

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code:	Type of engagement	Duty station
Emergency Response Coordinator	Grant: WBS:	<input checked="" type="checkbox"/> Consultant	Lusaka, Zambia

Purpose of Activity/Assignment:

Under the direction and guidance of the Deputy Representative (Programmes) and with delegated authority to lead the response beyond programmes, the incumbent will coordinate overall country office emergency preparedness and response, specifically on cholera and drought emergencies and any emergency that may occur. Guided by UNICEF CCCs, the incumbent is responsible for the planning, coordination, implementation, monitoring and evaluation of emergency preparedness and response.

Background

Zambia is currently facing an outbreak of Cholera and drought. The country started registering cholera cases in October 2023. As of mid-March, over 21,000 cumulative cases have been registered across all the ten provinces of the country, with 712 cumulative deaths (293 in facilities and 419 in the communities). This has been the worst episode of cholera for over 50 years and children have been disproportionately affected.

Over the past month, there has been a decline in the number of cases nationwide. This is largely due to the decline in cases reported in Lusaka Province, the hotspot of the Cholera Outbreak. Conversely, there has been an increase of cases in other provinces namely Copperbelt, Southern and Central Province. The rate of attack is equally on the decline. As of epidemiological week 11, case fatality rate was at 3.3%. At its peak, it was at 4%, with up to 72 districts reporting cases.

On 29 February 2024, the President of the Republic of Zambia declared a national state of emergency because of the drought affecting large parts of Zambia, resulting from the onset of El Niño conditions and climate change. The dry spell from mid-Jan 2024 is affecting most of the central and southern. Half of the country which has received substantially less than normal rainfall leaving:

- 84/116 districts (72%) - severely affected in the 7 provinces of Lusaka, Central, Copperbelt, Eastern, North-western, Western and Southern.
- 1 million (out of 2.2 million) hectares of planted areas for maize were destroyed. Increases in commodity prices are expected.
- 430-megawatt power deficit, potentially reaching more than 520 mega-watts by December 2024
- Ground & surface water availability levels are affected, with potential to increase the incidence of diseases among the affected population.
- 1 million farming households (6.5 million people) are impacted – among these 3 million are children aged under 18 and 1.2 million are children aged under 5. These households face prolonged food security, with heightened risks of common childhood illnesses, vaccine preventable disease outbreaks and malnutrition.

Objectives

The objective of this Terms of Reference therefore to support the country office in coordinating the drought response.

Key deliverables:

- Emergency response assessment through participation in needs assessment, field missions and other tasks as appropriate
- Emergency response plans and revisions as required.
- Produce regular update on emergency response and facilitate weekly internal Emergency Coordination meetings.
- Produce resource mobilization proposals when the opportunities arise.
- Oversee quality weekly monitoring and reporting of SitRep to regional office.
- Support the office with the resource mobilization by clearly articulating the priority needs of the affected children and their families and contributing to the development of the proposals and donor engagement.
- Ensure appropriate coordination internally and externally and provide updates.
- Ensure that core SOPs, protocols and tools for emergency response are in place and implemented (including Accountability to Affected Populations (AAP) mechanisms, Gender mainstreaming and PSEA guidance internal 4Ws, SharePoint Site for Knowledge sharing and collaboration).

Child Safeguarding

Is this project/assignment considered as “[Elevated Risk Role](#)” from a child safeguarding perspective?

YES NO If YES, check all that apply:

Direct contact role 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:

Child data role 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):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Budget Year: 2024	Requesting Section/Issuing Office: Deputy Rep's Office/Zambia, Lusaka	Reasons why consultancy cannot be done by staff: This is a task requires specialized knowledge that is not readily available within the ZCO. There is no dedicated emergency coordinator in ZCO and the CO is going into drought.	
Included in Annual/Rolling Workplan: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, this was initially planned as institutional contract in the annual work plan			
Consultant sourcing: <input type="checkbox"/> National <input type="checkbox"/> International <input checked="" type="checkbox"/> Both		Request for: <input checked="" type="checkbox"/> New SSA <input type="checkbox"/> Extension/ Amendment	
Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input type="checkbox"/> Competitive Selection (Desk Review/Interview) <input checked="" type="checkbox"/> Advertisement			
If Extension, Justification for extension: N/A			
Supervisor: Nejmudin Bilal	Start date: 1 May 2024	End date: April 30, 2025	Number of Working Days: 150 days initial, with the possibility of extension.
Work Assignment Overview: The objective of this Terms of Reference therefore is to support the country office in coordinating the drought response.			
Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Proportion of Time (% of professional fees)
Coordinate assessment of drought situation and produce workplan and budget	Assessment reports and Updated Emergency repose plan	Based on guidance from OCHA	20%
Track CO progress on implementation of drought response plan.	Weekly update reports on Emergency response	Based on guidance from OCHA	40%
	Produce sitreps	Monthly	

Produce briefs for senior management for internal and external meetings as needed.	Briefs	Based on guidance from OCHA	5%
Coordinate development of donor proposals when opportunities arise.	Emergency response proposals	Based on guidance from OCHA	10%
Keep the CO on track by following up on decisions.	Minutes and follow up on action points	weekly	20%
Miscellaneous			5%
Estimated Consultancy fee			
Travel International (if applicable)	Applicable (consultant to arrange and pay for their travel and visa fees, where applicable)		
Travel Local (please include travel plan)	Applicable (To be paid by the Country Office, once travel is identified)		
DSA (if applicable)	Applicable (Consultant to prove an all-inclusive fee (travel and DSA)		
Minimum Qualifications required*:		Knowledge/Expertise/Skills required*:	
<input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other		A minimum of five years of professional experience in one or more of the following areas is required: public health/nutrition, WASH, planning and management, emergency/humanitarian preparedness.	
Enter Disciplines An advanced university degree in one of the following fields is required: public health/nutrition, WASH, epidemiology, or another relevant technical field		Experience working in a developing country is considered as an asset.	

	Relevant experience in a UN system agency or organization is considered as an asset .
<p>Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance))</p> <p>A) Technical Evaluation (e.g. maximum 75 Points) B) Financial Proposal (e.g. maximum of 25 Points)</p>	
<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p>Transportation arranged by the office: <input type="checkbox"/></p>	<p><input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based/In Country-Based:</p> <p>If office based, seating arrangement identified: <input checked="" type="checkbox"/></p> <p>IT and Communication equipment required: <input checked="" type="checkbox"/></p> <p>Internet access required: <input checked="" type="checkbox"/></p>