1.0 INTRODUCTION

The Transportation Systems Sector in the British Virgin Islands is comprised of the following modes of transportation: Aviation, Maritime, Highway, and Pipeline. It is an open, interdependent network that moves passengers, goods and services. Our transportation network is important to our livelihoods and economic vitality.

Ensuring its safety is a collaborative effort of all stakeholders within the Public and Private Sectors. Daily, the transportation network connects sister islands, vendors and retailers, moving large volumes of goods and individuals.

The Disaster Management Act, 2003 Section 11 (2)(e) identifies the need for documenting “procedures for mobilizing services and systems for the preparedness for and response to emergencies and disasters during a threatened hazard alert under section 24 or the existence of a disaster emergency…” To fulfill this section of the Disaster Management Act, the Department of Disaster Management and its stakeholders proposed the development, testing and implementation of a Transportation Policy and a Transport Emergency Management Plan.

A Policy is needed to outline our Government's approach to managing the transport system inclusive of transport infrastructure; the means of transport available in the Territory; the people who are in motion and the goods being transported; as well as all the regulations and organisations involved.

The British Virgin Islands is home to various nationalities and also has the distinction as being one of the premier tourist destinations in the Caribbean. While the Territory does not boast of a Territorial transportation system, it does play host to numerous independent service providers which operate land-based, marine and aeronautical services. Direct and indirect impacts could include large-scale human casualties, property destruction, economic disruption, and significant degradation of public confidence. A Transport Emergency Management Plan (TEMP) is essential to the continual protection of the Territory’s residents; its critical infrastructure and essential resources. A well-constructed Transport Emergency Management Plan for the British Virgin Islands could prevent a minor transportation incident from escalating, becoming a disaster.

The presence and implementation of the Policy and Plan can also serve to save lives, prevent injuries, and minimise damage to property and the environment.

2.0 OBJECTIVES OF THE CONSULTANCY

The objective of this Consultancy is to develop a Transportation Policy and a Transport Emergency Response Plan for the British Virgin Islands. The Policy and Plan should outline how people/ goods/ services can be transported into, within or out of the Territory in preparation for, during and after hazard impact.
3.0 SCOPE OF WORK

3.1 The Consultancy should involve at minimum research, analysis, extensive consultation and synthesis of existing legislation(s). Review of best practice international, regional policies and applicable local strategies and legislation (for example the Merchants Shipping Act, Road Traffic Act and others) related to the transportation sector and management of transportation emergencies and transport logistics before, during and/or after emergencies or disasters.

3.2 A highly participatory process is required to ensure that the tools to be developed are rooted in best practices and there is buy-in from the stakeholders within the Territory’s disaster programme.

3.3 In view of the above, the following is required:
   i. Preparation of an inception report;
   ii. Consultation with relevant stakeholders to provide input into the development of a Transportation Policy and a Transport Emergency Response Plan for the British Virgin Islands;
   iii. Preparation and delivery of stakeholder consultation tools, i.e. agenda, presentations, and stakeholder consultation report;
   iv. Development and submission of first and final drafts of the Transportation Policy and Transport Emergency Response Plan for the British Virgin Islands;
   v. Preparation and coordination of a simulation exercise designed to test the procedures outlined in the Final Draft Transport Emergency Response Plan, with exercise manual and after action report which should document the results of the exercise and prioritised recommendations with timeframe for achievements and proposed budgetary cost to implement recommendations or address corrective actions;
   vi. Preparation a final report on the Consultancy which documents methodology used, the activities undertaken, challenges, results (planned and unplanned), lessons identified and recommendations for the implementation of the Transportation Policy and a Transport Emergency Response Plan for the British Virgin Islands.

3.4 Preparation of the Inception Report - Within 5 (working) days after the initial meeting with the Consultant/Firm and upon receipt of a signed contract, the Consultant/Firm shall submit an inception report detailing the approaches/methodologies, timelines, risks, mitigation measures, assumptions, expected results and milestones associated with the Consultancy. The inception report should be informed by discussions with relevant staff at the DDM, other entities of the Territory’s Disaster Management Programme as agreed.

3.5 Stakeholder Consultation and Report - In consultation with the DDM, Consultant/Firm will prepare an agenda and associated documentation to host a two (2) Stakeholder Consultations. The first stakeholder consultation should be aimed at obtaining information for inclusion in the First Draft of the Territory’s Transportation Policy and Transport Emergency Response Plan. The second stakeholder consultation should be aimed at presenting the First Draft of the documents for comments and scrutiny. The Consultant/Firm will facilitate the Stakeholder Consultations at dates and venues to be determined by the DDM and prepare the Stakeholder Consultation Report.

3.6 National Transportation Policy - The Consultant/Firm must prepare and submit First and Final Drafts of a Transportation Policy for the British Virgin Islands. The Transportation Policy should document the measures taken by the Government of the British Virgin Islands that focuses on the safety and growth of the sector and the its approach for the emergency transport of goods, individuals before during or after an emergency or disaster to affect relief efforts. Transportation policy should be closely connected with other functions of society, and should include:
   i. Statements on the special characteristics of transport in the British Virgin Islands including characteristics of the shipping industry; Taxi and tours traffic.
   ii. Statements about Government of the Virgin Islands’ approach to climate change; inclusive of:
      3.6.ii.1 proposed controls on gas emissions from traffic;
      3.6.ii.2 bilateral and international agreements for reducing emissions;
3.6.ii.3 proposed trading system(s) for emissions allowances and reduction of carbon dioxide emissions from traffic; and

3.6.ii.4 Impacts of climate change on transport infrastructure; with possible linkages to the importation of vehicles and relevant Department of Motor Vehicles licensing/inspections regulations.

iii. Statements outlining the capacity limits of land-based and marine vehicles and vessels, and proposed options for the type of and/or levels of insurance necessary for transporting the public by land and by sea.

iv. Statements outlining the frequency with which vehicles used for public transportation are inspected; with proposed inspection areas outlined for vehicles; recommendations for screening taxi drivers and tour operators especially; and possible enforcement mechanisms.

v. Statements for the promotion of public transport and pedestrian and bicycle traffic as attractive alternatives.

vi. Statements on the development of the public transport system and its promoting the competitiveness of public transport.

vii. Statements which focus on road traffic safety and maritime safety with special attention to domestic marine travel.

viii. Statements on the requirements for ferry manifest and or passenger list for domestic inter-island travel.

ix. Statements on the condition of the transport network; the extent of the road network with private roads; ferry traffic in the archipelago and air traffic airport in the British Virgin Islands.

x. Statements on the recommendations for the maintenance and management of the local transport infrastructure.

xi. Statements related to emergency management and the transport sector; in particular potential to mobilise the transportation labour force to provide for emergency response and/or emergency relief.

3.7 National Transport Emergency Management Plan - The Consultant/Firm must prepare and submit First and Final Drafts of a Transport Emergency Management Plan for the British Virgin Islands which documents procedures for transporting person and/or goods before and after a hazard impact. This Plan should include:

i. Procedures for mobilizing transportation services and systems for before, during and after hazard impacts.

ii. Procedures for requisitioning private vehicles/vessels for the use of providing emergency relief in the event of a disaster or emergency inclusive of procedures for assessing and paying compensation.

iii. Procedures for the safe transport of persons and/or goods via Air/Land/Sea before, during and after hazard impacts.

iv. Procedures for the safe transport of hazard/disaster responders via Air/Land/Sea to affected site(s).

v. Procedures for the safe transport of hazard/disaster victims via Air/Land/Sea to medical facilities.

vi. Procedures to apply the use of local taxis, tour busses and ferry boats - in the event that the evacuation of the residents of any area is considered to be desirable in the event of a disaster and/or emergency.

vii. Procedures for transporting and accounting for community and/or Sister Island evacuees before and after hazard impacts.

viii. Procedures for securing and reopening Air and Sea ports before and after hazard impacts.

ix. Procedures for restoring transportation networks.

x. Any other areas as further defined and or approved by the DDM.

3.8 Situational Exercise Manual/Toolkit – The Consultant/Firm shall submit a Simulation Exercise Manual/Toolkit and coordinate a simulation exercise to test the procedures outlined in the Transport Emergency Management Plan (TEMP). The Toolkit provides a common, approach to testing the TEMP based on the Department of
Disaster Management standard training and exercise/capacity building programme. The Exercise Manual or Toolkit is design and development, to conduct testing of the procedures outlined in the TEMP. The Exercise Manual or Toolkit is to be a step by step guide written in laymen’s terms for use by local authority and includes at least two scenarios for desktop exercises, functional or full scale exercises with injects, master sequence of events and fillable templates.

3.9 Exercise After-Action Report and Improvement Plan- The Consultant/Firm shall submit an After-Action Report/Improvement Plan (AAR/IP). The AAR/IP will align the exercise objectives with preparedness doctrine to include the National Preparedness Goals and related frameworks and guidance. The AAR/IP will served as the evaluation report on the exercise which details capacity of the Territory’s preparedness for, response to and recovery from a hazard impact which warrants the activation of the TEMP and implementation of its procedures. The AAR/IP will also document recommendations for responders and areas for improvement planning compete with timeframes and projected cost to implement corrective actions.

3.10 Consultancy Final Report – The Consultant/Firm shall submit a Final Report on the Consultancy detailing the methodology, activities undertaken, challenges, results (planned and unplanned), lessons identified and recommendations on how to address those lessons.

4.0 RESULTS AND DELIVERABLES

The Consultant/Firm will submit the following:
- Inception report
- Agenda and associated documentation for Stakeholder Consultations
- Stakeholder Consultation Report
- First and Final Draft of a Transportation Policy for the British Virgin Islands
- First and Final Draft of a Transport Emergency Response Plan for the British Virgin Islands
- Situational Exercise Manual/Toolkit
- Exercise After Action Report
- Final Report on Consultancy

NOTE: timelines for submission of deliverables above will be agreed to and detailed in the final inception report.

5.0 INDICATIVE TIMEFRAME AND MAN DAYS

<table>
<thead>
<tr>
<th>DEVELOPMENT AND TESTING OF TRANSPORTATION POLICY AND TRANSPORT EMERGENCY MANAGEMENT PLAN FOR THE BRITISH VIRGIN ISLANDS</th>
<th># of Man-days</th>
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<tbody>
<tr>
<td>1. Review of the Literature</td>
<td>5</td>
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<tr>
<td>2. Inception Report</td>
<td>1</td>
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<tr>
<td>3. Agenda and associated documentation for a Stakeholder Consultation and Preparation of Stakeholder Consultation Report</td>
<td>2</td>
</tr>
<tr>
<td>4. First and Final Draft National Transportation Plan for the British Virgin Islands</td>
<td>15</td>
</tr>
<tr>
<td>5. First and Final Draft National External Affairs Plan for the British Virgin Islands</td>
<td>15</td>
</tr>
<tr>
<td>7. Exercise After Action Report</td>
<td>1</td>
</tr>
<tr>
<td>8. Final Report on Consultancy</td>
<td>1</td>
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</tbody>
</table>

TOTAL MAN DAYS 45
Note: All other expenses are to be included in the financial proposal such as communications, travel and DSA costs for Consultant(s)/Firm (if applicable).

6.0 INPUTS OF THE DEPARTMENT OF DISASTER MANAGEMENT

6.1 DDM shall provide the Consultant/Firm with:
- Contact information for relevant Partners
- Comments on all products/reports of this Consultancy within ten (10) working days
- Guidance information on sourcing documents and/or resources as appropriate

7.0 EVALUATION CRITERIA

The Consultant/Firm should have the following skills:

7.1 Qualifications and Experience
1. Masters in Disaster Management and/or Policy Analysis/Development or related field
2. A minimum of seven (7) years’ experience in Policy Development.
3. A minimum of five (5) years’ experience in Disaster or Environmental Management.

7.2 Knowledge and Skills
1. Demonstrated knowledge and skills in stakeholder participation techniques
2. Demonstrated knowledge and skills in facilitation of workshops
3. Demonstrated analytical and research skills in the field of policy development and implementation/management
4. Demonstrated knowledge and skill in plan development and implementation
5. Strong communication, documentation and presentation skills.

7.3 The Technical Proposal should indicate at minimum:
1. Proposed approach to be taken for the roll out of the consultancy
2. Evidence of stakeholder participation in the development of the proposed documents
3. Timelines
4. Curriculum Vitae of consultant and for each member of the team (if a team approach is utilised)

Note: the financial proposal should have a detailed budget breakdown with man days for each team member identified.

The Consultant may be an individual or firm/company preferably located within the Virgin Islands. The duration of the Consultancy is scheduled to last a maximum of six (6) Months.

A technical and financial proposal based on the Terms of Reference outlined above must be provided no later than close of business on July 30, 2016.

The proposal must include full Curriculum Vitae for the consultant and each member of the consultancy team (if team approach is utilised). Further information may be obtained from Ms. Sharleen DaBreo (bviddm@surfvi.com) at the DDM.

Please send applications to the contact and address below:
Ms. Sharleen DaBreo,
Director
Department of Disaster Management
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Tortola VG1110
BRITISH VIRGIN ISLANDS

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