**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

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| **Title****SUPPORT FOR THE COORDINATION OF DISASTER RISK REDUCTION (DRR)YOUTH FORUM** **VII REGIONAL PLATFORM FOR DRR IN LAC 2020** | **Funding Code** | **Type of engagement****[x]  Consultant** [ ]  Individual Contractor Part-Time[ ]  Individual Contractor Full-Time | **Duty Station:**Jamaica |
| **Purpose of Activity/Assignment:** UNICEF Jamaica seeks the services of a consultant to support the Ministry of Local Government and Rural Development in the coordination and organization of the Youth Forum to ensure youth engagement as a pre-VII Regional Platform DRR in Latin America and the Caribbean (LAC). The forum is in collaboration with the UNICEF Latin America and Caribbean Regional Office (LACRO). The consultant will also produce a final report of the Disaster Risk Reduction Youth Forum.Objectives:1. Support the Ministry of Local Government and Rural Development of Jamaica to coordinate the organization of the VII Regional Platform of DRR Youth Forum to strengthen the voice and engagement of youth in the buildup to the VII Regional Platform DRR in LAC.
2. Mobilize key interested stakeholders around the staging of the Youth Forum to reflect the views of children and youth in the VII Regional Platform DRR.
3. Support coordination with the participating governments in LAC related to all aspects of the youth delegates’ participation.
4. Participate in the Youth Forum Steering Committee and liaise with the relevant stakeholders to mobilize resources, technical support, among others.
5. Provide support to youth delegates before, during and after the Forum. This includes adequate preparatory communication (including virtual meetings) prior to their participation, in coordination with UNICEF and other entities. During the Forum, the Coordinator is expected to liaise with the event facilitator and the Ministry of Local Government and Rural Development to facilitate their participation. The Coordinator will support follow-up actions after the event with the youth delegates.
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| **Scope of Work:*** Support negotiation meetings with the Ministry of Local Government and Rural Development and Youth Forum Steering Committee to develop and approve a Concept Note for the Youth Forum.
* Coordinate participation of public, private and civil society stakeholders in the Forum.
* Coordinate regular meetings with key stakeholders to provide updates on the execution.
* Liaise with UNICEF LACRO and Steering Committee to support the development of the methodology and strategic content for the Youth Forum.
* Liaise with the Regional Platform organizers (UNDRR and Jamaica Government) for the inclusion of youth in the proceeding sessions and events at the Reginal platform.
* Support the process of defining the scope for the conference facilitator and panelists, and coordinate the technical aspects of their participation.
* Provide feedback on communication material and strategies for the event (in collaboration with UNICEF’s Communication team).
* Support the preparation of youth to participate in the Youth Forum session of VII Regional Platform
* Support the coordination of a preparatory virtual forum with the youth delegates from Latin American and Caribbean countries.
* Any other activity agreed between the Ministry of Local Government and Rural Development and UNICEF.

**REPORTING RESPONSIBILITIES**The consultant is to be jointly supervised by the focal points established by UNICEF and the Ministry of Local Government and Rural Development. UNICEF will be responsible for ensuring the quality and timeliness of the outputs as outlined within the contract, and the Ministry will supervise the implementation of the workplan and provide oversight on all technical matters related to the execution. The consultant will work in collaboration with the Event Facilitator and the Ministry in ensuring the effective administration and coordination of all activities, plans and logistics related to the conference, as well as ensure follow-up actions are executed in keeping with the stated objectives. The consultant will coordinate all activities and present deliverables to UNICEF focal points at the Jamaica Country Office and the Ministry of Local Government and Rural Development.  |
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| **Child Safeguarding** Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” from a child safeguarding perspective?        [x]    YES    [ ]    NO     If YES, check all that apply:                                                                                                                                                     **Direct contact role**[x]  YES     [ ]   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:

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| 20 hours maximum |

 **Child data role**[x]  YES    [ ]   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):

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| 5 hours |

More information is available in the [Child Safeguarding SharePoint](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf)   |

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| **Budget Year:** | **Requesting Section/Issuing Office:JCO**  | **Reasons why consultancy cannot be done by staff: There is no Emergency specialist at the JCO and this requires commitment of time outside of normal working assignments** |
|  *2021* |  |  |
| **Included in Annual/Rolling Workplan***:* [ ]  Yes [x]  No, please justify:In the 1998-2017 period, disaster-hit countries reported direct economic losses valued at USD $2,908 billion. Reported losses from extreme weather events rose by 151% compared to the previous 20-year period. Disaster losses have major social impacts that are manifested in different dimensions of human development and poverty. This cycle is not sustainable in social or economic terms, hence the importance of reducing disaster risk. The Americas and the Caribbean account for 53% of reported global economic losses in the last 20 years as a result of climatic related disasters. The heaviest cost of storms, relative to the size of their economies, fell on small island states of the Caribbean. Regular annual losses from disasters in the Caribbean are estimated at USD $3 billion, with the social and production sectors bearing the brunt. Core sectors such as tourism and agriculture are especially vulnerable as disasters invariably reverse or retard hard won economic gains. Production and social spending are also diverted to meet reconstruction costs, directly affecting human well-being.[[1]](#footnote-1)Jamaica’s hosting of the VII Regional Platform for Disaster Risk Reduction in the Americas and the Caribbean in November 2021 under the theme “Building Resilient Economies in the Americas and the Caribbean” is aimed at raising awareness of the challenges facing Small Island Developing States of the Caribbean region and the wider Americas. This will be the first time a regional platform will be held in the Caribbean, one of the world’s most vulnerable regions to extreme weather events and seismic activity. The United Nations lists Jamaica among the countries most exposed to natural hazards such as earthquakes, hurricanes, landslides and flooding. The experience of Jamaica and the wider region of Latin America and Caribbean in reducing disaster risk and building resilience will offer a useful reference for the VII Platform for Disaster Risk Reduction and will provide an appropriate setting to reflect on the advances and challenges in disaster risk reduction in the Americas and the Caribbean.When natural disasters hit their environment children and adolescents constitute a particularly vulnerable group. Children require special protection according to the United Nations Convention on the Rights of the Child (UNCRC); they have the right to be the first to receive attention during emergencies. Peek (2007) argues, that disasters harm the physical spaces in which children live i.e. their homes, neighbourhoods and schools. This may lead to long-term displacement, disrupt their daily routines and educational progress, threaten their sense of safety and security in the world, cause stress within families and communities and may result in personal injury or the death of loved ones.  The VII Regional Platform aims to capture the voices of children and youth as a part of a Pre-Regional Platform session, to which youth delegates from the Latin America and Caribbean countries are invited. The VII Regional Platform for Disaster Risk Reduction (DRR) in the Americas and the Caribbean will convene under the theme, ‘Building Resilient Economies in the Americas and the Caribbean,’ to raise awareness of the increasing economic and human cost of disasters in the Americas and the Caribbean, including the special challenges facing small island developing States (SIDS). |
| **Consultant sourcing:**[ ]  National [ ]  International [x]  Both**Consultant selection method:** [ ]  Competitive Selection (Roster) [x]  Competitive Selection (Advertisement/Desk Review/Interview) | **Request for:**[x]  New SSA – Individual Contract[ ]  Extension/ Amendment |
| **If Extension, Justification for extension:** |  |
| **Supervisor: V Teran** | **Start Date:** | **End Date:** | **Number of Days (working)** |
|  | *September 2021* | *December 2021* |  |

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| **Work Assignment Overview**The period of performance of this contract shall be four (4) months between September to November 2021. The commencement date is scheduled for September 1st 2021. The consultant will work off-site during the period of the contract. |
| Tasks/Milestone: | Deliverables/Outputs: | Timeline | Estimate Budget % |
| Finalized concept note for the Youth Forum with defined timeframe for key milestones. The concept note should include the following minimum contents:1. Proposed Participants.
2. Basic description of event and methodology.
3. Analysis of main topics discussed.
4. Action points
5. Time frame
 | 1 | 3 weeks after signing | 10% |
| Finalized and approved methodology for the Youth Forum developed in collaboration with UNICEF and other Steering Committee members | 2 | 4 weeks after first deliverable submission | 15% |
| Forum Report from the preparatory virtual meetings with the youth delegates from LAC. The report should include the following minimum contents:1. Participants.
2. Basic description of event and methodology.
3. Analysis of main topics discussed
	* Core findings and key messages.
	* Action points.
4. Recommendations
 | 3 | 8-10 weeks after signing | 30% |
| Youth participation and post event final report | 4 | 12 weeks after signing | 35% |

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| Travel International (if applicable) |  |  |  |
| Travel Local (please include travel plan) | National for focus groups discussions |  |  |
| DSA (if applicable) |  |  |  |
| **Total estimated consultancy costs[[2]](#endnote-1)** |  |  |  |
| **Minimum Qualifications required:** | **Knowledge/Expertise/Skills required:*** A minimum of a Master’s Degree in Social Science, Humanities or related discipline with knowledge of Social Marketing/Behaviour Change, Event Planning and Management or Communication.
* Demonstrated experience in Event Management and/or Project Management
* At least 2 years in a management/coordination position
* Exceptional writing skills
* Highly detail-oriented with excellent written and verbal communications skills.
* Strong planning skills and ability to multi-task several projects simultaneously.
* Ability to work with tight deadlines and deliver exceptional results.
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| [ ]  Bachelors [x]  Masters [ ]  PhD [ ]  Other Enter Disciplines* Social Science, Humanities or related discipline with knowledge of Social Marketing Behaviour Change Modification, Event Planning and Management or Communications
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| **Administrative details:**Visa assistance required: [ ] Transportation arranged by the office: [x]  |  [x]  Home Based [ ]  Office Based:If office based, seating arrangement identified: [ ] IT and Communication equipment required: [ ] Internet access required: [ ]  |
| **Request Authorised by Section Head****Rebecca Tortello** | **Request Verified by HR:****Charlene Buckley** |
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| *Approval of Chief of Operations (if Operations): Approval of Deputy Representative (if Programme)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Representative (in case of single sourcing/or if not listed in Annual Workplan)* *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  |
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1. CEPAL, 2017 [↑](#footnote-ref-1)
2. 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 consultant

**Text to be added to all TORs:**

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. [↑](#endnote-ref-1)