Government of the Netherlands

TERMS OF REFERENCE –Dutch Disaster Risk Reduction and Surge Support (DRRS) Programme – Dominica (2025)

1. Introduction

The Commonwealth of Dominica has been severely impacted by floods in recent years, driven by extreme weather conditions. Notably, tropical storms such as Erika in 2015 and Hurricane Maria in 2017 caused catastrophic damage, leaving the Caribbean Island grappling with the aftermath. These events have exposed the vulnerabilities of the island's infrastructure, communities, and ecosystems to both tropical cyclones and intense rainfall. The rugged terrain, steep slopes, and high rainfall, combined with climate change, have made flood risks more prevalent, particularly in the coastal areas where over 90% of the population resides. With the changing climate exacerbating these risks, it has become evident that Dominica must enhance its flood risk management strategies to build resilience and safeguard its communities and infrastructure.

Recognizing the urgent need to strengthen flood risk management and climate adaptation measures, the Government of Dominica sent out an official request for technical support on flood risk management through its Ministry of Finance and its Ministry of Housing. This was channelled to the Dutch Disaster Risk Reduction & Surge Support (DRRS) programme by Ms. Lisette Blüm, Deputy Ambassador at the Embassy of the Netherlands in Trinidad & Tobago, on March 25, 2025.

2. Overall specifications

a) Objective and scope

The root causes of recent flooding events—such as those in Coulibistrie (2017) and Calibishie (2025)—are not yet fully understood. The objective of this DRRS SIDS assignment is to conduct a more in-depth problem analysis to better understand the underlying causes and contributing factors of these events. This analysis is intended to support key stakeholders in Dominica by providing insights that will inform efforts to strengthen flood resilience. In line with the priorities expressed by the Government of Dominica, the following elements will guide this assignment:

- **Assessment of cause-effect related to recent flooding events.** The specific causes of recent floods—such as those in Coulibistrie (2017) and Calibishie (2025)—remain insufficiently understood. A rapid assessment is essential to gain a clearer understanding of the underlying drivers and the behaviour of the hydrologic system. This assessment will focus specifically on the Coulibistrie catchment area.[1]
- **Flood mitigation and adaptation strategies.** Based on the outcome of the rapid assessment, a review of existing flood mitigation and adaptation strategies, and suggestions for improvement. This step will focus specifically on sustainability and integrated hydrological health. Green solutions (NBS) will be considered along with more traditional engineered interventions where needed.
- **Finance opportunities for follow-up.** Flood risk management (FRM) in Dominica is vulnerable, partly due to resource and funding discontinuity. This step addresses short-term financing for the proposed mitigation and adaptation strategies and, in a wider context, provides an overview of flood resilience projects and their financers. It maps current initiatives, identifies funding sources, gaps and highlights opportunities for collaboration and scaling-up. Strategies will be outlined to secure additional funding and partnerships for a comprehensive flood resilience approach, with a focus on self-sustenance and co-financing opportunities involving International Financial Institutions (IFIs).

During the scheduled visit the DRRS team will conduct several stakeholder meetings to better understand the technical, financial, and institutional situation on the ground.

[1] A comprehensive analysis of the entire island is beyond the scope of a DRRS deployment due to its scale. However, learnings from the Coulibistrie analysis may well be meaningful for similar events and conditions elsewhere on the island.

TERMS OF REFERENCE –Dutch Disaster Risk Reduction and Surge Support (DRRS) Programme – Dominica (2025)

The activities and meetings with stakeholders will be coordinated with the Netherlands Embassy (EKN) in Port of Spain (Ms. Lisette Blüm); EKN will assist in contacting the necessary stakeholders and providing the needed leverage, where possible and needed.

b) Deliverables

1. A concise report – addressed to the requesting authority – to include at least the following elements:
   - Recommendations based on objectives and scope outlined above, including:
     - A management summary;
     - An analysis on the (regional) water system, including an analysis of the underlying root-causes for the flooding;
     - (Improved) flood mitigation and adaptation strategies;
     - Strategies to attract additional funding and partnerships, including co-financing from IFIs.
   - In the annex: A log of activities conducted and key contacts.

2. A debriefing call to present the findings to RVO, the Dutch Ministry of Foreign Affairs, and the Netherlands Embassy in Port of Spain, Trinidad & Tobago.

c) Reporting process

- **Report writing process**
  - Each expert will contribute their input to the report, which the team leader will coordinate and consolidate into the final document.
  - It is recommended to draft an index of the report in advance to define the structure, topics, and key themes, ensuring a logical flow. This will help create a clear narrative throughout the report.
  - The report will be discussed and refined within the team before it is finalized.

- **Reporting standards**
  - The findings and recommendations will be presented clearly and professionally, using a reader-friendly format that may include relevant illustrations and photos.
  - The report will be written in English.
  - An executive summary should be included to provide a high-level overview of the key points.

- **Draft report submission and (peer) review**
  - The draft report will be delivered to RVO within 3 weeks after the visit.
  - RVO will coordinate the review process and make sure that feedback will be provided in a consistent and timely manner.
  - After RVO's review the team leader will then incorporate the feedback into the final version of the report.

- **Final report review**
  - Following RVO's review and integration of feedback, the team leader will finalize the report.
  - The final report will be published on the RVO website.

3. Required expertise

Based on the available information, the following expert profiles have been drafted for this assignment.

- **Team leader**. The team leader will be responsible for overseeing the entire process, coordinating the team, ensuring the scope is met, and ensuring the recommendations align with Dominica's flood resilience strategy. The team leader should have strong project management skills, experience in flood risk management, and a solid understanding of climate adaptation and disaster risk reduction.

TERMS OF REFERENCE –Dutch Disaster Risk Reduction and Surge Support (DRRS) Programme – Dominica (2025)

- **Hydrologist, flood risk management & climate adaptation expert**. This expert will conduct a rapid assessment of the Coulibistrie catchment to understand its hydrologic behaviour and identify the root causes of the floods. A review will be conducted of existing mitigation and adaptation measures on short and long term, and suggestions for improvement will be provided.

- **Water economics / finance & governance expert**. This expert will outline funding options for the proposed mitigation and adaptation strategies, including co-financing by International Financial Institutions (IFIs). Focus will be on improving continuity and self-sustainability for FRM. In addition, based on a diagnostic assessment of the institutional setup, capacity, national and regional collaboration platforms, and ongoing projects, advise will be provided on integrating a future flood resilience strategy with existing governance structures at national and regional levels.

All experts should be:

- Experienced in navigating complex governance systems and acting as a key focal point for the DRRS coordination team;
- Strong capacity to provide constructive feedback on local plans, offer alternatives, and present high-quality advice to officials;
- Excellent communication, presentation, and reporting skills in English, with a proven track record in coordinating reporting and ensuring effective delivery of recommendations;
- Familiar with working with International Financial Institutions (IFIs), a valuable asset for every role.

4. Timing

This assignment is scheduled to be carried out between June and October, 2025. The visit to Dominica is tentatively scheduled for July 2025. The final report should be submitted as soon as possible, but no later than October 31, 2025, unless otherwise agreed in writing by the parties.

The maximum number of working days depends on the role for this assignment and ranges from approximately 12 to 15 working days. This timeframe includes preparation for the visit to Dominica, the visit itself, as well as the writing and delivery of the final report.

5. Budget

Each individual expert is expected to provide an all-inclusive detailed budget, including the fees and expected expenditures in order to conduct this assignment (see annex B). While presenting a total budget for this assignment, the following items must be specified:

- Number of working days and applicable fee. Kindly note that the daily rates offered should be in line with the experience offered and/or needed. RVO also takes regular local consultancy rates into account in order not disturb the local market. Consultants are requested to offer daily rates based on the above maximum and according to reasonability as described before.

Consultant	*Maximum daily rate (excl. VAT)*
Independent consultants	Cf. one's standard consulting rates, within the range of € 330,- and maximum € 880,-
Large-scale engineering firms	Cf. one's standard consulting rates, within the range of € 330,- and maximum € 1100,-

- Travel costs for (international) flights to the project's destination. Kindly note the following conditions:

TERMS OF REFERENCE –Dutch Disaster Risk Reduction and Surge Support (DRRS) Programme – Dominica (2025)

- Flight expenses can only be reimbursed for economy class, based on costs actually incurred. Any other class of service is not eligible for reimbursement by RVO.
- Taxi expenses between the hotel and airport in-country are included in the fixed component "other costs" (see point 3).
- Transport to and from the airport in the Netherlands is not eligible for reimbursement by RVO.

- *Reimbursement of accommodation expenditures and other costs.* For the reimbursement of accommodation and other daily expenses (such as meals), RVO follows the (maximum) coverage rates set by the Dutch Ministry of Foreign Affairs.

Location in Dominica	***Maximum accommodation coverage***	***Fixed rate other costs***
All cities	*€ 240,- per day*	*€ 160,- per day*

Kindly note the following:

- The rate for accommodation is a maximum rate. The reimbursement of accommodation expenditures will be based on the costs actually incurred up until this maximum rate per location and requires hotel invoices to be submitted.
- The rate for other costs is a fixed daily allowance per location.
- RVO does not reimburse expenses for remote working days in your home country, including accommodation costs and fixed allowances for other expenses.

With regards to receipts and reimbursement:

- Reimbursement is based on costs actually incurred. Therefore, RVO requires the invoices/receipts for flight tickets, accommodation and other expected expenditures (if applicable). This is, of course, in addition to your (final) invoice.
- Kindly note that this is with the exception of the expenditures covered by fixed allowances for 'other costs'.

Contracting of experts will be conducted by the Netherlands Enterprise Agency (RVO.nl). All documents should be sent to drrs@rvo.nl, with a cc to floor.kolkman@rvo.nl.

Government of the Netherlands

TERMS OF REFERENCE –Dutch Disaster Risk Reduction and Surge Support (DRRS) Programme – Dominica (2025)

Annex A: Dutch Disaster Risk Reduction & Surge (DRRS) Programme

The number of weather, climate and water related disasters has increased by a factor 5 over the past 50 years. Such extreme weather events are increasing in both frequency and intensity, which has long-lasting impacts, especially in the most vulnerable communities.

To meet these needs with a swift response, the Dutch government has initiated the Dutch Disaster Risk Reduction and Surge Support (DRRS) programme. Through DRRS, water-related expertise is deployed. Aspects like Nature Based Solutions, inclusivity and an overall holistic and integrated approach are thereby taken into account. The aim is to prevent and reduce the impact of water- and climate-related disasters worldwide and increase the resilience of affected areas and populations.

The DRRS programme operates in all Disaster Management Cycle phases: mitigation, preparedness, response and recovery. Foreign governments (through the Embassy of the Netherlands in country) and humanitarian actors can request support. Every intervention is tailor-made. Based on the challenges and the expertise needed, DRRS can assemble a team with relevant stakeholders and (local) experts.

TERMS OF REFERENCE –Dutch Disaster Risk Reduction and Surge Support (DRRS) Programme – Dominica (2025)

Annex B: Budget guidelines

FINANCIAL PROPOSAL						
Input staff	Activity	No. of days	Normal fee/day	Normal costs	Daily DRR fee	Costs
name of person	*xxx*	0	€ -	€ -	€ -	€ -
	xxx	0	€ -	€ -	€ -	€ -
	xxx	0	€ -	€ -	€ -	€ -
sub-total		0		€ -		€ -
Discount on fees				€ -	*#DEEL/0!*	
Travel costs						
airplane tickets	From-to	Dates	No. of tickets		Airfare	Costs
carrier	*destination*				€ -	€ -
xxx	*destination*				€ -	€ -
DSA	location	No. of days			DSA/day	Costs
	location	0			€ -	€ -
	location	0			€ -	€ -
Other travel costs						Costs
description						€ -
						€ -
sub-total						€ -
Other costs						Costs
description						€ -
sub-total						€ -
Total costs (excl BTW)						€ -