

Caribbean Disaster Emergency Management Agency (CDEMA)

**IMPLEMENTATION OF MODEL SAFE SCHOOL PROGRAMME (MSSP) IN THE
CARIBBEAN PROJECT**

CONSULTANCY SERVICES FOR PROJECT COORDINATOR FOR THE MSPP PROJECT

REQUEST FOR EXPRESSIONS OF INTEREST

The Caribbean Disaster Emergency Management Agency (CDEMA) has received financing from the Caribbean Development Bank (CDB) in an amount equivalent to EUR745,938 towards the cost of the **Implementation of the Model Safe School Programme in the Caribbean** Project and intends to apply a portion of the proceeds of this financing to eligible payments under a contract for which this invitation is issued. Payments by CDB will be made only at the request of CDEMA and upon approval by CDB, and will be subject in all respects to the terms and conditions of the Financing Agreement. The Financing Agreement prohibits withdrawal from the financing account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of CDB, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than CDEMA shall derive any rights from the Financing Agreement or have any claim to the proceeds of the Financing.

CDEMA, the Executing Agency, now wishes to procure consultancy services for the **Project Coordinator for the Implementation of Model Safe School Programme in the Caribbean Project**.

The objective of the consultancy is to give technical and administrative oversight for the project to ensure that project objectives are achieved. The duration of the assignment is expected to be for a period of **24 months**.

CDEMA now invites interested eligible individual consultants to submit Expressions of Interest indicating qualifications and experience required to provide these consultancy services.

Consultants shall be eligible to participate if:

- (a) the persons are citizens or *bona fide* residents of an eligible country; and

- (b) in all cases, the consultant has no arrangement and undertakes not to make any arrangements, whereby any substantial part of the net profits or other tangible benefits of the contract will accrue or be paid to a person not a citizen or *bona fide* resident of an eligible country.

Eligible countries are outlined in **Appendix 1** below.

The Terms of Reference for the consultancy is in **Appendix 2**.

The attention of interested Consultants is drawn to paragraph 1.9 of CDB's Guidelines for the Selection and Engagement of Consultants (2011), setting forth CDB's policy on conflict of interest.

In the assessment of submissions, consideration will be given to qualifications and experience on similar assignments. All information must be submitted in English. Further information may be obtained from the first address below between 09:00 and 16:00 hours Monday to Friday.

Two (2) hard copies of the Expressions of Interest must be received at the first address below no later than **16:00 hours on Monday, October 2, 2017** and one hard copy must be sent simultaneously to CDB at the second address below. The sealed envelope containing each submission should include the name and address of the applicant and shall be clearly marked **“Expression of Interest – Consultancy Services for Project Coordinator for the Implementation of Model Safe School Programme in the Caribbean Project**

Following the assessment of submissions, the most technically capable and appropriately experienced applicant will be invited to negotiate a contract to provide the consultancy services. CDEMA reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not engaging the services of any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.

1. *Address 1*

Attn: Sharon Layne-Augustine
Caribbean Disaster Emergency Management
Agency
Resilience Way
Lower Estate
St. Michael
Barbados

2. *Address 2*

Attn: Procurement Officer
Caribbean Development Bank
Willey, St. Michael
BARBADOS, W.I.
Tel: (1-246) 431-1600
Fax: (1-246) 426-7269

Appendix 1

EUROPEAN UNION ELIGIBILITY RULES
AFRICAN CARIBBEAN PACIFIC – EUROPEAN UNION
NATURAL DISASTER RISK MANAGEMENT

PARTICIPATION IN PROCEDURES FOR THE AWARDING OF
PROCUREMENT CONTRACTS OR GRANT CONTRACTS

1. Participation in procedures for the award of procurement contracts financed under the EU Contribution Agreement for the Implementation for the Action entitled: “Africa Caribbean Pacific – European – Caribbean Development Bank (ACP-EU-CDB) Natural Disaster Risk Management in CARIFORUM Countries” (ACP – EU NDRM Resources)”, is open to international organisations and all natural persons who are nationals of, or legal persons who are established in, an eligible country.

2. Eligible countries¹ are deemed to be:

(a) Caribbean Development Bank member countries:

Anguilla, Antigua and Barbuda, Barbados, Belize, Brazil, British Virgin Islands, Canada, Cayman Islands, China, Columbia, Dominica, Germany, Grenada, Guyana, Haiti, Jamaica, Italy, Mexico, Montserrat, St Kitts and Nevis, Saint Lucia, St Vincent and the Grenadines, Suriname, The Bahamas, Trinidad and Tobago, Turks and Caicos Islands, the United Kingdom and Venezuela.

(b) Members of the “African, Caribbean and Pacific (ACP) Group of States”²:

Africa:

South Africa³, Angola, Benin, Botswana, Burkina Faso, Burundi, Central African Republic, Cameroon, Cape Verde, Chad, Comoros Islands, Congo, Côte d'Ivoire, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Equatorial Guinea, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritius, Mauritania, Mozambique, Namibia, Niger, Nigeria, Uganda, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, Sudan, Swaziland, Tanzania, Togo, Zambia and Zimbabwe.

¹ Note some countries may be eligible by virtue of more than one category

² Cotonou Partnership Agreement of 23 June 2000 (as amended by the provisional application of Decision No 1/2000 of the ACP-EC Council of Ministers of 27 July 2000, Decision No 1/2000 of the ACP-EC customs cooperation committee of 18 October 2000, Decision No 1/2001 of the ACP-EC customs cooperation committee of 20 April 2001, Decision No 2/2001 of the ACP-EC customs cooperation committee of 20 April 2001, Decision No 3/2001 of the ACP-EC customs cooperation committee of 10 May 2001, Decision No 4/2001 of the ACP-EC customs cooperation committee of 27 June 2001, Decision No 5/2001 of the ACP-EC customs cooperation committee of 7 December 2001, Decision No 2/2002 of the ACP-EC customs cooperation committee of 28 October 2002, Decision No 1/2003 of the ACP-EC Council of Ministers of 16 May 2003)

2003, Council Decision (EC) of 19 December 2002, Decision No 1/2004 of the ACP-EC Council of Ministers of 6 May 2004, Decision No 2/2004 of the ACP - EC customs cooperation committee of 30 June 2004 and Decision No 4/2005 of the ACP-EC customs cooperation committee of 13 April 2005).

- ³ Natural and legal South African persons are eligible to participate in contracts financed by the 10th/11th EDF. However, the 10th/11th EDF does not finance contracts in South Africa.

Caribbean:

Antigua and Barbuda, Bahamas, Barbados, Belize, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago.

Pacific:

Cook Islands, East Timor, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, the Solomon Islands, Western Samoa, Tonga, Tuvalu, Vanuatu.

Overseas Countries and Territories:

Anguilla, Antarctic, Netherlands Antilles, Aruba, British Indian Ocean Territory, British Virgin Islands, Cayman Islands, Falkland Islands (Malvinas), French Polynesia, French Southern Territories, Greenland, Mayotte, Montserrat, New Caledonia, Pitcairn, Saint Helena, Saint Pierre and Miquelon, South Georgia and South Sandwich Islands, Turks and Caicos, Wallis and Futuna Islands.

- (c) A Member State of the European Union:

Austria, Belgium, Bulgaria, Croatia, Czech republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

An official candidate country of the European Union:

The Former Yugoslav Republic of Macedonia, Turkey, Iceland, Montenegro.

A Member State of the European Economic Area: Iceland, Lichtenstein, Norway.

- (d) All natural persons who are nationals of, or legal persons who are established in, a Least Developed Country as defined by the United Nations:

Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Republic, Chad, Comoros, Dem. Rep. Congo, Equatorial Guinea, Eritrea, Ethiopia, Guinea, Guinea-Bissau, Haiti, Kiribati, Lao PDR, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Djibouti, Solomon Islands, Somalia, South Sudan, Sudan, Tanzania, The Gambia, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Rep. and Zambia.

- (e) Participation in procedures for the award of procurement contracts or grants financed from the Facility shall be open to all-natural persons who are nationals of, or legal

persons established in, *any country other than those referred to in paragraph 1, where reciprocal access to external assistance has been established*. Reciprocal access in the Least Developed Countries as defined by the United Nations (UN) shall be automatically granted to the OECD/DAC members: Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Japan, Korea, Luxembourg, Netherlands, New Zealand, Norway, Portugal, Spain, Sweden, Switzerland, United Kingdom, United States.

3. Services under a contract financed from the Facility may be provided by experts of any nationality, without prejudice to the qualitative and financial requirements set out in the Bank's procurement rules.

4. Supplies and materials purchased under a contract financed from the Facility must originate in a State that is eligible under paragraph 1. In this context, the definition of the concept of 'originating products' shall be assessed by reference to the Bank's prevailing procurement guidelines/procedures, and supplies originating in the EU shall include supplies originating in the Overseas Countries and Territories.

5. Whenever the Facility finances an operation implemented through an international organisation, participation in procedures for the award of procurement contracts or grants shall be open to all natural and legal persons who are eligible under paragraphs 1, care being taken to ensure equal treatment of all donors. The same rules apply for supplies and materials.

6. Whenever the Facility finances an operation implemented as part of a regional initiative, participation in procedures for the award of procurement contracts or grants shall be open to all natural and legal persons who are eligible under paragraph 1, and to all natural and legal persons from a country participating in the relevant initiative. The same rules apply for supplies and materials.

7. Whenever the Facility finances an operation co-financed with a third entity, participation in procedures for the award of procurement contracts or grants shall be open to all natural and legal persons eligible under paragraph 1, and to all persons eligible under the rules of the third entity. The same rules shall apply to supplies and materials.

Caveat: The Bank and EU eligibility requirements are subject to change by the Bank and the EU. The applicant is responsible for checking whether there have been any updates on the eligibility requirements, as well as the UN's list of Least Developed Countries.

IMPLEMENTATION OF THE MODEL SAFE SCHOOL PROGRAMME IN THE CARIBBEAN

TERMS OF REFERENCE
PROJECT COORDINATOR

1. BACKGROUND

1.01 The Caribbean is one of the most disaster prone regions in the world due to its high vulnerability to multiple natural hazards such as hurricanes, floods, earthquakes, tsunamis, landslides and volcanic eruptions. This vulnerability is exacerbated by underlying socio-economic factors such as high levels of poverty and inequality, unplanned urban settlements and weakened infrastructure. The most recent projections in climate research anticipate a significant increase in the frequency and intensity of climate related natural hazard risks, such as hurricanes and extreme weather events.

1.02 The education sector in the Borrowing Member Countries (BMCs) of the Caribbean Development Bank (CDB) is one of the most vulnerable sectors to the impacts of natural hazards. Several factors contribute to vulnerability of the physical infrastructure including: location of the school plant in vulnerable locations such as flood-prone areas or on unstable slopes, the inadequate maintenance of buildings, and a general absence of education sector policies and plans which explicitly address vulnerability risk reduction of the school plant. Over the last two decades, natural hazards have inflicted severe damage and losses to the education sector. For example, in 2004 Hurricane Ivan damaged 73 of 75 public schools in Grenada, resulting in delayed access to education services for more than 30,000 children. The January 12, 2010 earthquake in Haiti destroyed 4,000 schools, due largely to the absence of earthquake-resistant architecture. Ensuring school safety has therefore emerged as a key public policy issue for governments, given the critical role that the education sector plays in achieving the wider development objective of inclusive economic growth and social development. Moreover, many schools serve as emergency shelters as well as spaces for community activities.

1.03 At the international level, the challenge of operationalising the concept of safe schools has been recognised as a priority and has been incorporated in the Sendai Framework for Disaster Risk Reduction¹ (DRR) 2015–2030. The strategy places emphasis on integrating school safety in national DRR plans and strategies by 2020. A key mechanism for driving the strategy has been the establishment of a thematic working group that promotes initiatives to (i) build knowledge and awareness of hazard risks in the school curriculum and (ii) strengthen disaster-resilient public and private investments through structural, non-structural and functional disaster risk prevention and reduction measures in critical facilities, particularly schools and hospitals. As a complement to the Sendai Framework, the United Nations Office for DRR (UNISDR) coordinates a Worldwide Initiative for Safe Schools (WISS), a government-led global partnership for advancing safe schools. WISS was developed in collaboration with the Global Alliance on DRR Education and Resilience in the Education Sector (GADRRRES). GADRRRES comprises a range of UN bodies, international non-governmental organisations, and selected regional partners working on DRR education and knowledge issues. Implementation of WISS at the national level, is based on three core pillars for a safe school: Safe Learning Facilities (disaster-resilient infrastructure), School Disaster Management, and DRR and Resilience Education.

1.04 The Caribbean Disaster Emergency Management Agency (CDEMA) is responsible for the coordination of disaster risk management (DRM) in the Caribbean Community (CARICOM). It has 18 Participating States (PS), all of which are BMCs of CDB. CDEMA has a three-tiered governance

¹ This is the flagship international document of the UNISDR.

structure: the Council of Ministers, the Technical Advisory Committee and the Coordinating Unit. The Comprehensive Disaster Management (CDM) Strategy 2014–2024 coordinated by CDEMA provides the framework to build a safer, more resilient Caribbean through strengthening institutional arrangements, increasing and sustaining knowledge management and learning, improving effectiveness of CDM at sectoral levels, and building and sustaining capacity for a culture of safety and community resilience.

1.05 The CDM Strategy 2014-2024 coordinated by CDEMA provides the regional framework for building a safer, more resilient Caribbean through strengthening institutional arrangements, increasing and sustaining knowledge management and learning, improving effectiveness of CDM at sectoral levels, and building and sustaining capacity for a culture of safety and community resilience. Under the CDM, CDEMA has identified the education sector as a priority for advancing DRM in the region. At the sub-regional level, strengthening DRR and management measures, is reflected in one of the cross-cutting themes of the CDB-funded Organisation of Eastern Caribbean States (OECS) Education Sector Strategy (2012-2021). In keeping with the priority for building resilience in the education sector, CDEMA has developed the Model Safe School Programme (MSSP) toolkit, to assist its PS to create safer and greener educational facilities. The MSSP tool-kit covers pre-primary to post-secondary institutions in the private and public sectors and was endorsed by the CDEMA Council of Ministers in 2015. It provides guidance for the development of a National Safe School Policy and tools for assessing the level of safety and greenness of schools. The school assessment tools provide the basis for identifying deficiencies and making recommendations for the development and implementation of safety action plans, to bring schools into compliance with established standards for safety and greenness as outlined in the policy.

1.06 The MSSP was piloted in four schools in three BMCs during 2014 –2015: Anguilla (two schools), Barbados and St. Vincent and the Grenadines. Activities included the structural/physical assessments and the development of safety action plans for each pilot school. Based on the assessment, areas for action were identified and work was undertaken to improve the level of safety of these schools. This included enhancement of evacuation routes and warning systems for evacuation. However, insufficient funding limited the full implementation of priority activities identified in the action plans. Nonetheless, the assessments provided the Ministries of Education with data to inform future decisions about maintenance, retrofitting; and disaster preparedness and response actions. The assessments also revealed that stakeholder engagement and involvement are critical to secure “buy-in”, reduce delays in project implementation, to support participatory assessments and facilitate the implementation of the action plans.

1.07 As part of its continuing efforts to build resilience in the education sector, CDEMA in collaboration with UNISDR, OECS and other regional partners have joined forces to implement the Caribbean Safe School Initiative (CSSI). The CSSI provides the framework under which the Caribbean will implement WISS, with funding from the Austrian Development Agency. A UNISDR led project “Strengthening Regional DRR Strategies and Capacities for Resilience in the Caribbean” commenced in 2016 and has supported a range of promotional activities, including a Caribbean Safe School Ministerial Forum. In April 2017, as part of this initiative, authorities from 12 Ministries of Education, including ten BMCs, signed the Antigua and Barbuda Declaration on School Safety in the Caribbean² and drafted a Regional Roadmap for School Safety. The Declaration embraces the MSSP as a recognised approach to reducing a range of risks including natural hazards in the education sector. As a key implementing partner of the UNISDR led project, CDEMA will apply the MSSP approach and coordinate vulnerability assessments in 18 schools in 6 BMCs; Antigua and Barbuda, Guyana, Montserrat, St. Kitts and Nevis, St. Lucia, and Turks and Caicos Islands.

² <http://eird.org/americas/safe-school-forum/docs/declaration.pdf>

1.08 In April, 2016 the World Bank (WB) launched, a safe schools project in Jamaica titled “Developing Disaster Risk Management Strategy in Jamaica’s Education Sector”. Under the project, structural assessments of 950 primary and secondary schools will be undertaken beginning June 2017. In collaboration with the University of Technology’s, Faculty of the Built Environment, (School of Building and Land Management), a specialised course is being developed for conducting physical assessment of schools in respect of vulnerability to flood, hurricanes, seismic and landslide risks using a standardised assessment template. Students from the Faculty will be trained to conduct physical assessment of schools and will also serve as assessors under the WB project.

1.09 In furtherance of the objectives of the Antigua and Barbuda Declaration on School Safety in the Caribbean, CDEMA has requested support from CDB for a Technical Assistance grant to:

- (a) convert the paper-based MSSP tool-kit to an electronic format that will allow for data collection, storage, analysis and reporting of risk data;
- (b) elaborate and enhance the building condition assessment element of the MSSP tool-kit;
- (c) “scale up” the adoption of the the MSSP toolkit with implementation of MSSP activities in six BMCs: Antigua and Barbuda, Barbados, Dominica, St. Kitts and Nevis; St. Lucia; and St. Vincent and the Grenadines; and
- (a) assess schools in Barbados and SVG using the enhanced Building Condition assessment Tool³ which were completed under the original CDEMA pilot project.

1.10 The proposed TA has been designed to advance the school safety agenda by building on existing initiatives in BMCs.

2. OBJECTIVES

2.01 The primary responsibility of the Project Coordinator (PC) is to give technical and administrative oversight for the project to ensure that project objectives are achieved.

3. SCOPE OF WORK

3.01 The PC will be directly responsible for coordinating the execution of all project activities and ensuring project technical supervision and quality of deliverables.

3.02 Specific duties and responsibilities of the PC will include, but not be limited to:

- (a) preparing project implementation reports and reviewing other technical documents related to the project;
- (b) updating the Procurement Plan as necessary and at least annually;
- (c) managing the selection and engagement of consultants and contractors, and the procurement of materials, goods and services;

³ The Enhanced Building Condition Assessment Tool will be used for the assessment of the schools.

- (d) monitoring the execution of deliverables by the Consultant(s) and proposing contract amendments where necessary;
- (e) ensuring timely and quality deliverables;
- (f) collecting data on the performance indicators in the design monitoring framework (DMF);
- (g) liaising with CDB Project Management Unit on all technical, administrative and financial aspects of the project;
- (h) coordinating production of various communication and visibility materials, as required;
- (i) preparing and submitting progress reports to CDB; and
- (j) executing any other tasks as assigned by CDEMA to facilitate the successful completion of the project.

4. QUALIFICATIONS AND EXPERIENCE

4.01 The PC must have recognised credentials (Master’s degree or Project Management Professional) in Project Management or related field, and at least five years demonstrated experience in a disaster management agency or similar organisation.

4.02 The PC shall also possess:

- (a) project management certification or demonstrated experience in project management;
- (b) related work experience in the Caribbean region, particularly in implementing multi-stakeholder regional projects;
- (c) good understanding of the environmental challenges in the Small Islands Developing States;
- (d) strong communication skills and ability to manage stakeholder interests; and
- (e) a good command of the English language and the ability to clearly express ideas in writing.

5. REPORTING REQUIREMENTS AND DELIVERABLES

5.01. The PC will be required to provide the following reports and deliverables to CDB:

- (a) an Inception Report within two weeks of the signing of the Grant Agreement and a revised implementation schedule, including a detailed plan for data gathering, data analysis, and validation workshops;
- (b) a quarterly Progress Reports including data on the performance indicators in the DMF for the duration of the assignment; and

- (c) the Final Report within one month following the submission of the last quarterly Progress Report.

6. DURATION

- 6.01. The duration of this assignment is 24 months.