

BARBADOS
Beryl Emergency Response and Recovery Project

Terms of Reference
DISASTER RISK MANAGEMENT SPECIALIST

1. Context

The Government of Barbados has requested World Bank financing to support recovery from the destruction caused in July 2024 by Hurricane Beryl, the earliest Category 5 storm to form in the Atlantic. Beryl caused extensive damage to the south and west coasts, impacting the Bridgetown port and fisheries marina, severely affecting fisherfolk and their boats, and damaging key coastal areas and infrastructure. The development objective of the Beryl Emergency Response and Recovery Project is to (i) restore disaster-affected sectors, (ii) enhance climate-resilient infrastructure, and (iii) strengthen emergency preparedness and response capacity. A detailed description of the project is provided in Annex 1. To implement the project, Government is establishing a Project Execution and Coordination Unit (PECU) that will be hosted by the Ministry of Environment and National Beautification (MENB) and be led by a Project Manager.

After graduating in 1994, Barbados became eligible for International Bank for Reconstruction and Development (IBRD) financing again in 2024. Since 1994, the country has experienced high economic volatility and stalling development. In May 2024, the World Bank approved the request from the GoB to access IBRD financing considering: (i) the country's vulnerabilities, which are exacerbated by the increasing frequency of climate-related disasters and global shocks; (ii) its lack of access to external capital markets on reasonable terms; and (iii) the need to strengthen key institutions for economic and social development. Between 1994 and 2024, Barbados received exceptional IBRD financing four times, twice for Investment Project Financing (IPF) projects and twice for Development Policy Financing. As a result, this Project is the first Barbados IPF loan since the last one closed in 2014.

2. Scope of Services

The position of DRM Specialist is a contracted full-time staff position working on site at the PECU office in MENB and in the field. The DRM Specialist will report to the PECU's Project Manager and will be responsible for providing technical support to the Project's DRM portfolio. The DRM Specialist will liaise with the World Bank project team and the Government staff to ensure that the project activities are conducted according to the Government of Barbados and World Bank requirements

3. Duties and responsibilities

The DRM/EPR Specialist will be responsible for providing support to the PECU and other key stakeholders in all technical matters relating to outlining, planning and implementing DRM activities under the Emergency Management component of the Project, including understanding the technical content, specific goals and constraints of planned activities; assessing the overall conditions of contract management and project implementation; recommending procedures or corrective actions; and implementing any approved recommendations or instructions from the Project Manager. Specifically, the DRM Specialist's duties will be to:

1. Provide technical support to project preparation, including providing technical inputs on project preparation and activities, with a particular focus on areas related to hydrometeorological hazards in a tropical environment.

2. Support engagement with Government and other partner agencies as needed. Main government agencies to engage with will be the Department of Emergency Management (DEM), the Coastal Zone Management Unit (CZMU) and the Barbados Meteorological Services (BMS).
3. Prepare the technical part of terms of reference, expressions of interest and request for proposals, including Environmental, Social, Health and Safety (ESHS) aspects.
4. Contribute to technical evaluation of expressions of interest and proposals received.
5. Make weekly visits with the client agencies as needed, reviewing the progress of work, be it institutional, software, hardware or trainings, prepare monthly progress reports, including ESHS aspects, and make recommendations to the Project Manager on the overall achievement of the project progress and quality of work.
6. Advise client agencies on the overall performance of consultants and make recommendations to ensure successful execution of the studies, software development or trainings.
7. Make contributions to the technical aspects of the Project Procurement Strategy Document (PPSD) and the procurement plan, including advising on which activities would require support from the local or international consultants and contractors.
8. Provide support in the preparation of bid evaluation reports, participate in contract negotiations and make recommendations for contracts award to the most advantageous bidder as per the procurement procedures of the funding agencies.
9. Provide support in contract management, including preparing the quality assurance plans, participating in site meetings, sensitizing contractors on the provisions of the ESMF and ESMP, reviewing the quality of works, and making recommendations in certification of payments.
10. Provide inputs and support in preparing the project implementation completion reports.
11. Respond to other requests regarding Project implementation as required.

4. Qualifications and Experience

Prospective candidates should have at minimum the following qualifications:

1. A master's degree or equivalent in meteorology, engineering, civil protection or related subject, together with a minimum of 3 years of experience in the management and/or supervision implementation of improved hydromet emergency procedures within government; or
2. A bachelor's degree or equivalent in meteorology, engineering, civil protection or related subject, together with a minimum of 5 years of suitable experience in the management and/or supervision of improved hydromet emergency procedures within government.

And

3. Experience with programs or project portfolios of multilateral or bilateral institutions (e.g. The World Bank, Caribbean Development Bank and the European Union).
4. High degree of initiative, flexibility, reliability, and responsiveness to changing demands; capacity for effective multi-tasking, with demonstrated ability of being a self-starter with minimal supervision, and a high capacity to persevere for results.
5. Strong interpersonal and organizational skills.
6. Demonstrated ability to read and understand emergency preparedness and response protocols and legislation.
7. Strong written and verbal communication skills.
8. Analytical thinker with creative problem-solving skills and attention to detail.
9. Demonstrated proficiency in MS Office Suite.
10. Fluency in English.

11. Demonstrated experience in projects focused in the Eastern Caribbean would be an asset.
12. Knowledge of Early-Warning Systems theory and practice would be an advantage.

5. Reporting Requirements

The DRM Specialist will prepare reports highlighting technical and financial progress, quality and timeliness of consultants' deliverables, cash flow requirements, work program, and any other reports when required. The reports will include, but are not limited to:

1. Monthly monitoring reports on the status and recommended solutions to adjust activities and comply with applicable environmental, social and procurement safeguards.
2. A comprehensive annual report of tasks completed and/or products finalized.
3. A final comprehensive report of all the tasks completed and/or products finalized.
4. One end of assignment report.

6. Contract Duration

The contract will be two (2) years in the first instance and would be subject to extension until the end of the project based on satisfactory performance.

7. Remuneration

Remuneration will be commensurate with qualifications and experience.

8. Performance Evaluation

The DRM Specialist will be subject to evaluation of performance based on the Performance Indicators listed in Annex 2.

ANNEX 1 – PROJECT DESCRIPTION

The Beryl Emergency Response and Recovery Project is composed of four components:

Component 1: Immediate Recovery from a Hurricane (\$43.5 million). This component will finance key recovery activities for the affected sectors and will have three sub-components as described below:

Sub-Component 1.1: Recovery of the Fisheries Sector (US\$28.5 million).

Financial assistance to repair and replace fishing vessels affected by Hurricane Beryl and propose a mechanism to compensate fisherfolks in the future (US\$10.55 million): The project will provide financial assistance to fisherfolk and related industry members impacted by the hurricane to repair or replace damaged fishing vessels and equipment. The financial support will have two windows: (1) grants to boat owners (up to US\$15,000) for 25 percent of the cost for repairs and (2) a combination of grants and loans for replacement of boats destroyed in the hurricane. The second window will be executed by a fiduciary agent. In addition, a concept for future sustainable support to fisherfolk affected by disasters, including insurance schemes, will be developed.

Rehabilitation of the marina and its coastal protection, as well as rehabilitation of landing facilities (US\$17.95 million): Rehabilitation of the Barbados Fisheries Marina, upgrading landing facilities, rehabilitating or building new coastal protection structures for priority landing sites, repair of fish markets at Oistins and Paynes Bay, and purchase of fish aggregating devices.

Sub-Component 1.2: Repair and rehabilitation of the Port (US\$7.5 million).

1. Activities include immediate debris clearance and small civil engineering works to ensure the structural integrity of the port facilities.

Sub-Component 1.3: Coastal protection and rehabilitation of landing facilities for fisherfolk (US\$7.5 million).

1. Six Men's Bay: Rehabilitation of the landing facility and coastal protection measures.
2. Paynes Bay: Coastal protection works for the road and rehabilitation of the beach area.

Component 2: Strengthening resilience for future events (US\$5.5 million). This component will finance activities to increase the resilience of Barbados by focusing on strengthening preparedness and response capacity of the National Emergency Management System (NEMS), as well as planning for resilient infrastructure for NEMS and BPI. This component will have two sub-components:

Sub-Component 2.1: Strengthening the Emergency Management Services (US\$1.75 million)

Activities under this sub-component aim to strengthen the preparedness and response capacity of the Department of Emergency Management, and include:

1. Improvement of the DEM management information system;
2. Resource enhancement and capacity building at the national and sub-national levels to enhance preparedness and response capacity, including of the District Emergency Organizations (DEOs) at local level;
3. Implementation of priority recommendations from the recently concluded National Disaster Preparedness Baseline Assessment and the ongoing Comprehensive Disaster Management Assessment;
4. Development of a national emergency shelter strategy and associated management guidelines.

Sub-Component 2.2: Studies and Support for the Port and Fisheries Infrastructure Resilience (US\$3.75 million)

Activities under this sub-component aim to build resilience to climate change and future catastrophic events of key infrastructure for the Bridgetown Port and the fisheries sector, as well as to foster economic development in the decades to come. Informed by the Government's Vision Plan 2075 and the 2023 Port Masterplan, activities will develop climate-resilient feasibility studies and designs for a new fisheries port and development of the Bridgetown Port, which will include climate-smart and Build Back Better considerations. Activities include feasibility and/or market studies for a:

1. Transshipment hub connecting Latin America and Africa
2. Dry-dock facility
3. Enhancing local boat building and repair capacities
4. New fisheries port

Component 3: Contingent Emergency Response Component (CERC). A zero-dollar component will allow the Government to reallocate uncommitted funds from other components for immediate use during an eligible emergency.

Component 4: Project management (US\$5 million). Funds for project management, including hiring of experts/consultants on procurement, financial management, environmental and social safeguards, monitoring and evaluation, and communication, as well as audits and other incremental operating costs per World Bank regulations.

ANNEX 2 –PERFORMANCE INDICATORS
DRM SPECIALIST

	Performance metric	Complied ¹	Rating ²
1.1	Prepare technical part of terms of references, requests for expressions of interest and request for proposals.		
1.2	Provide support in the preparation of bid evaluation reports, participate in contract negotiations and make recommendations for contracts award		
1.3	Advise client agencies on the overall performance of EP&R consultants and make recommendations to ensure successful execution of any tasks.		
1.4	Make weekly visits as needed with the client consultants, reviewing the progress of work, be it institutional, software, hardware or trainings, prepare monthly progress reports.		
1.5	Provide support to client agencies in the planning and supervision of consultancy works (be it institutional, software, hardware or trainings).		
1.6	Provide support in preparing and reviewing procurement documents primarily for EP&R works and related goods		
1.7	Provide support in contract management, including preparing the quality assurance plans, participating in meetings, sensitizing consultants on the provisions of the ESMF and ESMP, reviewing the quality of deliverables, and making recommendations in certification of payments.		
1.8	Provide inputs and support to the Project Manager in preparing project implementation status reports		
1.9	Submit on time, monthly monitoring reports on the status of project activities with recommended solutions		
1.10	Submit comprehensive annual reports of tasks and/or products completed		
1.11	Submit one final comprehensive report of all the tasks and/or products completed		

¹ Yes, No or N/A

² 5 - Outstanding, 4 – Good, 3 – Satisfactory, 2 – Moderately Satisfactory, 1 - Unsatisfactory