

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title Emergency Preparedness & Response Planning Consultant	Funding Code	Type of engagement <input type="checkbox"/> Consultant	Duty Station: Kingston, Jamaica
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Purpose of Activity/Assignment:

BACKGROUND

The Caribbean countries of The Bahamas, Cayman Islands, Turks and Caicos, and Bermuda are vulnerable to both natural and man-made hazards such as droughts, hurricanes, floods, landslides, earthquakes, and fires.

The geographic location of the countries exposes them to the North Atlantic Hurricane Season, which is primarily between the months of June and November yearly. Climate Change has also contributed significantly to the frequency, patterns, and sizes of these storms. Hurricanes that would have significantly affected the countries in the past include Hurricane Dorian, which impacted the Bahamas in 2019; Hurricanes Irma and Maria, which impacted Turks and Caicos in 2017; Hurricane Fabian, which impacted Bermuda in 2003; and Hurricane Ivan in 2007. The impact of hurricanes on these Small Island Developing states has resulted in tremendous damage to ecosystems, livelihoods, social services, and loss of life, which all equate to a significant impact on children and their basic rights. The impact of large earthquakes in the region will have a multiplier effect on children and the society at large.

The UN Resident Coordinator (RCO) in Jamaica has oversight for Jamaica, The Bahamas, Bermuda, The Cayman Islands, and Turks and Caicos. The RCO leads the UN Country Team (UNCT) in consultations with the Governments to define and agree on the UN strategic response to the Government's development priorities. This response is captured in the UN Multi-Country Sustainable Development Framework. Emergency response is a critical component of this framework.

Keeping in mind UNICEF's universal mandate to protect every child, the organization is studying the possibility of establishing a multi-country office by promoting dialogues and consultation among the countries and within the organization. In the meantime, based on the lessons learned from previous emergencies in which UNICEF has had to react in harsh conditions due to a lack of minimal pre-agreements, UNICEF wants to advance preparedness work to support programs geared towards the care and protection of children in case of an emergency.

PURPOSE

Based on the expected future engagement of UNICEF in the named islands, the consultant will support UNICEF management in advancing the external and internal consultation and preparation process. At the same time, in close coordination with the Jamaica Country Office, the consultant will lead the emergency preparedness planning and building of the response capacity of relevant state bodies, national counterparts, and implementing partners in the different Islands.

Scope of Work:

The consultant will manage Emergency Preparedness and Response activities within the British Territories of Cayman, Turks and Caicos, and Bermuda and in the country of The Bahamas on behalf of UNICEF Jamaica. The consultant will work towards ensuring that the legal Framework for UNICEF to cooperate in the named countries will be put into place.

Key Deliverables
1. Support JCO to advance its full presence in the territories/counties

- a) A set of meetings established between UNICEF's Representative and territories/counties authorities to inquire about the interest in UNICEF cooperation.
- b) A set of meetings established with UNICEF corresponding areas to define the road map towards a full presence in the territories/counties
- c) To support the definition of a road map for JCO to become a multi-country office covering the named Islands
- d) To gather and review documents (legal, financial, operational, and technical) to establish the feasibility of UNICEF operation on each Island according to UNICEF regulations
- e) To prepare documents and PPTs as a base for the different meetings with UNICEF and national authorities
- f) TOR to conduct a Children's situation analysis agreed upon with the authorities and support for the supervision of the corresponding contract
- g) TOR to conduct a risk analysis related to climate, energy, and environment towards children's rights fulfillment agreed upon with the authorities and support for the supervision of the corresponding contract
- h) TOR to conduct a child-centered gender gap analysis
- i) A set of programmatic priorities is established based on the abovementioned evidence.
- j) Support the implementation of a feasibility assessment for UNICEF to raise funds in the Bahamas following UNICEF standards.
- k) Support the assessment of market potential in the Bahamas following UNICEF standards

2. Support UNICEF in conducting Child-center emergency preparedness processes in the territories/counties

- a) Mapped and engaged with Key Emergency Preparedness and Response Stakeholders
- b) A set of child-centered emergency preparedness workshops in each territory/country
- c) Contingency plans for children in specific emergencies in named territories/counties.
- d) Establishment of a UNICEF Response Mechanism

Child Safeguarding Is this project/assignment considered as " Elevated Risk Role " from a child safeguarding perspective? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, check all that apply: <div style="border: 1px solid black; height: 30px; width: 100%; margin-bottom: 10px;"></div> <p>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:</p> <p>Child data role <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <div style="border: 1px solid black; height: 30px; width: 100%; margin-bottom: 10px;"></div> <p>If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):</p> <p>More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates</p>		
Budget Year: 2023	Requesting Section/Issuing Office: Management and Climate and Resilience	Reasons why consultancy cannot be done by staff: UNICEF does not have staff and Country Offices within these territories/countries. This is an additional task not contemplated within current staff responsibilities, which, in addition, at this time, doesn't have the capacity to conduct such work.
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:		
Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for <input type="checkbox"/> New SSA – <input type="checkbox"/> Extension/ Amendment
If Extension, justification for extension (please attach approved Note for the Record):		

Supervisor: Camille Beckford - Palmer & Olga Isaza	Start Date: September 30 2023	End Date: August 30 2024	Number of Days
Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget (for HR Reference Only)
	<ul style="list-style-type: none"> Detailed work plan developed A set of meetings established between UNICEF's Representative and territories/countries authorities to inquire about the interest in UNICEF cooperation. A set of meetings established with UNICEF corresponding areas to define the road map towards a full presence in the territories/countries. To support the definition of a road map for JCO to become a multi-country office covering the named Islands To gather and review documents (legal, financial, operational, and technical) to establish the feasibility of UNICEF operation on each Island according to UNICEF regulations To prepare documents and PPTs as a base for the different meetings with UNICEF and national authorities TOR to conduct a Children's situation analysis agreed upon with the authorities and support for the supervision of the corresponding contract. TOR to conduct a risk analysis related to climate, energy, and 	October 2023 December 2023 June 2024 December 2023 February 2024 September 2024 December 2023 January 2024	

	<p>environment towards children's rights fulfillment agreed upon with the authorities and support for the supervision of the corresponding contract</p> <ul style="list-style-type: none"> • TOR to conduct a child-centered gender gap analysis • A set of programmatic priorities is established based on the abovementioned evidence. • Support the implementation of a feasibility assessment for UNICEF to raise funds in the Bahamas following UNICEF standards. • Support the assessment of market potential in the Bahamas following UNICEF standards • Participate at the UNCTs where required. 	<p>February 2024</p> <p>September 2024</p> <p>March 2024</p> <p>April 2024</p>	
Stakeholder Engagement	<ul style="list-style-type: none"> • Development of Emergency Preparedness and Response contact lists for each country • Engagement with National Committees through participation in scheduled national meetings and preparedness and response activities. • Facilitate training activities with critical stakeholders within the Core Commitment for Children in emergencies guidelines • Develop contingency plans for children in specific emergencies in named countries. 	<p>November 2023</p> <p>November 2023</p> <p>May 2024</p> <p>June 2024</p>	

	<ul style="list-style-type: none"> Facilitate the emergency response activities within named countries in the event of an emergency. 		
Assumptions and Risks between activities and outputs:	The outputs/deliverables considered for this consultancy are dependent on the willingness and of governments to allow UNICEF to work within the named countries.		
Estimated Consultancy fee			
Travel International (if applicable)			
Travel Local (please include travel plan)			
DSA (if applicable)			
Total estimated consultancy costsⁱ			
Minimum Qualifications required: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Qualifications <p>Advanced University degree in one of the following fields: Disaster Risk Management, sustainable development, climate change , environment public policy or other related disciplines.</p> <p>A minimum of 5 years professional experience in more of following areas is required: Disaster Management, Climate Change or Environmental Science, International Development, Emergency Preparedness and response or relevant field.</p> <p>Fluency in English (verbal and written). Good written and spoken skills in the language of the humanitarian operation and knowledge of another UN language an asset.</p> <p>Must reside in the Cayman Islands, The Bahamas, Turks and Caicos or Bermuda and have the availability to travel among them, Jamaica, and Panama</p>		Knowledge/Expertise/Skills required: <i>Technical Skills</i> <ul style="list-style-type: none"> Excellent knowledge of governance, government machinery, operations, and procedures Comprehensive knowledge and understanding of in-country Policy Frameworks Comprehensive knowledge and understanding of engagement management discipline and tools Good knowledge of results-based programme development and management Good knowledge of organizational development principles and practices Experience in Project Management <i>Core Skills</i> <ul style="list-style-type: none"> Excellent and demonstrated strategic partnership and relationship skills High innovative thinking and ability to market new approaches Adept at advocacy and advancing a policy-oriented agenda Effective team building / team management skills High proficiency in utilizing the Microsoft Office Suite platform (Microsoft word, PowerPoint, and excel at a minimum) Adept in Report, Policy papers, Policy briefs writing and preparation and presentation Good understanding of the local context Excellent communication and interpersonal skills Ability to work effectively on own initiative 	

	<ul style="list-style-type: none"> • Excellent negotiation and conflict management skills • Advanced critical thinking, problem-solving, and decision-making skills • Excellent Time Management and Organizational skills • High adaptability and knowledge-sharing/learning capacity
Administrative details: Visa assistance required: <input type="checkbox"/>	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: * Consultants are not provided desk space and ICT equipment. * UNICEF email can be requested by the hiring section through MDM to GSSC.
Will any of the deliverables contribute to Research, Studies, Evaluations, or Government M&E Capacity Development? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please seek additional endorsement from the Planning Monitoring and Evaluation Section	
Where deliverables contribute to Research, Studies, Evaluations, or Government M&E Capacity Development	
Endorsed by PME: Donneth Edmonson	
Signature	Date
Request Authorised by Section Head: (Name, Section) (Date)	

ⁱ 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

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.

Selected consultants will be required to complete applicable mandatory trainings.