



Technical and Financial Project Proposal

<u>Name of the Organization:</u> HOPE Nevis Incorporated	<u>Type of Organization:</u> Non-Profit Company
<u>Brief Description of the Organization:</u> H.O.P.E Nevis Incorporated, a non-profit company started in August 2006, is the brainchild of Rohan M. Isles, who along with a group of dynamic young men and women had a vision for the young people of Nevis. This vision was simply one to do all within our power to help our people excel! It is a vision that was fortified by other likeminded civic citizens, who although they came from different backgrounds and had diverse beliefs, decided to band together for the common cause of advancing the interests of the Nevisian people. As a group of people who were discontent with the status quo, HOPE Nevis Incorporated decided to launch a number of programs in an effort to address some of the problems facing the Nevisian community especially as it pertains to youth. As we continue to uphold our mantra and fulfill our mandate, we encourage everyone to come on board and join us as we continue in our efforts of helping our people excel! (www.hopenevis.com).	
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<u>Project title:</u> “Building Resilience to Natural Hazards one Community at a Time”	
<u>Project Objective and Expected Outcomes:</u> The project targets one community in each of the islands five parishes and aims to build community resilience to drought, flooding and other natural hazards. The implementation of sustainable preventative practices to safe guard the communities from hazards. The aim is to equip local persons with the knowledge and technical skills to prepare, respond to and minimize the fallouts from natural and human induced hazards. It is expected that at least 100 persons will be trained in the first instance. Two community centers will be retrofitted with hurricane shutters and three emergency shelters will have their water storage capacity increased by 100%. In the event of a natural disaster it is expected that a cadre of trained community members will be able to utilize their training to	



mobilize the community to safety.

This project will act as a reference point for future projects for the island of Nevis such as; the Nevis Arterial Drainage Master Plan and the Hamilton to Bath Ghaut Road rehabilitation projects.

Target Population:

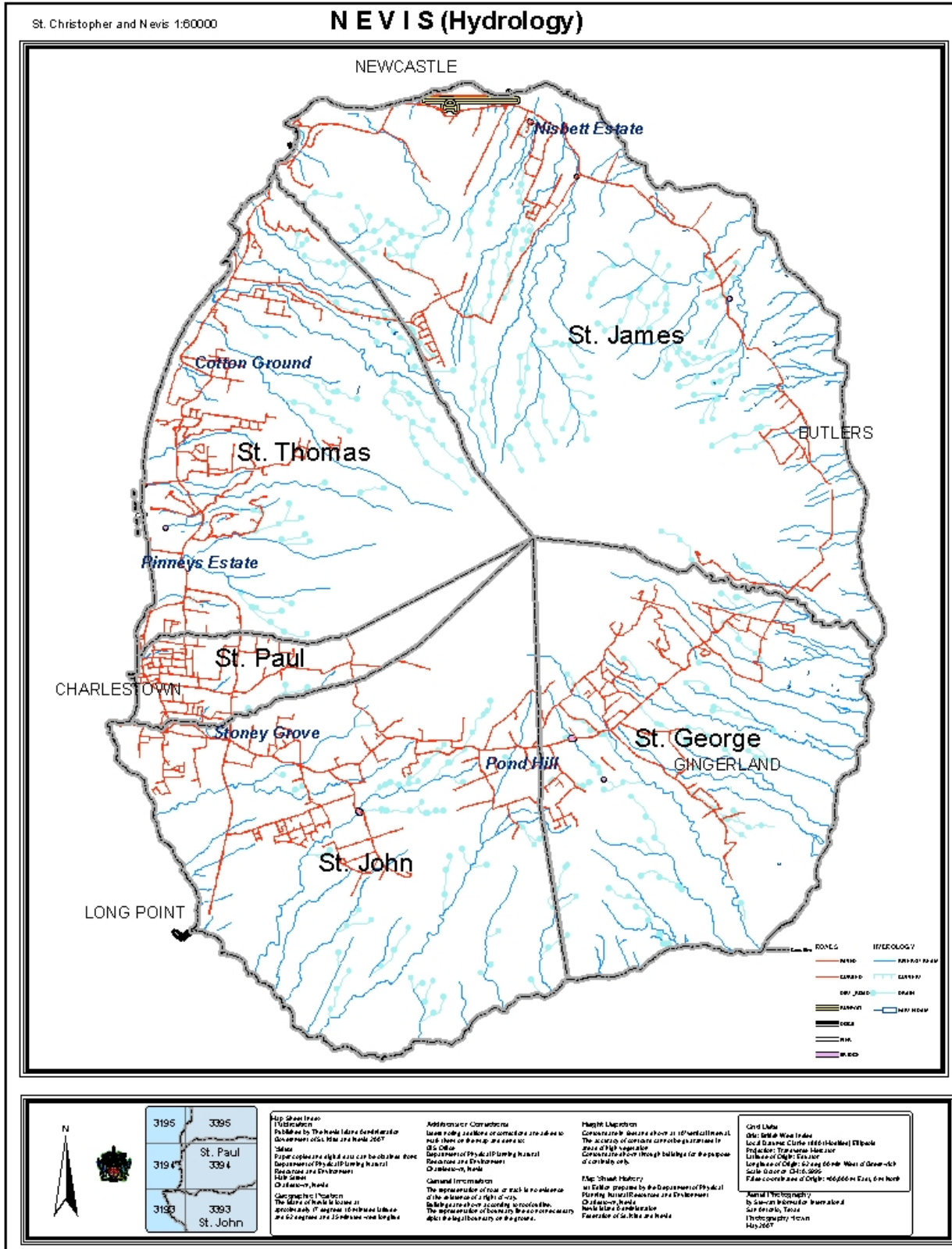
12,000 people on the island of Nevis.

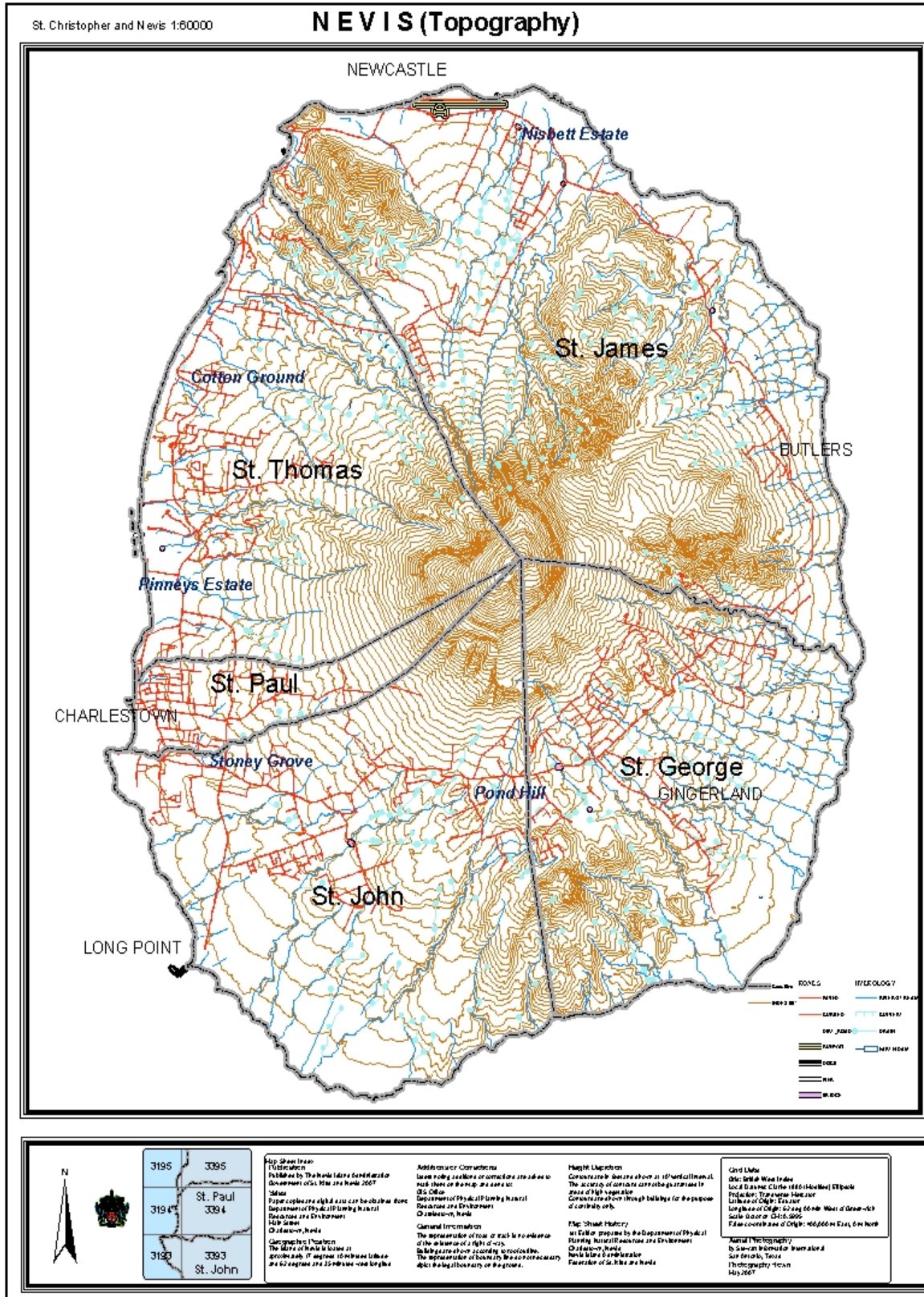
Amount Requested in USD:

50,000.00

Project Duration in Months:

Three (3) Months







- 1. Project Summary:** An abstract of the proposal both in English and Spanish (300 words or less in each language) that should include geographic location, a brief description of the rationale, goal(s), objectives, specific project activities, target beneficiaries, and expected outputs.

Nevis is located in the Leeward Islands approximately 17 10' N, 62 35' W longitude. The island of Nevis is comparatively small measuring thirty six square miles, divided into five parishes and has a population of twelve thousand. The island is spherical with undulating topography. Its ridge to reef span is relatively short triggering rapid run off, land slippage and flooding during period of heavy rainfall.

The island main road forms a ring around the volcanic Nevis Peak meandering through villages with few intervals of coastal views from the road way. In the event of major disasters, some communities become impassable for extended periods prompting mobilization of the emergency response teams. Building community resilience to natural and human induced hazards can minimize the associated risks. This project seeks to reduce the loss associated with disasters through community activism.

H.O.P.E Nevis Inc, a non-profit organization, will spearhead a three month exercise to bolster the self sufficiency through the establishment of community disaster response teams in each community. In addition, to increase awareness of the dangers posed to the environment and biodiversity as a result of illegal dumping of refuse and sand mining.

At the end of the project a cadre of twenty persons from each of the five parishes will be trained to manage all areas of the disaster management cycle affecting their respective communities. Areas of concentration include community disaster response, gender issues, fire safety and emergency care, search and rescue, radio communications, and shelter management.

(Spanish Translation)

Nevis está situado en las islas de sotavento aproximadamente longitud de W 17 10' N, 62 35'. La isla de Nevis es comparativamente pequeña midiendo treinta y seis millas cuadradas, divididas en cinco parroquias y tiene una población de doce miles. La isla es esférica con topografía ondulada. Su canto al palmo del filón es el accionar relativamente corto rápido escurr, resbalamiento de la tierra y el inundar durante período de la precipitación pesada.

El camino principal de la isla forma un anillo alrededor del serpenteo máximo volcánico de Nevis a través de aldeas con pocos intervalos de visiones costeras desde la manera del camino. En caso de desastres importantes, algunas comunidades hacen infranqueables por los períodos extendidos que incitan la movilización de los equipos de la respuesta de la emergencia. La resistencia de la comunidad del edificio a los peligros inducidos naturales y humanos puede reducir al mínimo los riesgos asociados. Este proyecto intenta reducir la pérdida asociada a desastres con activismo de la comunidad.



H.O.P.E Nevis inc., una punta de lanza de la voluntad de la organización no lucrativa un ejercicio de tres meses a aliente la autosuficiencia a través del establecimiento de los equipos de la respuesta del desastre de la comunidad en cada comunidad. Además, aumentar el conocimiento de los peligros se presentó al ambiente y a la biodiversidad consecuentemente de descargar ilegal de la explotación minera de la basura y de la arena.

En el final del proyecto entrenarán a un cuadro de veinte personas de cada uno de las cinco parroquias para manejar todas las áreas del ciclo de la gerencia del desastre que afecta a sus comunidades respectivas. Las áreas de la concentración incluyen respuesta del desastre de la comunidad, las ediciones del género, cuidado de la seguridad de fuego y de la emergencia, búsqueda y rescate, las radiocomunicaciones, y gerencia del abrigo.

2. **Organization's Experience** (300 words or less)

HOPE Nevis Incorporated, a non-profit organization started in August 2006 with the vision to do everything possible to help Nevisians excel. The following summarizes some of HOPE Nevis activities:

- H.O.P.E Deserving Child Award Fund (HDCAF) – provides daily hot, nutritious lunches to Secondary School students who fall in the lower socio-economic bracket.
- H.O.P.E Anti Crime Campaign (HACC) – seeks to send positive messages of unity, civility and non-violence to our young people through Anti-Crime Kids Carnival, educational competitions, street banners, school visits, posters in all schools, and anti-crime wrist bands.
- H.O.P.E Unity Rally – multi-sectoral monthly rallies in crime affected communities in Nevis with the collaboration of community groups, schools, political representatives, local artists, individuals affected by crime.
- Young Professionals Seminar (YPS) – quarterly seminars to equip youths with the pertinent skills to effectively and efficiently execute their duties in the workplace. It also serves to convey the importance of quality customer service and professionalism in the work place.
- School Adoption Programme (SAP) – annual partnership with Primary schools to provide several resources, sponsorship of Mathematics Quiz, hosting of Inter-House Elocution and Speech Competitions, Debating Competitions, and sponsorship of Academic and Athletic Awards.
- Summer Job Attachment Programme (SJAP) – Annual training seminars conducted in partnership with the Ministry of Youth & Social Development broadening competencies



of youths. The programme includes job-placements and on-the-job training for a period of six (6) weeks.

- Motivational Speech Series (MSS) – An initiative which serves as a critical component of our “reach out” campaign to the young people. It is a message that provides tips necessary for the Test of Standard Examinations.
- H.O.P.E Walk of Life – A monthly event which promotes fitness and healthy lifestyle amongst our people.
- Independence Elocution Contest – An initiative geared at engendering pride and patriotism in our young people, which also helps to hone their oratorical skills.
- Sponsorships – includes contributions the Nevis Boys Choir, the Gladiators Athletic Club, Nevis Netball Association, and the Change Centre (Nevis).
- Participation – Represented Nevis locally, regionally and internationally. These include the Nevis Island Administration Consultation on the Economy, the Caribbean Conference on Youth, Crime & Violence Prevention in St. Kitts, Ministry of Social Development Stakeholders Conference in Nevis, and the International Geothermal Conference in Nevis. Regional Workshops include the 5th Annual Civil Society Organizations’ (CSO) Dialogue in Guyana, and the Commonwealth Youth Ambassadors in the Commonwealth of Dominica.

- 3. Project Narrative Description (Maximum 12 pages):** This section should include the content below in which the following questions should be addressed: what is proposed and what is its relevance (objectives and relevance), how the work will be done (methodology), what will be achieved, what outputs will be delivered, what innovation will be generated, how the project success will be measured (monitoring and evaluation methodology). This should be developed in the format below:

The Community Based Disaster Risk Management (CBDRM) is centered on empowering inhabitants of local communities to employ mitigation strategies to reduce the impact of disasters and to participate in managing the disasters that affect them. These mitigation measures reduce vulnerability and the losses that can have devastating impacts on the lives and livelihood of communities. The CBDRM project falls under the OECS Secretariat’s two-year regional technical cooperation “Mainstreaming Disaster Risk Management (DRM) in the OECS Countries” (RG-T1319) within the framework of Comprehensive Disaster Management (CDM).

This approach builds resilience, capacity to respond to emergencies, and provides more access and control over resources and basic services. It also provides opportunities for the locals to evaluate their own situation based on their experiences and participation in the planning and decision making process on matters that affect or impacts their community (Saunders, 2011).



Community Disaster Response Team (CDRT) training is designed to prepare participants to help themselves, their families, and neighbors in the event of a disaster. The project “Readiness To Respond” funded jointly by The American Red Cross and USAID aimed at improving the preparedness of Caribbean communities to respond to disasters affecting their locality. One community has already benefitted from this initiative. Therefore the continuous training of individuals in communities can make a difference by using the training to save lives and protect property.

Rationale: Describe the project’s value to the development of sustainable community objectives; why it is important that this project be implemented (e.g., which commonly recognized need in the community is addressed by the proposal). Describe any overlap or complementarities with existing tools or projects to support better sustainable community management and decision-making developed by your organization or others and how this could be used, modified or adapted to local community needs. Describe how this proposal will fill existing gaps.

The island of Nevis is considered small with a measurement of thirty six (36) square miles and divided into five (5) parishes. The island’s hilly terrain is accented with many hills and a dormant volcanic mountain, mount Nevis Peak at 3,232 feet. The volcanic origins are evident in some of the black sandy beaches found on the coasts; some juxtaposed the white, pink or grey sandy beaches that are created by the residue of the coral reefs.

Watercourse or dry rivers, locally called Ghauts transfer water from the mountain ridges to the sea. In the event of heavy rains and run off communities on the island can become cut off from others as the roads become washed out or blocked by debris. Nevis’ sheer size and topography indicates the importance of careful planning as actions taken in the mountain have far reaching impacts on the coast and all the resources in between. The care of these resources also has implications for the island to protect itself against hydro meteorological impacts. The island’s location along a tectonic plate also puts it at risk for earthquakes.

Historical records have indicated that St. Thomas parish, on the northwest coast, experienced a tsunami in 1890, which destroyed Jamestown the first capital city of Nevis. The village continues to be impacted by storm surge, coastal erosion, floods and the advent of sea level rise is now a major concern. The increase in construction of new homes and other infrastructure have impacted the natural watercourses in the upper village. Man made watercourses or Ghauts are currently inadequate to mitigate increased flooding that may be a consequence of climate change. These hazards pose a significant threat to the primary economic activity, coastal infrastructure, and transportation and communication networks.

The parishes of St. George and St. John are affected by land slippage due to erosion of the hillside causing partial blockage of the island's main road between Beach Road and Pond Hill. This situation is further compounded by heavy rainfall and increased earthquake activities. During periods of heavy rainfall the parish of St. Paul is impacted by increased runoff that over tops bridges at three locations; on Pump Road near the Nevis Water Department, the bridge at



Powell's Service Station and Bath Bridge. This flooding hazard poses significant threat to commuters, the housing community at lower Stoney Grove, Bath Village and the Charlestown Secondary School.

The many functions of the ocean and its surrounding resources cannot be over emphasized. In an effort to address some of the issues associated with sand mining and reduce its negative impacts on coastal and terrestrial resources a symposium was held in February 2011. The meeting was successful as relevant stakeholders sort to develop an action plan in response to sand mining making recommendations for the management of Nevis' beaches. A number of recommendations were tabled for consideration, among these are the following: A public awareness campaign; Erection of beach signs; Establish a sand mining and quarrying policy and the enactment of a sand mining and quarrying ordinance for Nevis.

The Nevis Disaster Management Department (NDMD) in collaboration with the St. Kitts and Nevis Red Cross Society has been building capacity in the community of St. James Parish. Since 2011, a cadre of 30 persons has been trained in various disciplines to assist family and fellow community residents in the event a disaster occurs. The expansion of the community disaster response mechanism across the entire island is essential to building community resilience to the debilitating impacts of natural and human induced disasters. However, in the absence of a comprehensive plan it is important to implement small projects incrementally so that the efforts are dovetailed into the overall Disaster Management Strategy.

Baseline: Describe the current situation that the project intends to address as a point of reference to measure success upon project completion. Briefly provide quantitative and/or qualitative information on the existing conditions that support the need for the project.

The population census of 2011 estimated the population on the island of Nevis at twelve thousand persons. There are a total of 24 emergency shelters on island with a housing capacity of one thousand eight hundred. Of these 24 shelters two (Hanleys Road and Jessups) have provision for long term water storage with a minimum capacity of 17840 gallons each. However there are no corrugated downspouts erected on these facilities to facilitate water catchment.

Two of the 24 shelters (Hanleys Road and Pond Hill) are outfitted with impact resistant glass pane windows. Six of the recently constructed shelters were not outfitted with impact resistant windows or shutters. The omission of shutters or protective device increases the risk and vulnerability of these facilities to flying debris.

Currently, there is no method of communication installed at any of the emergency shelters to facilitate the receipt and transfer of information relating to humanitarian emergencies or disasters. Experience has shown that the local telephone and cell phone networks are the first to be impacted by hazards. This situation hampers the coordination of emergency services and makes it difficult for victims to call for assistance. This project will be used to outfit three long term shelters namely, Cotton Ground, Fountain and Hanleys Road with VHF radios and



accessories. Correcting these deficiencies is essential to the overall response mechanism of the local disaster management.

Project Goals and Purpose: Project goals must be clearly defined and directly relevant to the need(s) identified above. Project purpose must be measurable, realistic (attainable within the project's period of performance), and be directly relevant to the priority area identified (See section IV of the Request for Proposals).

The Goals and objectives of the project include the following.

- **Goal #1.** To Enhance Disaster Risk Management in Communities on the island of Nevis

Objective 1.1 To bolster the self sufficiency through the establishment of community response teams by improving the preparedness of communities to respond to disasters affecting their locality.

Objective 1.2 To increase the capacity of residents to recognize hazards or risks associated with climate change and human induced or natural disasters.

- **Goal #2.** To improve the communication strategy in Community Disaster Risk Management

Objective 2.1 To establish a community mechanism that establishes procedures for mobilization of teams, standardization of messages and dissemination of information.

Objective 2.2 To disseminate multi-media materials to increase awareness of the dangers posed to the environment, biodiversity and livelihoods as a result of illegal dumping of refuse and sand mining

Objective 2.3 Develop multi-media resource materials to support/reinforce the communication in communities.

Project Outputs and Indicators: Describe the quantitative and qualitative outputs that the project expects to deliver. Explain how you will monitor progress as well as the indicators that will be used to assess if the expected outputs are achieved.

This project is anticipated to benefit all communities as it is expected to mainstream disaster risk reduction strategies throughout the island of Nevis. It will utilize a participatory approach to empower communities to take ownership and police the disaster risk reduction program.



The project outcomes are as follows:

- Enhanced preparedness and improve response capacity at local level management.
- Increased community awareness and knowledge on disaster management and climate change adaptation procedures.
- Improve coordination and collaboration among community disaster organizations and the parent disaster management agency.
- Bolster community mobilization techniques through simulation exercises to ensure participation of all stakeholders affected by climate change. This includes female headed households, youths, indigent, unemployed, physically disabled, hearing and visually impaired and mentally challenged.

Major outputs

The results will provide the following:

- Implement a plan of action on climate change and disaster risk reduction in each parish.
- A community-based disaster management planning programme incorporating climate change and disaster risk reduction programme.
- A minimum of twenty (20) persons from each parish trained in radio communications, first aid and CPR, and search and rescues.
- Strengthen the Disaster Management Sub Committees and Operational Units for enhanced response.
- Publish a series of PSAs through local media outlets.

Project Activities and Methodology: Discuss in detail all proposed project activities and describe the methodologies to be applied to implement the project. In this section the relation between project objectives and activities should be clear. Describe the innovative approach and technical methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output.

Training will be conducted in community centers in each of the five parishes utilizing a classroom style setting. Each training session will be spread over five days and culminate with a simulation exercise to test the effectiveness of the training, the knowledge retention and skills sets acquired during the training. This approach will be used to generate support and build advocacy in the communities across the island.



The following activities will be undertaken to build capacity and enhance the island's disaster response mechanism:

1. Capacity Building: This component incorporates a variety of activities and skills sets to enhance the knowledge base and competencies of community members. These volunteers in the communities play an extremely important role in reducing the death, injury, and damage in the period immediately after a disaster. They bring a wide variety of skills and experience to the task, and through teamwork can help build a vital network that links all parts of the disaster area. Capacity building in communities also compliments the deployment of scarce resources from Governments and or Disaster management.

- First Aid and CPR Training generally consists of a series of simple and in some cases, potentially life saving techniques that an individual can be trained to perform with minimal equipment. Topics that would be covered include the treatment of burn victims, choking, fractures, shock and dislocations of joints.

CPR training is an emergency procedure which is performed in an effort to manually preserve intact brain function until further measures are taken to restore spontaneous blood circulation and breathing in a person in cardiac arrest. Participants will be exposed to theoretical and practical exercises that include airway clearance, locating the heart and chest compressions.

- Light Search and Rescue is useful for saving lives following a disaster or event. Participants will learn the basic techniques and the main risks when carrying out a search and rescue operation. Topics will address how to size up the situation in which the search and rescue teams will operate. How to search systematically for disaster victims and Safe techniques for lifting, leveraging, cribbing, and victim removal.
- Fire Safety & Emergency Care will enable the participant to learn how fire occurs, classes of fire, and choosing the correct means to extinguish each type of fire. They will also learn of potential fire hazards in the home and workplace, and fire prevention strategies. Other topics will address how to evaluate fires, assess firefighting resources, the importance of teamwork and determine a course of action.

Emergency Care will expose participants to training in medical operations that can play a critical role in disaster response. Participants must be able to function quickly and efficiently to save lives. Topics will address safety equipment, Triage, control bleeding, identification of shock, opening of airways and other life threatening conditions.

- Radio Communications Techniques will enable community members to learn proper radio communication techniques, phonetic alphabet, standard phraseology and relaying messages. This will enable communities to provide the local disaster agency



with standardized messages, situation reports and other information essential to critical decision making.

- Shelter Management and Initial Damage Assessment will provide community members with an overview of the entire shelter management operation from the preparation stage to the recovery stage. It will reflect the role and activities of the principal actors – management personnel and victims. This training session will cover shelter models, how to open a shelter, how to provide a safe environment and how to close a shelter.

Initial Damage assessment is the process of determining the magnitude and extent of impact of a disaster or events on a community. Participants will be taught to identify the effects on local population e.g. number of injured or deaths, destroyed infrastructure or services and relay this information to assist emergency agencies in analysis and decision making.

- Psycho-social Support includes activities that improve the capacity of persons to function under the extraordinary levels of pressure (traumatic stress) that are found in the context of a critical event. Participants will learn about the secondary impact of disasters on them and others that may be manifested both emotionally and physically. The techniques and procedures available to assist them to overcome this negative impact will be also discussed. This knowledge will help participants understand and manage their reactions to the event and to work better with others as far as practical.
 - Gender Issues affect men and women in different ways and as a result each must be treated differently. In today's society many women are the head of households with dual responsibilities such as care givers and income earners. Women are more vulnerable than men as many suffer from social pressures, poverty, and thus unable to access health and education services. Women also play a key role in disaster risk reduction and this will be highlighted in the training.
 - Community Disaster Plan all communities will be required to conduct a SWOT analysis of their parish to identify the main threats or hazards affecting their locality and their strengths and weaknesses that makes them vulnerable in the event of a disaster. A list of the most vulnerable families in communities will also be documented. This information will be documented and mapped out as part of the community disaster planning phase. Participants will learn how to prepare their homes, communities and identify the steps to prepare for and mitigate the effects of hazards.
2. **Hazard Awareness:** This campaign will entail developing a series of signs and public service announcements to address the issues of littering, illegal dumping and sand mining. The aim is to educate the community by recruiting champions that would integrate appropriate action leading to proper disposal solutions. Attention will be given to all hazards with special emphasis on those that affect their locality. The heightened



awareness of the impacts of littering, illegal dumping and sand mining will alert residents. The training will demonstrate the connection between individual actions and their impacts on the environment and ultimately their livelihoods.

- Types of Hazards
- Impact of Illegal Dumping
- Impact of Sand Mining

Logical Framework: Complete a Logical Framework for the project using the format below:

Narrative Summary	Performance Indicators	Means of Verification	Assumptions/Risks
<p>Goals</p> <p>1. To Enhance Disaster Risk Management in Communities on the island of Nevis.</p> <p>2. To improve the communication strategy in Community Disaster Risk Management</p>	<p><i>Indicators to measure the general impact that the Project will have (long term).</i></p> <ul style="list-style-type: none"> • Appropriate and effective actions are taken at the community level during the emergencies. • Monthly serviceability and communication checks. 	<p><i>Sources of information to verify if the Goal has been met.</i></p> <ul style="list-style-type: none"> • Assessment of simulation exercises. • Document the number of completed monthly checks. 	<ul style="list-style-type: none"> • Attrition of trained persons. • Availability of trainers. • Residents' indifference to climate change or other environmental issues. • Difficulty in establishing support teams for continuity or succession planning. • Failure of equipment. • Emergency shelters are not regularly manned.
<p>Purpose</p> <p>Enhanced preparedness and improve response capacity at community level management</p>	<p><i>Indicators to measure if the purpose was achieved</i></p> <ul style="list-style-type: none"> • Subcommittees on preparedness are established and formalized. • Community preparedness plans are developed. 	<p><i>Sources of information to verify if the purpose has been achieved</i></p> <ul style="list-style-type: none"> • Submit names of committee members to the Disaster Management Office. • Submit plans for review and approval to the Disaster Management Office. • Conduct evaluation and submit evaluation forms, and minutes to Disaster Management database, and observations. 	<p><i>Non-project factors required to ensure contribution to goal</i></p> <ul style="list-style-type: none"> • Recruit and sustain membership to ensure sustainability. • On-going capacity building of the group. • Official recognition



<i>Outputs</i>	<i>Indicators of project outputs in terms of quantity, quality, place and time</i>	<i>Sources of information to verify the level of achievement of project outputs</i>	<i>Condition for success required to achieve the purpose and within control of the project management.</i>
<ul style="list-style-type: none"> • A total of 100 persons from five parishes will be trained in Community Disaster Response Team. • 10 signs erected on the beaches to deter perpetrators from sand mining activity. 	<ul style="list-style-type: none"> • Attendance record to show number of participants who completed the training. • Feedback from trainees and trainers. • Placement of signage at affected beaches: Black Bay, Indian Castle, Lovers Lane Beach, Paradise Beach, Pinney's Beach, Gallows Bay, Long Point Bay, Dog Bay, Huggins Bay 	<ul style="list-style-type: none"> • Develop community preparedness plans. • Training and public education of community stakeholders. • Demonstration of use of radios, standardization of communication procedures and messages. • Conduct emergency and evacuation drills, activate early warning system, simulate first aid, search and rescue exercises. 	<ul style="list-style-type: none"> • Fully utilize the participatory approach throughout the project. • Engage stakeholders in development of preparedness plans. • Integrate the DRM plans into development and sectoral plans for the community. • Engage sector entities to develop DRM plans to tie into the community plan. • Conduct annual training and exercises in DRM for all communities.
<i>Activities</i>	<i>Budget for each output to be generated under the project</i>	<i>Sources of information to verify the level of achievement of project activities and the use of project funds.</i>	<i>Assumptions to achieve the outputs</i>
<ul style="list-style-type: none"> I. Conduct five training workshops. II. PSA aired in print and electronic media. III. Retrofit 3 Emergency Shelters with down spouting and shutters. IV. Install VHR Radio Tx/Rx in 3 Emergency Shelters. V. Erect signage. 	<ul style="list-style-type: none"> • \$25,625 • \$1,650 • \$21,200 • \$5,900 • \$2,500 	<ul style="list-style-type: none"> • Progress reports will be produced. • All activities will be documented in videography and photography. • Establishment of subcommittee to take ownership of project. • Media releases and use of social networks to display progress. • Photo displays of retrofitted community centers and signage. 	<ul style="list-style-type: none"> • <i>That the maximum amount requested will be awarded and full utilized.</i> • <i>That there is 100% participation of all stakeholders.</i> • <i>That the Disaster Risk Reduction Measures will be mainstreamed throughout the entire island of Nevis.</i>

Time frame/work plan: Develop a work plan using the template below. Indicate when activities, milestones and outputs will be accomplished, as well as responsible person and indicator. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the Terms of Reference and ability to translate them into a feasible working plan. A list of the final documents, including reports, presentations, outreach material to be delivered as final output, should be included here in the column “Output”.



Work Plan																		
Activity	Output	Weeks												Responsible	Indicator	Budget		
		1	2	3	4	5	6	7	8	9	10	11	12			OAS Funds	Co-Financing	Total (US\$)
I. Mass media and Sensitization of Project																		
Advertise Project in ALL media formats	Island wide													HOPE Nevis Inc. Nevis Disaster Management	Number of Advertisements	\$0	\$3,000	\$3,000
Community walk through and distribution of fliers	Week prior to workshop commencement													HOPE Nevis Inc. Nevis Disaster Management	Feedback and commitment from residents	\$0	\$1,000	\$1,000
	Evaluations		St. Thomas parish		St. Paul Parish		St. John Parish		St. George Parish		St. James Parish			Community Sub committees	Number of reports collected	\$0	\$200	\$200
II. Conduct five training workshops.																		
	Workshop #1	St. Thomas Parish												Team of Trainers	Number of participants	\$15,642.83	\$3,264.37	\$18,907.20
	Workshop #2			St. Paul Parish										Team of Trainers	Number of participants	\$15,642.83	\$3,264.37	\$18,907.20
	Workshop #3					St. John Parish								Team of Trainer	Number of participants	\$15,642.83	\$3,264.37	\$18,907.20
	Workshop #4							St. George Parish						Team of Trainers	Number of participants	\$15,642.83	\$3,264.37	\$18,907.20
	Workshop #5									St. James Parish				Team of Trainers	Number of participants	\$15,642.83	\$3,264.37	\$18,907.20
Monitoring							Assessment of progress						Assessment of progress	H.O.P.E. Nevis Inc.	Feedback from stakeholders			



III. PSA aired in print and electronic media																			
	Number of PSA completed and disseminated	Island wide	Island wide	Island wide	Island wide	Island wide	Island wide	Island wide	Island wide	Island wide	Island wide	Island wide	Island wide	Island wide	Disaster Management	Number of times aired	\$1,656.30		
IV. Retrofit 3 Emergency Shelters with down spouting and shutters.																			
	Install 15 feet of down spouting					Jessups Community Center			Hanley's Road Community Center				Fountain Community Center						
	Install 50 shutters						Jessups Community Center			Hanley's Road Community Center				Fountain Community Center					
V. Install VHR Radio Tx/Rx in 3 Emergency Shelters																			
	Install 1 radio in emergency shelters														Nevis Disaster Management	Radio connection with base – Nevis Disaster Management			
VI. Erect signage.																			
	Signs erected at entrance of beaches.					Dog Bay and Huggins Bay	Indian Castle and Black Bay	Lovers Lane Beach	Pinney's Beach and Paradise Beach	Long Point and Gallows Bay					Department of Public Works Department of Physical Planning	Visiability of sign from entrance, sign does not block view of tranffic.			
Reporting	Finance report Sub committees report Report to donor														H.O.P.E. Nevis Inc Sub committees H H.O.P.E. Nevis Inc				
Total:																			



Monitoring and Evaluation: The OAS Monitoring and Evaluation tool from Disaster Risk Reduction programme will be used to assess the progress and success of the project. This tool is comprehensive as it covers various impacts and tracks accomplishments sequentially. The OAS tool includes surveys and checklists to assess quantity and quality of training, and to what extent are objectives being met. The tool also allows for detailed analysis of the logical framework. Ongoing monitoring, annual or periodical drills and feedback between the Nevis Disaster Management Department, H.O.P.E Nevis Inc and the Community subcommittees will also augment the use of the OAS tool. However, the extent of details that is required could become potentially intimidating on the part of some community residents and would require a great detail of support and intervention from the Nevis Disaster Management Department to ensure effective use.

Gender Sensitivity and Community Inclusiveness: The participatory method will be used to encourage inclusiveness. In each society the roles and needs of men, women, boys and girls differ based on socio-economic, age, gender and ethnic background. It will be essential that every effort be made to gain participation from as many groupings as possible. The community walk-through and home visits will be vital to gain public trust and commitment to the cause. Media releases through the formal media, churches, school and social networks will also aid the process.

Team Composition and Task Assignment: Indicate the structure and composition of your team. List the name of staff, organization, area of expertise, position assigned, and task assigned.

Name	Organization	Expertise	Position	Tasks
Mr. Kyle Alex Weeks	HOPE Nevis Incorporated	Project Management, Youth and Community Development Initiatives	Chairman – Board of Directors	Perform the lead functions, liaise with OAS, NDMD and all stakeholders, oversee the project and report to all stakeholders.
Mr. Hastings Ron Daniel	HOPE Nevis Incorporated	Project Management, Youth and Community Development Initiatives	Co-Chair - HDCAF	Perform the lead functions, liaise with OAS, NDMD and all stakeholders, oversee the project and report to all stakeholders.
Mr. Xavier Ottley	Ministry of Health	Health and Safety Inspector	Environmental Health Inspector	Provide advice to the project on environmental health issues in the communities.
Mrs. Kerri Greene Mrs. Natalie Fough	St. Kitts Nevis Red Cross	First Aid, CPR and Disaster Management, EMT and Fire Fighting	Disaster Coordinator	Instructors for CDRT aspect of Project. First Aid and CPR training.
Ms. Claudia Walwyn	Dept. of Physical Planning, Natural Resources and Environment	Social and Environmental Planning	Environmental Officer	Assist with project implementation and reporting, community mobilization and presentation on sand mining.
Mr. Lester Blacket	Nevis Disaster Management Department	Disaster Management Civil Engineer	Director of Nevis Disaster Management	Shelter Management presenter.



Mr. Brian Dyer	Nevis Disaster Management Department	Safety Project Management Air Traffic Control	Project Officer	Assist with project implementation and reporting. Radio Communication Presenter.
Mr. Jacob Nghumba	Nevis Disaster Management Department	Communications Specialist, Project Management	Communications Officer	Responsible for producing and dissemination of PSA's.
Ms. Vera Herbert	Nevis Disaster Management Department	Clerical	Director Assistant	Administrative Support
Mr. Abdias Samuel	St. Kitts Nevis Fire Services	HAZMAT, Fire Safety, Search and Rescue	Fire Sub Officer	Instructor for Search and Rescue. Fire and Safety

CVs of Proposed Staff: In addition to the general information about the individual, it would be helpful to have work undertaken by the individual that best illustrates capability to handle the tasks assigned.

Budget (2 pages): A detailed budget should be submitted in US dollars showing how OAS sustainable community financial resources will be used, and if applicable, how that support fits together with co-financing provided by your institution or partner institution(s). Clearly indicate budget items for which sustainable community funds would be used. Information on salaries may include staff name, position and rate. Travel should include number of flights, per-diem, local transportation, miscellaneous expenses, etc. Other expenses must provide description, quantity, unit price, and total.

TABLE 1 - Total Budget Planned by Components and Activities

Components and Activities	Budget		
	OAS	Co Financing	Total
Building Resilience to Natural Hazards one Community at a Time			
Activity I. Mass media and Sensitization of Project			
Object 1: Advertise Project in ALL media formats	\$ -	\$ 3,000.00	\$ 3,000.00
Object 2: Community walk through and distribution of fliers In 5 Parishes 25 persons x \$10 (5x25x10)	\$ -	\$ 1,250.00	\$ 1,250.00
Activity II. Conduct five training workshops			
Object 1: Workshop #1 at St. Thomas Parish Lunches (20 participants, 7 instructors, 3 ancillary staff x \$12x 5 days) Snacks (20 participants, 7 instructors, 3 ancillary staff x \$7x 5 days)	\$ 2,850.00	\$ -	\$ 2,850.00



Object 2: Workshop #1 at St. Paul Parish Lunches (20 participants, 7 instructors, 3 ancillary staff x \$12x 5 days) Snacks (20 participants, 7 instructors, 3 ancillary staff x \$7x 5 days)	\$ 2,850.00		\$ 2,850.00
Object 3: Workshop #1 at St. John Parish Lunches (20 participants, 7 instructors, 3 ancillary staff x \$12x 5 days) Snacks (20 participants, 7 instructors, 3 ancillary staff x \$7x 5 days)	\$ 2,850.00		\$ 2,850.00
Object 4: Workshop #1 at St. Georges Parish Lunches (20 participants, 7 instructors, 3 ancillary staff x \$12x 5 days) Snacks (20 participants, 7 instructors, 3 ancillary staff x \$7x 5 days)	\$ 2,850.00	\$ -	\$ 2,850.00
Object 5: Workshop #1 at St. James Parish Lunches (20 participants, 7 instructors, 3 ancillary staff x \$12x 5 days) Snacks (20 participants, 7 instructors, 3 ancillary staff x \$7x 5 days)	\$ 2,850.00	\$ -	\$ 2,850.00
Object 6: Cost of Stationery, printing and photocopying handouts for Five workshops with 100 participants (100 x \$20)	\$ -	\$ 2,000.00	\$ 2,000.00
Object 7: Instructor Fees for Conducting Five Workshops CPR	\$ 7,500.00	\$ -	\$ 7,500.00
Object 8: Transportation Round trip for Monitoring and Evaluations post Five Workshops \$15 x 5x 25 days	\$ -	\$ 1,875.00	\$ 1,875.00
Activity III. PSA aired in print and electronic media			
Object 1: Work done for developing and publishing Three PSA in all media formats (3 x \$550)	\$ 1,650.00	\$ -	\$ 1,650.00
Activity IV: Retrofit Two Emergency Shelters with Shutters and Downspouts			
Object 1 : Cost Estimate for Shutters for the Cotton Ground Emergency Shelter	\$ 7,000.00	\$ -	\$ 7,000.00
Object 2: Cost Estimate for Shutters for Combermere Emergency Shelter	\$ 4,500.00	\$ -	\$ 4,500.00
Object 3: Labour Cost for installing Shutters	\$ 1,200.00	\$ -	\$ 1,200.00
Object 4 : Cost Estimate for Downspouts for the Jessups Emergency Shelter	\$ 2,000.00	\$ -	\$ 2,000.00
Object 5: Cost Estimate for Downspouts for the Fountain Emergency Shelter	\$ 2,000.00	\$ -	\$ 2,000.00
Object 6 : Cost Estimate for Downspouts for the Hanleys Road Emergency Shelter	\$ 2,000.00	\$ -	\$ 2,000.00
Object 7: Labour Cost for installing Downspouts	\$ -	\$ 2,500.00	\$ 2,500.00
Activity V: Install VHR Radio Tx/Rx in 3 Emergency Shelters			
Object 1: Cost of VHF Radio Equipment and Accessories	\$ 5,000.00	\$ -	\$ 5,000.00
Object 2: Labour Cost for installing VHF Radios at Cotton Ground Emergency Shelter	\$ 300.00	\$ -	\$ 300.00
Object 3: Labour Cost for installing VHF Radios at Fountain Emergency Shelter	\$ 300.00	\$ -	\$ 300.00
Object 4: Labour Cost for installing VHF Radios at Hanleys Road Emergency Shelter	\$ 300.00	\$ -	\$ 300.00



Activity VI: Erect Signage on the Beaches			
Object 1: Cost of materials for Signage	\$ 1,500.00	\$ -	\$ 1,500.00
Object 2: Labour Cost for painting signage	\$ 500.00	\$ -	\$ 500.00
Object 3: Labour Cost for erecting signage	\$ -	\$ 500.00	\$ 500.00
TOTALS	\$ 50,000.00	\$ 11,125.00	\$ 61,125.00

Grand Total

\$61,125.00

SIGNATURE OF PROJECT COORDINATOR:

Name:



Annex 1: Document proving the legal existence of your Organization



ISLAND OF NEVIS

COMPANY NO. 56 of 2008

COMPANIES ORDINANCE, No. 4 of 1999

***Certificate of Incorporation of
Non-Profit Company***

HOPE NEVIS INCORPORATED

Name of Company

I, HEREBY CERTIFY that the above-mentioned Non-Profit Company, the Articles of Incorporation of which are attached, was incorporated under the Companies Ordinance of Nevis.



Heidi-Lynn Sutton
Registrar of Companies

19th August, 2008

Date of Incorporation

This certificate is not valid without the embossed seal





Annex 2: CVs of Proposed Staff

CURRICULUM VITAE #1

Abdias Samuel

Fire Sub Officer

St Kitts and Nevis Fire and Rescue Services

Mobile: 869-665-1775

Email: Capricorn_3179@hotmail.com

Summary

Twelve (12) years of experience as an officer in the St Kitts & Nevis Fire and Rescue Services. I have served nationally and regionally in the capacity as an Urban Search and Rescue instructor for the past seven (7) years. I have coordinated and conducted training in several Caribbean Islands on behalf of USAID/OFDA.

January 2000 – Present

Firefighter

St Kitts & Nevis Fire and Rescue Services

Rank

Fire Sub Officer, (FSO).

January 2005 – Present

Instructor

Area of Expertise:

Urban/Land Search and Rescue, Firefighting, Incident Command System (ICS), Hazardous Materials (Hazmat), Coordination, Assistance and Protection against Chemical Warfare Agents and Information Management

Professional Experience:

- Coordinated and conducted training in several Caribbean Islands most recently in the Bahamas on behalf of **USAID/OFDA**
- National and Regional (CARICOM) **Urban Search and Rescue Instructor**
- **Developed Regional Search and Rescue Teams** and trained in excess of one hundred and twenty five (125+) technicians
- **Participated as an instructor** in a Regional Assistance and Protection for Caribbean States against Chemical accidents /incidents in Barbados

Qualifications:

2009

Training for Instructor (TFI)

USAID/OFDA

2005

Method of Instruction (MOI)

Military Trained



CURRICULUM VITAE # 2

Claudia Amelia Walwyn
Hard Times Estate, Gingerland, Nevis
Home: 1 869 469-2684 or Cell 869 668-4438
E-mail: walwynca@hotmail.com

CAREER OBJECTIVE

To fill an appropriate position that will challenge my competencies, capabilities, skills, education and experience to positively impact the institution.

PROFESSIONAL EXPERIENCE

[September 2010 – Present] **Environmental Planning Officer**

Department of Physical Planning, Natural Resources and the Environment
Nevis Island Administration (NIA)

[Summer 2009] **Intern** (Eight weeks)

Department of Physical Planning, Natural Resources and the Environment NIA

[March 2007 – 2008] **Youth Services Coordinator/Assistant to Director**

Youth Affairs Division/Social Services Department.NIA

[Sept. 2005 – Feb.2007] **Youth Development Officer** Department of Youth, Sports and
Community Affairs, Nevis Island Government

[2001 – 2002] **Grade 1 Teacher** St. John's Primary School

[1995 – 2000] **Youth Officer** Department of Community, Sports, Youth and Women Affairs

EDUCATION

[2012 Pending]

L5 Diploma in Management and Leadership

Chartered Management Institute, UK

[23rd – 27th April, 2012] **Certificate of Completion in Leadership and Strategic Planning
in Disaster Management**

H. Lavity Stoult Community College, Paraquita Bay Campus, Tortola, British Virgin Islands

[2008 - 2011] **MSc Urban and Regional Planning (*Distinction)**

Department of Surveying, The University of the West Indies, St. Augustine Campus, Trinidad
and Tobago

[2007 -2009] **Diploma in Theological Studies**

Codrington College (Theological College of the Province of the West Indies), Barbados



[2002 – 2005] **BSc Sociology (*Upper Second Class Honours) Minors in Psychology and Social Policy** The University of the West Indies, St. Augustine Campus, Trinidad and Tobago.

[1999 – 2000] **Certificate in Social Service** The University of the West Indies, Mona Campus, Jamaica.

[Jan – April 1996] **Certificate in Social Work** The University of the West Indies, Mona Campus, Jamaica.

SOCIAL / COMMUNITY ACTIVITIES

[2010 – Present] Lay Reader Nevis Region Anglican Church

[2008 – Present] Island Youth Coordinator Nevis Region Anglican Church (Five Parishes)

[2005 – Present] Youth Coordinator, St. John and St. George Anglican Church, Nevis.

[2005 – Present] Member of the Nevis Lions Club (Secretary, 2006/07, 2007/08)

[2005 – 2010] Member of the Advisory Board Member, UNESCO Youth Path – St. Kitts Nevis

[2001 to Present] Volunteer at the Nevis Library Annual Summer Youth Programme

[1995 – 2003] Executive Member of the Nevis Leo Club (*Awarded Most Outstanding Leo – 2002)

[1995 – Present] Member and Supporter of Various Sporting Clubs including Rawlins United Netball and Cricket Teams (Member of the Nevis Under 23 Netball Team that toured St. Vincent and the Grenadines in 1998)



CURRICULUM VITAE # 3

Brian Dyer

Stoney Grove, Charlestown, Nevis, West Indies
Cell 1-869-668-6401
dyes@mac.com

SUMMARY

More than 10 years experience in the Aviation Industry as an Air Traffic Control Officer. Demonstrated ability to multi-task, manage teams, projects, departments and divisions. Innovative in the development and implementation of policies and procedures.

EDUCATION

L5 Diploma in Management and Leadership Chartered Management Institute UK, **June 2011**

Embry-Riddle Aeronautical University, Daytona Beach, Florida, USA

Masters of Science in Aeronautics, December 2009

Bachelor of Science in Aviation Business Administration, June 2008

Cranfield Aeronautical University, Bedfordshire, UK

Certification in Aircraft Accident Investigations, June 2001

Civil Aviation Training Center, Mausica, Trinidad

Certification in Area Control, Approach Control and Aerodrome Control Procedures, August 1992

Caribbean Meteorological Institute and Hydrology, Bridgetown, Barbados

Class IV Meteorological Technician Certification, September 1990

PROFESSIONAL EXPERIENCE

Nevis Disaster Management Department

Project Officer (2010 - Present)

- Ensure the Nevis Disaster Management Department (NDMD) pursues its role as a provider/coordinator of Disaster related Projects, in keeping with the principles of Comprehensive Disaster Management (CDM).

Vance W. Amory International Airport, Nevis, West Indies

Senior Air Traffic Control Officer

- Supervised an Air Traffic Services Unit with a staff of 10 officers in addition to responsibilities as Aerodrome Safety Officer (1999 -2005)



- Assisted SATNAV Resources INC. in the design and layout of three Area Navigation (RNAV) GPS Approaches. Coordinated with the FAA for the Flight check and night evaluations of the procedures. (1999 – 2005)

Robert. L. Bradshaw International Airport, St. Kitts, West Indies

Air Traffic Control Officer

- Served as an Air Traffic Control Officer (1992 – 1996)
- Performed duties as a Meteorological Class IV Technician (1990 – 1996)

Publications/Presentations

- Caring for the Mental Health of Air Safety Investigators (ISASI Jul – Sept 2009)
- Mental Health Aspects of Aircraft Accident Investigation: Protecting the Investigator (2010)

Research Experience

- Thesis “Mental Health Aspects of Aircraft Accident Investigation” (2009)

Affiliations/ Memberships

International Society of Air Safety Investigators (ISASI)

American Association of Airports Executives (AAAE)

American Society of Safety Engineers (ASSE) International Chapter



CURRICULUM VITAE # 4

Timothy Martin

Charlestown Fire Station, Nevis W.I.
Tel. (869) 469-3444 Mobile : 869-665-9715
Email: dockerstm@hotmail.com

SUMMARY OF QUALIFICATIONS

- EXCELLENT communication skills, both written and oral
- Able to relate effectively to people at any level of business and management
- Skilled at handling multiple tasks & projects simultaneously

SPECIAL SKILLS

- Thorough knowledge of – Microsoft Word, Excel, Publisher

EDUCATION

- **High School Diploma: Basseterre Junior High School, 1991-1993**
- **Basseterre Senior High School: 1993-1997**

Professional Experience

2008 to present Instructor for Urban Search and Rescue

November 2007 to present Charlestown Fire Station

Rank

Fire Sub-Officer

- Control and extinguish fires
- Supervise the day-to-day running of shift/duties
- Participate in departmental and national functions
- Attend workshops and training seminars. Also, conducted presentations to different organizations, making them aware of fire preventative measures.
- Make recommendations to the Fire Sub Station Officer and Fire Chief regarding decisions affecting the fire station and assist in developing certain strategies which help the fire station to be more efficient.

1998-1999

St. Kitts Electricity Company
Linesman

- Construction of lines
- Plant poles
- Install new lines.
- General maintenance of lines
- Made concentrated effort to solve customer problems

Honours and Activities

Chairman of Welfare Association-2010 to present



- Assist with grievances of the fire officers
- Make recommendations to Fire Chief about conditions of the Fire Stations and also relaying fire officers grievances
- Quarterly Meetings

Certificates and Awards

- EMT Training for Fire Officers- 2012
- Completion for Training Instructors Course- 2008
- Enhancing Supervisory Skills and Performance Management- 2008
- Advanced Level Examination- 2008
- First Responder Workshop- 2006
- Achievement Award in English- 2005
- Fire Prevention and Inspection- 2004



CURRICULUM VITAE # 5

Natalie Ianta Fough nee Hazel

#77 Cayon Street, Basseterre, St. Kitts

Tel. 465-9508 Mobile: 660-9750/775-7492

E-mail: n_fough@hotmail.com, n_fough@yahoo.com

Personal Information

Date of Birth: 28th February, 1957
Place of Birth: St. Kitts
Marital Status: Married
Gender: Female
Children: One (1) female 38yrs married with 2 children
Driver: Licensed Driver since 1978

Employment History

Oct 1974 – Nov 1977 Hawley's Bakery (Sales Clerk)
Nov 1977 – Nov 2006 Government of the Federation - RSNPF/SNFRS (Constable – Fire Station Officer *equivalent to that of an Insp. of Police*)

After the separation of the Fire and Rescue Services from the Police Force I opted to remain with Fire Services.

Education

1969 – 1972 BJHS (Burdon St)
1972 – 1974 BSHS (Wellington Rd) *left without certificate*

Certificates

1985 London Chamber of Commerce and Industry Examination:–
Typing Elementary distinction, SKB
Typing Intermediate, SKB
1986 Typing Stage III (distinction), SKB
Sep 84 – June 85 Shorthand & Typing (CIDA/CTAP), SKB
Sep 85 – June 86 Office Procedure & Typing (CIDA/CTAP), SKB
July 11-15, 1994 Basic computer training, SKB
Aug – Sept 94 Basic computer skills, SKB
June-July 1994 EMT – First Responder, B'ds
Nov 1985 FA/CPR Instructor, SKB
Nov 2006 AED Instructor. & Trainer of Trainers, Panama
2008 Mass Casualty Management Instructor, B'ds

Professional Qualifications

Retired Fire/Police Officer after 26 years service
Resulted in working with and mentoring children of a tender age
Counselling persons in various areas as the need arises
Policing in general
Managerial capacity



A First Aid and CPR Instructor since 1985 and in 2009 a Automated External Defibulator (AED) instructor

Trainer of Trainers Instructor for First Aid, CPR and AED in 2006

A MCM Instructor since 2008

A member of the Regional Intervention Team (RITS) in the event of a disaster in the region since 2002.

Awards

July 16, 1998	Recognition for Tutoring First Aid Course with Dept. Of Youth & Community Affairs
19 th Sept 2007	Independence Anniversary Community Service Award (First Aid)
7 th Sept 2004	Recognition of Commitment towards Relief/Recovery Effort Grenada after Hurricane Ivan

Training

August 13-16. 1979	Narcotic and Dangerous Drug Law Enforcement, SKB
July 22, 1994	Training for Instructors, SKB
Oct 6-7, 1997	Hazardous Materials Contingency Planning Workshop, BVI
June 26-July 1, 2000	Mass Casualty Management, B'dos
Oct 24-25, 2000	Initial Damage Assessment, NEMA-SKB
Nov 8, 2000	Plan and Appraise Performance Tips and Tools, SKB
March 19-20, 2002	Exercise Design, NEMA - SKB
June 2004	Fire Prevention & Inspection
March 2006	Hazmat Technician/Incident Command

Books

Safety Tips for the use in schools by senior Fire Officers

In the process of producing a Safety Handbook

Professional Memberships

1969	St. Kitts and Nevis Red Cross Society, presently the Branch Director for St. Kitts.
2000	A member of the Mitigation Council, NEMA
2006	A licensed Ham Operator with the St. Kitts, Nevis and Anguilla Amateur Radio Society
2006	American Red Cross Instructor

Interests

Reading and any Humanitarian work within the community.