

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title of consultancy: Individual Consultancy to Support strengthening national capacities in disaster risk-prone areas through disaster preparedness and comprehensive school safety	Funding Code 4360/A0/06/880/005-Cross-sectoral approaches- BHA SM230558 Prudential Grant- SC210452	Type of engagement <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Duty Station: Ashgabat, Turkmenistan
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension: N/A			
Supervisors: Valeriya Danilchenko, Emergency (Climate Change and DRR) Officer	Start Date: 01 February 2024	End Date: 31 January 2025	Number of Days (working) 180 working days
Background and Scope of Work With almost all types of natural hazards present, countries of Central Asia have a history of recurrent natural disasters that have caused significant economic and human losses. Earthquakes are most destructive, causing losses of human life and damage to infrastructure, while also triggering secondary events like landslides or floods. The history of this region provides evidence of the wide distribution of significant seismic hazard e.g., Jalal-Abad 1992 (Kyrgyzstan), Gissar 1989 (Tajikistan), Ashgabat 1948 (Turkmenistan) and Almaty 1911 (Kazakhstan). With ongoing urbanization, an increasing number of people are exposed to seismic hazard. The Europe and Central Asia region is also vulnerable to climate change and has experienced an average warming of 1°C since historical records began, and in recent years has seen an increased occurrence of extreme weather events and natural hazards. Climate change projections predict a warming of 3°C by 2050s and of 5°C by the end of the century, with sub-regions predicted to become even warmer. Climate analysis shows that, within the region, Central Asia, the South Caucasus, Turkey and the Western Balkans are particularly vulnerable to the effects of climate change. In addition to increasing temperatures, direct threats to the well-being of children in the region are also caused by increased occurrence of droughts, floods and wildfires, air pollution and environmental contamination of water and soil. Natural disasters, climate change and conflicts place the population, and in particular children and adolescents, at greater risk of poverty, deprivation, disease, loss of livelihoods and food insecurity. These effects are more likely to fall upon those living in disaster-prone areas. Women and girls are disadvantaged by discriminatory gender norms that heighten their risks and weaken their resilience to shocks, and continue to disproportionately bear the harmful impacts of climate change. Children and young people are highly vulnerable to earthquakes and destructive hazards. This is related to several factors: many educational facilities are not built to code and/or have not undergone regular			

maintenance in the past 30 or more years, increasing both structural and non-structural vulnerability. Schools often lack disaster management plans, clearly marked and unobstructed evacuation routes and children are not familiar with risks and appropriate behavior in disaster situations. Children with disabilities are at particular risk where facilities are not accommodating to physical and other challenges. Teachers are not prepared to convey disaster risk management (DRM) information to children and to manage the first response, including safe evacuation in case a disaster strikes.

According to UNICEF's Climate Risk Index (CCRI), children in the Central Asian region are vulnerable to climate change and most are already exposed to at least one climate and environment hazard, such as air pollution, floods, or heatwaves. Vulnerability to climate change calls for an increased focus on climate change adaptation actions intended to increase the resilience of the health; education; water, sanitation and hygiene (WASH) and other sectors that are vital for the well-being of children. Work on climate adaptation requires increased focus by UNICEF and partners on building the resilience of children, families, communities, considering the gaps in the implementation of adaptation plans and strategies across the region.

While progress has been made in terms of disaster management in schools and integration of risk reduction into curricula, much remains to be done to implement teaching standards and plans and to institutionalize best practices for disaster preparedness and risk reduction.

Turkmenistan, as one of five Central Asian countries, is highly prone to natural hazards with earthquakes, floods, and mudslides posing significant risks to the survival and well-being of children. Lessons from the 1948 earthquake in the capital city Ashgabat and other major emergencies world-wide highlight the importance of strong preparedness and early-action capacities to enable rapid life-saving interventions.

The Climate Change, Disaster Risk Reduction (DRR) is at the top of the agenda of the Government of Turkmenistan and reflected in a number of policy and strategic documents including the recently adopted Programme for Socio-Economic Development of Turkmenistan (2022–2052), embodies important priorities for the well-being of children and families. The National Plan of Action on Realization of Children's Rights (2018–2022) covers a broad spectrum of child rights in light of climate-induced risks and threats. The Early Childhood Development (ECD) Strategy (2020–2025), Nutrition Strategy (2020–2025), National Climate Change Strategy and the Sustainable Development Goals nationalized by Turkmenistan establishes baselines and targets and provides the frameworks and mechanisms for implementation and monitoring the results.

To support the safe and clean environment, adequate education, health, nutrition and WASH (water, sanitation and hygiene) services provided to the children of Turkmenistan as well as to protect the most deprived and vulnerable population, help to eliminate the consequences of natural disasters, and increase emergency preparedness UNICEF and National Red Crescent Society of Turkmenistan signed the Programme Document (PD) jointly implementing the second phase of regional project "Strengthening Local and National Capacities for Emergency Preparedness and Response in High Earthquake Risk and Natural Hazard Prone Countries of Central Asia", funded by USAID/BHA.

In the framework of the above project and respective PD, the resilience of local communities will be enhanced through their engagement into the community-based capacity strengthening activities on Disaster Risk Reduction and Climate Change Adaptation benefiting from the awareness raising and increasing preparedness of the target population groups namely the schoolchildren, youth, teachers, women and in particular the children with disabilities towards climate change and disasters impacts. The project will be focused on supplies of prepositioning, implementation of DRR interventions and school safety ensuring strengthening preparedness of children and the respective communities towards possible disasters and reduce their impacts through engagement of education sector specialists, school administrations, teachers, the young volunteers, adolescent girls and boys in disaster risk-prone areas in community disaster preparedness and comprehensive school safety.

Therefore, the UNICEF's interventions at regional and national levels in emergency preparedness and response will be aimed at enhancing children's and community, schools' participation, resilience, protection and accountabilities in line with the strategic priorities of the Government of Turkmenistan, and complementing ongoing and planned joint activities with IFRC/NRCSS. There are 4 dimensions of the project:

1. Disaster preparedness and response component: Community-based and child and health centered emergency preparedness and response strengthened;
2. Child and Community Centered Disaster risk reduction (DRR) and Climate Change Adaptation (CCA): Child and community-based disaster risk reduction and climate change related interventions and school safety to enhance children and their community preparedness for possible disasters, reduce their impact and contribute to child sensitive national DRR and CCA policies, strategies and plans;
3. Youth Empowerment: Young volunteers, adolescent girls and boys in disaster risk-prone areas engaged in community disaster preparedness, DRR and climate action;
4. Shock Responsive Social Protection: Support the development of coordination, governance, financing, and/or programme design for social protection in emergencies in all five Central Asian countries.

All approaches will be of gender and risk-informed, promoting community engagement and accountability and protection from sexual abuse and exploitation nature.

Purpose of Consultancy

The National Consultant will support implementation of activities under the Programme Document "Strengthening Local and National Capacities for Emergency Preparedness and Response in High Earthquake Risk and Natural Hazard Prone Countries of Central Asia" signed between UNICEF CO and National Red Crescent Society of Turkmenistan (NRCST) and activities under the Action Plan of the Prudential Grant with active engagement of Ministry of Education and key stakeholders through contributing into above 4 areas:

1. To contribute to the development and introduction of the Methodology to assess the national disaster risks focusing on the needs of children considering and developing the possible disaster scenarios and consequences;
2. To support national partners in assessment of the local development plans leveraging with the key pillars of DRR focusing on the rights and needs of children, including those with disabilities;
3. To support the International Consultant in revision and updating the national and regional level DRR plans ensuring reflection of the voices and needs of children, adolescents and young people;
4. To continue strengthening school and community-based and child-centered emergency preparedness and response including WASH, Gender in Emergency, Non-structural School Safety, School DRM components, including practicing the non-structural safety measures;
5. To support development, adaptation and piloting of a tool for assessing safety and reducing GBV risks (including at WASH facilities);
6. To ensure engagement of young volunteers, adolescent girls and boys in disaster risk-prone areas in community disaster preparedness and school safety through implementation of school-based and community-based interventions;
7. To organize and conduct the youth consultations to identify risks in schools and communities and developing mitigation proposals, such as hazard and vulnerability mapping;
8. To contribute to the establishment and operationalization of a coordination mechanism for introduction of child-sensitive approaches in disaster risk reduction and climate change adaptation interventions;
9. To support organization and implementation of school and community-based preparedness and mitigation interventions focused on youth-led small-scale projects on climate change and DRR;

Scope of Work:

Under the supervision of Emergency, Climate Change and DRR Officer and in collaboration with Social and Behavior Change Officer and with support of international expertise provided by Regional Office, to:

- Support the International Consultant in development and introduction of Methodology to assess the national disaster risks focusing on the needs of children considering and developing the possible disaster scenarios and consequences;
- Support national partners in assessment of the local development plans leveraging with the key pillars of DRR focusing on the rights and needs of children, including those with disabilities;
- Support the International Consultant in revision and updating the national and regional level of DRR plans ensuring reflection of the voices and needs of children, adolescents and young people;
- Provide support to the international consultant in capacity building interventions to strengthen implementation of national DRR plans and applying multi-sectoral child-sensitive approach to disaster risk reduction and climate change adaptation;
- Continue strengthening school and community-based and child-centered emergency preparedness and response including WASH, Gender in Emergency, Non-structural School Safety, School DRM components, including practicing the non-structural safety measures;
- Organization of simulations to reduce non-structural risks in the most vulnerable schools in order to ensure school safety;
- Support development, adaptation and piloting of a tool for assessing safety and reducing GBV risks (including at WASH facilities);
- Engage the young volunteers, adolescent girls and boys in disaster risk-prone areas in community disaster preparedness and school safety through implementation of school-based and community-based interventions;
- Facilitate the youth consultations to identify risks in schools and communities and developing mitigation proposals, such as hazard and vulnerability mapping;
- Provide support to the Emergency Officer in establishing and operationalization of a coordination mechanism for introduction of child-sensitive approaches in disaster risk reduction and climate change adaptation interventions;
- Support organization and implementation of school and community-based preparedness and mitigation interventions focused on youth-led small-scale projects on climate change and DRR;
- Building the capacities of administrators, teachers and students of target schools in disaster-prone communities to involve adolescent girls and boys in developing family emergency plans, including for people with disabilities, and increasing community disaster preparedness;
- Draft the Interim and Final reports complemented by training and educational materials.

Work Assignment Overview

Tasks/Milestone:	Deliverables/Outputs:	Timeline:	Estimate Budget:
1. Contribute and support the International Consultant in development, adaptation to the national context and introduction of the Methodology to assess the national disaster risks focusing on the needs and rights of children considering and developing the possible disaster scenarios and consequences;	Agenda of the training sessions; List of participants; Report on revision of the national legal/regulatory framework on DRR and available disaster scenarios at national, regional and local levels; Drafted Methodology to assess the national disaster risks	March-June 2024	

	focusing on the needs and rights of children;		
2. Support International consultant in adapting the training materials and facilitation of organization the capacity building interventions to strengthen the capacities of national partners enabling to review the national DRR plans applying multi-sectoral child-sensitive approach to disaster risk reduction and climate change adaptation;	Drafted and adapted to the national context training materials; Agenda for the training sessions; List of participants; Action plan to review the national DRR plans;	March-June 2024	
3. Contribute to and support International Consultant in revision and updating the regional level DRR plans ensuring reflection of the voices and needs of children, adolescents and young people; Submission of Interim Report;	Methodology of revision; Agenda of the meetings; Drafted DRR plans with highlighted integrations;	March-June 2024	
4. Facilitate organization and implementation of school and community-based preparedness and mitigation interventions focused on youth-led small-scale projects on climate change and DRR ;	List of identified interventions; Action plan to support implementation; Reports on implementation and outcomes;	March-June 2024	
5. Provide support to the national partners in revision and updating the regional level DRR plans ensuring reflection of the voices and needs of children, adolescents and young people are integrated through the range of consultations;	Drafted recommendation; Schedule of training sessions; Agenda of training sessions; Lists of participants;	April-July 2024	
6. Contribute to the establishment and operationalization of a coordination mechanism for introduction of child-sensitive approaches in disaster risk reduction and climate change adaptation interventions;	Capacity building sessions for the national partners; Agenda of the meetings; List of participants; scenarios at national, regional and local levels; Drafted Methodology to assess the national disaster risks focusing on the needs of children;	March-July 2024	
7. Facilitate the capacity development sessions to strengthen the school and community-based and child-centered emergency preparedness and response including WASH in schools in emergency for students, teachers and principals of target schools;	List of participants; Agenda of training sessions; Training modules;	February – December 2024	
8. Facilitate the capacity development sessions to strengthen the school and community-based and child-centered emergency preparedness	List of participants; Agenda of training sessions;	February – December 2024	

and response including Gender in Emergency for students, teachers and principals of target schools;	Training modules;		
9. Facilitate the capacity development sessions to strengthen the Non-structural School Safety, School DRM components for students and teachers of target schools, including practicing the non-structural safety measures in target schools;	List of participants; Agenda of training sessions; Training modules; Agenda of practical sessions; List of schools with improved non-structural school safety;	February – December 2024	
10. Provide support to the staff of the NRCST and facilitate development, adaptation and piloting of a tool for assessing safety and reducing GBV risks (including at WASH facilities);	Drafted tool for assessing safety and reducing GBV risks (including at WASH facilities) aligned with the national context; Action plan and agenda of the event to pilot the tool for assessing safety and reducing GBV risks (including at WASH facilities);	March – November 2024	
11. Facilitate the capacity building activities for the staff and volunteers of the NRCST and the national partners to introduce a tool for assessing safety and reducing GBV risks (including at WASH facilities); Submission of Interim Report;	Agenda of the training sessions; list of participants; Training materials; Report;	March – November 2024	
12. Facilitate the school and community-based interventions to engage the young volunteers, adolescent girls and boys in disaster risk-prone areas in community disaster preparedness and school safety;	Agenda of the training sessions; list of participants; Training materials; Report;	February – November 2024	
13. Organization and facilitation of youth consultations to identify risks in schools and communities and developing mitigation proposals, such as hazard and vulnerability mapping;	Agenda of the training sessions; list of participants; Training materials; Report;	February – November 2024	
14. Building the capacities of administrators, teachers and students of target schools in disaster-prone communities to involve adolescent girls and boys in school and community-based disaster preparedness and response interventions, including for people with disabilities, enhancing community disaster preparedness;	Agenda of the training sessions; list of participants; Training materials; Report;	February – November 2024	
15. Facilitate consultations and provide support to the school administrations in revision and updating the school DRR/DRM plans ensuring	Drafted recommendation; Schedule of training sessions; Agenda of training sessions;	February – December 2024	

reflection of the voices and needs of children, adolescents and young people;	Lists of participants;		
16. Develop and submit the Final Report complemented by all developed training materials, drafted documents and lists of participants;	Draft of the Final Report; Drafts of the developed documents; Training materials; Lists of participants.	January 2025	

* The consultancy will require working in Ashgabat and travelling to all velayats. Travel days for various activities can be combined to ensure efficiency of timeframe use and limit the air travels. Nevertheless, at least 30 country wide round trips visiting 5 regions of the country including Ashgabat city are foreseen in the frame of current consultancy.

Reporting requirements

The Consultant will work under the direct supervision of Emergency, Climate Change and DRR Officer and in collaboration with the SBC Specialist.

Payment schedule

The payment in US dollars will be made upon submission of deliverables, as follows:

- **Instalment 1:** The first instalment of 27,3% (SC210452) of the total amount will be paid in June 2024, upon completion of the Deliverables 1, 2 and 3 submission of Interim Report.
- **Instalment 2:** The second instalment of 28,04% (SC21045) of the total amount will be paid in July 2024, upon completion of the Deliverables 4, 5 and 6 and submission of Interim Report.
- **Instalment 3:** The third instalment of 24,81% (SM230558) of the total amount will be paid in November 2024, upon completion of the Deliverables 7, 8, 9,10 and 11 and submission of Interim Report.
- **Instalment 4:** The fourth instalment of 19,85% (SM230558) of the total amount will be paid in January 2025, upon completion of the Deliverables 12, 13, 14, 15 and 16 and submission of Final Report complemented by training materials, recommendations, drafted documents and lists of participants.

Work arrangements

Day to day supervision and guidance as well as content to be adapted will be provided by UNICEF Emergency (Climate Change and DRR) Officer in consultation with SBC Specialist. UNICEF will regularly communicate with the Consultant and provide guidance as well as feedback from national partners, and all other necessary support to achieve objectives of the consultancy.

Travel arrangements

The consultant will make his/her own arrangements for the travel. Travel costs should be calculated based on economy class travel, regardless of the length of travel; costs for accommodation, meals and incidentals shall not exceed applicable daily subsistence allowance (DSA) rates, as promulgated by the International Civil Service Commission (ICSC).

Candidates are expected to include the travel cost in the lump sum financial proposal. The lump sum should indicate separately (1) the consultancy fee for the deliverables indicated above for the period of 01 February 2024 - 31 January 2025 and (2) the travel costs.

General Terms and Conditions

UNICEF's general terms and conditions will apply to the contract awarded to the vendor. Please note that, in the evaluation of the technical merits of each proposal, UNICEF will take into consideration any proposed amendments to the UNICEF General Terms and Conditions. Proposed amendments to the UNICEF general terms and conditions may negatively affect the evaluation of the technical merits of the proposal.

UNICEF retains the right to patent and intellectual rights, as well as copyright and other similar intellectual property rights for any discoveries, inventions, products or works arising specifically from the implementation of the project in cooperation with UNICEF. The right to reproduce or use materials shall be transferred with a written approval of UNICEF based on the consideration of each separate case. Consultant should always refer to UNICEF Turkmenistan support in developing the materials when publishing the results of the research conducted while in Turkmenistan in academic journals, books and websites.

<p>Minimum Qualifications required:</p> <p><input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p>	<p>Knowledge/Expertise/Skills required:</p> <p>Education</p> <ul style="list-style-type: none"> - University degree in law, social sciences, environment, construction, or other relevant field; advanced degree in the same fields will be an asset; <p>Experience</p> <ul style="list-style-type: none"> - Solid experience in working with government partners in the areas related to legislation, human rights, youth policy, education, gender, WASH, school safety aspects, emergency preparedness, climate change and construction; -Work experience in international projects or programmes with focus on climate change, DRR, emergency, gender, WASH in schools, school safety assessment is an asset; - Experience to work with school administrations and teachers promoting , gender, WASH, school safety aspects, emergency preparedness, climate change topics is required; -Good communication and networking skills; -Knowledge of Turkmenistan's context and government structures as well as operational aspects of work with the ministries; - Good technical knowledge and experience of disaster risk reduction/climate change, school safety assessment, emergency preparedness projects implementation at community and school level; - Extensive experience in interactive training methodologies for adults and children along with strong facilitation skills; - Experience in data collection, analysis and research; <p>Language requirements</p> <ul style="list-style-type: none"> - Proficient knowledge of Turkmen and Russian
<p>Technical Proposal</p>	<p>The technical proposal should include</p> <ul style="list-style-type: none"> - A cover letter, including <ul style="list-style-type: none"> • A summary of experience in similar assignments; • Links to/attachments of examples of similar work; - CV of the candidate - References
<p>Evaluation criteria</p>	<p>The technical proposal should include</p> <ul style="list-style-type: none"> - A cover letter, including: <p>A summary of experience in similar assignments; Links to/attachments of examples of similar work;</p> <ul style="list-style-type: none"> - CV of the candidate - References <p>Financial Proposal</p>

	<p>Candidates are expected to submit a lump sum financial proposal including travel expenses in USD to complete the entire assignment based on the terms of reference. The lump sum should cover deliverables indicated above for the period of 01 February 2024 - 31 January 2025.</p> <p>The lump sum should indicate separately (1) the consultancy fee for the deliverables indicated above for the period of 01 February 2024 - 31 January 2025 and (2) the travel costs.</p> <p>Evaluation</p> <p>Each proposal will be assessed first on its technical merits and subsequently on its price. In making the final decision, UNICEF considers both technical and financial aspects to ensure best value for money.</p> <p>The Evaluation Team first reviews the technical aspects of the offer on the basis of the qualifications described above and as per the breakdown in the table below, followed by review of the financial offers of the technically compliant candidates:</p> <table border="0"> <tr> <td>Contents of the Technical Proposal</td> <td style="text-align: right;">Score</td> </tr> <tr> <td>Similar experience in similar assignments and proof of similar work</td> <td style="text-align: right;">25</td> </tr> <tr> <td>Technical knowledge and experience of disaster risk reduction/climate change projects implementation</td> <td style="text-align: right;">20</td> </tr> <tr> <td>Eligibility of the candidate (CV)</td> <td style="text-align: right;">15</td> </tr> <tr> <td>References</td> <td style="text-align: right;">15</td> </tr> <tr> <td>Total Score:</td> <td style="text-align: right;">75</td> </tr> </table> <p>The proposal obtaining the highest overall score after adding the scores for the technical and financial proposals together, that offers the best value for money will be recommended for award of the contract. A cumulative analysis will be used to evaluate and award proposals. The evaluation criteria associated with this TOR is split between technical and financial as follows: 75% Technical, 25% Financial with 100 % Total.</p>	Contents of the Technical Proposal	Score	Similar experience in similar assignments and proof of similar work	25	Technical knowledge and experience of disaster risk reduction/climate change projects implementation	20	Eligibility of the candidate (CV)	15	References	15	Total Score:	75
Contents of the Technical Proposal	Score												
Similar experience in similar assignments and proof of similar work	25												
Technical knowledge and experience of disaster risk reduction/climate change projects implementation	20												
Eligibility of the candidate (CV)	15												
References	15												
Total Score:	75												

In the event of unsatisfactory performance, UNICEF reserves the right to terminate the Agreement. In case of partially satisfactory performance, such as serious delays causing the negative impact on meeting the programme objectives, low quality or insufficient depth and/or scope of the assignment completion, UNICEF is entitled to decrease the payment by the range from 30% to 50% of the contract value as decided jointly by the Contract Supervisor and Operations Manager.

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures, and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.