

DEPARTMENT OF DISASTER MANAGEMENT, BRITISH VIRGIN ISLANDS
**ESTABLISHING FLOOD-RESILIENT SMART COMMUNITIES THROUGH NON-
GOVERNMENTAL ORGANISATION PARTNERSHIPS**
CONSULTANCY SERVICES FOR DATA MANAGEMENT OFFICER
REQUEST FOR EXPRESSIONS OF INTEREST

The Department of Disaster Management (DDM) in the British Virgin Islands has applied for financing from the Community Disaster Risk Reduction Fund (CDRRF), managed by the Caribbean Development Bank (CDB) in an amount equivalent to USD649,550 towards the cost of the Establishing Flood-Resilient SMART Communities Through Non-Governmental Organisation Partnerships 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 DDM 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 DDM shall derive any rights from the Financing Agreement or have any claim to the proceeds of the Financing.

The objective of the consultancy is to provide services required for collecting, managing, analysing data specific to the agreed project indicators and the preparing related reports. The Consultant is expected to undertake, but not necessarily limited to, the following:

- (a) Managing process for data collection, establishing and maintaining the monitoring and evaluation system requirements of the Project
- (b) Supporting the implementation of the Project Information Management System
- (c) Assisting the Project Manager in the preparation of quarterly, semi-annual and annual reports to be submitted to CDB
- (d) Performing validation and quality assurance checks on data sets and information received.

The expected duration of the assignment is 24 months.

The Department of Disaster Management (DDM), the Executing Agency, now invites eligible Individual Consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the 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 member countries of CDB

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. The selection criteria will include the following: (a) Education - Bachelor's Degree in Environmental Science or Social Sciences or equivalent. Knowledge of statistics, geographic information systems (GIS) and gender equality would be assets; (b) Experience – at least two years' work experience. Familiarity with the operations of community-based projects will be an asset; and (c) Skills – familiarity with the use of Microsoft Office suite, in particular Excel is a requirement and GIS. All information must be submitted in English. Further information may be obtained from the first address below during office hours from Monday to Friday, 8:30 a.m. and 4:30 p.m. British Virgin Islands time.

Electronic copies of the Expressions of Interest must be received, by email, to the first address below no later than 4:30 p.m. on Tuesday, February 21, 2017 and an electronic copy must be sent simultaneously to CDB at the second address below. Each submission should include the Consultant's name and address and shall be clearly marked in the subject line **“Expression of Interest – Consultancy Services for Data Management Officer.”**

Following the assessment of submissions, the most technically capable and appropriately experienced Consultant will be invited to negotiate a contract to provide the consultancy services. DDM 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.

Submit Expressions of Interest to:

Address 1: bviddm@surfbvi.com

Director
Department of Disaster Management
Government of the BVI
#3 Wailing Road
MacNamara, Road Town
Tortola, VG1110
British Virgin Islands
Telephone: 284 468-4200

Address 2: procurement@caribank.org

Procurement Officer
Caribbean Development Bank
Post Office Box 408
Wilkey, St. Michael
Barbados, West Indies