

REQUEST FOR EXPRESSIONS OF INTEREST

SAINT LUCIA

DISASTER VULNERABILITY REDUCTION PROJECT

IDA Credit #5493-LC, SCF Loan #TF017101, SCF Grant #TF017143

Assignment Title: Guidelines for Integrating Climate Change Adaptation and Disaster Vulnerability Reduction Project into the Procedures and Operations of Government Agencies

Reference No. : SLU-DVRP-GCAGA -CQS- 01-17

Saint Lucia has received financing from the World Bank towards the Disaster Vulnerability Reduction Project (DVRP) and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) includes the preparation of guidelines for business operations within the Saint Lucia Public Service, to facilitate the integration of climate change and disaster preparedness into the operations of ministries, departments and agencies of the GOSL. The consultant will be required to do the following:

1. Conduct Assessment of Public Service Business Operations

- a. In consultation with government Departments, and in the context of climate resilience and disaster vulnerability reduction, review and assess business operations of the Public Sector. Using appropriate eco-auditing and other tools, assess the implications of climate change and disasters on the business operations of the Public Service.
- b. Prepare a report on the findings of the assessment and submit to the Department of Sustainable Development and Department for comment. The report should include recommendations for integrating climate change and disaster preparedness into the business operations of the Public Service, and associated financial and other benefits. Recommendations must be consistent with national and international guidelines and, include specific actions towards: building climate resilience, disaster preparedness and business continuity, solid waste reduction, water and energy conservation, and the reduced use of environmentally unfriendly and harmful products, such as plastics and Styrofoam in Public Service operations. Recommendations for operational and procedural changes must also support existing policy targets, for example those outlined in the Barbados Declaration on Achieving Sustainable Energy for All in Small Island Developing States (SIDS): To promote energy efficiency at all levels and in all sectors at the national level; and, To reduce the consumption of electricity in the public sector by 20% by 2020.
- c. Present the findings to the National Climate Change Committee (NCCC), which will coopt other agencies to ensure that all relevant agencies are represented and consulted.
- d. Based on comments received from the NCCC consultation, revise the report accordingly and submit the revised version to the SDED for final review and comment within the agreed timeframe approved in the work plan, and make relevant revisions until it meets approval.

2. Prepare guidelines for integrating climate change and disaster preparedness into the business operations of the Public Service

- a. Based on recommendations emanating from Task 2, prepare guidelines, detailing actions for public service business operations towards integrating climate change and disaster preparedness. The guidelines must clearly identify the necessary actions to be undertaken in the Public Service to integrate climate change and disaster preparedness into its operations. The guidelines should include an implementation timeframe and be structured in a manner that allows agencies to readily understand and implement the actions required. For example, required actions should be placed under broad business related thematic areas, such as communications, procurement of goods and services, and work place environment. These broad thematic areas should be further broken down to reflect the areas for action, such as disaster preparedness and continuity of business; reducing greenhouse gas emissions; reducing waste generated; improving water efficiency; and asset and material management. Submit the guidelines to the SDED for review and comment, and revise accordingly.
- b. Present revised guidelines to the Committee of Permanent Secretaries.
- c. Based on comments received from the Committee of Permanent Secretaries, revise guidelines and submit to the SDED for comment, and make relevant revisions until these meet approval.

The duration of the assignment is approximately 60-70 man-days over a period of 18 weeks.

The Department of Economic Development, Transport and Civil Aviation now invites eligible consulting firms (“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; (brochures, description of similar assignments, experience in similar conditions, availability appropriate skills among staff, (please note that the individual experts’ bio data is not required.)

The shortlisting criteria are:

The minimum required qualifications and experience of the consulting firm are:

In general, the Consulting Firm shall have:

At least five (5) years of consulting experience in the areas of policy development, guidelines for the public service, change management

Experience working on assignments within the last three years in Climate Change management and Disaster Risk Management

At least one successfully completed similar assignment during the past three (3) years; that is, an assignment involving public services operations, review and assessment of business operations.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers* dated January 2011 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

Consultants may associate to enhance their qualifications. **The associations should clearly indicate the form of the association (Joint-venture or sub-consultancy; member in charge; other member/s and or sub-consultants). Joint ventures shall submit letters of intent indicating their intent to form a joint venture if awarded the contract and shall provide the above mentioned information for each member of the joint venture.**

A Consultant will be selected in accordance with the Selection Based on the Consultants Qualifications (CQS) method set out in the World Bank's *Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers* dated January 2011 ("Consultant Guidelines").

Further information can be obtained at the address below during office hours 8:00 a.m-4:00 p.m. (0800 to 1600 hours).

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by **October 16, 2017**

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