

DISASTER RESILIENCE IMPROVEMENT PROJECT IN THE BAHAMAS

DRAFT TERMS OF REFERENCE

PROJECT COORDINATOR

- **BACKGROUND**

1.01 The Bahamas, a Small Island Developing State in the wider Caribbean Region, faces significant vulnerability to multiple hazards, especially hurricanes, due to its geographic location, physical environment, and other socio-economic factors. Since 2015, the country has endured the impacts of four major hurricanes: Joaquin (2015), Matthew (2016), Irma (2017), and Dorian (2019). These events have resulted in losses exceeding USD4.2 billion, with Hurricane Dorian alone accounting for USD3.2 billion in damages across sectors like housing, education, health, physical infrastructure, tourism, and fisheries. Such financial losses seriously challenge The Bahamas' efforts to achieve various Sustainable Development Goals. Acknowledging the effects of these disasters on The Bahamas, the Caribbean Development Bank (CDB) has allocated grant funding to provide technical assistance (TA) for the implementation of DRM policy and improving DRM practices and strategies in The Bahamas.

1.02 Priority 3 of the CDB's Climate Resilient Strategy 2019-2024 recognises the importance of strengthening Bank Member Countries' (BMCs) capabilities for mainstreaming and implementing climate risk management via capacity-building initiatives, strengthening administrative and legislative frameworks, and public education and awareness. The Disaster Resilience Improvement Project (DRIP) for The Bahamas funded by CDB aims to bolster the institutional capacities and disaster emergency response strategies of the Disaster Risk Management Authority (DRM Authority) while enhancing resilience and livelihoods by assessing preparedness and vulnerability across the country. Further, this TA intervention will ensure that components consider knowledge transfer mechanisms to local practitioners and technocrats.

1.03 Furthermore, CDB, through its Disaster Management Strategy and Operational Guidelines and Gender Equality Policy and Operational Strategy, recognises that disaster risk management policies must be socially inclusive and gender-responsive to effectively address the diverse needs of affected populations. Social inclusivity ensures that marginalised groups—such as women, children, the elderly, and people with disabilities—are actively involved in the planning and implementation of disaster risk management interventions. This participation helps identify vulnerabilities and resilience strategies that might be overlooked. Additionally, a gender-responsive and socially inclusive approach acknowledges the differential impacts of disasters and that different communities have unique cultural practices, communication styles, and coping mechanisms. Ultimately, such an integrated approach not only improves the efficacy of disaster management functions but also strengthens social cohesion and resilience in the face of future crises. Therefore, this consultancy must ensure gender mainstreaming and social inclusivity during all stages of the project cycle.

1.04 Following Hurricane Dorian, the disaster management framework in The Bahamas underwent significant changes. The Government of The Bahamas established the Disaster Reconstruction Authority (DRA) and the Ministry of Disaster Preparedness, Management, and Reconstruction in response to this catastrophic event. In 2022, the passage of the Disaster Risk Management Act prompted an expansion and

reorganisation of the nation's disaster risk management program, leading to the establishment of the DRM Authority in 2024 through the merger of the National Emergency Management Agency and the DRA, repealing their respective legislation to prioritise the mandates of the DRM Act (2022). While the DRM Authority is making considerable progress in implementing the Instruments of the National Disaster Risk Management Policy, the Authority still requires further support in change management, implementing the Policy Instruments, and fortifying its national disaster operations procedures through a strategic institutional agenda and disaster emergency contingency planning.

1.05 This Project will:

- (a) Develop a strategic plan for the DRM Authority that supports a culture of innovation, equal opportunity, operational efficiency, and strong partnerships with stakeholders;
- (b) Prepare a continuity of operations plan for the DRM Authority and enhance capacity and capabilities of the DRM Authority and public bodies for continuity of operations planning;
- (c) Strengthen the ability of DRM Authority to design targeted interventions for vulnerable households through a gender-responsive and socially-inclusive national assessment of individual and household disaster preparedness and vulnerability; and
- (d) Improve the effectiveness of The Bahamas' evacuation mechanisms through preparation of a mass evacuation plan that decentralises planning and procedures and facilitates the safe, timely, and efficient relocation of at-risk populations during disaster emergencies.

1.06 The DRM Authority is now seeking a suitable candidate to undertake the role of Project Coordinator (PC) for the DRIP.

- **OBJECTIVES**

2.01 The objective of the PC consultancy is to support the DRM Authority and its Planning, Mitigation & Research Division through project management services, technical and administrative support inclusive of coordination, management, and monitoring of all aspects of implementation of the DRIP in The Bahamas.

- **SCOPE OF SERVICES**

3.01 The PC will have the following responsibilities:

- (a) **Project Management:**

- (i) Develop and maintain a detailed project plan, including timelines, milestones, and deliverables, managing project schedules, tracking deliverables, and facilitating communication throughout project lifecycle.

- (ii) Coordinate and oversee all DRIP activities, ensuring their timely and successful completion, within budget and to the required standard.
- (iii) Monitor and evaluate DRIP progress, identify potential risks and issues, and develop mitigation strategies with the Project Lead in the DRM Authority.
- (iv) Facilitate effective communication and collaboration among Project stakeholders, Project Lead, the wider DRM Authority, and the Project Steering Committee (PSC).
- (v) Regularly provide updates to the Project Lead on the project progress to ensure the project will achieve indicators and metrics outlined in the Results Framework.
- (vi) Prepare regular progress reports and present them to project stakeholders, CDB and the PSC.
- (vii) Support the preparation of research briefs, reports, presentations, and other materials for internal use, external stakeholders, and public dissemination.
- (viii) Ensure gender considerations are strategically incorporated during implementation.
- (ix) Oversee and manage all incoming and outgoing project documentation, ensuring information is filed correctly and are accessible to consultants, the DRM Authority and the CDB.
- (x) Maintain records of PSC meetings, decisions, and actions.
- (xi) Update project procurement plan as necessary and at least annually.

(b) Financial Management:

- (i) Assist with the financial management of DRIP, including budgeting, tracking expenditures, and ensuring compliance with funding requirements.
- (ii) Coordinate the engagement of consultants and the procurement of goods and services.
- (iii) Monitor project expenditures against the budget and reporting any variances to the Project Lead, ensuring efficient utilisation of project funds.

(c) Technical Implementation:

- (i) Work closely with the Project Lead to coordinate and oversee the implementation of project activities.

- (ii) Provide technical support and guidance on all consultancies associated with DRIP, which are related to institutional strategic planning, continuity of operations for DRM Authority and 2 public bodies, mass evacuation planning and disaster preparedness and vulnerability research.
- (iii) Provide technical and administrative support to the Project Lead in the development and revision of disaster risk management policy, plans, protocols, and procedures, ensuring that DRIP outputs and deliverables integrate strategic planning, policy development, programme evaluation, and national strategies.
- (iv) Plan and coordinate capacity-building initiatives with consultants and the DRM Authority.

(d) Stakeholder Engagement:

- (i) Liaise with relevant government agencies, regional institutions such as the Caribbean Disaster Emergency Management Agency and community stakeholders to ensure their active participation and support in the Project.
- (ii) Organise and facilitate conferences, workshops, meetings, training sessions and other events to facilitate knowledge sharing, networking, and collaboration among stakeholders in the disaster risk reduction and environmental sustainability field.
- (iii) Foster effective relationships and partnerships with key stakeholders to achieve project objectives.

• **QUALIFICATIONS AND EXPERIENCE**

4.01 The ideal candidate for the position of Project Coordinator should possess the following qualifications and skills:

- (a) A bachelor's degree in a relevant or related field (e.g., project management, environmental science, urban planning, disaster risk management) with seven (7) years of experience; or
- (b) A postgraduate degree in a relevant field (e.g., project management, environmental science, disaster risk management) with four (4) years of experience preferably in the field of climate resilience, or disaster risk reduction.
- (c) Strong organisational, time management, and leadership skills, with the ability to manage multiple tasks, responsibilities, stakeholders, and overlapping or competing priorities simultaneously.

- (d) Excellent communication and interpersonal skills, with the ability to engage and collaborate with diverse stakeholders.
- (e) Four (4) years' experience working with national governments, regional and international organisations on climate resilience, environmental science or disaster risk reduction matters is preferred.
- (f) Knowledge of strategic planning, continuity of operations plans, mass evacuation plans, and vulnerability assessments is highly desirable.
- (g) Familiarity with the institutional and operational aspects of disaster risk management is an advantage.
- (h) Proficiency in English is required.
- (i) Proficiency in project management software and tools is required.
- (j) Knowledge and experience in Monitoring and Evaluation is highly desired.
- (k) Knowledge of the cultural and socio-economic context of the Caribbean and experience working in the Caribbean is preferred.
- (l) Ability to work on own initiative without direct supervision.
- (m) Positive attitude to have a good relationship with a high-performance team is highly desirable.

- **REPORTING REQUIREMENTS AND DELIVERABLES**

5.01 The Project Coordinator shall report to the Assistant Director of Planning, Mitigation & Research Division of the DRM Authority (Project Lead) with dotted line reporting to the Chair of the PSC. The Assistant Director will liaise with the Managing Director of the Authority for the approval and execution of all contractual matters. Key deliverables in this role include:

- (a) Preparation of a Project Execution Plan for the DRIP.
- (b) Preparation of progress narrative and financial reports to the Project Lead on a monthly and quarterly basis highlighting project advancement, challenges and risks, project adjustments and any mitigation strategies. Upon validation of these reports by the DRM Authority, submit these to CDB for review and approval.
- (c) Quarterly presentation to PSC on the status, challenges, indicators, ongoing contracts, and the level of implementation project activities.
- (d) Completed Monitoring and Evaluation Report based on the project's Results Framework

- (e) Preparation of a completion report on the achievement of the outcome and output of the DRIP. Upon validation of this reports by the DRM Authority, submit to CDB for review and approval.

- **DURATION AND LOCATION**

6.01 The PC role is a full-time position with the successful candidate being contracted for 12 months in the first instance, with the possibility of renewal for an additional 24 months (the PC can be engaged up to 36 months). Due to the nature of the assignment, the position will require the successful candidate to be based at the DRM Authority's Headquarters in Nassau, The Bahamas. No relocation packages will be provided.