



**ORGANISATION OF EASTERN CARIBBEAN STATES**

**REQUEST FOR EXPRESSIONS OF INTEREST**

**AMENDED JUNE 22, 2022**

**NAME OF PROJECT - OECS REGIONAL HEALTH PROJECT  
GRANT NO.: D513**

**ASSIGNMENT TITLE: DEVELOPMENT OF OECS MULTI-SECTORAL MULTI-  
HAZARD EMERGENCY PREPAREDNESS, MITIGATION, RESPONSE AND  
RECOVERY MEASURES**

**INDIVIDUAL CONSULTANT**

**Reference No. LC-OECS COMMISSION-287117-CS-INDV**

The Organisation of Eastern Caribbean States (OECS) has received financing from the World Bank toward the cost of the OECS Regional Health Project (ORHP), and intends to apply part of the proceeds for Development of OECS Multi-Sectoral Multi-Hazard Emergency Preparedness, Mitigation, Response and Recovery Measures.

The objectives of the consulting services (“the Services”) will be achieved through the following:

- 1) Undertake a review and prioritization of hazard vulnerability for the OECS region
- 2) Review the role of the OECS as guided by the Revised Treaty of Basseterre and other relevant OECS instruments, as well as the capacity of the OECS Commission in the context of the regional response mechanisms for health emergencies and disasters as illustrated by recent responses.
- 3) Gain an understanding of the relevant existing national and regional agreements, mechanisms, arrangements, policies, and instruments for the coordination and financing of emergency and disaster response
- 4) Review the regulatory, legal and policy environment for the coordination of multi-sectoral and/or multi-hazard services including emergency transport services.
- 5) Complete a situation report on disaster preparedness and response in the OECS to
- 6) Develop a costed OECS Regional Disaster and Emergency Preparedness and Response Plan with Standard Operation Procedures

- 7) Develop an OECS Hazard Mitigation and Disaster Recovery framework which guides the continued programming and pivoting of OECS Commission as well as sustainable financing options before during and after high impact hazard events
- 8) Build awareness and capacity of the OECS Commission and its Member States in the implementation of the plan and the application of the framework.

The OECS now invites eligible **Individual Consultants** (“Consultant”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The minimum required qualifications and experience are listed in section 6.0 of the TOR below.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” July 2016 and revised in November 2017 and August 2018 (‘Procurement Regulations’), setting forth the World Bank’s policy on conflict of interest. In addition, please refer to the following specific information on conflict of interest related to this assignment.

A Consultant will be selected in accordance with the Consultants’ Qualification selection method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours *08:30 a.m. – 4:30 p.m. (0830 to 1630 hours)*.

Organisation of Eastern Caribbean States  
OECS Regional Health Project  
P.O. Box 179  
Morne Fortune  
Castries  
Saint Lucia  
TEL: +1 758-455-6349/68  
E-mail: [procurement@oecs.int](mailto:procurement@oecs.int)

Individual Consultants wishing to signify their interest in undertaking the prescribed services are to submit an Expression of Interest providing information demonstrating that they have the required qualifications and relevant experience to perform the services.

Expressions of Interest will be evaluated and the Individual Consultant with the most relevant experience and qualifications will be selected and requested to submit a proposal which will be the basis for negotiations leading to a contract.

**An electronic copy of the Expressions of Interest must be sent by June 30, 2022 to:**

**Yasmine Anatole, Procurement Officer**

**At the following email address:**

**[procurementbids@oecs.int](mailto:procurementbids@oecs.int)**

**copied to: [carlene.radix@oecs.int](mailto:carlene.radix@oecs.int)  
[faith.hjnbaptiste@oecs.int](mailto:faith.hjnbaptiste@oecs.int)**

The email submissions should include the name and address of the Consultant and shall be clearly marked in the subject line as **“Expression of Interest – Development of OECS Multi-Sectoral Multi-Hazard Emergency Preparedness, Mitigation, Response and Recovery Measures”**

The Terms of Reference for the Submission of Expressions of Interest for this consultancy is provided below.



## THE ORGANISATION OF EASTERN CARIBBEAN STATES COMMISSION

### TERMS OF REFERENCE

#### **Development of OECS Multi-Sectoral Multi-Hazard Emergency Preparedness, Mitigation, Response and Recovery Measures**

Reference No. LC-OECS COMMISSION-287117-CS-INDV

#### **1.0. BACKGROUND**

The Organisation of Eastern Caribbean States (OECS) is the inter-governmental organisation dedicated to economic harmonisation and integration, protection of human and legal rights, and the encouragement of good governance between countries and dependencies in the Eastern Caribbean. [Read More...](#)

On August 29, 2019, the World Bank approved a regional health project to improve the preparedness capacities of health systems for public health emergencies in the Organisation of Eastern Caribbean States (OECS) region. The project is implemented by six entities including Dominica, Grenada, Saint Lucia and Saint Vincent and the Grenadines (SVG), Caribbean Public Health Agency (CARPHA) and the OECS Commission. The objectives of the project are to: (i) *Improve preparedness capacities of health systems for public health emergencies in the OECS region and* (ii) *provide a response in the event of eligible crises or emergencies.* The project supports activities across four components: (i) Improved Health Facilities and Laboratory Capacity, (ii) Public Health Surveillance, Preparedness and Response, (iii) Institutional Capacity Building, Project Management and Coordination, and (iv) Contingent Emergency Response Component (CERC). Areas of focus mainly revolve around improving International Health Regulations (IHR) core capacities in the areas of surveillance, laboratories, workforce development and public health emergency management.

Weak preparedness and response capacity in the OECS region to handle extreme weather events and communicable disease outbreaks is exacerbated by the imminent threat of climate change, which impacts already weak regional and national systems, and displaced populations, and creates environmental conditions more favourable for extreme weather events and disease. One IHR capacity requirement in emergency management is the existence of multi-sectoral, multi-hazard emergency preparedness measures, including emergency response plans. While the OECS Commission responded following the 2017 hurricanes and continues to participate in a coordinated response to emergencies, there is a need to establish a documented emergency preparedness plan. This priority is in line with the OECS Commission's new strategic plan under priority 4: Building

Resilience, which calls for Enhanced capacity at the national and regional level to plan, manage and mitigate for extreme events.

The OECS Member States, have been particularly vulnerable to the impacts of a variety of natural hazards, including for instance; geophysical (earthquakes, landslides, volcanic activity), hydrological (floods), climatological (extreme temperatures, droughts), and meteorological (cyclones/hurricanes, storm surges) events. This vulnerability has been exacerbated by anthropogenic actions which induce climate change and other scenarios such as a global pandemic.

This was particularly evident during 2017, when the region experienced an unprecedented number of consecutive and concurrent tropical storms, including two category 5 hurricanes (Irma and Maria), which devastated The Commonwealth of Dominica, Barbuda, Anguilla and the British Virgin Islands (BVI), and also impacted St. Kitts and Nevis, Martinique and Montserrat. The hurricanes exposed the particular vulnerability of the OECS sub-region to climate change and variability and amplified the call for urgent and accelerated action and support towards building resilience through adaptation and mitigation interventions. World Bank and IMF Estimates show that major storms are very costly economically, costing at times more than 100% in GDP losses - for instance, Hurricane Ivan (2004) impact on Grenada was estimated at 200% of GDP, the impact of Tropical Storm Erika (2015) and Hurricane Maria (2017) on Dominica were estimated at 90% and 225% of GDP respectively and in 2010, the impact of Hurricane Tomas on Saint Lucia was estimated at 43.4% of GDP. Further, in some cases, these disasters give rise to significant displacement of the population. Most recently, the Volcanic eruptions of La Soufriere in Saint Vincent and the Grenadines in 2021 and the COVID-19 Pandemic, have further amplified the need for disaster risk preparedness and response coordination planning to advance the goals of regional integration and resilience building.

The OECS Member States, as participating states of the Caribbean Disaster and Emergency Management Agency (CDEMA), subscribes to the broad Comprehensive Disaster Management strategic framework (CDM, 2014-2024)<sup>1</sup>. The CDM's future desired state envisions, inter alia: Disaster resilience which is enhanced within key sectors of the economy, and Operational readiness at regional, national, sectoral and local levels - including strengthening public-private partnerships within all the sector groupings going forward. The CDM logical framework, therefore, includes Outcome 1 (Strengthened institutional arrangements for Comprehensive Disaster Management implementation at national and regional levels) resulting from supporting actions such as Output 1.4 (Effective and efficient coordination for preparedness, response and recovery at the national and regional levels).

With the increased frequencies of disasters impacting the OECS Member States, it is imperative to put robust systems in place to enhance the region's efficiency in preparing and responding to disasters. Consequently, the OECS Commission (OECSC) is desirous of developing a robust Regional Multi-Sectoral Multi-Hazard Emergency Preparedness and Response Plan for Coordinating Emergency Preparedness and Response Measures in the OECS that is expeditious in its response to all types of emergencies impacting its Member States, adequate for the needs of our region and the range of disasters we face, promotes efficiency, mitigates redundancies and

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<sup>1</sup> <https://www.cdema.org/cdm>

minimizes disruptions, in an effort to improve the disaster risk management landscape of the region. The Plan will also articulate coordinated actions that the OECS Commission working with the Member States and partners will undertake to effectively manage and reduce any potential adverse impacts emanating from natural and man-made hazards, as well as how to respond to these risks/disasters. The Plan will be costed with activities projected to effectively respond to impacts on the ground.

Beyond preparedness and response there will also be a Hazard Mitigation and Disaster Recovery Framework for the OECS to minimize the potential impact of hazards which are likely to cause disasters and ensure continuing recovery after response. This will help inform policy development and programming plans within the various OECS sectors.

## **2.0. PURPOSE OF THE CONSULTANCY**

This work will guide the actions of the OECS Commission in the coordination of current and future multisectoral multi-hazard emergencies, preparedness, mitigation, response and recovery efforts in the OECS region. This will be achieved through the following objectives:

- 9) Undertake a review and prioritization of hazard vulnerability for the OECS region
- 10) Review the role of the OECS as guided by the Revised Treaty of Basseterre and other relevant OECS instruments, as well as the capacity of the OECS Commission in the context of the regional response mechanisms for health emergencies and disasters as illustrated by recent responses.
- 11) Gain an understanding of the relevant existing national and regional agreements, mechanisms, arrangements, policies, and instruments for the coordination and financing of emergency and disaster response
- 12) Review the regulatory, legal and policy environment for the coordination of multi-sectoral and/or multi-hazard services including emergency transport services.
- 13) Complete a situation report on disaster preparedness and response in the OECS to include information on
  - The disaster response institutions, structures and partners, their linkages and comparative advantages as well as roles and responsibilities for effective and coordinated regional preparedness and response
  - Funding Mechanisms and Sustainable Financing Models.
  - Gaps (Resource, Policy, Coordination, Financing etc.)
  - Lessons Learned and Best Practices
  - Recommendations for improved preparedness and response and the role of the OECS Commission.
  - Regional Hazard and Risk Profile
- 14) Develop a costed OECS Regional Disaster and Emergency Preparedness and Response Plan with Standard Operation Procedures
- 15) Develop an OECS Hazard Mitigation and Disaster Recovery framework which guides the continued programming and pivoting of OECS Commission as well as sustainable financing options before during and after high impact hazard events

- 16) Build awareness and capacity of the OECS Commission and its Member States in the implementation of the plan and the application of the framework.

### **3.0.SCOPE OF WORK**

In line with the objectives, the Consultant is responsible for the following:

1. Undertake a desk review and consultative meetings/ key informant interviews to inform a situation report. The objective of the review is to:
  - a) Understand and prioritize the OECS regional hazards through review of existing hazard vulnerability assessments and relevant meetings and interviews
  - b) Gain an understanding of the relevant existing national and regional agreements, mechanisms, arrangements, policies, and instruments for the coordination and financing of emergency and disaster response, such as the Caribbean Disaster and Emergency Management Agency (CDEMA) framework, Regional Security System (RSS) Framework, Caribbean Catastrophic Risk Insurance Facility and any other National and Regional Frameworks. Other Key partners to be engaged will include the OECS Commission, the Eastern Caribbean Central Bank (ECCB), Caribbean Development Bank (CDB), CARICOM Development Fund (CDF) and other key national development banks and financing agencies.
  - c) Review the regional and national regulatory, legal and policy environment for coordinated disaster response
  - d) Conduct a systematic review and assessment of the OECS Commission's capacity, strategic role and response to recent multihazard emergencies/disasters in the region e.g., 2017 Hurricanes, SVG Volcanic Eruption, COVID-19, to guide recommendations on the way forward.
2. Complete a Situation Report on Emergency and Disaster Response in the OECS which includes:
  - a) Methodology of the desk review, key informant interviews and consultation meetings
  - b) A Review of existing national and regional hazard vulnerability analyses and a prioritization of hazards in the OECS region
  - c) A Report of the regional and OECS national Legal, Policy and Regulatory Environment for the response to disasters
  - d) An understanding of the relevant existing national and regional agreements, mechanisms, arrangements, policies, and instruments for the coordination and financing of emergency and disaster response
  - e) The disaster response institutions, structures and partners, their linkages and comparative advantages as well as roles and responsibilities for effective and coordinated regional preparedness and response.

- f) Funding Mechanisms and Sustainable Financing Models.
  - g) A Synthesis of the strategic role and current capacity of the OECS commission in responding to disasters including a review of the COVID19 response, the 2017 hurricanes response (Irma and Maria) and the SVG volcanic response.
  - h) Lessons learned, best practices and current gaps in the OECS response
  - i) An analysis of findings and recommendations for addressing the gaps and enabling OECS Multisectoral and Multi-hazard emergency preparedness, mitigation, Response and Recovery measures
3. Develop an OECS Commission preparedness and response plan. This should include but is not limited to:
- a) Identification of existing, and relevant recommendations for new policies that are supported by relevant Legislation.
  - b) Human Resource Capacity and Resource requirements including estimated operating costs (budget), cost recovery mechanisms (if any) and proposed contributions (if any)
  - c) Standard Operating Procedures
4. Develop an OECS framework to guide programming for disaster mitigation and recovery. The proposed framework should include measures for sustainable financing and risk management
5. Facilitate validation and sensitization meetings with relevant OECS representatives from the OECS Commission, the Member States and relevant regional partners such as CARPHA, CDEMA, RSS, etc. on the proposed framework and plan.
6. Facilitate awareness raising, knowledge transfer and capacity building activities, including training sessions, with all relevant stakeholders within the OECS Commission, its member states and other relevant partners to disseminate key findings and plans

This consultancy is expected to be mainly conducted virtually due to the challenges presented by the ongoing COVID-19 Pandemic. The Consultant is required to conduct most consultations with relevant stakeholders and make all arrangements to facilitate those consultations including those for regional sensitization and knowledge transfer virtually using a combination of telephone, teleconferencing and surveying platforms and/or mediums.

#### **4.0. DURATION OF THE ASSIGNMENT**

The Assignment is expected to be undertaken within *one hundred and ten (110)* professional days and is scheduled to be conducted between *Sept 1, 2022, to June 30, 2023*. The Consultant shall

take all the necessary steps to ensure that the entrusted task is executed properly and on schedule in accordance with the established Terms of Reference.

## 5.0 DELIVERABLES

The Consultant will be required to deliver the following:

<b>Deliverable (Please see Scope of Work for further details)</b>	<b>No. of Days</b>	<b>% Payment</b>
1. Inception Report and Workplan Detailing the Consultant's understanding of the Terms of Reference, the methodology and approach to be adopted in conducting the assignment, a Work Plan and timelines for the activity implementation.	5	5%
2. A Situation Report informed by desk review, key informant interviews and consultation meetings which illustrates methodology, demonstrates and analyses findings and makes recommendations for addressing the gaps and enabling OECS Multisectoral and Multi-hazard emergency preparedness, mitigation, Response and Recovery.	35	30%
3. A) Draft OECS Commission Emergency and Disaster Preparedness and Response Plan.  B) Draft Framework to guide Multi-Sectoral Hazard and Multi-Hazard Mitigation and Disaster Recovery programming within the OECS.	40	40%
4. A) Final OECS Commission Disaster Response Plan and Final Framework to guide mitigation and recovery.  B) Report of the stakeholder validation meetings on the framework, plans and SCOPs. The report should indicate the comments and inputs from stakeholders and how these were incorporated in the revised drafts.	15	15%
5. A) Awareness and Capacity Building materials (PowerPoints/training and updating manuals/ Recorded Webinars etc.)  B) Report on the awareness-raising, knowledge transfer and capacity building meetings.	15	10%
<b>TOTAL</b>	<b>110</b>	<b>100%</b>

## **6.0. SELECTION REQUIREMENTS**

The successful Consultant shall meet the minimum experience and qualifications requirements outlined below and shall possess a range of skills in order to successfully undertake the assignment.

**The Consultant in general, should possess the following experience:**

- Master's Degree in Disaster Risk Management, Public Administration/Policy, Governance, Development Economics or other related fields.
- Not less than five (5) years of overall consulting experience in Public Administration/Disaster Management/Logistics/Health Emergency Response or other relevant consulting experience.
- At least seven (7) years of proven experience in Emergency Response and Disaster Risk planning and management.
- At least one successfully completed related assignment in the past ten (10) years.
- Proven experience in the development of disaster plans, policies, and frameworks
- Experience with mass casualty events including outbreaks and disasters.
- Experience in developing and implementing projects/programs related to disaster risk reduction, preparedness and response, and recovery
- Experience with emergencies/disasters in the OECS region would be an asset.
- Professional consulting experience in the OECS and/or Caribbean region would be an advantage.
- Public Policy, interaction with government officials, regional work, obtaining consensus, mediation, knowledge of international development agency practices would be desirable.
- Experience facilitating capacity building and presenting technical materials to a mixed audience in a clear and concise manner.
- Excellent knowledge and skills in different data collection and analysis methods.
- Excellent written English and communication skills and proven experience with preparing technical and analytical reports.

## **7.0 REPORTING REQUIREMENTS**

The Project Management Team of the OECS Regional Health Project, implemented by the Health Unit of the OECS Commission will be supported by a Project Coordinating Team in providing technical guidance, advice and operational oversight in guiding the Consultant towards the accomplishment of the assigned tasks. The Project Coordinating Team will comprise the following OECS Divisions/Units inclusive of Regional Integration, Human and Social Division, Environmental Sustainability Division, Legal and Governance Division, Procurement Unit, and the Communications Unit.

In the conduct of work, the Consultant shall cooperate fully with the relevant departments and Units of the OECS Commission, Government Ministries, Departments and Agencies and other key stakeholders in each Member State and within the OECS/CARICOM.

The Consultant will submit all reports in both Microsoft Word and PDF formats.

In addition to the reports and documents outlined in Section 5.0 Deliverables, the contracted consultant will also report progress Monthly or as necessary to the Project Management Team. Payment will be remitted subject to the approval of deliverables by the Project Management Team and based on the Consultant's price proposal and agreed payment schedule.