

# TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS



TERMS OF REFERENCE FOR CONSULTANTS/INDIVIDUAL CONTRACTORS	
<b>Type of engagement:</b>	<input checked="" type="checkbox"/> Individual Consultant
<b>Title of engagement:</b>	Strengthening national multi-sector coordination for disaster risk reduction and management in Trinidad and Tobago
<b>Location:</b> If remote or home-based, indicate. If contractor is not resident in host country, indicate if presence in host country and/or travel is required.	Remote, with travel to Trinidad and Tobago
<b>Duration:</b> Number of working days	120 days over ten (10) months
<b>Start Date:</b>	01 March 2024
<b>End Date:</b>	31 December 2024
<b>Requesting Section:</b>	Climate Resilience and DRR
<b>Supervisor:</b>	Alana Lewis, Partnerships Specialist

## BACKGROUND (\*)

### Strengthening National Disaster Management Organizations

UNICEF has a long history of working with public and private partners to strengthen emergency preparedness and response systems, to reach children and the most vulnerable, and to ensure that emergency response and recovery mechanisms do no harm to affected populations. UNICEF supports disaster risk reduction efforts by advocating for risk reduction strategies in national and sub-national development plans, as well as sector policies and programmes; strengthening systems across social sectors, including social protection; supporting community and private sector engagement mechanisms in humanitarian and development programming; and investing in emergency preparedness, ensuring that women, children and families rights are integrated into strategies, systems and other guiding policies.

In the Eastern Caribbean region, UNICEF works with national and regional disaster risk management institutions, and their stakeholders to improve coordination mechanisms for times of emergency and disaster. In Trinidad and Tobago, UNICEF has been engaged with the Office of Disaster Preparedness and Management (ODPM) with several initiatives. The ODPM is the national entity with responsibility for coordinating disaster risk reduction and management, and the implementation of the Sendai Framework for Disaster Risk Reduction.

In this capacity, the ODPM develops procedures for disaster prevention, mitigation, preparedness, response and recovery; collaborates with national, regional and international partners for enhanced disaster risk reduction and management; and builds the capacity of national stakeholders in disaster risk reduction and management, including the strengthening of private sector participation. The ODPM also serves as the southern sub-regional focal point under the Caribbean Disaster and Emergency Management Agency (CDEMA) Regional Response Mechanism, providing coverage for three other Caribbean countries within the subregion (namely; Grenada, Guyana and Suriname).

\*Key intervention - Strengthening government framework/anticipatory action. WBS number to be finalized.

UNICEF Eastern Caribbean Area (ECA) is supporting ODPM to strengthen national emergency preparedness and response mechanisms, in support of ODPM's critical role at national and regional levels, and ongoing work in disaster risk reduction and management. Specifically, this consultancy will provide technical support to the ODPM to develop an emergency response plan, improve overall stakeholder engagement for improved coordination, and training and capacity building of stakeholders for improved emergency response, in the interest of women, children, families and other vulnerable groups.

<b>PURPOSE/SCOPE OF ACTIVITY/ASSIGNMENT (*)</b>
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1. **Goal and Objective:**

The main purpose of this consultancy is to support the ODPM with key work activities aimed to enhance national multi-sector coordination for Disaster Risk Reduction and Management, as follows.

1. Development of key framework documents
2. Enhance technical support to counterparts, implementing partners and other relevant stakeholders in understanding and implementing emergency coordination response.
3. Increased technical capacity of key emergency response stakeholders.
4. Strengthen knowledge management and community of practices.

2. **Provide details/reference to AWP areas covered:**

This activity supports the "Climate and resilience" outcome, specifically output 4.2 "Public and private institutions, and CSOs have improved capacities to mitigate, prepare, respond and adapt to shocks and climate-related events in order to enhance children and families' resilience" and key intervention "Strengthening government framework/anticipatory action".

3. **Activities and Tasks:**

- I. **Revision of the Trinidad and Tobago National Response Plan (TTNRP)** - This will involve an in-depth review and revised version of the document, with considerations for the inclusion of key stakeholders into formal coordination mechanisms, including state actors, CSO actors, private sector and international development partners. In-depth research and consultations with key partners will be required. The TTNRP shall also include clear procedures for coordination with the private sector in emergency response, including the trigger levels, and ensuring that coordination mechanisms adopt a child-sensitive approach. The Plan must integrate considerations for children, families and other vulnerable groups including migrant populations.
- II. **Mapping of civil society organizations (CSOs), faith-based organizations (FBOs) and non-governmental organizations (NGOs) involved in Disaster Risk Reduction and Management (DRR/M) activities in Trinidad and Tobago** - This will involve in-depth research, meetings, consultations, and other engagements as deemed appropriate to obtain the necessary information. The mapping shall include at minimum: the list of actors involved, the groups they work with (e.g. children and youth, migrant populations, women and girls, etc.) the nature of their work, their involvement in DRR/M, their locations and contact information, their willingness to support future activities, the nature of support that can be provided to the ODPM and other key stakeholders such as the Ministry of Rural Development and Local Government and the Tobago Emergency Management Agency and the preferred mechanism for communication in relation to the proposed support.
- III. **Support for the implementation of the digital solution for coordination and communication (RapidPro).** In collaboration with the software provider and key persons from UNICEF ECA, provide oversight for the roll out of the digital tool to allow for two-way communication with affected populations and stakeholders in emergencies. In addition to general oversight, support for this initiative will also include sensitization and capacity building for the tool.

- IV. **Sensitization sessions** - In producing the revised National Response Plan, sensitizations sessions with public and private sector stakeholders will be undertaken. These sessions will raise awareness on the response coordination mechanisms, including means of engagement, roles and responsibilities.
- V. **Development and execution of a tabletop exercise** – This activity seeks to test the response coordination mechanism. This exercise shall include public and private sector stakeholders with key roles under the TTNRP, notably on communication and coordination in emergency situations to identify the potential gaps and challenges, the integration of the National Public Alert Notification System (PANS) and produce recommendations to address these.

The consultant will be required to participate in meetings with ODPM, UNICEF and other stakeholders as necessary.

#### 4. **Work relationships:**

The consultant will be supervised by UNICEF's Partnerships Specialist (Business & Community Resilience) and will work closely with UNICEF's Emergency Team. In addition, s/he will report technically and collaborate closely with the Operations Manager of the ODPM, for technical guidance and inputs, and consult with key officials in the ODPM. The consultancy will be monitored periodically by a multi-sector Technical Working Group constituted by the ODPM and led by the Operations Manager. In addition, the consultant will also coordinate with UNICEF programme team for inputs and guidance to ensure the National Response Plan and corresponding activities consider the needs of children.

The ODPM will convene necessary stakeholders for activities outlined for the consultant. These stakeholders include key public disaster management stakeholders including the Ministry of Rural Development and Local Government, Tobago Emergency Management Agency (TEMA), other members of the National Disaster Prevention and Preparedness Multi-sectoral Committee (NDPPMC) and its subcommittees, private sector stakeholders, CSO and NGO stakeholders, and others.

The consultant will be required to engage with these public and private stakeholders to undertake the activities of this consultancy.

The work of the Consultant will be supported by the ODPM. When the Consultant is in-country, a workstation at the ODPM will be provided for the Consultant. During the assignment, meetings will be held as required. During the periods in which the consultant is working remotely, online meetings/calls will be held as required.

#### 5. **Outputs/Deliverables:**

Deliverables/outputs must be completed in line with stipulated timeframes.

WORK ASSIGNMENT OVERVIEW			
Key Activities/Tasks (*):	Deliverables/Outputs (*):	Duration (Est. days/ months):	Due Date
Inception Report	Inception report outlining initial research, methodology, timelines, risks and mitigation measures	5 days	11 March 2024
Oversight and support for the implementation of the digital tool for communication and coordination to ensure accountability to affected populations	Guide for DRR communication system	15 days	31 May 2024
Review the existing and revise the National Response Plan to outline coordination mechanisms for stakeholder groups. This will include desk research, consultations and meetings.	First Draft of the Revised National Response Plan including: -Standard operating procedures for private sector coordination -Standard operating procedures for CSOs/NGOs coordination -Standard operating procedures for development partners coordination. The Plan must integrate considerations for children, families and other vulnerable groups including migrant populations.	40 days	05 July 2024
Research (desk, interviews, meetings and consultations) to produce a mapping of CSOs involvement in emergency response, children and youth, and other vulnerable groups	Mapping of the CSOs, including their location, their work (including which populations/groups) , their partners and ways in which they collaborate with partners, and their resources and capacities	30 days	19 August 2024

Sensitization sessions on the National Response Plan	3 Consultation and sensitization workshops conducted  Presentation on the National Response Plan and Workshop Report	12 days	20 September 2024
Tabletop exercise to test the coordination mechanisms of the National Response Plan	Exercise Report with observations, strengths, gaps, and recommendations	10 days	18 October 2024
Final Draft of National Response Plan – incorporating comments, feedback and suggestions from stakeholders and with revisions	Final Draft of the Revised National Response Plan including the procedures for stakeholder groups (and incorporating learnings from the table top exercise)	8 days	20 November 2024

#### TRAVEL REQUIREMENTS\*

If the Consultant does not reside in Trinidad and Tobago, travel to the country is required for a minimum of 30 days (3 missions), across the consultancy period.

The consultant is responsible for arranging his/her own travel, including bearing the costs of visas and travel insurance. Accommodation, meals and incidentals costs must not exceed the UN daily subsistence allowance rates. The costs for approved travels will be reimbursed by the UNICEF ECA upon submission of receipts and based on applicable UN DSA rates. All approved travels to be conducted in accordance with UNICEF travel rules and regulations.

#### PAYMENT SCHEDULE

Payment of professional fees will be based on submission of agreed deliverables which receive satisfactory quality review. In general, individual contracts shall not allow for fee advances. However, a maximum of 30 per cent of the total contract value may be authorized by the Approving Authority in cases where advance purchases, for example for supplies or travel, may be necessary.

#### MINIMUM EXPERIENCE / QUALIFICATIONS (\*)

<b>Education:</b>  <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other	<b>Knowledge/Expertise/Skills required:</b>  <ul style="list-style-type: none"> <li>A minimum of 8 years of professional work experience in emergency coordination and implementation of emergency response – across multiple partners and sectors.</li> </ul>
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<p>Enter Disciplines:</p> <p>Disaster management, environmental management, social science or related field</p>	<ul style="list-style-type: none"> <li>• Proven ability to coordinate across multiple stakeholders in an emergency is required.</li> <li>• Knowledge of business continuity planning, disaster risk reduction, emergency preparedness, response and recovery is required.</li> <li>• Knowledge of and working experience in DRR/DRM in the Caribbean is required.</li> <li>• Strong analytical, writing and communication skills</li> <li>• Proven facilitation skills in the context of participatory strategic and operational planning exercises; and workshop facilitation.</li> <li>• Experience in working with the private sector is an asset.</li> <li>• Familiarity with digital technologies for DRM will be considered an asset.</li> <li>• Ability to work cross functionally and sectorally, to build consensus, and communicate effectively to drive decision making.</li> <li>• Excellent written and verbal communication skills for coordinating across multiple stakeholders, with diverse backgrounds.</li> <li>• Excellent project management skills and capacity to work independently, and deliver results timely.</li> <li>• Strong familiarity with emergency preparedness, response and resilience and partner (private, public, youth, and donor) landscape and priorities in these areas, in the Caribbean is desirable.</li> </ul>
<p><b>Years of Experience:</b> At least eight (8) years relevant work experience.</p>	
<p><b>Language(s) needed if any:</b> Excellent verbal and writing skills in English</p>	

#### ADMINISTRATIVE MATTERS (\*)

The assignment will be undertaken from consultant's own location. The consultant is expected to provide his/her own computer equipment and ensure reliable internet access.

Regular progress updates will be agreed and provided at the start of the assignment and will include a mix of brief written updates; and meetings. Ad hoc meetings will be scheduled and prioritized as required. Meetings will monitor work plan milestone dates – to ensure appropriate time is allocated for feedback to and from the documents

#### CONDITIONS OF SERVICE (\*)

Before commencing work, a consultant shall submit a statement of good health and take full responsibility for the accuracy of that statement, including confirmation that he or she has been informed of the inoculations required for the country or countries to which travel is authorized only if applicable. Consultants shall assume all costs that

may occur in relation to the statement of good health. Consultants are required to certify that they are covered by medical/health insurance.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

#### RECOURSE (\*)

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. Performance indicators against which the satisfactory conclusion of this contract will be assessed include: timeliness/quality of submission and responsiveness to UNICEF and counterpart feedback.

#### TITLE RIGHTS (\*)

All materials created by the Contractor which bears a direct relation to, or is made in order to perform, this contract and any intellectual property rights thereof, including but not limited to patents, copyright and trademarks, shall be jointly owned by UNICEF and the Contractor. At the request of UNICEF, the Contractor shall assist in securing such property rights and transferring them to UNICEF in compliance with the requirements of the law governing such rights. Any third party usage shall require written permission from both parties.

#### TRAININGS (\*)

Consultants, even those working from home, must complete the following online courses prior to signature of contract. All certificates should be presented as part of the contract:

- [Ethics and Integrity at UNICEF](#)
- [Prevention of Sexual Harassment & Abuse of Authority](#)
- [Sexual Exploitation Abuse \(PSEA\)](#)

Consultants must complete the following course before commencement of any travel on behalf of UNICEF.

- [BSAFE Security Training](#)

Any consultant who is issued a UNICEF email address must complete the following courses no later than 30 days after signature of contract.

- [General Information Security Awareness Course](#)
- [Fraud Awareness](#)

#### HOW TO APPLY (\*)

Prospective consultants should apply through UNICEF jobs website using the following link **Insert link (HR)**  
**No later than Insert date. The** application package should include the following:

- a) A cover letter;
- b) Detailed Curriculum Vitae

- c) A proposal stipulating all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

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 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.