Resilience through Preparedness: CIICs Strategic Plan for Disaster Response.

**Request for Proposal (RFP)**

The Cook Islands Investment Corporation (CIIC) is seeking proposals from experienced consultants to develop a **comprehensive strategic plan** that defines CIIC’s roles, responsibilities and processes in times of disaster. This strategic plan aims to strengthen CIIC’s resilience and improve its ability to support agencies, communities including the pa enua during and after emergencies.

**Objectives of the Strategic Plan**

The strategic plan will focus on the following:

1. **Emergency Response Plan**

Establish clear protocols and procedures to manage immediate responses during disasters, ensuring safety, communication and operational effectiveness.

1. **Disaster Recovery Plan**

Outline measures to restore priority assets and make them functional for community and government use as quickly as possible after a disaster.

1. **Business Continuity Plan**

Define strategies for maintaining CIIC's organisational functions and operations despite disruptions caused by disasters.

1. **Disaster Risk Identification and Impact Assessment**

Identify potential risks to CIIC assets and operations and assess their impacts.

1. **Integration with National Disaster Plans**

Align CIIC’s disaster management plans with national frameworks.

1. **Resilience and Capacity Building**

Enhance CIIC’s readiness through resource planning, training and partnership development.

1. **Community and Stakeholder Engagement**

Promote collaboration and communication with key stakeholders and the community.

1. **Cultural Relevance and Context**

Ensure the strategic plan reflects the unique cultural, geographical and community contexts of the pa enua.

**Scope of Work**

The consultant will undertake the following tasks to develop the strategic plan.

**1. Capacity and Resource Audit**

* Conduct a baseline assessment of CIIC’s existing resources, capabilities and gaps in disaster preparedness, response and recovery.
* Provide an inventory of assets, personnel and systems critical to disaster management.

**2. Emergency Response Plan**

* Define emergency protocols for CIIC, including communication procedures, evacuation routes and roles and responsibilities during emergencies.
* Create a contact directory for emergency management.
* Develop resource allocation strategies to support immediate disaster response efforts.
* Identify and establish partnerships with national agencies, NGOs and community groups for effective coordination.

**3. Disaster Recovery Plan**

* Assess CIIC’s current disaster recovery measures and their effectiveness in restoring asset functionality.
* Define strategies to prioritise the recovery of critical assets and infrastructure managed by CIIC.
* Include measures for restoring facilities and essential services.
* Suggest actionable improvements for faster recovery of assets to support government and community use post-disaster.

**4. Business Continuity Plan**

* Analyse CIIC’s organisational vulnerabilities to disaster-related disruptions.
* Develop a framework to ensure CIIC continues to deliver critical services during and after a disaster.
* Propose methods to safeguard key operations, data and personnel.
* Establish procedures for organisational resilience, including alternative work arrangements and resource management.

**5. Risk Prioritisation and Impact Assessment**

* Identify potential disaster scenarios, their likelihood and the severity of their impact on assets and operations.
* Prioritise risks to focus resources on the most critical areas.

**6. Stakeholder Engagement and Iterative Feedback**

* Conduct consultations with stakeholders, both in-person (Rarotonga site visits) and online, to gather insights and feedback.
* Integrate stakeholder feedback into successive drafts of the strategic plan.

**7. Testing and Simulation**

* Develop and facilitate tabletop exercises or simulations to test the feasibility of the Emergency Response Plan, Disaster Recovery Plan and Business Continuity Plan.
* Provide recommendations for adjustments based on test outcomes.

**8. Comprehensive Plan Development and Roadmap**

* Formulate a detailed strategic plan integrating all components (emergency response, disaster recovery and business continuity).
* Develop an implementation roadmap with milestones, timelines and monitoring mechanisms.

**Deliverables**

The consultant will deliver:

1. **Capacity and Resource Audit Report**: Inventory of existing resources and identification of gaps.
2. **Risk Assessment Report**: Identification and prioritisation of disaster risks.
3. **Emergency Response Plan**: Detailed protocols and procedures for immediate disaster response.
4. **Disaster Recovery Plan**: Guidelines and measures for asset restoration post-disaster.
5. **Business Continuity Plan**: Strategies to ensure organisational resilience and continued operations.
6. **Comprehensive Strategic Plan Document**: Integrating all aspects of disaster management and resilience.
7. **Implementation Roadmap**: Milestones, timelines, and monitoring mechanisms for executing the strategic plan.
8. **Testing and Simulation Results**: Documentation of tabletop exercise outcomes and recommendations.
9. **Presentation Materials**: For stakeholder engagement and plan approval.

**Proposal Submission**

Interested consultants should submit their proposals, including:

1. **Company Profile and Experience**: Demonstrate relevant expertise in disaster management, strategic planning and organisational resilience.
2. **Proposed Methodology and Approach**: Detail how each component of the strategic plan (emergency response, disaster recovery and business continuity) will be developed.
3. **Timeline and Work Plan**: Provide a detailed schedule of activities and milestones.
4. **Testing and Validation Plan**: Describe how the plans will be tested and validated.
5. **Financial Proposal**: Submit a cost breakdown for the project.

**Evaluation Criteria**

Proposals will be evaluated based on:

1. **Experience and Expertise**: Demonstrated knowledge in disaster management and strategic planning.
2. **Methodology**: Clarity, feasibility and alignment with CIIC’s objectives.
3. **Cost-Effectiveness**: Value for money.
4. **Stakeholder Engagement**: Approaches to collaboration with national and local stakeholders.
5. **Testing and Validation**: Plans for testing and ensuring the feasibility of proposed strategies.

**Timeline and Contact Information**

* **Project Duration**: 3 months from contract signing
* **Submission Deadline**: Proposals must be submitted by **12pm,** **Friday 31 January 2025.**
* **Contact Information**: For enquiries or submission, please contact Vasie Ngatoko-Poila at [vasie.poila@cookislands.gov.ck](mailto:vasie.poila@cookislands.gov.ck)