



TERMS OF REFERENCE

TRAINER FOR EMERGENCY PREPAREDNESS PLANNING

Duration of Assignment:

Preferred period of delivering the training : mid- end November 2017.

Purpose of the consultancy:

To deliver a 3-day training on emergency preparedness planning to key partners in Serbia, Moldova, Ukraine and Macedonia.

Proposed venue: Skopje, Macedonia.

Dates of workshop: to be confirmed (mid to end November)

Proposed number of participants: 4 partnering organizations and Save the Children, office in Kosovo staff (CRIC, Moldova, CRC Serbia, WCU Ukraine and FCEW Megjashi, Macedonia). Each organization to be represented by at least two participants. Number of participants from Megjashi to be higher.

Workshop outline to include:

- Introduction to emergency response – and why preparedness is important. Key components of an emergency preparedness plan.
- Introduction to the situation for each partner organisation – including some reflection on the emergencies faced in their own country programmes.
- Risk analysis – how to do it and how to use the information.
- Needs assessments. The importance of a good needs assessment in helping make the right decisions in programme planning.
- Child rights in emergencies – possible programme options; including children in creation of the EPP and informing them
- EPP planning for each country team.
- Budgeting – allocating cost for a viable EPP plan
- Follow up planning. How to ensure ownership of the plan by their organisation post workshop.

Workshop Outcomes

- Each partner team will leave the workshop with a draft EPP and a plan of how this will be completed with the rest of the organisation team in their own country.

- Each participant will also have a greater understanding of the nature of emergency response and possible options and opportunities for their organisation moving forwards.

The workshop will be a mix of teaching and practical work – group work and discussions. All participants will be expected to be actively involved throughout the 3 days of the workshop. Participants attending are expected to have a good understanding of the work of their organisation, and have some understanding of the risks their own country faces in terms of emergency response. This information will form the basis of their EPP and therefore participants need to come prepared to share this experience with the wider group.

Consultancy Requirements:

- A report is to be delivered upon the completion of the task. The report should provide recommendations to be followed up by the partners and a pre and post questionnaire result – which is to be shared with the organization prior to the engagement.

First Children’s Embassy in the World Megjashi commits to covering travel and accommodation costs, workshop venue and consultancy costs as outlined below.

The consultant, in case of being a foreign national/legal entity is obliged to pay for the incurred taxes within their state of residence, as per their governing laws. Additionally, the incurred taxes in Macedonia will be deducted from the total gross amount, as per the governing laws. Personal documents will be required from the selected candidate in order to complete the Contract and payment.

The proposed fee is to include a breakdown of all the other incurred costs (preparation; travel days; actual training and report writing) through an Offer for services.

The language of delivering the training is English.

Qualifications and competences of consultant

- Advanced degree in economics, development studies, social sciences or related discipline
- A minimum of five (5) years’ experience in emergency preparedness planning
- At least three (3) years of experience working in emergency preparedness planning within civil society
- Excellent analytical, oral and written communication skills in English.
- Experience in monitoring, evaluation and reporting.
- Strong facilitation skills and ability to lead a plenary and document simultaneous

- Strong interpersonal skills and the ability to communicate and work well with diverse people.

Application procedure

Applications must be sent in English and entail the following:

- Expression of Interest and availability;
- CV should be presented;
- Two references from similar assignments; and copies of the reports they prepared (if applicable)
- Expected remuneration, in the form of gross fee per day

Expression of Interest clearly marked “Expression of Interest for training on emergency preparedness planning” can be submitted electronically at the following email: freelegalservice@childresembassy.org.mk . the expression of interest should be received no later than 18.10.2017 (00:00)