

**Support to the Advancement of Comprehensive Disaster Management (CDM) in the CDEMA Participating States Project**

**CONSULTANCY SERVICES FOR REVIEWING, UPDATING AND DELIVERING TRAINING IN THE CODE OF PRACTICE FOR CONSTRUCTION OF HOUSES: AN INSTRUCTION MANUAL FOR FOREMEN AND EXPERIENCED ARTISANS WITH AN ACCOMPANYING CARIBBEAN VOCATIONAL QUALIFICATION**

**REQUEST FOR EXPRESSIONS OF INTEREST**

The Caribbean Disaster Emergency Management Agency (CDEMA) has received financing from the Government of Norway to implement the project under the *Support to the Advancement of Comprehensive Disaster Management (CDM) in the CDEMA Participating States*. CDEMA intends to apply a portion of the proceeds of this financing to eligible payments under a contract for which this invitation is issued.

CDEMA has partnered with the CARICOM Regional Organisation for Standards and Quality (CROSQ) to execute Outcome 4, *'The Safer Building Training Programme is Advanced in CDEMA Participating States (PS)'*. This programme targets experienced foremen and contractors in the informal building sector to enhance their knowledge of safer building and encourage them to utilise these approaches. It consists of delivery of training using a Curriculum, Trainer's Manual and Student's Manual based off of the new and updated Code of Practice Standard that will be developed.

CDEMA now wishes to procure consultancy services for the **Reviewing, Updating and Delivering Training in the Code of Practice for Construction of Houses: An Instruction Manual for Foremen and Experienced Artisans with an accompanying Caribbean Vocational Qualification**.

The objective of the Consultancy is to review and revise the COP and achieve regional acceptance for this review through the CROSQ recognised standards development mechanism. The Consultant will also support six CDEMA PS in delivering training utilising the updated COP (See Appendix 1 for additional information). The duration of the assignment is expected to be for a period of one hundred fifty-five (155) days over a sixteen (16) month period).

CDEMA now invites interested eligible **consulting firms** to submit Expressions of Interest for the provision of these consultancy services. Interested consultants should provide information demonstrating that they have the required qualifications and relevant experience in keeping with Section 6 of the Terms of Reference. In the assessment of submissions, consideration will be given

to technical competence, qualifications and experience, local and regional experience on similar assignments, financial capability and existing commitments.

**Key Experts will not be evaluated at the shortlisting stage.**

Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

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](mailto:procurement@cdema.org) on or before *29<sup>th</sup> April 2021*. **Please note that there will be an information session on 4<sup>th</sup> May 2021 EST at 2:00p.m.**

Electronic copies of Expressions of Interest based on the Terms of Reference must be received at [procurement@cdema.org](mailto:procurement@cdema.org) no later than **10<sup>th</sup> May 2021**. Please address Expressions of Interest to the address below:

**Attention: Consultancy Services for Reviewing, Updating and Delivering Training in the Code of Practice for Construction of Houses: An Instruction Manual for Foremen and Experienced Artisans with an accompanying Caribbean Vocational Qualification**

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

**E-mail: [procurement@cdema.org](mailto:procurement@cdema.org)**

The selection method shall be Quality Cost Based Selection (QCBS). Following the assessment of submissions, a short-list of not less than three (3) and not more than six (6) applicants will be provided with full terms of reference and invited to submit technical and financial proposals to undertake the assignment.

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 selecting any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.

## **Appendix 1**

### **TERMS OF REFERENCE**

#### **Reviewing, Updating and Delivering Training in the Code of Practice for Construction of Houses: An Instruction Manual for Foremen and Experienced Artisans with an accompanying Caribbean Vocational Qualification**

#### **1. BACKGROUND**

The Caribbean Disaster Emergency Management Agency (CDEMA) has received financing from the Government of Norway to implement the project, *Support to the Advancement of Comprehensive Disaster Management (CDM) in the CDEMA Participating States* over the period December 2019 to November 2022. The goal of this thirty-five-month long project is *CDM implementation advanced at the national [level] and community level in the CDEMA Participating States for enhanced resilience building*. The blueprint towards achieving CDM in the region is the Regional CDM Strategy and Results Framework 2014- 2024. The project is supporting the achievement of core elements of the Framework related to- safer schools, more resilient communities, regional capacity building through the Regional Training Centre (RTC) and, safer building. Four outcomes are planned:

**Outcome 1:** The model safe school programme is advanced across all CDEMA Participating States;

**Outcome 2:** Community-based disaster risk management advanced in select communities in the CDEMA Participating States;

**Outcome 3:** The CDEMA Regional Training Center is enhanced and provides standardized, accredited and sustained training that supports improved rollout of national and regional CDM programmes; and

**Outcome 4:** The CDEMA Safer Building training programme is advanced in the CDEMA Participating States.

CDEMA has partnered with the CARICOM Regional Organisation for Standards and Quality (CROSQ) to execute Outcome 4, *‘The Safer Building training programme is advanced in CDEMA Participating States (PS)’*. This programme targets experienced foremen and contractors in the informal building sector to enhance their knowledge of safer building and encourage them to utilise these approaches. It consists of delivery of training using a Curriculum, Trainer’s Manual and Student’s Manual based off of the new and updated Code of Practice Standard that will be developed.

Since 1950 the Caribbean region has been impacted by 324 disasters that have killed 250,000 people and affected more than 24 million through injury and loss of homes and livelihoods (Ötger and Srinivasan, 2018)<sup>1</sup>. The economic cost of these disasters has been substantial, exceeding US\$26 billion in damages. Post damage and loss assessments reveal that in the Caribbean, a significant portion of the damages from these events has been in the housing sector. Much of the damages to houses could be avoided as repeatedly, the application of building codes was found to be inconsistent and there was weak to no legislation for safe building. Poor building practice was evident and an absence of sensitization to safe building practices. There are indications that a substantial portion of the housing stock in the Caribbean has been built through the informal construction sector which does not necessarily adhere to formal building codes and standards. Moreover, many practitioners within the informal sector, in most instances, have never received formal skills training or certification. Training for individuals in all parts of the construction industry in appropriate building techniques is an important counterpart to codes and regulations and can significantly enhance the quality and resilience of the region's housing stock. Under the Norway project, the safer building training programme will be revised, updated and utilised to train artisans in the informal sector in six (6) CDEMA PS.

The Safer Building training programme was originally developed by the Caribbean Disaster Emergency Response Agency (CDERA) (CDEMA's predecessor) with the assistance of the Organisation of American States (OAS) and with the funding support of the Canadian International Development Agency (CIDA) under the Caribbean Hazard Mitigation Capacity Building Programme (CHAMP). From 2005/2006 CROSQ assisted with the review of the Programme and established it as a best practice. Now named the *Code of Practice (COP) for the Construction of Houses: An Instruction Manual for Foremen and Experienced Artisans*, this two-part document comprises of a [Curriculum and Trainer's Manual](#) (Part 1) and a [Student's Manual](#) (Part 2).

Since the piloting of the programme under CHAMP in four (4) post-secondary institutions in Belize, Grenada, Saint Lucia and the Virgin Islands, CDEMA supported the delivery of the COP between 2011 and 2014 in six other PS with financing under the CDM-HIP project<sup>1</sup>. Namely, Dominica, Antigua and Barbuda, Bahamas, Haiti, Barbados and St. Kitts and Nevis. In this second phase, CDEMA trained a cadre of trainers, and training institutions worked closely with National Disaster Organisations to deliver the programme. Institutions were provided with (i) a compilation of lessons learned from the four CHAMP pilots (ii) guidance notes inclusive of an implementation strategy based on these lessons learnt and (iii) a grant to support the delivery. To date, the COP has been used to train more than 280 artisans in safer building techniques and is available in

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<sup>1</sup> CDM HIP Phase 1 was a 5-year programme implemented by CDEMA through the support of CIDA and DFID.

English, French and French Creole. It has also been utilised as a pre-requisite for the issuance of contractor trade licenses in the BVI.

The experiences of recent tropical storm and hurricane events, and the observed impacts in affected States of significant damage to housing and other infrastructure, has re-ignited the need for urgent attention to be given to expanding the support to the CDEMA PS for training of artisans in Safer Building as a means of contributing to the resilience, particularly of the housing sector, to these types of events as well as to potential seismic events. Cost-efficient and affordable construction has also been identified as a priority. In the third phase of delivery under the Norway project, CDEMA aims to revise the COP to incorporate the rich lessons learnt and recommendations that were generated from the previous two phases. A separate COP standard will be developed and based on this Curriculum and Training Manuals will be developed. The new COP will be made more comprehensive and will be aligned with the most up-to-date building legislation and standards. Delivery approaches will also be enhanced to cater to all competencies, to provide more practical, and blended learning options where viable.

Caribbean Vocational Qualifications (CVQs) are competency-based occupational regional qualifications and will provide a means for certifying persons already practicing in the industry. Whereas CROSQ standards (products and services) are approved by COTED, CVQs are approved by the Caribbean Association of National Training Authorities (CANTA) and CARICOM, through (COHSOD). As there is no Caribbean Vocational Qualification (CVQ) that addresses the current content of the programme a CVQ with associated manuals that are based on the new Code of Practice (COP) for the Construction of Houses will be developed. The intent is to institutionalize the training programme in vocational institutions who can serve different audiences- students who are the next generation of builders and full-time practicing artisans and foremen who can opt to take a shorter COP course or the full CVQ as part of several other units on construction.

CDEMA is desirous of engaging a consultant to review and revise the COP and achieve regional acceptance for this review through the CROSQ recognised standards development mechanism. The Consultant will also undertake the development of an approved CVQ and support six CDEMA PS in delivering training utilising the updated COP.

## **2. OBJECTIVES**

- 2.1.** To review and revise the *Code of Practice for Construction of Houses: An Instruction Manual for Foremen and Experienced Artisans*, and achieve regional acceptance for this review through the CROSQ recognised standards development mechanism. (See Annex for CROSQ Work Development and Review Process).

- 2.2. To review and revise the COP to facilitate institutionalisation and sustainability through CVQ and related certification pathways.
- 2.3. To develop a CVQ based on the COP and associated manuals.
- 2.4. To support six CDEMA PS in delivering training utilising the updated COP.

### 3. SCOPE OF WORK

To achieve the above objectives, the Consultant is expected to conduct the following activities:

#### 3.1. Prepare an Inception Report.

- 3.1.1. **Participate** in an online inception meeting with CDEMA, and CROSQ to discuss the vision for the COP, CVQ, the CROSQ and CANTA/COHSOD processes, expectations for the Consultancy, including key milestones for delivery.
- 3.1.2. **Undertake** a preliminary review of the COP and other background documents including the compilation of lessons learnt from phase 1, and final reports from institutions that delivered the COP in phase 2.
- 3.1.3. **Prepare** and submit for CDEMA's approval, an Inception Report detailing:
  - 3.1.3.1. The approach to be used in the execution of the consultancy including modalities which give cognizance of COVID-19 realities.
  - 3.1.3.2. The recommended approach to be used for reviewing and revising the COP, curriculum, and manuals as well as the CVQ and associated manuals.
  - 3.1.3.3. The work program and timeline for the revision of the COP and the development of the CVQ.
- 3.1.4. **Finalize** the Inception Report incorporating comments from CDEMA and CROSQ where appropriate.

#### 3.2. Conduct a comprehensive technical review of the COP and relevant documents and prepare a Guidance Document on directions and priorities for consideration in revising the COP.

- 3.2.1. **Undertake** a comprehensive review of the COP, review all recommendations and reports from phase 1 and phase 2 as well as all relevant and up-to-date legislation, standards, documents on safe building for the revision of the COP- curriculum and manuals.



3.2.2. **Prepare** a draft Guidance Document based on the reviews at 3.2.1 that identifies the specifications, directions, and priorities for revising the COP and developing the CVQ. It should include the following:

- Adjustments and considerations for improved technical soundness, based on findings on safe building including from recent disaster impacts, the latest technological developments and the most up-to-date building legislation, standards, codes, and practices.
- Key areas and proposals for more effective delivery and assessment including through more practical and blended learning options.
- Considerations to address lessons learnt from delivery of the COP in phase 1 (2005), and phase 2 (2011-2014) across post-secondary institutions in ten Caribbean countries.
- Considerations for engaging key institutions in the development of the COP training manuals.
- An outline of the specifications of the proposed revised Curriculum.
- Considerations for institutionalisation and sustainability of the COP including through CVQ and certification pathways.

3.2.3. **Present** the draft Guidance Document to the Regional Group of Experts (Regional Project Team (RPT))<sup>2</sup> and Project Advisory Committee (PAC) through CDEMA for feedback and agreement on specifications, directions and priorities for consideration in the revised COP.

3.2.4. **Finalise** the Guidance Document based on feedback and agreements at 3.2.3 and submit to CDEMA for acceptance.

### **3.3. Revise the COP based on agreed directions and priorities.**

3.3.1. **Based** on the Guidance document and agreements at 3.2.4 develop the COP and associated curriculum and manuals.

3.3.2. **Present** the COP, and associated curriculum and manuals at 3.3.1 through CDEMA to the Regional Group of Experts (Regional Project Team, RPT) and PAC for their review and acceptance.

3.3.3. **Amend** documents- COP, Curriculum and Manuals in accordance with accepted comments emanating from the public comments exercise coordinated by CROSQ.

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<sup>2</sup> The RPT is established by CROSQ.

- 3.3.4. **Submit** the revised COP and associated curriculum and manuals at 3.3.3 through CDEMA for acceptance.

**3.4. Undertake final edits to the COP to facilitate publishing.**

- 3.4.1. **Participate** in meetings of the CROSQ Editorial Committee and undertake all final edits to the COP and associated manuals to facilitate publishing.
- 3.4.2. **Submit** the final COP through CDEMA to the PAC and CROSQ for acceptance.

**3.5. Develop a CVQ, occupational standards and associated manuals based on the COP.**

- 3.5.1. **Based** on the Guidance document, agreements at 3.2.4, and the approved COP develop a CVQ in accordance with the Caribbean Association of National Training Authorities (CANTA) and CARICOM, through (COHSOD). require process. Where possible the process for the development of the CVQ should be planned to run in parallel to the COP.
- 3.5.2. **Develop** CVQ training and assessment/ occupational standards and instructional material and submit through CDEMA for acceptance to CANTA/COHSOD.
- 3.5.3. **Revise** the CVQ and associated manuals as required.

**3.6. Facilitate a virtual ten-day (2 week) Train-the-Trainers (TOT) workshop sponsored by CDEMA and one-on-one consultations to support the delivery of training in six identified CDEMA PS.**

- 3.6.1. **Prepare** an annotated draft Agenda, and any additional guidance documents for the training-of-the-trainers virtual workshop and one-on-one consultations (virtual) with identified training institutions in each of the six CDEMA PS and present to CDEMA for comments.
- 3.6.2. **Utilise** the finalised COP and CVQ manuals to undertake the virtual training-of-the-trainers workshop.
- 3.6.3. **Prepare a Report** of the TOT Workshop and submit to CDEMA for acceptance. It should include:
- A summary of the workshop, recommendations for the improvement of the COP and an assessment of the achievement of workshop objectives;
  - Workshop participants list including full contact information; and
  - Feedback from participants including workshop training evaluations.



3.6.4. **Undertake** one-on-one consultations with each of the six identified institutions to provide guidance for their delivery of COP training in their respective countries. CDEMA will establish agreements with identified institutions for in-country delivery of training<sup>3</sup> using the COP with the support of a grant. It is therefore planned that persons who participate in the TOT workshop (at 3.6.3) and consultations are those institutions that have agreed to deliver the COP training in their respective countries.

**3.7. Collate feedback from the six pilot countries that have delivered training in the COP.**

3.7.1. **Collate** feedback from each of the six training institutions on the delivery of the training in their respective countries and their plans for sustainability.

**3.8. Prepare and submit to CDEMA a Final Report which should describe the process utilised for conducting the Consultancy, the report should include:**

3.8.1. A critical review of the COP review process, the CVQ development process and delivery of the training in the six PS.

3.8.2. Lessons learnt and recommendations for improvement of the overall process.

3.8.3. Submit the Final Report as outlined at 3.8.1 to CDEMA for comments and revise, as necessary.

#### **4. DELIVERABLES AND REPORTING REQUIREMENTS**

The Consultant is expected to submit all deliverables to CDEMA for acceptance. The Consultant is expected to work closely with the CROSO Technical Officer for Standards and the Regional Project Team (RPT) in the delivery of:

- a) An Inception Report detailing the proposed methodology and work plan to execute the review and revision of the documents at 3.1.3 within 10 days of contract signature.
- b) The Guidance Document at 3.2.4
- c) Disposition of all comments received on the documents, alongside the RPT, and the subsequent revision of the documents accordingly 3.3.3
- d) The Revised Curriculum at 3.3.4, and 3.4.2,
- e) The Revised Student and Trainer Manuals based on the revised curriculum at 3.3.4, and 3.4.2
- f) CVQ, occupational standards and associated manuals based on the COP at 3.5.

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<sup>3</sup> Training is expected to be delivered via a blended approach were appropriate.

- g) Train-the-trainers workshop and consultation documents at 3.6.1
- h) TOT Workshop Report at 3.6.3

**4.1.** A Final Report at 3.8.3 on completion of the TOT training and further to acceptance by CDEMA of the Final COP, Final Curriculum, Students and Trainers Manuals, Final CVQ occupational standards and associated manuals,

## **5. DURATION**

The level of effort is expected to be 155 days over a sixteen (16) month period (12 months for review and revision of the COP and 4 months for delivery of training and consultations) as follows:

- 5.1.** Inception meeting and resultant report – 6 days
- 5.2.** Review of documents- 5 days
- 5.3.** Prepare Guidance document for revising the COP- 5 days
- 5.4.** Draft Revised Curriculum, Student's and Trainers' Manuals – 30 days
- 5.5.** Draft CVQ occupational standards, and instructional material- 30 days
- 5.6.** Disposition of comments received on documents and revision of same accordingly –15 days
- 5.7.** Production of Final COP and CVQ Curriculum, Student's and Trainers' Manuals– 24 days
- 5.8.** Delivery of training-of trainers workshop, report and consultations in six countries- 38 days
- 5.9.** Production of Final Report – 2 days

## **6. QUALIFICATIONS AND EXPERIENCE**

The Consultancy shall possess the following **minimum qualifications** and shall present for consideration the minimum of two (2) experts for the undertaking of the work as outlined at Section 3.0 above.

### **QUALIFICATIONS OF THE FIRM** (qualifications do not refer to combined experience):

- i. Five (5) years of experience working in the construction sector as demonstrated by previous work undertaken including two years of experience working in the construction sector in the Caribbean.
- ii. Three (3) years of experience and working knowledge in curriculum design, module formulation for technical vocational training and facilitation of training and course delivery as demonstrated by previous work undertaken.

- iii. Five (5) years of experience in project management as demonstrated by deliverables achieved in previous work-related activities.
- iv. Two (2) years of demonstrated experience in Standards development/ writing and / or any standards related activities e.g. participation in National or Regional Technical Committees; knowledge of guiding standardisation principles in accordance with international and established regional standards organisations (e.g. ISO, CODEX Alimentarius, ASTM, ANSI, IEC, UL and CROSQ); use and implementation of recognised and established standards and codes of practice.

Ability to assemble a multi-disciplinary team that demonstrates skills sets in building, curriculum design and ICTs for educational purposes.

## **QUALIFICATIONS OF KEY EXPERTS:**

### **A. Building Specialist/ Team Leader**

- i. A postgraduate degree in Civil or Construction Engineering or related field.
- ii. Five (5) years of experience in administrative and managerial positions for the leading of consultancy teams.
- iii. Five (5) years of experience in the facilitation of multi-stakeholder workshops (Of these, two (2) years of experience in multi-stakeholder workshops within the Caribbean at the national and regional level would be an asset)
- iv. Two (2) years demonstrated experience in Standards development/ writing and / or any standards related activities.
- v. Familiarity with the regional standards development process would be an asset.
- vi. Five (5) years of experience working in the construction sector in the Caribbean.
- vii. Excellent technical and report-writing skills.
- viii. Demonstrated knowledge of the CARICOM construction industry challenges.

### **B. Curriculum Design and Training Specialist**

- i. Five (5) years of experience and working knowledge in curriculum design and module formulation for technical vocational training and building construction.
- ii. Qualification in curriculum design.
- iii. Qualification in teaching and facilitation.
- iv. At least five years of experience in teaching in construction.
- v. Experience in training and course delivery.
- vi. Experience in the design and delivery of blended learning (virtual and face-to-face at a minimum).
- vii. Experience in developing CVQs as demonstrated by previous projects undertaken.

### **C. Graphic and Motion/ Video Designer**

- i. Qualification in motion/ video/ graphic design.
- ii. Experience working with training presentations and reports for technical and vocational training.

All experts must: have a good command of the English language; communicate clearly; meet deadlines; pay attention to details; and be computer literate.