detailed in the final Inception Report.

#### 5.0 INDICATIVE TIMEFRAME AND MAN DAYS

ENHANCED DISASTER MANAGEMENT VOLUNTEER PROGRAMME FOR THE VI: Development of National Disaster Management Volunteer Database		# of Man-days
1.	*Inception Report	2
2.	Volunteer Management System Model	10
3.	National Volunteer Register Database	15
4.	*Final Report	3
<b>TOTAL NON-CONSECUTIVE MAN DAYS</b>		<b>30</b>

\* Administrative rates to be applied.

Note: All other expenses are to be included in the Financial Proposal such as communications, travel and DSA costs for Consultant(s)/Firm (if applicable).

## 5.0 INPUTS OF THE DEPARTMENT OF DISASTER MANAGEMENT

DDM shall provide the Consultant/Firm with:

- ❖ Comments on all products/reports of this Consultancy within ten (10) working days
- ❖ Guidance information on sourcing documents and/or resources as appropriate

## 7.0 EVALUATION CRITERIA

The Consultant/Firm should have the following skills:

### 7.1 Qualifications and Experience

1. Bachelor or Masters in Computer Science with a minimum of 5 years experience developing, administering and using databases

Professional certification in computer systems

### 7.2 Knowledge and Skills

1. In depth experience with database replication/backup/recovery
2. Experience with databases system analysis designs and technical strategies
3. Proficiency in troubleshooting techniques and detail-oriented problem diagnosis
4. Working knowledge of scripting tools such as Perl, Shell and PL/SQL, UNIX, MySQL and Oracle
5. Strong communication, documentation and presentation skills.
6. An intimate understanding of disaster management and how volunteers work within the system

### 7.3 The Technical Proposal should indicate at minimum:

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

**Note:** the Financial Proposal should have a detailed budget breakdown with man days for each team member identified.

**The Consultant may be an individual or firm/company preferably located within the Virgin Islands and should be able to assume duties by August 1, 2012. The duration of the Consultancy is scheduled to last a maximum of two (2) months.**

A Technical and Financial Proposal based on the Terms of Reference outlined above must be provided no later than close of business on **Monday, July 16th, 2012 by 4:30pm.**

The proposal must include full Curriculum Vitae for the consultant and each member of the consultancy team (if team approach is utilised). Further information may be obtained from Ms. Sharleen DaBreo (sdabreo@gov.vg) at the DDM.

Please send applications to the contact and address below:

Ms. Sharleen DaBreo,  
Director, Department of Disaster Management  
#3 Wailing Road, MacNamara, Tortola VG1110  
BRITISH VIRGIN ISLANDS  
E-Mail: [bviddm@surfbvi.com](mailto:bviddm@surfbvi.com)

Tel: 284 468 4200 Fax 284 494 2024