



## **REQUEST FOR PROPOSALS**

**RFP #: EKACDM 3.2.1 YR# 2017**

**DISASTER RISK REDUCTION CENTRE  
INSTITUTE FOR SUSTAINABLE DEVELOPMENT  
THE UNIVERSITY OF THE WEST INDIES**

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

### **REQUEST FOR PROPOSAL**

**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**

## SECTION 1: INVITATION

1. The Disaster Risk Reduction Centre (DRRC) of the Institute for Sustainable Development (ISD) at The University of the West Indies (UWI) has received financing from Global Affairs Canada (GAC) for the Enhancing Knowledge and Application of Comprehensive Disaster Management (EKACDM) Initiative five-year sub-project under the Caribbean Disaster Risk Management Programme (CDRMP) aimed at establishing an effective mechanism for managing and sharing Comprehensive Disaster Management (CDM) knowledge that will be of use to various stakeholders.

2. Applications from suitably qualified individuals are invited for the development of two(2) sector specific manuals and training material for mainstreaming gender sensitive CDM into Business Proactive for SMEs. **Details of the scope of services are provided in the Terms of Reference at Section 2 of this RFP document.**

3. The submission should include the following:

Interested persons are asked to submit a cover letter and a technical and financial proposal for the provision of services for this assignment. Interested persons are asked to send their submissions, as described below to:

**[ekacdm@uwimona.edu.jm](mailto:ekacdm@uwimona.edu.jm)** with a copy sent to **[isd@uwimona.edu.jm](mailto:isd@uwimona.edu.jm)** with **Subject: DEVELOPMENT OF SECTOR SPECIFIC MANUALS AND TRAINING MATERIAL FOR MAINSTREAMING GENDER-SENSITIVE COMPREHENSIVE DISASTER MANAGEMENT INTO BUSINESS PRACTICE FOR SMALL AND MEDIUM SIZE ENTERPRISES.**

a. Technical Proposal should include:

- Cover letter ;
- Recent Curriculum Vitae of principal/key staff member(s);
- Brief description of recent experience on comparable assignments;
- Examples of work done in soft copy;
- The names and contact information of at least three (3) clients for whom they have worked with;
- Detailed description of your best approach for the services contemplated for this assignment including, your specific comments on the Terms of reference (TOR) as presented.

b. Financial Proposal should include:

- All costs associated with the provision of services; and
- Milestone deliverables for payments

4. This Request for Proposals includes the following:

Section 1 – Invitation

Section 2 – Terms of Reference

5. Completed applications must be submitted electronically to [ekacdm@uwimona.edu.jm](mailto:ekacdm@uwimona.edu.jm) with a copy sent to [isd@uwimona.edu.jm](mailto:isd@uwimona.edu.jm), Attention Stacey-Ann Duhaney, EKACDM Initiative Manager.

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

6. The Evaluation Committee will score Technical Proposals, with a maximum of 70 points, to be awarded against a fixed scoring template as follows:

Skills and Experience	-	40 points
Proposed approach to assignment	-	30 points

7. Applicants receiving more than **49 points** for the Technical Proposal will then have their Financial Proposal Evaluated for the overall best value to the EKACDM Initiative.

Financial Proposal

- 30 points

8. The selected individual will be contracted by the end of September 2017 and **must be available to commence work no later than October 2017.**
9. Interested parties are invite to submit an application based on the Terms of Reference outlined above **no later than 5:00pm (Jamaica time) on September 8, 2017.**

The logo for the Government of Canada, featuring the word "Canada" in a serif font with a small Canadian flag icon above the letter "a".

## SECTION 2: TERMS OF REFERENCE

### TERMS OF REFERENCE 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

Date: August 2017

#### 1.0 BACKGROUND

The Enhancing Knowledge and Application of Comprehensive Disaster Management (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. There are three Intermediate Outcomes of the Initiative:

- i. An enhanced regional network which generates, manages, and shares knowledge on CDM, including gender issues;
- ii. The increased use of standardised gender-sensitive educational and training materials for CDM by professionals and students in the Caribbean; and
- iii. The enhanced mainstreaming of gender-sensitive decision-making for CDM in the public and private sectors and in Small and Medium Enterprises (SMEs).

The EKACDM Initiative was developed by the Institute for Sustainable Development (ISD) in association with the Disaster Risk Reduction Centre (DRRC) at The University of the West Indies (UWI) in response to gaps identified in implementing CDM in the Caribbean, specifically as it pertains to Knowledge Management for Disaster Risk Reduction (DRR).

#### 2.0 Scope of Work and Specific Responsibilities

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.

This consultancy will aid in the fulfilment of the Initiative's Intermediate Outcome 3: The enhanced mainstreaming of gender-sensitive decision-making for CDM in the public and private sectors; Small and Medium Enterprises (SMEs) - and will build on work that has already been done by the Initiative (such as the Report on the Assessment of Current Disaster Risk Management Practices in Small and Medium Enterprises in the Caribbean and Identification of Needs and Barriers to Integration of Disaster Risk Management in Business Practices which identifies two key economic sectors of agriculture and tourism) and synergies that have been identified with Organisation of American States (OAS) project on Comprehensive Disaster Risk Management in the MSME Support Ecosystems of the Caribbean Region, the Mona School of Business and Management (MSBM) and Mona Institute of Gender and Development Studies (IGDS) to support the gender work in this output.

The selected regional consultant will work and liaise with stakeholders such as the OAS, 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 Commerce; to create material that will be tailored to meet the needs identified in the

proposed/scheduled stakeholder consultations and literature review, including the contemplated survey and any report produced by the Initiative thus far on integrating CDM into business practice.

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

1. Prepare a detailed Work Plan, for submission to the EKACDM Initiative Manager, outlining the methodology to be used to carry out the consultancy, with a breakdown of the timeline individual steps/activities and milestones. The Work Plan should also outline the scope and focus of the consultancy, as well as any limitations and risks. (It will also be important for this submission to include a list of regional SME stakeholder conferences that are scheduled to take place during the period of this consultancy that could be strategically tap for stakeholder consultations and networking)
2. Attend Inception and subsequent meetings (as required) with the Initiative Manager, Principal Investigators, and other members of the EKACDM Initiative team and network of key stakeholders
3. Develop a data gathering instrument (survey) for selected sectors and SMEs to develop sector-specific manuals for mainstreaming gender-sensitive CDM.
4. 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
5. 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.
6. Ensure participative approaches are adopted in the training methodology
7. 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 .

It is important that the spread of the targeted persons for training reflect equal representatives from each gender as far as possible.

8. Complete and submit a Final Report on consultancy

### 3.0 Deliverables

The expected deliverables for this assignment are:

- (i) An Inception Report within seven working days of the signing of the contract, detailing the work plan and methodology for completing the scope of the work, baseline assessments, consultations, key stakeholders and any other elements identified during the Inception meeting. (It will also be important for this submission to include a list of regional SME stakeholder conferences that are scheduled to take place during the period of this consultancy that could be strategically tap for stakeholder consultations and networking)
- (ii) Data gathering instrument (survey) for selected sectors (i.e. tourism and agriculture) and SMEs to develop sector-specific manuals for mainstreaming gender-sensitive CDM in collaboration with feedback from the OAS and other key stakeholders
- (iii) First draft of two (2) manuals and training material for mainstreaming of gender sensitive Comprehensive Disaster Management (CDM) in business practice for SMEs of targeted economic sectors
- (iv) Revised draft based on comments received from reviewers two (2) manuals and training material for mainstreaming of gender sensitive Comprehensive Disaster Management (CDM) in business practice for SMEs of targeted economic sectors
- (v) Regional training workshops for forty (40) SMEs within the target sectors using the training material developed.
- (vi) Final submission of two (2) manuals and training material for mainstreaming of gender sensitive CDM in business practice for SMEs of targeted economic sectors, based on input received from key consultations at the workshops and corresponding change log,<sup>1</sup> within 15 working days of receipt of feedback.
- (vii) Final Report on consultancy

### 4.0 Duration

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

### 5.0 Management Arrangements

- The service provider will report to the Director of the DRRC through the Initiative Manager (IM).
- The successful applicant shall provide the Initiative with monthly progress reports covering status of work, challenges experiences, risks identified, and any requested changes to the agreed schedule.

The Initiative will:

- Provide letters of introduction to key stakeholders, as necessary;
- Provide feedback on the Inception Report; draft data gathering instrument; First draft, revised draft and final submission of **two (2) manuals and training material** for mainstreaming of gender sensitive CDM in business practice for SMEs of targeted economic sectors and final report on consultancy.

### 6.0 Regional Experts Place of Work and Travel Relevant to Assignment

The assignment does not require occupation of the EKACDM Initiative offices. The Qualified consultant is expected to use their own computers and office equipment.

### 7.0 REQUIRED QUALIFICATIONS, EXPERIENCE AND SKILLS

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

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<sup>1</sup> Change Log is a document which details how comments received, from EKACDM Principal Investigators, PRN and other persons in the peer review process have been addressed. The format will be provided. Changes made should also be indicated in the document by differentiated text – e.g. contrasting font colour.

4. Knowledge of and familiarity with the Comprehensive Disaster Management Framework
5. Experience working in the Caribbean Region.

## 8.0 FINANCIAL REMUNERATION

Upon successful completion (including approval) of a deliverable, the Consultant must forward an invoice, to the EKACDM Initiative Manager in accordance with the payment and deliverable schedule for processing and payment.

	<b>Deliverables</b>	<b>Schedule of Delivery</b>	<b>Amount Payable (CAD)</b>
1	<i>Inception Report and Work Plan</i>	<b>October 11, 2017</b>	15%
2	<i>Draft of data gathering instrument (survey)</i>	<b>October 13, 2017</b>	
4	<b>First draft</b> of two (2) manuals and training material for mainstreaming of gender sensitive Comprehensive Disaster Management (CDM) in business practice for SMEs of targeted economic sectors	<b>November 24, 2017</b>	20%
5	<b>Revised draft</b> based on comments received from reviewers two (2) manuals and training material for mainstreaming of gender sensitive Comprehensive Disaster Management (CDM) in business practice for SMEs of targeted economic sectors	<b>January 12, 2018</b>	20%
6	Regional training workshop for forty (40) SMEs within the target sectors using the training material developed (to be executed in collaboration with OAS)	<b>February 2018</b>	45%
7	<b>Final submission of two (2) manuals and training material</b> for mainstreaming of gender sensitive CDM in business practice for SMEs of targeted economic sectors, based on input received at workshop and corresponding change log, within 15 working days of receipt of feedback.	<b>March 2018</b>	
8	<i>Final Report on consultancy</i>	<b>March 2018</b>	