CONSULTANCY FOR THE DEVELOPMENT OF THE NATIONAL COMPREHENSIVE DISASTER MANAGEMENT (CDM) POLICY FOR THE REPUBLIC OF TRINIDAD AND TOBAGO

REQUEST FOR EXPRESSIONS OF INTEREST

The Caribbean Disaster Emergency Management Agency (CDEMA) received financing from the European Union toward the cost of implementation of a project “11th EDF Natural Disaster Facility in the CARIFORUM “Caribbean Regional Indicative 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.

As a Participating State (PS) of CDEMA, The Republic of Trinidad and Tobago has adopted the Regional CDM Strategy and Framework 2014-2024 as the roadmap for safer, more resilient, and sustainable CDEMA PS through CDM. The CDM Strategy is aligned with the Sendai Framework for Disaster Risk Reduction (SFDRR) 2015-2030. In January 2020, the Government of the Republic of Trinidad and Tobago ratified the SFDRR. As a result, the ODPM, under the Ministry of National Security has been designated the operational and implementing agency for the SFDRR. Both the CDM Strategy and SFDRR prioritise strengthened governance arrangements such as policy and legislation for the advancement of CDM. The primary legislation governing disaster management in Trinidad and Tobago is the Disasters Measures Act Chapter 16:50 (Act 47 of 1978). Attempts to revise the Bill have not been finalised and these include the draft Disaster Preparedness and Response Bill 1998 and the 2014 Draft Comprehensive Disaster Management Bill (“2014 Draft”).

Considering the many advances to the approach of disaster risk management, regionally and internationally, the ODPM has restarted the process of reviewing policy and law, to update and revise the 2014 Draft and to develop a National CDM Policy. To this end, a National Technical Review Committee has been formed to guide the Policy and Legislation development process. As it relates to the Policy, this Committee will provide oversight to the formulation of the policy and ensure that extensive consultation and adequate consensus-building is followed during the process. Several National Policies have been drafted for the disaster management system in Trinidad & Tobago, which include the CDM Policy Framework, Critical Infrastructure (CI) Policy Framework, Hazard Mitigation Policy, National Relief Policy, Shelter Management Policy, and the Volunteer Policy.

CDEMA is supporting the Government of the Republic of Trinidad and Tobago in reducing its vulnerability to disaster risks. This is towards the goal of sustainable development. At activity 1.4 of the project, Capacity building for monitoring, evaluation and reporting and advancing CDM Blueprint at the national level, CDEMA is assisting the Trinidad and Tobago Office of Disaster Preparedness and Management (ODPM) with the development of a National Comprehensive Disaster Management (CDM) Policy. This work is being done in collaboration with partners including the United Nations Office for Disaster Risk Reduction (UNDRR). The Policy is one component of the Blueprint for advancing national implementation of CDM.
This Consultancy for the Development of the National Comprehensive Disaster Management (CDM) Policy for the Republic of Trinidad and Tobago seeks to complete the development of the national CDM CWP for the Republic of Trinidad and Tobago.

CDEMA now invites interested eligible individual consultants to submit Expressions of Interest indicating qualifications and experience required to provide these consultancy services. The consultancy is expected to commence in the first quarter of 2021 with an expected duration of thirty-five (35) days over a three (3) month period.

Eligible countries are outlined in Appendix 1 below.

The Terms of Reference for the consultancy is in Appendix 2.

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.

Requests for clarifications may be submitted in writing to procurement@cdema.org between 09:00 and 16:00 hours Monday to Friday on or before 12th February 2021.

Electronic copies of Expressions of Interest based on the Terms of Reference must be received at procurement@cdema.org no later than 19th February 2021. Please address Expressions of Interest to the address below:

Attention: Consultancy for the Development of the National Comprehensive Disaster Management (CDM) Policy for the Republic of Trinidad and Tobago
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.

1 Consultants shall be eligible to participate if the persons are citizens or bona fide residents of an eligible country; and
Appendix 1

EUROPEAN UNION ELIGIBILITY RULES
AFRICAN CARIBBEAN PACIFIC – EUROPEAN UNION
NATURAL DISASTER RISK MANAGEMENT

PARTICIPATION IN PROCEDURES FOR THE AWARDING OF
PROCUREMENT CONTRACTS OR GRANT CONTRACTS

1. Participation in procedures for the award of procurement contracts financed under the EU Contribution Agreement for the Implementation for the Action entitled: “Africa Caribbean Pacific – European Natural Disaster Risk Management in CARIFORUM Countries” (ACP – EU NDRM)”, is open to international organisations and all-natural persons who are nationals of, or legal persons who are established in, an eligible country.

2. Eligible countries¹ are deemed to be:

   (a) Members of the “African, Caribbean and Pacific (ACP) Group of States”²:

   **Africa:**


¹ Note some countries may be eligible by virtue of more than one category


³ Natural and legal South African persons are eligible to participate in contracts financed by the 10th/11th EDF. However, the 10th/11th EDF does not finance contracts in South Africa.

**Caribbean:**

Antigua and Barbuda, Bahamas, Barbados, Belize, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago.
Pacific:
Cook Islands, East Timor, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, the Solomon Islands, Western Samoa, Tonga, Tuvalu, Vanuatu.

Overseas Countries and Territories:
Anguilla, Antarctic, Netherlands Antilles, Aruba, British Indian Ocean Territory, British Virgin Islands, Cayman Islands, Falkland Islands (Malvinas), French Polynesia, French Southern Territories, Greenland, Mayotte, Montserrat, New Caledonia, Pitcairn, Saint Helena, Saint Pierre and Miquelon, South Georgia and South Sandwich Islands, Turks and Caicos, Wallis and Futuna Islands.

(b) A Member State of the European Union:
Austria, Belgium, Bulgaria, Croatia, Czech Republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

An official candidate country of the European Union:
The Former Yugoslav Republic of Macedonia, Turkey, Iceland, Montenegro.

A Member State of the European Economic Area: Iceland, Lichtenstein, Norway.

(c) All-natural persons who are nationals of, or legal persons who are established in, a Least Developed Country as defined by the United Nations:

(d) Participation in procedures for the award of procurement contracts or grants financed from the Facility shall be open to all-natural persons who are nationals of, or legal persons established in, any country other than those referred to in paragraph 1, where reciprocal access to external assistance has been established. Reciprocal access in the Least Developed Countries as defined by the United Nations (UN) shall be automatically granted to the OECD/DAC members: Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Japan, Korea, Luxembourg, Netherlands, New Zealand, Norway, Portugal, Spain, Sweden, Switzerland, United Kingdom, United States.

Caveat: The EU eligibility requirements are subject to change by the EU. The applicant is responsible for checking whether there have been any updates on the eligibility requirements, as well as the UN’s list of Least Developed Countries.
Appendix 2

Terms of Reference

Development of the National Comprehensive Disaster Management (CDM) Policy for the Republic of Trinidad and Tobago

Under the “Building the Resilience of the CARIFORUM States to Disaster Risks and Climate Change Impacts” project, which is financed by the European Development Fund (11th), CDEMA is supporting the Government of the Republic of Trinidad and Tobago in reducing its vulnerability to disaster risks. This is towards the goal of sustainable development. At activity 1.4 of the project, Capacity building for monitoring, evaluation and reporting and advancing CDM Blueprint at the national level, CDEMA is assisting the Trinidad and Tobago Office of Disaster Preparedness and Management (ODPM) with the development of a National Comprehensive Disaster Management (CDM) Policy. This work is being done in collaboration with partners including the United Nations Office for Disaster Risk Reduction (UNDRR). The Policy is one component of the Blueprint for advancing national implementation of CDM. Consultancy services are being sought to assist the ODPM in the development of the National CDM policy.

1. Introduction

1.1. Country overview

The republic of Trinidad and Tobago covers an area of approximately 5128 square kilometres and has two main islands (Trinidad comprising 93.0% of the country's total area and Tobago with 5.8% of the total), with several smaller prominent landforms. In terms of its 1.3 million people, there is a highly diverse mix of races with significant representation of East Indians, Africans and a Mixed-race, with smaller groups such as Chinese, Portuguese, Caucasian, and indigenous people. The islands also feature terrestrial and marine ecosystems including coastal, forest, freshwater, and has a tropical climate with a wet and dry season dominated by the northeast trade winds. The country is known for its oil and gas reserves, which have been responsible for the country’s economic development. The Twin Republic is also largely supported by the manufacturing industries, services and to a lesser extent agriculture. Trinidad and Tobago has relatively strong institutions, a stable political environment (Artana et al. 2007) and an estimated GDP of US$24.1 billion (World Bank 2019). In 2018 the UN ranked the country at the high human development category based on the HDI. Internationally, the country was ranked 73 out of 160 countries in the 2017 Gender Inequality index (but was #67 in 2015).

2 Based on the report Preliminary Vulnerability and Risk Assessment of Trinidad and Tobago (ODPM, 2014).
1.2. Disaster overview

All of the 14 municipalities of Trinidad in addition to its sister island Tobago are susceptible to a variety of natural and anthropogenic hazards, which can be grouped into the following categories: Seismic, Hydro-Meteorological, Biological, Industrial Technological, Social Organizational, and Environmental. Earthquakes, flooding, and tropical cyclones are the top three hazards. Situated outside the Atlantic Hurricane Belt, the islands have mostly escaped major impacts of tropical cyclones. The frequency and intensity of flooding and high winds have been increasing over the last several years and some have resulted in loss of life and damages estimated at USD$33 million. With respect to seismic hazards, the largest earthquake on record directly impacting Trinidad and Tobago took place in 1766, and since then there have been eight (8) events of magnitude 6.0 or greater between 1899 and 1952 occurring within 250 km of Trinidad and Tobago. The low frequency of high magnitude earthquakes does not indicate a low frequency of occurrence across the board, as an earthquake may be felt as often as once per month. Corresponding tsunamis events while a low probability event for Trinidad and Tobago, remain a high impact hazard.

1.3. Steps taken by the Government to develop national CDM Policy

As a Participating State (PS) of CDEMA, The Republic of Trinidad and Tobago has adopted the Regional CDM Strategy and Framework 2014-2024 as the roadmap for safer, more resilient, and sustainable CDEMA PS through CDM. The CDM Strategy is aligned with the Sendai Framework for Disaster Risk Reduction (SFDRR) 2015-2030. In January 2020, the Government of the Republic of Trinidad and Tobago ratified the SFDRR. As a result, the ODPM, under the Ministry of National Security has been designated the operational and implementing agency for the SFDRR. Both the CDM Strategy and SFDRR prioritise strengthened governance arrangements such as policy and legislation for the advancement of CDM. The primary legislation governing disaster management in Trinidad and Tobago is the Disasters Measures Act Chapter 16:50 (Act 47 of 1978). Attempts to revise the Bill have not been finalised and these include the draft Disaster Preparedness and Response Bill 1998 and the 2014 Draft Comprehensive Disaster Management Bill (“2014 Draft”).

Considering the many advances to the approach of disaster risk management, regionally and internationally, the ODPM has restarted the process of reviewing policy and law, to update and revise the 2014 Draft and to develop a National CDM Policy. To this end, a National Technical Review Committee has been formed to guide the Policy and Legislation development process. As it relates to the Policy, this Committee will provide oversight to the formulation of the policy and ensure that extensive consultation and adequate consensus-building is followed during the process. Several National Policies have been drafted for the disaster management system in Trinidad & Tobago, which include the CDM Policy Framework, Critical Infrastructure (CI) Policy Framework, and the ODPM has been designated the operational and implementing agency for the SFDRR.

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Framework, Hazard Mitigation Policy, National Relief Policy, Shelter Management Policy, and the Volunteer Policy. A National CDM Policy will provide the long-term strategic direction for the elaboration and integration of the key components and principles of CDM into national strategies, legislation, regulations, plans, and programmes and it will be the basis for the new Legislation. The Policy is being developed in two phases. In the first phase with the financial support of the UNDRR, a Policy Directions paper is being prepared to inform the development of the Policy. This paper outlines the problems, issues, and needs which must be addressed in the Policy. This consultancy will undertake- the final phase- development of the National CDM Policy.

2. Objectives of The Consultancy
To provide technical assistance to the ODPM in the development of the National CDM Policy guided by the model national CDM Policy developed by CDEMA, the Policy Directions Paper (from phase 1) and highly participatory processes.

3. Scope of Work
The Consultant is required to undertake the following:

  3.1. Preparation of the Inception Report

3.1.1. Participate in an inception meeting with ODPM, the CDEMA CU, the National Technical Review Committee and other stakeholders to agree on the roll-out of the consultancy.

3.1.2. Prepare an inception report based on agreements at 3.1.1 that details the approaches/methodologies, timelines, risks, mitigation measures, assumptions, expected results, and milestones associated with the consultancy.

3.1.3. The approaches/ methodologies should be informed by, but are not limited to a review of the following documents:

- The 6-Step policy development process articulated in the model national CDM Policy and adaptation guide.
- The Results Based Management Approach
- The Regional CDM Strategy and Framework 2014-2024
- The Trinidad and Tobago CDM Policy Directions Paper from Phase 1 which identifies the country needs and the direction of the CDM Policy.

3.1.4. Submit the Inception Report to ODPM, the National Technical Review Committee and the CDEMA CU for approval and finalise based on the feedback received.

3.2. Development of National CDM Policy

3.2.1. Develop the National CDM Policy in line with the agreed approach at 3.1 and in accordance with the model national CDM Policy and adaptation guide; and the Trinidad and Tobago CDM Policy Directions Paper.

3.2.2. Undertake consultations with key stakeholders/gather data to elaborate the National CDM Policy and to validate the findings of the Policy Directions Paper.
3.2.3. Prepare a draft national CDM Policy informed by 3.2.1, and 3.2.2.

3.2.4. Submit the Draft National CDM Policy to ODPM, the National Technical Review Committee and the CDEMA CU for approval.

3.2.5. Deliver a virtual presentation on the Draft National CDM Policy to the National Technical Review Committee and finalise the working draft based on the feedback received at 3.2.4.

3.3. Stakeholder Consultation for the finalisation of the national CDM Policy

3.3.1. In close collaboration with the National Technical Review Committee prepare an agenda and associated documentation for a two-day Stakeholder Consultation at which the draft national CDM Policy will be finalised. The stakeholder consultation will focus on finalisation of the draft national CDM Policy.

3.3.2. Facilitate the stakeholder consultation at a date and place to be determined by the ODPM.

3.3.3. Prepare a Stakeholder Consultation Report.

3.3.4. Submit the Consultation Report to ODPM, the National Technical Review Committee and the CDEMA CU for approval and finalise based on the feedback received.

3.4. Finalisation of documents

3.4.1. Finalise the draft CDM Policy, guided by the stakeholder consultation at 3.3.4.

3.4.2. Submit the Final CDM Policy to ODPM, the National Technical Review Committee and the CDEMA CU for approval and finalise based on the feedback received.

3.5. Preparation of the final report for the consultancy

3.5.1. Prepare a final report for the consultancy which should present the activities that were undertaken, results achieved (planned and unplanned), challenges, lessons learned and recommendations. All relevant annexes should be included such as the Final CDM Policy.

3.5.2. Submit the Final Report to ODPM, the National Technical Review Committee and the CDEMA CU for approval and finalise based on the feedback received.

3.6. Participate in remote work meetings scheduled with ODPM, National Technical Review Committee, the CDEMA CU, and other stakeholders as necessary, to regularly report on the progress in the development of the different products and to receive technical and strategic guidance, to guarantee the quality of the deliverables.

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5 Strong consideration should be given to convene consultations as far as possible online or virtually given the present COVID-19 pandemic.
4. Results and Deliverables
The Consultant will submit to ODPM, National Technical Review Committee, and the CDEMA CU the following deliverables for approval:

4.1. Inception report at 3.1 within two (2) weeks of contract signature. The Inception Report should indicate at a minimum:

- Proposed clear and logical methodological approach to be taken for the rollout of the consultancy.
- Evidence of stakeholder participation in the development of the document.
- Timelines.

4.2. Draft National CDM Policy at 3.2 within seven (7) weeks of contract signature

4.3. Agenda and associated documentation at 3.3. three (3) weeks in advance of the two-day Stakeholder Consultation.

4.4. Stakeholder Consultation Report at 3.3. within two (2) weeks of the national consultation at 3.3.a

4.5. Final Draft National CDM Policy within four (4) weeks of the national consultation at 3.3.

4.6. Final Report of the consultancy at 3.5 to be submitted two weeks after the acceptance of the final CDM Policy at 3.4.

5. Inputs of the ODPM
(a) Provide timely constructive feedback on all products/reports of this consultancy.
(b) Disseminate products/reports of the consultancy for feedback to the National Technical Review Committee and other stakeholders.
(c) Collate feedback from the National Technical Review Committee.
(d) Convene the National Technical Review Committee.
(e) Provide relevant CDM related policies, strategies, and plans.
(f) Provide guidance information on sourcing documents and/or resource persons as appropriate.
(g) Organise the stakeholder consultations.

6. Inputs of the Technical Review Committee
(a) Reviewing and providing feedback on the draft DRRM/CDM Policy.
(b) Reviewing stakeholders’ contributions that will develop the content of the draft DRRM Policy.
(c) Presenting and applying International Best Practices and Benchmarking tools in Disaster Risk Management to T&T’s DRRM framework.
(d) Providing on-going technical support in the development of the draft DRRM Policy.
(e) Facilitating peer to peer exchanges with other jurisdictions engaged in a similar process.
(f) Supporting and facilitating necessary meetings, interviews, and access to key documents.
(g) Developing a Communication/Advocacy Strategy and roadmap for adoption of the draft DRRM Policy.
(h) Responding to any considerations given by the Minister of National Security and Cabinet on the proposed draft DRRM Policy.
7. Inputs of the CDEMA CU
   (a) Provide technical support to the local consultant.
   (b) Provide technical guidance for national-level consultations and feedback on consultant products.
   (c) Assist with the convening of the national consultations.
   (d) Guide the ODPM with the implementation of the Policy development process.

8. Consultant Requirements
   The Consultant will have the following skills:

   8.1 Qualifications and Experience
      (a) Master’s Degree in International Development and/or Policy Analysis/Development or a related field.
      (b) A minimum of five (5) years of experience in Policy and Strategy Development.
      (c) A minimum of three (3) years of experience in the development and review of strategic planning in the Caribbean region.
      (d) A minimum of five (5) years of experience in Disaster and Environmental Management.
      (e) Experience in working at the policy level of the public service in the Caribbean region is an asset.

   8.2 Knowledge and Skills
      (a) A good understanding of government operations and key stakeholders in Trinidad and Tobago.
      (b) Demonstrated knowledge and skills in stakeholder participation techniques, and facilitation of workshops with persons at decision-making levels.
      (c) Demonstrated analytical and research skills in the field of policy and strategy development, and implementation/management.
      (d) Strong communication, documentation, and presentation skills.
      (e) Demonstrated knowledge of the Enhanced CDM Strategy is a distinct asset.

9. Duration, Location, and Travel
   (a) The duration of the consultancy is 35 days over a three (3) month period.
   (b) The location of the assignment is Trinidad and Tobago.
   (c) If the selected consultant is not a current resident of Trinidad and Tobago, the assignment will include virtual interactions as required under the task assigned.

10. Expected Start Date

    The Consultant is expected to be available to start the work by 1st quarter 2021