



CONSULTANCY TO DEVELOP GUIDELINES FOR RECOVERY FROM PANDEMICS

REQUEST FOR EXPRESSIONS OF INTEREST

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 to support the development and operationalisation of integrated, gender-responsive multi-hazard recovery frameworks at the national and regional levels. CDEMA intends to apply a portion of the proceeds of this financing to eligible payments under a contract for which this invitation is issued.

The ongoing COVID-19 pandemic has created major socio-economic stress for the Caribbean region and the continued impact on economies are expected to have significant implications for the vulnerable groups including exacerbated risks of social inequalities and gaps. These challenges call for innovation in building resilience to not just build back better but also to bounce forward and seize opportunities to develop measures for more resilient, inclusive and sustainable economies.

According to the World Health Organisation (WHO), pandemics tend to occur in a series of two or three waves of national and international spread. Thus, pandemic recovery actions must also be balanced by preparedness activities to get ready for potential follow-on waves. Further, recovery from a pandemic will require an all-of-society collaboration between government, businesses, community organizations and the public. Managing these temporal and multi-actor arrangements is a key feature to be considered in the Recovery arrangements.

This Consultancy to Develop Guidelines for Recovery from Pandemics for CDEMA Participating States, seeks to review the available toolkits for dealing with pandemics and Develop guidelines detailing the actions to be taken to recover from pandemics which considers managing preparedness and response for potential pandemic waves and also recognises the duration of the hazard impact

CDEMA now wishes to procure consultancy services to **Develop Guidelines for Recovery from Pandemics for CDEMA Participating States** and invites interested eligible **Individual Consultants** to submit Expressions of Interest indicating the 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 (30) professional days over a period of five (5) 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 at **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 **23rd October, 2020**.

Electronic copies of Expressions of Interest based on the Terms of Reference must be received at procurement@cdema.org no later than **30th October 2020**. Please address Expressions of Interest to the address below:

Attention: Consultancy to Develop Guidelines for Recovery from Pandemics

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

CONSULTANCY TO DEVELOP GUIDELINES FOR RECOVERY FROM PANDEMICS

1.0. INTRODUCTION

- 1.1. The 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).
- 1.2. The Caribbean Disaster Emergency Management Agency (CDEMA) is the regional intergovernmental agency established by the Heads of Government of the Caribbean Community (CARICOM) with responsibility for disaster management. The work of the CDEMA System is guided by the Comprehensive Disaster Management Strategy (CDM) 2014-2024 with a goal of “Safer, more resilient and sustainable CDEMA Participating States through Comprehensive Disaster Management.”
- 1.3. 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 to support the development and operationalisation of integrated, gender-responsive multi-hazard recovery frameworks at the national and regional levels.
- 1.4. As part of the project, a review of recovery approaches in the region is being undertaken to identify gaps and help strengthen recovery approaches. This also includes recovery experiences in relation to pandemics.
- 1.5. The ongoing COVID-19 pandemic has created major socio-economic stress for the Caribbean region and the continued impact on economies are expected to have significant implications for the vulnerable groups including exacerbated risks of social inequalities and gaps. These challenges call for innovation in building resilience to not just build back better but also to bounce forward and seize opportunities to develop measures for more resilient, inclusive and sustainable economies.
- 1.6. According to the World Health Organisation (WHO), pandemics tend to occur in a series of two or three waves of national and international spread. Thus, pandemic recovery actions must also be balanced by preparedness activities to get ready for potential follow-on waves. Further, recovery from a pandemic will require an all-of-society collaboration between government, businesses, community organizations and the public. Managing these temporal and multi-actor arrangements is a key feature to be considered in the Recovery arrangements.

- 1.7. This consultancy is to Develop Guidelines for Recovery from Pandemics for CDEMA Participating States.

2.0 OBJECTIVES OF THE CONSULTANCY

The Specific Objectives are to:

Specifically, the Consultant will develop Guidelines for Recovery from Pandemics. Key deliverables include:

- 2.1 Review of available toolkits for dealing with pandemics.
- 2.2 Development of guidelines detailing the actions to be taken to recover from pandemics which considers managing preparedness and response for potential pandemic waves and also recognises the duration of the hazard impact.

3.0 SCOPE OF WORK

- 3.1 Engage in an inception meeting with CDEMA to discuss objectives, methodology, activities, expected outputs and on any issues related to the execution of the assignment that require clarification.
- 3.2 Prepare and submit an inception report, based on the clarifications provided at the inception meeting, inclusive of methodology, a detailed work plan with timelines for completing the consultancy.
- 3.3 Conduct a review of key documents and reports in relation to the assignment including the draft Model National Recovery Framework.
- 3.4 Consult with key stakeholders in CDEMA CU, Regional Agencies and Participating States as necessary.
- 3.5 Draft action-oriented guidelines detailing objectives and the actions to be taken during the recovery stage of pandemic. The Guidelines should:
 - i. Be a user-friendly practical tool to be used in pandemic recovery phases by national and regional authorities.
 - ii. Be presented by sectors and administrative levels (community, national, regional etc.).
 - iii. Be aligned with international and regional standards, principles and good practices adapted to the Caribbean context.
 - iv. Reflect processes and practices on disaster recovery as experienced or demonstrated by countries in the region.
 - v. Include ways and means to translate the gains of resilient recovery into longer-term risk reduction and resilient development.
 - vi. Integrate considerations to avoid recovery interventions exacerbating local tensions, mechanisms, etc..

- vii. Integrate considerations related to gender equality and inclusion of vulnerable groups or communities.
 - viii. Provide guidance on managing the recovery in light of the potential for managing preparedness and response for potential waves and also recognizing the duration of the hazard impact.
- 3.6 Present draft guidelines to key stakeholders at a consultation.
 - 3.7 Finalise guidelines detailing objectives and the actions to be taken during the recovery stage of a pandemic based on comments from CDEMA CU and other key stakeholders.
 - 3.8 Submit Final Report of consultancy describing achievements including problems encountered and recommendations.

4.0 RESULTS AND DELIVERABLES

- 4.1 Inception Report.
- 4.2 An outline for the Guidelines for Recovery from Pandemics for CDEMA Participating States for approval by the CDEMA Coordinating Unit
- 4.3 A complete draft Guidelines for Recovery from Pandemics for CDEMA Participating States for approval by the CDEMA Coordinating Unit, detailing objectives and actions to be taken.
- 4.4 A finalised version of the above, based on CDEMA’s feedback.
- 4.5 A short PowerPoint presentation summarizing the guidelines by themes (sectors and administrative levels).

5.0 LEVEL OF EFFORT

It is anticipated that the consulting services will require a maximum of 30 professional days over a five (5) month period as detailed below:

Activities	Man Day(s)
i. Inception Report (including inception meeting)	3
ii. Document review	5
iii. Outline of Guidelines for Recovery from Pandemics for CDEMA Participating States	2
iv. Draft Guidelines for Recovery from Pandemics for CDEMA Participating States	5
v. Final Guidelines for Recovery from Pandemics for CDEMA Participating States	3
vi. PowerPoint of Guidelines for Recovery from Pandemics for CDEMA Participating States	2
vii. Preparation of Final Report of the consultancy (draft and final versions)	2

GRAND TOTAL	30
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6.0 INPUTS OF THE CDEMA COORDINATING UNIT

- 6.1 Provide access to relevant information, which it has at its disposal as required by this assignment.
- 6.2 Facilitate/organize briefing with relevant stakeholders including CDEMA CU staff.
- 6.3 Provide technical comments and feedback on the outputs of the Consultancy.

7.0 CONSULTANT REQUIREMENTS

The Consultant should demonstrate the following qualifications and competencies:

7.1 *Qualifications and Skills*

- 7.1.1 A Master's degree in Development Studies, Public Health, Disaster Management, Economics or a related field.
- 7.1.2 Analytical skills, particularly the ability to conduct research and prepare appropriate findings and conclusions.
- 7.1.3 Knowledge of the economic, social and political development realities in the CDEMA Participating States.
- 7.1.4 Excellent written and oral communication skills in English.

7.2 *Professional Experience*

- 7.2.1 Minimum 10 years' experience Disaster Management. Experience in recovery coordination, planning and implementation of recovery programmes is preferred.
- 7.2.2 Experience in working on health emergencies such as in conjunction with other relevant experience described above, is desirable.
- 7.2.3 Proven experience in working in a participatory and consultative environment.
- 7.2.4 Knowledge of disaster management, disaster recovery and climate change issues would be a distinct asset.
- 7.2.5 Experience as a facilitator with good presentation and listening skills.
- 7.2.6 Practical experience in the Caribbean.