



(SEEP) DISASTER PREPAREDNESS CONSULTANT

TERMS OF REFERENCE

Project Overview:

South Eleuthera Emergency Partners is seeking a consultant to assist with strengthening Eleuthera's emergency preparedness infrastructure, systems and partnerships in light of the lessons learned from Hurricane Dorian.

South Eleuthera Emergency Partners (SEEP):

SEEP is a non-profit organization, that served as one of the founding partners of the One Eleuthera Foundation (OEF) and part of a network of local OEF partners collaborating to transform lives, create self-sufficiency and sustainability in South Eleuthera. SEEP provides the South Eleuthera community with valuable fire suppression and medical transportation services through volunteers operating a fleet of three fire engines and three ambulances based at two Emergency Operations Centers (EOCs) in Tarpum Bay and Wemyss Bight.

SEEP's current assets include a recycling center, a loft for Airbnb rentals and water storage facilities. There is an opportunity for SEEP to make an even greater impact in the community by managing its resources and responsibilities to reduce the harmful effects of all hazards and disasters that affect its communities.

Purpose:

The purpose of the project is to develop an integrated Disaster Preparedness Plan for all of Eleuthera. Through this project, SEEP hopes to leverage its key partnerships in the South to identify and strengthen relationships with existing and future partners in Central and North.

Time Period :

The duration of the consultancy is for **nine (9)** months commencing 14th, March 2022 and ending 14th December 2022.

Scope of the Project:

The project would begin with the Consultant leading a Needs Assessment process designed to identify all key partners on the island (NGOs, local government, schools, businesses, churches) and their current disaster response duties (whether formal or informal). Key partners would be invited to share their input in developing an integrated, island-wide Disaster Preparedness Plan for all of Eleuthera. Residents would be invited to share input via an online or hardcopy survey.

Working with all key partners on the island (NGOs, local government, schools, businesses, churches), the Consultant would publish a Disaster Preparedness Plan (the Plan) for the entire

island of Eleuthera. The Plan would be reviewed and updated annually prior to each hurricane season. In time, additional partners would be integrated into the Plan to ensure the inclusion of all settlements. "Town Hall" meetings would be held to educate partners and residents.

The Consultant would oversee the procurement and strategic placement of essential disaster preparedness supplies in several locations on the island. In Tarpum Bay, the existing container area would be upgraded. In a second location (ideally in North Eleuthera), a second container would be located strategically for access prior to or shortly after a storm. Essential supplies like tarps, plywood, nails, and sump pumps would be stored in these secure containers in addition to water and non-perishable food.

In addition, the Consultant would oversee the procurement of two mobile Disaster Response Trailers (filled with saws, jacks, fuel, ladders, jaws of life, etc.) to allow first responders and other volunteer groups to respond quickly and efficiently shortly after a storm passes, thereby improving the likelihood of preserving lives and property.

Roles and Responsibilities:

The role of the Disaster Management Consultant would include the following:

- To assist with the development of a Disaster Preparedness Needs Assessment for the Island of Eleuthera.
- To identify all key partners on the island (NGOs, local government, schools, businesses, churches) and their current disaster response duties (whether formal or informal).
- To work with all key partners on the island to create and publish a Disaster Preparedness Plan for the entire island of Eleuthera.
- To oversee the procurement and strategic placement of two containers with essential disaster preparedness supplies, one in the South and one in the North of Eleuthera.
- To oversee the procurement and strategic placement of two mobile Disaster Response Trailers (filled with saws, jacks, fuel, ladders, jaws of life, etc.), one in the South and one in the North of Eleuthera.
- To review other documents in relation to the program as recommended.
- To participate in meetings related to the project.
- To produce timely reports related to the project
- Other duties that may be assigned by the Chief Project Officer related to the project.

Key Deliverables:

- A Needs Assessment for the island of Eleuthera

- List of key stakeholders in the North, Central and South Eleuthera
- A Disaster Preparedness Plan for the entire island of Eleuthera
- The strategic placement of two containers one in the South and one in the North of Eleuthera
- The strategic placement of two mobile Disaster Response Trailers one in the South and one in the North of Eleuthera

Reporting:

The Consultant will report to the Chief Project Officer. The Consultant shall submit all invoices and deliverables for approval and payment to the Chief Project Officer. The Consultant is expected to work closely and directly with the Accelerator Programme Lead Consultant.

Qualifications:

The Consultant should have the following qualifications:

- A minimum of a Bachelor's Degree in Emergency Management, Public Administration or a related field.
- At least five years' experience with work in the sector.
- Knowledge of disaster management sector both locally and internationally.
- Be willing to move to or spend extended periods of time in Eleuthera for the duration of the project
- Knowledge of Microsoft Office and QuickBooks, to sufficient and successfully perform the essential duties of the job such as those listed.

Requirements:

The successful applicant must have the right to work in The Bahamas and be in possession of a valid Bahamian driver's license.

One Eleuthera Foundation (OEF):

OEF is the collaboration of various community organizations and individuals to provide greater opportunities for Eleutherans to participate in their own socio-economic development. In order to achieve this goal, the issue of INEQUITABLE large-scale development had to be examined and addressed. We set out to forever change this unsustainable cycle of dependency and empower our local communities into a model of ownership, partnership and collaboration, and self-sufficiency. These are our islands and the time has come to educate, train, fund, and transfer knowledge on how to grow our island communities into thriving economies that ensure all

Bahamians are participating, contributing, and benefiting from homegrown solutions. When we work together and support each other from a place of knowledge, we become ONE.

RESUME SUBMISSION:

All interested persons must send their resumes to resumes@oneleuthera.org. Please label the subject heading with your name and the position for which you are applying. It should read as follows: Eg. David Lobban – Disaster Preparedness Consultant.

RESUMES MUST BE SUBMITTED BY MARCH 4th, 2022.