

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

<b>Title:</b>	Consultancy to review and update Guidelines for Child Friendly Disaster Management and Response
<b>Duration:</b>	6 months
<b>Estimated Start Date:</b>	March 2026
<b>Duty Station:</b>	Jamaica
<b>Reporting to:</b>	Programme Officer Climate Change and Disaster Risk Reduction

### BACKGROUND & ORGANIZATIONAL CONTEXT

The Caribbean is one of the most disaster-prone regions globally, with approximately half a million children exposed annually to natural hazards and extreme climate events. In times of crisis, children are disproportionately affected, especially those already vulnerable due to poverty, displacement, or limited access to essential services. Research indicates that beyond the immediate harm caused by disasters, children often suffer long-term physical, psychological, and educational impacts.

These consequences can be mitigated by investing in child-centered shock-responsive systems (CCSRS) systems designed to conduct timely risk monitoring and analysis, implement anticipatory actions, and enable rapid response and scale-up to absorb and adapt to shocks effectively. The CCSRS approach is a core component of UNICEF’s Emergency Preparedness and Response strategy, aimed at strengthening the capacities of key government bodies across four critical pillars:

1. Governance, legal and policy frameworks, and coordination
2. Disaster financing
3. Data collection and analysis
4. Programme design and service delivery

Together, these pillars enhance the ability of duty bearers to deliver and scale lifesaving services during emergencies, prioritizing the needs of the most vulnerable children and their families.

Jamaica’s geographic and geological characteristics make it highly susceptible to natural hazards such as earthquakes, hurricanes, floods, and landslides. Climate change, particularly the warming of ocean waters, has intensified hurricane seasons, impacting the island’s nearly three million residents annually. Approximately 70 per cent of the population, including 521,000 children, live near the coastline, where critical infrastructure and key assets are concentrated. Disasters frequently result in property damage, loss of life, disruption of education and social services, and internal displacement, with children among the most affected. Jamaica experiences roughly 200 earthquakes each year, with 19 significant events reported since 2024, placing children at constant risk in their homes, schools, and communities.

Despite the adoption of a shock-responsive system approach, gaps remain in Jamaica’s Disaster Risk Management (DRM) framework regarding child protection in emergencies. In 2007, the Office of Disaster Preparedness and Emergency Management (ODPEM), in collaboration with UNICEF, developed the Guidelines for Child-Friendly Disaster Management and Response. These guidelines provided sector-specific actions across health, education, protection, and shelter to support children during emergencies.

However, the guidelines now require revision to address emerging gaps and integrate cross-cutting themes. Since its development, two key frameworks have been introduced: the updated Core Commitments for Children in Humanitarian Action (CCCs) in 2020, and CDEMA’s Regional Protocol for the Integrated Protection of Children and Adolescents in Emergency and Disaster Situations in 2019. Updating the guidelines through inclusive consultation with stakeholders across sectors and incorporating insights from these frameworks is essential to ensure a comprehensive, rights-based, and contextually relevant approach to child protection in emergencies.

This intervention aims to support the Government of Jamaica, specifically through ODPEM, the National Disaster Management Coordinator. As the lead coordinating entity, ODPEM must provide child-focused guidance to the many stakeholders it engages. Strengthening emergency procedures, resource provision, communication, and coordination across Jamaica’s DRM framework and sectoral levels will ensure a more child-responsive approach. This activity will define key requirements for addressing children’s needs in emergency preparedness and response, build the capacity of stakeholders at national, local, and community levels, and facilitate the dissemination of the revised guidelines.

## PURPOSE OF ASSIGNMENT

Whilst incorporating and strengthening the shock responsive system the purpose of this consultancy is as follows:

1. To revise and update the Guidelines for Child-Friendly Disaster Management and Response, incorporating the updated Core Commitments for Children, guidance from the Regional Protocol for the Integrated Protection of Children and Adolescents in Emergency and Disaster Situations, current gaps in emergency response for children and adolescents in Jamaica and relevant cross-cutting themes.
2. To build the capacity of key stakeholders to enhance the delivery of child-friendly emergency response across sectors and levels of the DRM framework in the Jamaican context.

## MAIN DUTIES AND RESPONSIBILITIES

Deliverables	Deliverable Date	Percentage Payment
1. Submit a detailed work plan and methodology outlining how the consultant will complete the assigned task including timelines, required resources, and any support needed to meet the project objectives.	<b>March 16, 2026</b>	<b>10%</b>
2. Submit a report and conduct presentation to stakeholders highlighting findings from review of Guidelines for Child- Friendly Disaster Management and Response against other key documentation such as Core Commitments for Children, Regional Protocol for Integrated Protection of Children and Adolescents and stakeholder consultations on gaps in responding to children in emergencies.	<b>May 4, 2026</b>	<b>15%</b>

<p>3. Update a word version of Guidelines for Child Friendly Disaster Management and Response that incorporates but is not limited to current gaps in the children in emergencies in the Jamaica context, integration of the Core Commitments for Children, Regional Protocol for Integrated Protection of Children and Adolescents and relevant cross-cutting themes.</p>	<p><b>May 29, 2026</b></p>	<p><b>35%</b></p>
<p>4. Conduct validation workshop on updated word version of Guidelines for Child Friendly Disaster Management and Response</p>	<p><b>June 12,2026</b></p>	
<p><b>5. Stakeholder Engagement &amp; Training</b></p> <ul style="list-style-type: none"> <li>• Design and deliver a training for 100 stakeholders across government, NGOs and community personnel who work in disaster risk management in at least three face-to-face workshops. Trainings will specifically focus on protecting children in emergencies.</li> </ul>	<p><b>July 17 ,2026</b></p>	<p><b>20%</b></p>
<p>6. <b>Final Report</b> (submitted at the end of the consultancy), including:</p> <ul style="list-style-type: none"> <li>○ Summary of activities</li> <li>○ Revised guidelines</li> <li>○ Workshop outcomes</li> <li>○ Interview findings</li> <li>○ Recommendations for future action</li> </ul>	<p><b>August 14 ,2026</b></p>	<p><b>20%</b></p>

<b>Minimum Requirements and Qualifications</b>	
<p><b>Education</b></p>	<p>Master’s degree in Child Protection, Disaster Risk Management, Social Work or related field</p>
<p><b>Work Experience</b></p>	<p>A minimum of five years' experience working with Disaster Risk Management. Experience working with children in emergencies. Experience with emergencies in Jamaica and the Caribbean is an asset.</p>
<p><b>Languages</b></p>	<p>Fluency in English is required  <i>*Please note language levels used in UNICEF are fluent, proficient, intermediate, and basic.</i></p>
<p><b>Technical knowledge</b></p>	<p>Professional technical knowledge and expertise in Core Commitment for Children, Humanitarian Standards for Children in Emergencies.            Demonstrated experience in emergency situations at national, regional and local levels            Excellent knowledge of governance, government machinery, operations, and procedures            Comprehensive knowledge and understanding of Policy Frameworks            Good knowledge of organizational development principles and practices</p>

<b>Other skills and attributes</b>	<p>Excellent relationship skills</p> <p>Adept at advocacy and advancing a policy-oriented agenda</p> <p>High proficiency in utilizing the Microsoft Office Suite platform (Microsoft word, PowerPoint, and excel at a minimum)</p> <p>Adept in Report, Policy papers, Policy briefs writing and preparation and presentation</p> <p>Good understanding of the local context</p> <p>Excellent communication and interpersonal skills</p> <p>Ability to work effectively on own initiative</p> <p>Advanced critical thinking, problem-solving, and decision-making skills</p> <p>Excellent time management and organizational skills</p> <p>High adaptability and knowledge-sharing/learning capacity</p>
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- **All applications will be evaluated based on 75 points for technical - (knowledge /expertise /skills) and 25 points for financial submissions.**

<b>Child Safeguarding</b>	
Is this project/assignment considered as " <a href="#">Elevated Risk Role</a> " from a child safeguarding perspective?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>If yes, check all that apply</i>
<b>Direct Contact Role</b>	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:
<b>Child Data Role</b>	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):
More information is available in the <a href="#">Child Safeguarding SharePoint</a> and <a href="#">Child Safeguarding FAQs and Updates</a>	

Budget/ costs indicated are estimated. Final rate shall follow the "best value for money" principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the contractor.

Individuals engaged under a consultancy 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.

Travel will be covered by UNICEF as per policy.

- Travel costs will be estimated and added to the contract once they are determined based on UNICEF Financial Rules and Regulations.
- For agreed country visits, the contractor/consultant will be responsible in administering their own travel. UNICEF will reimburse travel related expenses based on actual costs or on the below criteria whichever is lower and upon presentation of receipts.
- Any travel involved should be budgeted according to UN Travel Standards as a ceiling.
- [UN Secretariat Administrative Instruction on Official Travel, ST/AI/2013/3](#): Sect. 4, para. 4.2, numerals (d) and (e)

For information on Daily Subsistence Allowance (DSA), can be found on the [International Civil Service Commission website](#)

Endorsements and Approval			
<b>Specialist</b>			
Name:		Date:	
Title:		Signature:	
<b>Deputy Representative [If Programme]</b>		<b>Operations Officer (If Operation)</b>	
Name:		Date:	
Title:		Signatura:	