

Request for Proposal

Enhancing Knowledge and Application of Comprehensive Disaster Management (EKACDM) Initiative



PROPOSALS ARE INVITED FOR: THE DEVELOPMENT OF SECTOR SPECIFIC MANUALS AND TRAINING MATERIAL FOR MAINSTREAMING GENDER-SENSITIVE COMPREHENSIVE DISASTER MANAGEMENT INTO BUSINESS PRACTICE FOR SMALL AND MEDIUM SIZE ENTERPRISES

1.0 Background

The EKACDM Initiative is a five-year sub-project under the Caribbean Disaster Risk Management Programme (CDRMP) funded by Global Affairs Canada (GAC) and aimed at establishing an effective mechanism for managing and sharing Comprehensive Disaster Management (CDM) knowledge that will be of use to various stakeholders, including governments, local communities, the voluntary sector, and the private sector. The Initiative supports the Caribbean Disaster Emergency Management Agency (CDEMA)-led regional CDM Framework in generating and disseminating CDM knowledge and by providing training and tools for the public and private sectors.

2.0 Scope of Work

The purpose of this assignment is to engage the services of a regional consultant who has strong knowledge and skills in the areas of Business Impact Analysis and Business Continuity Planning anchored with an understanding of SMEs in the Caribbean region so as to produce two (2) manuals and training material to enhance the decision support systems for mainstreaming gender-sensitive CDM into two (2) key regional economic sectors and business practice for SMEs.

To produce the deliverables of this assignment the consultant is expected to:

1. Prepare a detailed Work Plan outlining the methodology to be used to carry out the consultancy, with a breakdown of the timeline individual steps/activities and milestones.
2. Develop a data gathering instrument (survey) for selected sectors and SMEs to develop sector-specific manuals for mainstreaming gender-sensitive CDM.
3. Carry out a desktop review of relevant documentation from, but not limited to, the Initiative and other sources such as the Caribbean Development Bank (CDB), Caribbean Disaster Emergency Management Agency (CDEMA), OAS, University of the West Indies (UWI), Caribbean Association of Small and Medium Enterprises (CASME), Caribbean Policy Development Centre (CPDC), Caribbean Association of Industry and Commerce (CAIC), Trinidad and Tobago Manufacturers' Association (TTMA) and the Caribbean Regional Chambers of Commences
4. Collaborate with consultants identified by the OAS and key stakeholders such as the Mona School of Business and Management (MSBM) and Mona Institute of Gender and Development Studies (IGDS) to build on work and synergies already created to produce two (2) manuals and training material to enhance the decision support systems for mainstreaming gender-sensitive CDM into two (2) key regional economic sectors (i.e. agriculture and tourism) and business practice for SMEs.
5. Plan, and in collaboration with the EKACDM Initiative and the OAS, facilitate, attend and participate in regional training workshops for forty (40) SMEs within the target sectors using the training material developed. These workshops will serve to:
 - Gather data to supplement available information garnered from the literature review etc.
 - Strategically pin point (based on face to face SME stakeholder consultations at these workshops) the preferred format for the two (2) manuals to be developed and the dissemination of these; the medium and method for training materials to be developed for business practice for SME's and training delivery thereof.

3.0 Duration

The Consultant should expect to start work in September 2017 and be available through to March 2018.

4.0 Required Skill and Experience

1. University degree (PhD or Masters) in organizational development, business management, strategic planning, or other related fields combined with specialized experience in Disaster Risk Management and/ Business continuity planning
2. At least 5 years of relevant experience in development of training materials with a focus on SMEs and disaster risk management planning, business continuity planning
3. Familiarity with participatory approaches in conducting assessments and producing training modules
4. Knowledge of and familiarity with the Comprehensive Disaster Management Framework
5. Experience working in the Caribbean Region.

Interested persons are asked to view the complete Request for Proposal (RFP) document at <http://www.uwi.edu/EKACDM/index.aspx>. Completed applications must be submitted electronically to ekacdm@uwimona.edu.jm with a copy sent to isd@uwimona.edu.jm with Subject: THE DEVELOPMENT OF SECTOR SPECIFIC MANUALS AND TRAINING MATERIAL FOR MAINSTREAMING GENDER-SENSITIVE COMPREHENSIVE DISASTER MANAGEMENT INTO BUSINESS PRACTICE FOR SMALL AND MEDIUM SIZE ENTERPRISES; Attention: Initiative Manager, EKACDM Initiative, c/o Disaster Risk Reduction Centre, 13 Gibraltar Camp Way The University of the West Indies Mona, Kingston 7, Jamaica.

Interested parties are invite to submit a responsive proposal no later than 5:00pm (Jamaica time) on September 8, 2017.