

Tender for the Development of 5 Year BVI Red Cross Branch Strategy

1. INTRODUCTION

The Red Cross and Red Crescent Movement is the oldest and largest humanitarian movement in the world. Our legal mandate, auxiliary role to government, protected emblem and principle of neutrality allow us to have special access to people in crisis. The BVI Red Cross is an overseas branch of the British Red Cross which is one of the 186 national societies across the globe. The mission of the BVI Red Cross is to mobilize the power of humanity so that people have the capacity to prepare, respond and recover from crisis. Through our network of volunteers, partners and staff we will ensure that our humanitarian work supports the resilience, response and recovery of those in crisis. Through the power of humanity, we seek to turn compassion into action by:

- Fulfilling the responsibilities of our mandate as an Auxiliary to the British Virgin Islands Government, to participate in public humanitarian services as underpinned by our Fundamental Principles
- Supporting the most vulnerable across the Territory in crisis to receive care and humanitarian services
- Preparing communities, households, business and individuals to be ready and prepared for disasters
- Connecting families separated through disaster, migration, conflict or detention through Restoring Family Links
- Having people throughout the Territory ready to use their Red Cross skills to save lives and maintain the dignity of those affected by the crisis.

To accomplish our missions and these goals, the BVI Red Cross follows a strategic development process that outlines key milestones the organization aims to achieve every five years, and this forms the foundation of our overall strategy. Our next strategic period 2026-2030.

2. OBJECTIVES OF THE SERVICES

Evaluate the BVI Red Cross current programs, services, and internal processes to identify strengths, weaknesses, and areas for improvement.

- Work with stakeholders such as the British Red Cross, BVI government departments, donors and other NGOs to strengthen the organization's mission, vision, and core values to ensure alignment with existing agreements and the 7 fundamental principles of the Red Cross
- Identify strategic areas in current strategy 2020-2025 that will guide the BVI Red Cross work over the next 5 years and create a risk register that will affect the outcomes.
- Conduct meetings with staff, board members, volunteers, and community partners to gather data to create a SWOT and PESTEL analysis for the BVI Red Cross
- Develop tools and processes to track progress, assess impact, and make data-driven adjustments at the midpoint of the strategy, which is slated to be conducted in 2028.

3.0 SCOPE OF WORK

The service provider shall maintain communication with the Director of the BVI Red Cross or the Chair of the Board of Governors and shall act in accordance with their directives regarding the creation of the strategic plan. Additionally, the service provider is required to promptly report any challenges encountered in relation to data collection, stakeholder engagement, or the overall development of the strategy.

4.0 DELIVERABLES

The service provider will be responsible for meeting the following deadlines and deliverables:

Production of Strategy	Deliverables
4.1 Proposal of how strategy development will be conducted, and data will collect over the period of a month	Within 7 days after the contract has been signed.
4.2 SWOT and PESTEL analysis	2 weeks after proposal have been approved
4.3 Draft strategic plan	3 weeks after feedback has been given by the BVI Red Cross on the data on

	SWOT/PESTEL by the BVI representatives
4.4 Final copy of strategy	1 week after draft is approved

5.0 INPUTS OF THE BVI RED CROSS

The BVI Red Cross will be responsible for the following:

- Provide copy of the current strategy to service provider
- Provide written feedback on all materials submitted to service provider
- Provide service provider with annual reports, financial statements, Memorandums Fof Understanding and documents requested by service provider that will aide in completing the strategy

6.0 EVALUATION CRITERIA

Any party wishing to submit proposals for the printing services must meet the following criteria and be able to provide the necessary documentation:

1. Provision of a notarized copy of a valid trade license. A minimum of three years of operational experience in the specified services or a related field.
2. Assurance that the bid submitted remains valid for a duration of 30 days.
3. Capability to deliver the final product within the specified date outlined in the deliverables table.
4. References from clients for whom the service provider has completed similar assignments
5. A financial proposal with breakdown of the associated costs required to carry out the service.

The service provider may be an individual or firm preferably located within the British Virgin Islands and should be able to sign a contract by 1st September 2025. The agreement is scheduled to last 7 weeks and will be extended if necessary.

A financial proposal based on the Terms of Reference outlined above must be provided no later than 15th August 2025. Please submit proposal and supporting documents to Stacy Lloyd via email at director@redcross.vg or at our office in Road Town, next to the Social Development Department.

