

**Department of Disaster Management**  
**Consultancy Services for Virgin Islands Continuity of Government Plan**  
**Request for Expression of Interest**

During an emergency or disaster the Government of the Virgin Islands is required to maintain services that provide for the needs of the community. While the impact of an incident cannot be predicted, planning for continuity of operations under such conditions helps mitigate the effects of a disaster or emergency on people, facilities, and critical services.

The Deputy Governor's Office (DGO) in conjunction with the Department of Disaster Management (DDM) now wishes to procure consultancy services to develop a plan for the Continuity of Government Operations. The objective of the plan is to provide guidance to support essential functions performed by the Government when a disaster or emergency threatens or impacts its operations in a manner that requires changes to the delivery of Government services or the relocation of personnel or operations. The duration of the consultancy should not exceed three months.

The DGO now invites interested individual consultants to submit Expressions of Interest for the provision of consultancy services for the development of the Virgin Islands Continuity of Government Plan. Interested Consultants should provide information on their qualifications and experience, and ability to carry out the assignment.

Consideration will be given to consultants who clearly demonstrate and prove technical competence, education, qualifications and experience (local and regional experience) on similar assignments. All information must be submitted in English. Further information may be obtained from the first address below during office hours from Monday to Friday between 8:30am and 4:30pm Atlantic Standard Time.

Electronic copies of the Expressions of Interest must be emailed to the first address below and copied to the Deputy Governor's Office at the second address below no later than 4:30pm on Friday, August 19, 2019. The email submission must include the name and address of the applicant and the subject line shall be clearly marked "Expression of Interest – Virgin Islands Continuity of Government Plan".

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

Address 1:

Email: [bviddm@surfbvi.com](mailto:bviddm@surfbvi.com)

The Director

Disaster Management

Simmonds Building

DeCastro Street, Road Town

VG1110 British Virgin Islands

Telephone: 1 (284) 468-4200

Address 2:

Email: [dgo@gov.vg](mailto:dgo@gov.vg)

The Permanent Secretary Department of

Deputy Governor's Office

Road Town, Tortola

Virgin Islands (British) VG1110 Tortola,

Telephone: 1 (284) 468-2195

**TERMS OF REFERENCE**  
**VIRGIN ISLANDS CONTINUITY OF GOVERNMENT PLAN**

**1. Background**

The Government of the Virgin Islands has essential operations that need to be maintained or rapidly resumed in a disaster or emergency situation. While the impact of an incident cannot be predicted, planning for continuity of operations under such conditions helps mitigate the effects of a disaster or emergency on people, facilities, and critical services. The Government of the Virgin Islands wishes to update its Continuity of Government (COG) Plan to guide how essential services are sustained and maintained during emergencies and disasters.

This Plan is expected to provide guidance to support essential functions performed by the Government when a disaster or emergency threatens or impacts its operations in a manner that requires changes to the delivery of Government services or the relocation of personnel or operations.

The COG Plan, which is a requirement under the Emergency Management Accreditation Programme (EMAP), will also provide direction when there is a need to implement continuity of operations activities related to an incident that impacts essential functions, roles of staff, facilities, or delivery of services to residents, visitors, or businesses.

**2. Scope of work**

2.1 Conduct a Business Impact Analysis and Risk Assessment for the Government of the Virgin Islands.

2.2 Review the existing disaster plans to understand the current Government of the Virgin Islands operations and business functions.

2.3 Develop a Continuity of Government Plan to sustain essential functions during times of disaster or emergency while preserving the functionality of the Government of the Virgin Islands.

2.4 This Plan must:

- a) Describe how the Government will endeavor to perform essential functions during and after a disaster or emergency that disrupts normal operations.
- b) Guide the Government during an actual incident and support the performance of essential functions from alternate locations, where the primary facility becomes unusable for a period.
- c) Provide for continuity of government and decision-making if senior management or elected officials are unavailable, inaccessible, or victims of the incident.

2.5 Validate and share of the COG plan with key stakeholders through consultative workshops.

**5. Expert/Consultant/Firm:**

The lead Consultant is expected to have:

- 5.1. Proven experience with developing successful policies/guidelines related to Continuity of Government or Continuity of Operations for critical public sector entities.
- 5.2. In-depth knowledge and understanding of the operations of the Government of the British Virgin Islands, its current decision-making structures, systems, procedures and functions.
- 5.3. Proven record of at least 5 to 7 years of experiences in the development field with focus on Disaster Preparedness/Disaster Risk Reduction/Contingency Planning/Business Continuity Planning out of which at least 2 years should be in independent consultancy.

5.4 Strong verbal and written English communication skills.

5.5 Ability to and organize/lead of consultative workshops with a diverse stakeholder group including high level officials.

**6. Time frame**

The relevant personnel within the Deputy Governor's Office and the Department of Disaster Management will assist the Consultant/Firm in the development of an exact timetable. The period for the consultancy should not exceed 3 months and starting no later than August 26, 2019

**7. Payment**

The consultant quote should cover the entire scope of work as listed above, inclusive of ALL APPLICABLE TAXES (Income, Social Security, NHI etc.), the consultancy fee, travel, boarding, lodging costs.

**8. Evaluation Criteria:**

The profiles of the consultant shall be evaluated based on the aforementioned scope of works. Contract award will be made on the technical capacity (70% aggregate score) for past experience and capacity of the consultant along with a competitive financial quote/price (30% aggregate score). Only short-listed applicants will be contacted. The Deputy Governor's Office reserves the right to reject any or all proposals and is not bound to any legal claim in this regard.

Interested candidates are invited to submit the following application documents:

- a. Expression of interest addressing expertise and track record highlighting work related to Continuity of Government Operations.
- b. Proposed methodology and rationale, financial proposal and indicate timeline;
- c. Curriculum Vitae(s)

The financial proposal must be submitted in US\$ with a detailed breakdown of all activities budgeted for, showing unit, unit cost and duration.

**9. Intellectual Property Rights**

The Deputy Governor's Office will retain all intellectual property rights for any and all material produced, in any media format, for this consultancy.

**10. Proposal application process**

The interested Consultants/Firms will submit technical and financial proposals through email at the following email addresses: [bviddm@surfbvi.com](mailto:bviddm@surfbvi.com) and [dgo@gov.vg](mailto:dgo@gov.vg)

The proposal should be received no later than August 19, 2019 by Close of Business at 4:30pm.

**NOTE:** Any complaints/queries in regard to this consultancy can be sent to [bviddm@surfbvi.com](mailto:bviddm@surfbvi.com) and [dgo@gov.vg](mailto:dgo@gov.vg) by August 12, 2019. The responses to the queries will be shared to provide equal opportunity to all bidders.