



CONSULTANCY SERVICES FOR UPDATE OF THE MODEL NATIONAL RECOVERY FRAMEWORK (MNRF) FOR CDEMA PARTICIPATING STATES

REQUEST FOR PROPOSALS

The Caribbean Disaster Emergency Management Agency (CDEMA) has received financing under the *Enabling Gender-Responsive Disaster Recovery, Climate and Environmental Resilience in the Caribbean (EnGenDER)* Project funded under the United Nations Development Programme. CDEMA intends to apply a portion of the proceeds of this financing to eligible payments under a contract for which this invitation is issued.

In 2015, the Ministerial Council of the Caribbean Disaster Emergency Management Agency (CDEMA) endorsed the Model National Recovery Framework (MNRF). This document provides guidance to CDEMA Participating States significantly impacted by disasters, in the transition from response to recovery and specifically on the options for governance arrangements to deliver effective recovery. The MNRF was accompanied by an Adaptation Guide which provided practical guidance to Participating States in adapting the model document to national realities.

The MNRF built upon the Model National Recovery Plan which was developed post Hurricane Lenny in 1999. The Model Plan was developed through a collaboration between the CDEMA Coordinating Unit (CU) and the United Nations Development Programme, and provided a set of operational guidelines for disaster recovery in the Caribbean.

This Consultancy to update the MNRF therefore seeks to harness the lessons in recovery emerging from recent events including Hurricanes Irma and Maria inclusive of strengthening the integration of gender within the document.

CDEMA now wishes to procure consultancy services for the **Update of the Model National Recovery Framework (MNRF) for CDEMA Participating States** and invites interested individual Consultants/Teams to submit Proposals indicating the qualifications and experience required to provide consultancy services for undertaking the update of the MNRF. The consultancy is expected to commence on September 23, 2019 and is scheduled to last for approximately nine (9) months;

In the assessment of submissions, consideration will be given to qualifications and experience on similar assignments.

All information must be submitted in English. CDEMA's policy requires that consultants provide professional, objective, and impartial advice and always hold its interest paramount, without any consideration for future work.

The Terms of Reference for the consultancy is in **Appendix 1**.



Requests for clarifications may be submitted in writing to procurementqueries@cdema.org between 09:00 and 16:00 hours Monday to Friday on or before **Wednesday, August 21, 2019**.

Electronic copies of the Technical and Financial proposal based on the Terms of Reference attached must be received at procurement@cdema.org no later than **16:00 hours on Friday, August 30, 2019**. The proposal must include full Curriculum Vitae for each member of the proposed team. Please address proposals to the address below:

**Attention: Update of the Model National Recovery Framework for
CDEMA Participating States**

Caribbean Disaster Emergency Management Agency
Resilience Way
Lower Estate
St. Michael
Barbados

E-mail: procurement@cdema.org

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.

CDEMA reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. CDEMA will not be bound to assign any reason for not engaging the services of any applicant and will not defray any costs incurred by any applicant in the preparation and submission of the Proposal.

TERMS OF REFERENCE

**UPDATE OF THE MODEL NATIONAL RECOVERY FRAMEWORK FOR CDEMA
PARTICIPATING STATES**

1.0. INTRODUCTION

- 1.1. Like other small island developing and low-lying states around the world, the countries in the Caribbean region are exposed to a variety of natural hazards, including drought, earthquakes, floods, hurricanes, landslides and volcanoes. The impact of these events reverses hard-won advances in social, economic, infrastructural and environmental development. In addition, the reoccurring nature of smaller events means that accumulated impacts can approach the magnitude of those from major disasters. In conjunction with this, the region is also experiencing threats of more intense extreme events as a result of the effects of global climate change and variability, and new and emerging threats, such as chemical releases, pandemics, terrorism, and cyber attacks.
- 1.2. Research and experiences around the world reveal that disasters highlight and compound existing structural inequalities in societies and socioeconomic vulnerabilities, including those that are related to gender and human rights. Whilst there have been advocacy and other initiatives by various organisations, there is still a space to expand the consideration of gender and human rights in climate change adaptation, and in disaster risk, recovery and response.
- 1.3. Women and men typically respond and react differently in the various phases of the disaster management cycle including recovery; and the groups with the least knowledge and capacity to take short-term measures to limit impacts from climate-related disasters are often the most affected. Understanding and addressing the gender implications of natural hazards and climate change allows disaster management and economic development professionals to develop effective disaster risk management and recovery policies and practices that enable communities and countries to build resilience. The availability of data disaggregated by sex, is critical to the formation of gender-sensitive policies and programmes. Within the Caribbean region, there is generally a paucity of such data, though the importance of this is widely recognised and agreed.
- 1.4. The impact of Hurricanes Irma and Maria in 2017 have underscored that it is incumbent on regional Governments and disaster management stakeholders to support effective disaster recovery planning, towards a rapid return to normalcy after the impact of an event.
- 1.5. The Enabling Gender-Responsive Disaster Recovery, Climate and Environmental Resilience in the Caribbean (EnGenDER) project seeks to further integrate gender equality and human-rights based approaches into disaster risk reduction (DRR),

climate change (CC) adaptation and environmental management frameworks and interventions and identify and address some of the gaps to ensure equal access to DRR and climate change and environment solutions for both men, women, boys and girls in nine Caribbean countries (Antigua and Barbuda, Belize, Dominica, Grenada, Guyana, Jamaica, Saint Lucia, St. Vincent and the Grenadines and Suriname).

- 1.6. The project will *inter alia* support the development and operationalisation of integrated, gender-responsive multi-hazard recovery frameworks at the national and regional levels through provision of technical assistance to national agencies and regional bodies with responsibility for recovery. This includes the Caribbean Resilient Recovery Facility (CRRF), a proposed regional mechanism envisaged with four key pillars: building national/regional capacity; improving recovery knowledge and information; addressing recovery financing; and providing innovative recovery solutions. The Caribbean Disaster Emergency Management Agency (CDEMA) will play a leading role in the delivery of these results.
- 1.7. CDEMA is the regional intergovernmental agency established by the Heads of Government of the Caribbean Community (CARICOM) with responsibility for disaster management. The Comprehensive Disaster Management Strategy (CDM) guides the work of the CDEMA System – The CDEMA Coordinating Unit, Participating States and CDM Partners. The Strategy is now in its third iteration of implementation, having been initially developed in 2001. The 2014-2024 Strategy was informed by findings from a review of the progress made on the Strategy 2007-2012 and utilizing broad-based stakeholder consultations, which lasted over one year. The goal of the CDM Strategy 2014-2024 is to realise “Safer, more resilient and sustainable CDEMA Participating States through Comprehensive Disaster Management.”
- 1.8. Gender considerations have been identified as one of the cross-cutting themes of the CDM Strategy to be integrated into all CDM programme areas in CDEMA Participating States. A Gender Working Group has been established under the CDM Coordination and Harmonization Council, providing technical advice and input into the Comprehensive Disaster Management Strategy 2014-2024.
- 1.9. In 2015, the Ministerial Council of the Caribbean Disaster Emergency Management Agency (CDEMA) endorsed the Model National Recovery Framework (MNRF). This document provides guidance to CDEMA Participating States significantly impacted by disasters in the transition from response to recovery and specifically on the options for governance arrangements to deliver effective recovery. The MNRF was accompanied by an Adaptation Guide which provided practical guidance to Participating States in adapting the model document to national realities.
- 1.10. The MNRF built upon the Model National Recovery Plan which was developed post Hurricane Lenny in 1999. The Model Plan was developed through a collaboration between the CDEMA Coordinating Unit (CU) and the United

Nations Development Programme, and provided a set of operational guidelines for disaster recovery in the Caribbean.

- 1.11. The unprecedented events of 2017 have underscored the need for proactive recovery planning and has revealed lessons on recovery gaps and provided further insight into recovery approaches.
- 1.12. Further, the MNRF recommends that the National Recovery Framework for each country be reviewed in the context of the disaster being addressed and that special consideration should be given to the gender-specific needs of those affected, but it does not provide guidance on how to ensure that recovery is gender responsive.
- 1.13. This Consultancy to update the MNRF therefore seeks to harness the lessons in recovery emerging from recent events including Hurricanes and Maria inclusive of strengthening the integration of gender within the document.

2.0 OBJECTIVES OF THE CONSULTANCY

The Specific Objectives are to:

Specifically, the Consultant will revise the MNRF as a guidance document to enhance gender-responsive resilient recovery approaches and solutions at the national level, including a monitoring and evaluation framework template and accountability mechanisms. Key deliverables will be to:

- 2.1 Strengthen the MNRF and Adaptation Guide through harnessing lessons from previous events including Hurricanes Irma and Maria;
- 2.2 In collaboration with the CDEMA Gender Specialist, enhance the gender considerations in Recovery within the document;
- 2.3 Develop a template and guidance for Monitoring, evaluation and reporting on the Model National Recovery Framework;
- 2.4 Develop a quick reference recovery checklist for CDEMA Participating States.

3.0 SCOPE OF WORK

- 3.1 Prepare an inception report;
- 3.2 Undertaken missions to a maximum of five (5) CDEMA Participating States;
- 3.3 Update the Model National Recovery Framework and Accompanying Adaptation Guide to reflect lessons in recovery from recent events and gender considerations;
- 3.4 Develop a Recovery Checklist for CDEMA Participating States;
- 3.5 Develop a template and guidance for Monitoring, evaluation and reporting on the Model National Recovery Framework;
- 3.6 Facilitate a one-day regional consultation on the Updated Model National Recovery Framework Documents;

- 3.7 Present the updated documents during the Recovery Session of the 11th Caribbean Conference on Comprehensive Disaster Management;
- 3.8 Adapt the Model National Recovery Framework in five (5) CDEMA Participating States and Orient National Representatives to the Recovery Checklist and template and guidance for monitoring, evaluation and reporting on the Model National Recovery Framework (one (1) day workshop in each PS).

4.0 RESULTS AND DELIVERABLES

- 4.1 Inception report;
- 4.2 Updated Model National Recovery Framework and Adaptation Guide;
- 4.3 Recovery Checklist for CDEMA Participating States;
- 4.4 A template and guidance for Monitoring, evaluation and reporting on the Model National Recovery Framework;
- 4.5 Regional Consultation Agenda and documentation;
- 4.6 Regional Consultation Report;
- 4.7 Model National Recovery Framework Adaptation Workshops - Agenda and documentation;
- 4.8 Five (5) national Model National Recovery Framework Adaptation Reports;
- 4.9 Adapted National Recovery Framework for five (5) CDEMA Participating States;
- 4.10 Final Consultancy Report.

5.0 LEVEL OF EFFORT

| Activities - MNRF | Man Day(s) |
|---|-------------------|
| i. Preparation of inception report (inc. inception meeting) | 3 |
| ii. Document Review | 3 |
| iii. Consultations with key stakeholders, country missions | 9 |
| iv. Update the Model National Recovery Framework and Adaptation Guide (draft and final) | 7 |
| v. Develop Draft Recovery Checklist (draft and final) | 2 |
| vi. Develop a template and guidance for Monitoring, evaluation and reporting on the Model National Recovery Framework (draft and final) | 3 |
| vii. Preparation for and Facilitation of the Regional Consultation | 3 |
| viii. Preparation of Report of Regional Consultation | 2 |
| ix. CDM Conference Presentation | 1 |
| x. Collaboration with Gender Specialist | 2 |

| | |
|---|-----------|
| SUB-TOTAL - MNRF | 35 |
| | |
| MNRF Adaptation | |
| i. Preparation for and facilitation of the National MNRF Adaptation Workshops | 10 |
| ii. Preparation of MNRF for 5 Participating States | 10 |
| iii. Preparation of Reports of National MNRF Adaptation Reports – five (5) | 10 |
| SUB_TOTAL MNRF ADAPTATION | 30 |
| | |
| iv. Preparation of Final Report of the consultancy (draft and final versions) | 2 |
| GRAND TOTAL | 67 |

6.0 INPUTS OF THE CDEMA COORDINATING UNIT

- 6.1 Provide technical comments and feedback on the outputs of the Consultancy;
- 6.2 Organize the inception meeting;
- 6.3 Undertake administrative and logistical arrangements for the Regional Consultation and National MNRF Adaptation Workshops.

7.0 CONSULTANT REQUIREMENTS

The Consultant/Consulting firm should demonstrate the following qualifications and competencies:

7.1 *Qualifications*

- 7.1.1 A Master's degree in Disaster Management; Economic Development or a related field.

7.2 *Professional Experience*

- 7.2.1 Minimum ten (10) years demonstrated working experience in Disaster Management;
- 7.2.2 Demonstrated experience in post-disaster recovery and reconstruction planning and implementation. Practical experience is preferred;
- 7.2.3 Proven experience in working in a participatory and consultative environment;
- 7.2.4 Analytical skills, particularly the ability to conduct research and prepare appropriate findings and conclusions;



- 7.2.5 Strong written and report writing skills;
- 7.2.6 Knowledge of disaster management, disaster recovery and climate change issues would be a distinct asset;
- 7.2.7 Experience as a facilitator with good presentation and listening skills.