**TERMS OF REFERENCE**

**UNICEF KIRA**

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| **Programme /project title:** | Disaster Risk Reduction |
| **Consultancy services title:** | Consultant on Disaster Risk Reduction |
| **Consultancy mode:** | National International |
| **Type of contract** | Consultant  Individual Contractor  Institutional |
| **Mode of Selection :** | Competitive  Single Source |
| **Duration of contract:** | 7 Months (May – December 2017) |

**BACKGROUND**

The Kyrgyz Republic is a country that is highly exposed to disasters. According to the Ministry of Emergencies of the Kyrgyz Republic (MES), 20 main natural hazards and processes, including earthquakes, landslides, floods and droughts pose risks to children and their families. With more than 3,000 earthquakes registered each year, the Kyrgyz Republic is classified as the most seismically dangerous country in Central Asia. This makes emergency preparedness and resilience building critically important for the country.

UNICEF Kyrgyzstan is supporting the Government and other partners through various interventions to increase their level of preparedness, resilience and capacity to respond to emergencies. UNICEF is currently implementing several projects in the area of Disaster Risk Reduction (DRR), resilient development and climate change adaptation, which build upon the results of previous work on child-sensitive and risk-informed local planning and recommendations of the Schools and pre-schools safety assessment.

**OBJECTIVE OF THE CONSULTANCY SERVICES:**

Under the direct supervision of the Head of WASH / DRR Programmes, the Consultant will provide technical support for effective and timely implementation of the DIPECHO and Safe Schools projects and delivery of expected results. The Consultant will also support activities on integration of disaster risk reduction, climate change and resilient development in all priority areas in accordance with the DRR/EPR Rolling Work Plan (2016-2017).

**SCOPE OF WORK:**

Building on the results of previous DRR projects, the key tasks / scope of work for the consultancy will include:

1. Technical support on finalization of the Disaster Risk Analysis (DRA) guide to ensure child sensitive DRR plans development at local level and facilitation of its endorsement at the Inter-Ministerial level for its mandatory application in local development planning
2. Facilitation of the review and approval processes of the DRA training module and hand over to the Ministry of Emergencies /Training Center on Civil Protection;
3. Technical support to the MES trainers in promotion of child sensitive disaster risk reduction plans and its integration into local strategic development plans in pilot areas;
4. Supporting the Ministry of Emergencies in development of the unified methodology for Disaster Risk Assessment and Analysis, planning, financing and monitoring of DRA activities at the local level;
5. Technical contributions to the national and regional technical discussions on DRA;
6. Support in promoting the School based DRR approach and methodologies (young lifeguard, etc) with governmental and non-governmental bodies;
7. Contributions to the design, planning, implementation and monitoring of activities under the UNICEF Safe schools project;
8. Review of ongoing programme activities and support in integration of climate change and resilient development issues in all priority areas;
9. Contributions to and support in coordinating, documenting and reporting of programme activities (narrative and financial reporting, updates, presentation materials, etc);
10. Consultant maybe requested to undertake additional roles and duties for other projects in the same thematic area as required.

**DELIVERABLES:**

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| **#** | **Deliverables** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| 1 | DRA guide and the Training module approved by the Scientific Technical Council under the Inter-Ministerial Commission on Civil Protection |  |  |  |  |  |  |  |  |
| 2 | Safe Schools Project design with the results framework, action plan of activities |  |  |  |  |  |  |  |  |
| 3 | School based DRR guide approved by Kyrgyz Academy of Education for use at schools. |  |  |  |  |  |  |  |  |
| 4 | Young lifeguard methodology developed and handed over to the Ministry of Education and Science. |  |  |  |  |  |  |  |  |
| 5 | Donor reports prepared and visits successfully conducted and reported |  |  |  |  |  |  |  |  |
| 6 | Set of recommendations on integration of climate change and resilient development issues in all priority areas developed |  |  |  |  |  |  |  |  |
| 7 | Monthly report on progress on deliverables and implemented activities accepted by UNICEF |  |  |  |  |  |  |  |  |
| 8 | Final report on implemented activities with detailed handover note |  |  |  |  |  |  |  |  |

**REPORTING AND SUPERVISION:**

The consultant will report to the Head of WASH / DRR Programmes, UNICEF Kyrgyzstan.

**QUALIFICATION/LEVEL REQUIREMENTS:**

* Master’s degree in Public Administration, Management, International development or other related field;
* At least 5 years of professional work experience in the field of disaster risk reduction, climate change adaptation, strategic planning;
* At least 5 years of experience in developing and delivery of training modules on disaster risk reduction, strategic planning and capacity building on risk analysis.
* Practical experience on working with state and municipal bodies in the area of strategic planning (at least one reference);
* Previous experience of working with UN or other international organizations in the area of disaster risk reduction and local development (at least one reference);
* Specialized training in disaster risk reduction is highly desirable (CV);
* Working knowledge of Kyrgyz and Russian, knowledge of English is an asset (CV);

**PERFORMANCE INDICATORS:**

Performance of the consultant will be assessed against the timeliness, quality and completeness of deliverables.

**CONTRACT PERIOD:**

7 months from 15 May until 15 of December 2017

**ESTIMATED COSTS TO UNICEF:**

Up to USD 9,000. Cost estimate to be proposed by an applicant. The Consultant will be selected based on the “best value for money” approach. UNICEF will effect payments for the consultancy services upon acceptance of submitted monthly reports outlining the progress towards achievement of planned activities and deliverables.

**DUTY STATION AND OFFICIAL TRAVEL INVOLVED:**

Bishkek, with visits to pilot areas based on the agreed work plan. The consultant will be responsible for his (her) own transportation arrangements to visit UNICEF and sector partners. Costs for accommodation, meals and incidentals during official travel to other regions of Kyrgyz Republic shall not exceed applicable daily subsistence allowance (DSA) rates for local consultants/ individual contractors, as stipulated in interoffice memo dated of 29 September 2014. A travel will be authorised upon completion of the UNICEF's "Basic Security in the Field" and "Advanced Security in the Field" Courses. Travel costs will be reimbursed upon actual travels of consultant on the monthly basis and after submission of voucher for reimbursement of expenses (F10 form).

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| **Source of funding/PBA reference (date of expiration of the PBA):** |
| SM160156 valid till 31/08/2017 | SC170112 valid till 31 March 2020 |

*Note: In all cases, consultants may only be paid their fees upon satisfactory completion of services. In such cases where payment of fees is to be made in a lump sum, this may only be payable upon completion of the services to UNICEF’s satisfaction and certification to that effect, and any advance on the lump sum may not exceed 30% of the fees. In such cases where payment of fees is to be made in installments, the final installment may* ***not*** *be less than ten per cent (10%) of the total value of the contract, and will only be payable upon completion of the services to UNICEF’s satisfaction and certification to that effect.*

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| **Drafted:** | Esen Turusbekov, WASH Officer/DRR Focal Point |
| **Reviewed:** | Aizhan Barakanova, Operations Manager OIC |
| **Approved:** | Gulsana Turusbekova, Deputy Representative OIC |
| **Date:** | 3 May 2017 |