



TERMS OF REFERENCE

DEVELOPMENT OF A HEALTH AND SAFETY PLAN TEMPLATE SFOR BUSINESSES

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 both the Public and Private Sectors; and increasing and enhancing Private Sector Continuity/ Recovery Planning and Disaster Risk Management. This is in keeping with three of the DDM's 13 major functions, which promote having Plans. These three functions are Hazard Identification & Risk Assessment, Hazard Mitigation, and Planning.

In order to achieve the above stated objectives, Plans should exist to address all sectors. Thus, Health and Safety Plans for businesses are long overdue. In the pursuit of gainful employment, people should not have to contend with matters that may compromise their overall wellbeing. These Plans should therefore reflect the relevant sections of the national CDM Strategy and be in compliance with the Virgin Islands Labour Code.

2. OBJECTIVES OF CONSULTANCY

The objectives of this consultancy are to:

- Create a template document that businesses can use to develop their own Health and Safety Plan
- Create this document in compliance with the relevant aspects of the VI CDM Strategy 2009-2013 and the Virgin Islands Labour Code

3. SCOPE OF WORK

This Consultancy will require the engagement of a consultant with a background in Disaster Management, Business Management and Plan Development/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 Health and Safety Plan Template for Businesses;
- b) Provide appropriate formatting and simplified language that can be accessed and understood by a wide range of persons;
- c) Provide an easy to follow layout of the Template for business people;
- d) Facilitate a local consultation with approved stakeholders to test and evaluate the Health and Safety Plan Template for Businesses; and
- e) Finalize the Health and Safety Plan Template for Businesses 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 Health and Safety Plan Template for Businesses
- 3.3 Prepare activities for inclusion** in the Health and Safety Plan Template for businesses **with guidance and input from relevant stakeholders**
- 3.4 Enhance and finalize the Health and Safety Plan Template for Businesses** through a process that includes:
 - i. Consultation with the DDM, the Ministry of Natural Resources and Labour, the Labour Department, Department of Human Resources and stakeholders from both the Public and the Private Sector;
 - ii. Direct referencing to the Labour Code, *Section IX: Health, Safety and Welfare*
 - iii. The selection of formatting that allows the template to be processed and accessed by a wide variety of media/technology;

- iv. Testing of the template using an Exercise/discussion/debate that challenges/examines the versatility of the template by introducing a wide variety of possible approaches and clients
- v. Presentation of the Final Template for Businesses;

4. DELIVERABLES

- 4.1** Inception Report with Work Implementation Plan
- 4.2** Pre-final Draft for testing;
- 4.3** Comments coming out of the discussion designed to test the Template;
- 4.4** Final Health and Safety Plan Template for Businesses;

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 Business Management or a related field.
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 Virgin Islands Labour Code and local labour procedures 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.	Research – Stakeholder Consultations	2
3.	Content, Layout, Design of Template	12
4.	Consultations with DDM – Presentation of First Draft	2
5.	Presentation of Final Report and Completed, Approved Template	2
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 February 15th, 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 10th, 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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