

TERMS OF REFERENCE FOR CAMPUS CERT TRAINING FOR TEACHERS

1. BACKGROUND

The British Virgin Islands has taken the lead to adapt the SMART approach to all sectors. The Department of Disaster Management, in collaboration with the Ministry of Education, has been working to implement this initiative in the Education sector. Now, with support from Caribbean Overseas Countries and Territories (OCTs) Resilience, Sustainable Energy and Marine Biodiversity Programme (RESEMBID), the Virgin Islands is expanding its Safe and SMART Schools programme. External support has allowed for the inclusion of key NGOs in the SMART Schools Programme. It aims to continue to use 'sustainable mitigation, adaptation and resilient techniques' or SMART to ensure that schools are applying safe, healthy and green or climate adaptive measures in their buildings and operating practices.

Since starting the SMART Schools Initiative, the Virgin Islands has advanced their programme to incorporate a Health and Safety Policy, Assessment Tools, Demonstration Models as well as a green school checklist which links directly to the national Green Pledge Programme.

It is important that training be offered to support these initiatives and to ensure that efforts are being made throughout the sector to ensure that schools are aiming to make their facilities safer, healthier and greener.

As part of the SMART schools program, a number of teachers should be trained in basic elements of disaster response. This proposal aims to utilize the Campus CERT training to build this capacity among teachers throughout educational system. The Campus CERT training aims to provide knowledge and skill development in basic disaster response including:

- Fire safety and fire extinguisher use
- Light search and rescue
- Campus CERT organization
- Disaster Psychology
- Contingency Planning

Through Campus CERT, the capacity of schools to prepare for, respond to and recover from disasters is built and enhanced. The standard CERT training will be adapted to suit the learning environment and will focus on ensuring that teachers are applying appropriate readiness techniques for the Virgin Islands context.

2. OBJECTIVES OF THE CONSULTANCY

The objective of this consultancy is to engage the services of an independent consultant to provide Campus CERT Training and materials to 14 schools throughout the Territory including on two of the Sister Islands:

3. SCOPE OF WORK

The specific activities to be undertaken will include but not necessarily be limited to the following:

- (a) Review/update existing presentation and create workbook for participants.
- (b) Deliver CERT training to teachers or school staff (target is 90 persons) throughout the public educational system on Tortola and Sister Islands (Virgin Gorda and Anegada).
- (c) Source and procure fifteen (15) Campus CERT kits for participating schools.
- (d) Source and procure equipment for fifteen (15) Readiness kits for participating schools.
- (e) Procure catering services for Campus CERT training.
- (f) Procure and refill of fire extinguisher for use during Campus CERT training.
- (g) Procure fifteen (15) First Aid kits for fourteen participating schools.

4. DELIVERABLES

- (a) The consultant will be required to provide the following:
- (b) Procurement of fifteen (15) Campus CERT kits for participating schools

- (c) Procurement of fifteen (15) First Aid Kits
- (d) Restocking of fifteen (15) Readiness Kits in participating schools
- (e) Updated presentation and participant workbook
- (f) Deliver applicable training for participants from Tortola, Virgin Gorda and Anegada
- (g) Final report on works completed

5. **TIMEFRAME**

The Department of Disaster Management will assist the selected Consultant with the development of an exact implementation timetable. The period for the consultancy should not exceed 2 months starting from April 29th, 2024 to June 28th, 2024.

6. **PAYMENT**

The consultant quote should cover the entire scope of work as listed above inclusive of consultancy fee, travel cost, accommodation cost, associated rental cost and the provision of refreshment per training.

EVALUATION CRITERIA

The profiles of the consultant shall be evaluated based on the aforementioned scope of works and deliverables. 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 Department of Disaster Management reserves the right to reject any or all proposals and is not bound to any legal claim in this regard.

We invite interested candidates to submit the following application documents:

- (a) Expression of interest addressing expertise and track record (especially highlighting work related to CERT, BERT or Campus CERT);
- (b) Proposed methodology, rationale and timeline,
- (c) financial proposal that includes a detailed cost breakdown in US dollars
- (d) CV(s);
- (e) One example of previous similar work.

PROPOSAL APPLICATION PROCESS

The interested Consultants will submit technical and financial proposals via email to bviddm@surfbvi.com. The proposal should be received no later than May 5th, 2024 by close of business 4:30pm.

NOTE: Any queries in regard to this consultancy can be sent to ddm@go.vg at least two working days before the proposal submission deadline. The responses to the queries will be shared to provide equal opportunity to all bidders.