1.0 GENERAL INFORMATION

1.1. BENEFICIARY COUNTRY
Jamaica

1.2. CONTRACTING AUTHORITY
Jamaica Social Investment Fund

1.3. JAMAICA SOCIAL INVESTMENT FUND

The Jamaica Social Investment Fund (JSIF) is a limited liability company incorporated under The Company’s Act of Jamaica. It was established in 1996 as a component of the Government of Jamaica’s (GoJ’s) national poverty alleviation strategy. The Fund was designed primarily to channel resources to small-scaled community based projects. This is done with the use of an Operations Manual that acts as a guide to ensure transparency, accountability and efficiency in project implementation.

The operations of the JSIF were initially funded by a loan negotiated between the GoJ and the World Bank. Though the Fund was initially established as a temporary organization with an initial lifespan of four (4) years, it has been in operation for over 18 years and presently has agreements that will continue until 2020.

The mandate of the JSIF

The Jamaica Social Investment Fund (JSIF) mobilizes resources and channels these to community-based socio-economic infrastructure and social services projects. Through a national partnership between central and local government, communities and private and public organizations, the JSIF addresses the immediate demands of communities in a manner that is quick, efficient, effective, transparent and non-partisan.

1.4. DISASTER VULNERABILITY REDUCTION PROJECT (DVRP)

The Disaster Vulnerability Reduction Project (DVRP), is funded by The Government of Jamaica (GoJ) through a US $ 30M loan agreement signed with the World Bank. With JSIF as the implementing Agency, the project began in 2016 and will be implemented over six (6) years. The DVRP supports the GoJ in implementing a program that promotes climate and disaster risk management in the wider context of sustainable development. This will be achieved through: i) improving the capacity of Government institutions to generate and use hazard and risk information to shape local and national development; and, ii) reducing disaster and climate vulnerability by making infrastructure more resilient.
The Project will support the Government to proactively address disaster risk, rather than treating a disaster as an exogenous shock to development. The Project will also, in the event of a major disaster triggered by a natural event, enable a quicker response to address emergency needs and thus reduce the risk of the GOJ having to halt or divert resources from the implementation of the other development priorities.

The proposed Project will finance four components, which will be implemented over a period of six years. These target – technical assistance for improved disaster and climate resilience; risk reduction; contingent emergency response; and project administration. Complementary activities will be carried out through grant financing that will leverage the Loan. These activities are related to i) disaster risk financing and insurance; ii) disaster response and recovery; iii) safer schools; and iv) risk reduction.

The Project will support the development of a National Risk Information Platform (NRIP) whereby all Jamaica’s risk data can be located and updated in a centralized platform accessible to Government agencies and the public. The NRIP will require hardware, software and human resources to implement a stable and efficient infrastructure and develop a robust system that is scalable and able to satisfy the needs of all the stakeholders. Through creating a platform for Government agencies to share risk information and a quantitative baseline against which to track progress, the Project will facilitate a strategic risk reduction approach led by the GOJ and incorporating broader national stakeholders – including the business community and civil society – centered on the National Development Plan. The Coastal Risk Atlas (CRA) will be integrated as a part of the NRIP providing data and tools to support improved decision-making and planning of coastal resilience measures.

Recognizing that coastal hazards, adverse climatic factors and sea level rise pose a potential risk to the human population in many coastal communities around the island, a decision system to reduce risk in vulnerable communities is necessary. To complement studies and detailed designs, the Project will also support the GOJ in developing a CRA, which will be developed as an integral part of the NRIP, and will provide a suite of useful decision support tools to address adaptation and risk in coastal communities. The CRA module within the NRIP, will be a visualization toolbox that will be used for the broad-based visualization, identification, analysis and dissemination of information on coastal hazards and risks primarily at the national and where available, local scale information for communities and towns across the island will also be included. The Atlas will also contribute to: (i) informing and improving national planning policies, development orders, guidelines, and other priorities to incorporate coastal hazard risk reduction strategies and mechanisms; (ii) informing the design and placement of coastal defence systems, both natural and engineered, to enhance the reduction of socioeconomic and ecological risks in coastal communities through delineating critical coastal resources, assessing potential impacts of sea level rise, and identifying at risk habitats; and (iii) augmenting national development priorities for the construction of hard, soft, or hybrid coastal management and protection measures. The CRA will be built on existing spatial datasets but will allow for the integration of new data products that may be developed in the future, with functionality to facilitate data use and incorporate data linkages to other national and regional initiatives such as the National Spatial Data Infrastructure and the Caribbean Marine Atlas.
2.0 PURPOSE AND OBJECTIVE

The purpose of the Consultancy is to ensure that key sub-components of the DVRP are effectively linked and coordinated for sustainability. The Consultancy will focus on the development and coordination of inputs to the National Risk Information Platform and its ultimate usage, maintenance and general functionality within the national risk management framework. The Consultancy will also focus on associated Coastal Studies, Risk Atlas and Coastal Revetment Works.

2.1 SCOPE OF WORK

DRR Specialist will be responsible for programme design, planning and implementation, management and evaluation of programme/project activities, data analysis and progress reporting, in support of the DVRP sub-components outlined below:

- National Risk Information Platform
- Coastal Risk Atlas
- Coastal Works
- Coastal Assessments
  - Coastal Micro-Zonation Studies & Eco-systems Based Adaptation (EBA) - 6 Locations i.e. Port Maria, Manchioneal, Ocho Rios, Morant Bay, Savannah-La-Mar & Black River
  - Multi-Hazard (incl. Micro zonation) & EBA - 2 Locations i.e. Port Maria & Alligator Pond

The Consultant shall:

- Develop a thorough knowledge of the Disaster Vulnerability Reduction Project, specifically as it relates to the project’s:
  - Rationale
  - Objectives
  - Components
  - Stakeholders
  - Range of activities
  - Target groups
  - Related trust fund operations (e.g. GFDRR, PROFOR)

- Conduct desktop reviews of existing risk platforms, locally and internationally, toward design of Jamaica’s Platform

- Conduct the necessary consultations and work closely with key stakeholders, such as the National Environment and Planning Agency (NEPA) and The Office of Disaster Preparedness and Emergency Management (ODPEM) and National Spatial Data Management Division (NSDMD), and the National Works Agency as it relates to the objectives of the project and consultancy.
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- Prepare, review and lead the implementation of project work plans and ensure project activities are integrated in broader DVRP country goals, specifically as it relates to coastal assessments and NRIP.

- Develop, Review and/or Enhance Terms of References for consultants to undertake:
  - Coastal Assessments
  - Coastal Risk Atlas
  - The development of the National Risk Information Platform (NRIP)

- Contribute to and facilitate the review of outputs produced by Consultants undertaking coastal assessments and NRIP.

- Facilitate/Coordinate with the JSIF team, and support the monitoring and supervision during project implementation.

- Undertake field visits and meetings to monitor and assess project implementation and recommend corrective actions as necessary.

- Collaborate with partners to carry out a rigorous and transparent approach to evaluation and participate in the major project evaluation exercises.

- Co-ordinate and facilitate workshops for NRIP, Coastal Assessments and other activities as needed.

- Provide support as needed to the Consultancies and Works associated with the Coastal Revetments Works under the DVRP.

- Assist in maintaining data sharing and data incorporation from trust fund operations under the DVRP (GFDRR and PROFOR).

- Organize DRR review meetings as needed with relevant stakeholders.

- Prepare project status reports and briefings in a timely manner, as required. Communicate developments both internally and externally to relevant stakeholders, represent JSIF, as required, on the DVRP Project and DRR in general e.g. DVRP Steering Committee and Technical Working Groups.

- Provide government authorities with technical assistance and support in planning and organizing training programmes for capacity building and project sustainability.

- Support the planning, design, execution, monitoring and evaluation of various activities under the project in close coordination with the JSIF and task teams; support the design and implementation of knowledge products, exchange, outreach and communication activities approved under the project.

- Assist in maintaining effective professional relationships with key stakeholders including civil society, academia, private sector, government agencies and other relevant entities in close coordination with the JSIF.
2.2 DELIVERABLES

The assignment will require the successful completion and acceptance of outputs as below:

**General**

- Workplan
- Terms of Reference for i. Consultants to undertake the Coastal Assessments and ii. development of NRIP
- Review and ensure adequacy of Consultants’ finalized workplans and monitor timelines and associated deliverables
- Field visit monitoring and evaluation reports
- Project status/progress reports
- Workshop(s) planned and executed as determined, to include NRIP
- Proceedings from workshop and meetings held with stakeholders collated and shared
- Outputs associated with Coastal Works along with initiation of next steps.

**Specific**

A. **Work plan** submitted within **5 working days** after the contract is signed
B. **Terms of Reference** for first Consultancy submitted within **15 working days** after the contract is signed
C. **NRIP workshop** conducted within 30 days of the contract signing
D. **Progress reports** submitted to JSIF within **5 working days** after end of each quarter
E. **Field visits** conducted and reported on as agreed
F. **Workshops** planned and executed as agreed and reports completed
G. Meeting minutes and proceedings prepared and disseminated to relevant stakeholders within **5 working days** of meeting being held.
H. On completion of the assignment, the Consultant will submit to JSIF a comprehensive **Final Report**; this report should be submitted no more than **20 working days** after the end of the Consultancy and should include:
   - Outputs (activities conducted)
   - Results of the monitoring assessments
   - In-depth analysis of the results of the monitoring assessments and the improvement/lack thereof that has occurred due to the project
   - Challenges experienced
   - Recommendations for future intervention
   - Photographs and Video Footage of the various phases of intervention
   - Microsoft Power Point Presentation of Report (Maximum 30 Slides)
Both reports i.e. Progress and Final Reports are incomplete without submission of the following:

a) A hard copy and electronic copy in Microsoft Word of reports (On CD or Flash Drive).

b) All reports must include the location, date, name of the facilitator and participants/groups.

3.0 PROJECT MANAGEMENT / REPORTING ARRANGEMENTS

Prior to the start of this assignment, the Consultant will be invited to an initial briefing with teams from the JSIF and ODPEM. The Consultant will be working across, and with multiple agencies to adequately fulfil the objectives of the ToR. As such, for day to day matters the Consultant shall report to Senior Director, Mitigation, Planning & Research, ODPEM. On contractual and other matters as needed the Consultant shall report to the Managing Director, JSIF or designate. The Consultant should request problem-solving meetings as soon as there is any indication of a variation in the scope of work, or changes to the timeline being necessary. No variations are to be made to the agreed time or cost without the prior approval of JSIF.

3.1 LOGISTICS AND TIMING

COMMENCEMENT DATE & PERIOD OF EXECUTION

The intended commencement date is September 1, 2017 and the period of execution of the contract will be six (6) months from this date. The possibility exists for the extension of the contract.

PAYMENT SCHEDULE

Payments will be made as follows:

- 7.5% of contract sum upon submission and approval of deliverables A and B.
- 7.5% of contract sum upon submission and approval of deliverable C.
- 65% of contract sum paid in equal installments in months 2, 4 and 5.
- 20% of contract sum upon submission and approval of deliverable H.
<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Timeline</th>
<th>Linked Payment</th>
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<tbody>
<tr>
<td>A Work plan</td>
<td>Submitted within 5 working days after the contract is signed</td>
<td>7.5%</td>
</tr>
<tr>
<td>B Terms of Reference for Consultants (NRIP, Coastal Atlas)</td>
<td>Submitted within 15 working days after the contract is signed</td>
<td>7.5%</td>
</tr>
<tr>
<td>C NRIP Workshop Report</td>
<td>Conducted within 30 days of Deliverable A</td>
<td>7.5%</td>
</tr>
<tr>
<td>D-G Project Management components</td>
<td>Reports submitted within 5 working days of end Month</td>
<td>65%</td>
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<tr>
<td>H Final Report</td>
<td>Within 20 working days after the end of the project</td>
<td>20%</td>
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<tr>
<td><strong>TOTAL CONTRACT PERIOD - 6 MONTHS</strong></td>
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3.2 **SUBMISSION & APPROVAL OF OUTPUTS**
Final deliverables must take the form of an electronic copy of documentation produced and as well as hard copy; and shall be done as per the reporting arrangements outlined in Section 3.0.

4.0 **REQUIREMENTS AND QUALIFICATIONS**

Qualifications and Skills
- A Bachelor degree in Disaster Risk Management, Environmental Management, Urban/Regional Planning, or other field of study related to disaster risk reduction;
- A Master degree in disaster risk management or certified training relevant to DRR theory/practice will be considered as an advantage.
- Project Management Training is required

Experience
- If the holder of a Bachelor’s Degree, a minimum of 10 years’ experience is required. If the holder of a Master’s Degree, then a minimum of 5 years of professional experience in disaster risk reduction field of work; environmental management, or related field
- Experience of working in an international or national development institution on the relevant issues is an advantage.
- Proven record of experience in capacity building, multi-agency/stakeholder coordination, policy advocacy.
- Field experience in developing countries is a plus
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- Competence in using IT systems, MS Office suite applications (Word, Excel, Outlook, and Power Point) are a must
- Proven Exposure to and knowledge of GIS software and their applications, in particular the development or supervision of functional needs assessments and specifications.

Management and Leadership
- Focuses on impact and result for the client and responds positively to critical feedback
- Encourages risk-taking in the pursuit of creativity and innovation
- Leads teams effectively and shows conflict resolution skills
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills with diverse culture and traditions
- Builds strong relationships with stakeholders

Supporting Details
- Provide references in support of previous works undertaken.
- Detailed synopsis of similar projects and/or assignments.
- Synopsis should include a date/time, specifically identifying technologies/resources used and how, company/organization name and contact person.

Facilities to be provided by JSIF
JSIF shall make available to the Consultant all documents as requested, as well as making staff available for meetings on receipt of adequate notice.