



American Red Cross Haiti Delegation  
22, rue Metellus  
Petion Ville  
Port au Prince, Haiti

March 16, 2011

**Republished: May 02, 2011**

Dear Sir/Madam,

Subject: **Request for Proposal**

1. The American Red Cross, Haiti Delegation hereby solicits your proposal for the provision of a "*Feasibility study on multi-purpose community disaster centers in Haiti 2011*" as per the attached Scope of Work (SOW).
2. The Request for Proposal (RFP) consists of this letter of transmittal and the following enclosures: **Enclosure 1: Specifications/SOW**
3. Please note that this document is an RFP and not an invitation to bid. You should also note that the terms set forth in this RFP, the SOW (Enclosure 1) will form a part of any contract should the American Red Cross (ARC) accept your proposal.
4. It is anticipated that any contract or contracts entered into as a result of this RFP will be for a period of **23 days**.
5. This RFP does not commit the ARC to award a contract or to pay any costs incurred in the preparation or **submission of proposals**, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or supplies. The ARC reserves the right to reject any or all proposals received in response to this RFP and to negotiate with any of the proposers or other firms in any manner deemed to be in the best interest of the ARC. It also reserves the right to negotiate and award separate or multiple contracts for the elements covered by this RFP in any combination it may deem appropriate, in its sole discretion; modify or exclude any consideration, information or requirement contained in this RFP, and to add new considerations, information or requirements at any stage of the procurement process, including during negotiations with proposers.
6. Proposers must provide all requisite information and clearly and concisely respond to all points set out in this RFP. Any proposal which does not fully and comprehensively address this RFP will be rejected. However, unnecessarily elaborate brochures and other presentations beyond that sufficient to present a complete and effective proposal are not encouraged.



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7. The normal terms of payment of the ARC are within 30 days of satisfactory delivery of goods or services and documents in apparent good order. Proposers must therefore clearly specify in their Proposal the payment terms being offered if different from these.
8. Proposals must be in English and submitted no later than **May 12, 2011**. Proposals must include the following:
  - a) Date of proposal
  - b) Proposed Approach and Work Plan
  - c) Consultancy fee (daily rate) and availability quoted in USD.
  - d) CV
  - e) References from other organizations

Note : The travel and accommodation will be arranged and covered by ARC hence, the quote should be only for daily fee.

9. Any proposals received after the stated opening time and date will be rejected.
10. Proposals must be sent to: [feasibilitystudyhaiti@yahoo.com](mailto:feasibilitystudyhaiti@yahoo.com)
11. Proposals will be reviewed and evaluated by the ARC in accordance with the provisions of the ARC's Procurement Policy as well as the considerations, information and requirements contained in this RFP. The evaluation procedure will consist of a formal, substantive and financial assessment of the proposals received. Price is an important factor; however, it is not the only consideration in evaluating responses to an RFP.
12. Your proposal shall remain valid and open for acceptance for a period of at least sixty (60) days from the closing date of **May 12, 2011** indicated above for receipts of proposals. Please indicate in your proposal that it will remain valid for this period.
13. Following submission of the proposals and final evaluation, the ARC will have the right to retain unsuccessful proposals. It is the proposer's responsibility to identify any information of a confidential or proprietary nature contained in its proposal, so that it may be handled accordingly.

## Scope of Work

### PURPOSE:

Haiti is situated in one of the most active hurricane regions in the world. Within the last 30 years, eight major hurricanes and numerous tropical storms have struck the country including Hurricane Thomas last November. The January 12, 2010 earthquake resulted in the death of over 230,000 people<sup>1</sup> and injured 300,000. The destruction caused by the earthquake has long-lasting implications for the well-being of the Haitian population. Disaster survivors are living in a wide variety of informal settlements (IDP camps) primarily in and around Port au Prince. Many of them are located in high risk areas and are subject to flooding, including flash floods, landslides and hurricanes.

As part of its disaster response and disaster risk reduction efforts, the ARC is implementing the “Emergency Disaster Risk Reduction project (EDRR) in order to reduce negative impacts of disasters and increase safety and resilience of the people of Haiti with a special emphasis in the camps populations. The relevance and effectiveness of the project were demonstrated during recent hurricane when the trained volunteers and Vigilance Committees (DM committee) were proactively involved in disseminating early warning messages and activating evacuation plans.

ARC intends to strengthen community early warning systems by establishing a functional link between the authorities, early warning center and the local community. This project will assess the viability of providing safer community centers (community disaster centers, also called Hurricane Shelters) in various strategic locations in order to ensure timely and effective evacuation of the people in case of hurricanes and other disasters. These community disaster centers could be developed either by improving existing community buildings or constructing new centers. These will be multi-purpose centers the community can use for example for community meetings, informal education, schools, reference centers, community health first aid posts, etc. during normal

The ARC intends to commence a detailed feasibility study for needs analysis, mapping stakeholders, site selection and determine technically sound, culturally appropriate and financially viable designs of community disaster centers. Therefore, ARC seeks an experienced external consultant in order to carry out a feasibility study together with other technical experts assigned by ARC and HRC.

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<sup>1</sup> Source: Government of Haiti (GoH), estimated deaths as of February 15, 2010.

## **STATEMENT OF WORK:**

An external consultant is sought to lead the study design, implementation, analysis, recommendations and report-writing of the feasibility study on multi-purpose community disaster centers in Haiti.

The scope of the feasibility study includes needs analysis, stakeholder analysis, technical designs, execution modality, budgeting, work plan, program risk assessment and sustainability approach regarding the multi-purpose disaster (hurricane) centers in Haiti.

The study should investigate and answer the following questions:

### **Needs analysis:**

- Where should the location of the community disaster centers be located?
- What are the key hazard and risk factors in the targeted areas?
- Who should be the primary target group for the community disaster centers?
- What should be the beneficiary selection process for the community disaster centers?
- How can the beneficiaries participate in inception phase to handover phase of the community disaster centers?
- Review of current government disaster centers plan (if any) and use as a base for identifying potential sites.

### **Stakeholder analysis:**

- Who are the key stakeholders of the community disaster centers?
- What should be the role of different stakeholders (i.e. Community, ARC, HRC, IFRC, PNS, local governments, National Government (Department of Civil Protection, MAS-Ministere d’Affaires Sociales) and other ministries, UN agencies and others during the entire project cycle?
- How the existing Memorandum of Understanding (MOU) signed between the IFRC and UN in Haiti can help create a favorable environment for executing this project.
- Explore possibilities to increase the image and visibility of Red Cross through community disaster center project.

### **Technical designs:**

- What should be the design of community disaster centers considering the following key factors?
- Type of hazards that the shelters have to withstand (hurricanes, earthquakes, floods, etc.)
- Type of approach for each site. The feasibility study for each site should include potential improvements of existing buildings or the construction of a new building. Once the building or plots have been identified as potential sites, the feasibility study at a minimum should consider:

Improving of existing buildings	Construction of new buildings
Risk assessment of the location of the building	Risk assessment of the selected plot
Ownership of the building	Land tenure status, clarified and verified
Structural assessment of the building Accessibility	Use of the building when not in use as an emergency shelter ( assessment of the community needs)
Existing facilities (water access, sanitation, electricity) Improved safety, security and protection issues	What additional facilities will be required? (Water, sanitation, electricity, shed of animals etc?)
Scope of works for the “improvement” of the building: Retrofitting (structural improvement) Facility improvement (construction or repair of facilities needed in order for the building to be used as shelter)	Design of the building, basic design needs in order to being able to set a tender once the feasibility study indicates green light for construction Soil analysis of the proposed sites by competent national authority such LNB
Basic project definition for the scope of works in order to being able to open a tender process	Selection of construction code to be built up to. (International Building Codes, local Codes, guidelines etc.)
A budget estimation	A budget estimation

- Culturally appropriateness and financially viabilities?

#### Execution modality external aspects:

- Draft of a “use” agreement to be signed with the owner and, if different, with the user of the building, land, etc. This should be agreed before any project of improvement is designed.
- Use, layout, and adequacy of the building to the use as shelter.
- Coordination with key stakeholders.
- Coordination mechanisms with the Government and Civil protection (DPC) to ensure that these centers will be part of the national Disaster Mismanagement/ Disaster Risk Reduction (DRR ) plan.
- Coordination and operational modality with HRC in implementing the project.

**Program management risk factors:**

- What could be the foreseen and unforeseen risk factors associated with implementation of this project?
- How can these risk factors be addressed?
- What could be the role and responsibilities of the key stakeholders in addressing such risks?

**Sustainability approach:**

- Who should have ownership of the community disaster centers?
- Who should care and maintain the centers?
- What role should play the local authority/ governmental agencies/ local churches and civil society?
- What should be the handing over process and sustainability plan of the community disaster centers?

**DELIVERABLES:**

A final written report in English with a French translation, which will include:

- Key recommendations and supporting information (i.e. additional notes, summaries of interviews etc. and appropriate or supporting documentation).
- Technical design and guidelines for both “improvement of existing buildings and constructing new community disaster centers”.
- Budget estimates for both improvement of existing buildings and constructing new community disaster centers.
- Suggested “Timeline” for the constructions. The timeline could be prepared following Critical Path Method or Critical Chain Project Management approach

**METHODOLOGY:**

The research methodology employed by the feasibility study team in gathering and assessing information should include:

- Desk review of available documented materials (literature reviews) relating to the start-up, planning, and implementation of evaluation of DRR, Shelter and community disaster centers.
- Interviews with key persons involved in Haiti Assistance Program (HAP) including technical experts within the ARC National Headquarter (NHQ) and Haiti Delegation.
- Interviews with key stakeholders HRC, IFRC, PNS, Haitian Government (Department of Civil Protection), UN agencies including World Food Program (WFP)

and International Organization for Migration (IOM), donors, and other humanitarian actors in Haiti .

- Field visits.
- Review workshop at ARC Haiti delegation to discuss substantive issues of the feasibility study first draft.

#### **KEY ACTIVITIES:**

- Participate briefings
- Collect relevant documents
- Literature reviews
- Interviews with ARC key staff involved in the programs
- Interviews with ARC partners /stakeholders (i.e.. HRC, IFRC, PNS, Governmental agencies (DPC), UNDP and other key agencies involved in DRR
- Field work /site visits
- Summary, triangulating and analysis information
- Preparing draft report
- Presentation of key findings with recommendations
- Final report

#### **TEAM COMPOSITION:**

The feasibility will be lead by an external independent consultant. However, the study team will comprise of other 2-3 members (DRR and Shelter experts) assigned by ARC and HRC.

#### **TIMELINE:**

Start date: May, 2011

Duration: The entire study should be completed within 23 working days in May and June 2011.

#### **QUALIFICATIONS OF CONSULTANT (TEAM LEADER):**

Experience:

- 5-7 years of experience working for a humanitarian aid organization in disaster risk reduction or recovery or shelter programs in developing countries (preferably in Haiti).
- Experience analyzing, planning, and evaluating disaster response and shelter programs and resources
- Experience working in earthquake and hurricane resistance constructions
- Experience working in community based early warning and cyclone /hurricane preparedness programs preferred



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Education:

- Bachelors degree in civil engineering, masters degree preferred

Skills:

- Sound structural designing of shelters/buildings (keeping hurricane and earthquake resistance)
- Self-supporting in computers (Windows, spreadsheets, word-processing, CAD software)
- Strong skills in report writing and both oral and written communication.

Languages:

- English
- French is strongly preferred

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