

**United Nations Office for Disaster Risk Reduction (UNISDR)  
Regional Office for the Americas**

**DIPECHO Action Plan for the Caribbean 2013-2014**

**Terms of References  
Consultancy: Regional Workshop Facilitation**

United Nations Core Values  
Integrity • Professionalism • Respect for diversity

Vacancy for a consultancy with UNISDR	
Fecha: 9 August 2013	UNISDR-ROAM/DIP/CAR/021/2013

**1. Project title:**

Strengthen Disaster Risk Reduction in the Caribbean through greater fostering of the Hyogo Framework for Action priorities for action at the local, national and regional levels (DIPECHO Caribbean 2013-2014).

**2. Duration of the consultancy:**

Approximately 15 working days (between September and October 2013).

**3. Duty station:**

Home-based (with one mission to Port-of-Spain, Trinidad and Tobago)

**4. Purpose of the consultancy**

Facilitation services for the DIPECHO planning workshop for the Caribbean which will be held from 30 September to 1 October in Port-of-Spain, Trinidad and Tobago. The consultancy includes the facilitation of the workshop, development of the agenda, follow up with DIPECHO partners the preparation of the thematic sessions of the workshop, preparation and application of a format to identify a calendar of activities and main events of partners and its systematization in a unified calendar, the collection of information and documentation of the discussion and results during the workshop, as well as the preparation of a workshop report.

**5. Background:**

**United Nations Office for Disaster Risk Reduction (UNISDR)**

Created in December 1999, the United Nations Office for Disaster Risk Reduction (UNISDR) is the designated focal point in the United Nations system for the coordination of disaster reduction and to ensure synergies among the disaster reduction activities of the United Nations and regional organizations and activities in socio-economic and humanitarian fields. Led by the United Nations Special Representative of the Secretary-General for Disaster Risk Reduction, UNISDR has over 100 staff located in its headquarters in Geneva, Switzerland, and 5 regional offices and other field presences.

Specifically, UNISDR coordinates international efforts in disaster risk reduction, and guides, monitors and reports on the progress of the implementation of the Hyogo Framework for Action; campaigns to create global awareness of disaster risk reduction benefits and empower people to reduce their vulnerability to hazards; advocates for greater investments in disaster risk reduction to protect people's lives and assets,

and for increased and informed participation of men and women in reducing disaster risk; and informs and connects people by providing practical services and tools such as PreventionWeb, publications on good practices, and by leading the preparation of the Global Assessment Report on Disaster Risk Reduction and the organisation of the Global Platform for Disaster Risk Reduction.

The position is located in the secretariat of the United Nations International Strategy for Disaster Reduction (UNISDR), Regional Office for the Americas, which is located in Panama City in Panama covering the Americas region.

### **ECHO: Humanitarian Aid and Civil Protection department of the European Commission**

The Humanitarian Aid and Civil Protection department (ECHO) was created in 1992 as an expression of the European solidarity with people in need all around the world. In 2004 it became the Directorate-General for Humanitarian Aid before integrating Civil Protection in 2010 for a better coordination and disaster response inside and outside Europe.

In 1996, ECHO launched a specific programme, DIPECHO (Disaster Preparedness ECHO) dedicated to disaster preparedness, targeting vulnerable communities living in the main disaster-prone regions of the world.

ECHO's humanitarian mandate prescribes a focus on saving lives, providing relief and thus assisting the most vulnerable groups. ECHO prioritizes 'people-oriented' preparedness measures and, therefore, focuses on supporting strategies and complementing existing strategies that enable local communities and institutions to better prepare for, mitigate and respond adequately to natural hazards by enhancing their capacities to cope and respond. This increases their resilience and reduces their vulnerability.

ECHO's support is a combination of community-based projects and projects at national or regional level that strive to increase resilience in the event of natural hazards. Projects are implemented through a wide range of partners, including local organisations that provide access to the most marginalized and vulnerable people.

### **DIPECHO Programme**

The DIPECHO Programme contributes to the implementation of the Hyogo Framework for Action 2005-2015 (HFA). A key element in DIPECHO is the development of Key contributions in Disaster Risk Reduction (DRR) so as to identify successful models for replication elsewhere by national/sub-national authorities or other funding instruments of the European Commission, other donors.

The Caribbean region experiences multiple disasters: The region is prone to hurricanes, floods, flash floods, tsunamis, landslides and mudslides. Some islands experience earthquakes and volcanic eruptions. The physical risk is combined with socioeconomic factors, such as high population density, fast demographic growth, inequality and great poverty. The combination of these factors results in highly vulnerable communities, with few coping capacities in the event of disaster. Moreover, climate change is likely to negatively affect disaster trends in the region.

### **DIPECHO Action Plan for the Caribbean 2013-2014**

The 2013-2014 DIPECHO Action Plan for the Caribbean aims to establish greater collaboration and coordination between partners, allowing programming of common outcomes and the harmonization of practices. Furthermore, it focuses on improving communication and dissemination of DRR key

contributions in the region, by capturing evidence of success on how DIPECHO projects have allowed the most at risk communities to anticipate, withstand, adapt, recover quickly from disasters.

The forthcoming Action Plan also takes account of the Hyogo Framework for Action 2005-2015: Building the Resilience of Nations and Communities to Disasters and reconfirms the commitment to regional initiatives to contribute advance in the main priorities of action of the HFA.

The consultancy is related to the UNISDR regional project within the framework of the DIPECHO Action Plan for the Caribbean 2013-2014. The [Humanitarian Implementation Plan](#) and the [Operational Recommendations](#) provide details to the objectives of the 2013-2014 Action Plan.

The regional project to be implemented by UNISDR includes the following elements: (1) Improving communication and dissemination of DIPECHO DRR tools and initiatives in the region, (2) Further advancing in the development of a common strategy towards DRR, as well as (3) Contributions to the consultation process leading to the post-2015 framework for DRR.

DIPECHO partners working at regional, national and local level, national DRR organization supporting the project implementation, key regional disaster risk reduction organizations and national Disaster Risk Reduction focal points meet in a “DIPECHO Planning workshop” at the beginning of the DIPECHO Action Plan to plan joint activities and collaboration and the end share achievements, tools and experiences.

The regional DIPECHO Planning workshop will be organized by ECHO Santo Domingo and UNISDR with the support of the DIPECHO partners. It will take place from 30 September to 1 October in Port of Spain, Republic of Trinidad and Tobago. The workshop languages are English and Spanish.

The workshop objective is to define mechanisms to build strong collaboration and coordination between national and regional DRR partners allowing programming of common activities and identification of standardized coordination mechanisms under the framework of the DIPECHO Action Plan 2013-2014.

Seven themes have been identified whose implementation is lead by one or more DIPECHO partners. Within the context of the planning workshop, the leading organization of a specific theme will organize a session related to it. The seven themes are <sup>1</sup>:

- Early Warning Systems
- Safe Schools and Hospitals
- Country Documents
- Tools and initiatives
- DRR Communication
- Common activities
- DRR trends at the global level.

Back-to-back to the DIPECHO planning workshop, the XXI Meeting of the Special Committee for Disaster Risk Reduction of the Association of Caribbean States (ACS) will be held in Port of Spain, Republic of Trinidad and Tobago, on October 2nd, 2013. It is expected that the results of the DIPECHO meeting will assist in the strategic discussions on DRR implementation in the Caribbean in the context of the ACS meeting.

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<sup>1</sup> Main elements have been defined in a workshop (see Annex 1) which took place on 1 July 2013 in Panama.

## 6. Duties and responsibilities:

- The successful candidate will be responsible to support the finalization of the agenda for the two days the workshop.
- Follow up with the designated DIPECHO partners the preparation of the thematic sessions of the workshop.
- Develop and disseminate the workshop methodology in close collaboration with the theme focal points;
- Facilitate the planning workshop ensuring active participation of all participants and the achievement of the objectives and expected results;
- Prepare and apply a format to identify a calendar of workshops, training courses and advocacy activities of partners .
- Develop a workshop report with details of the workshop and its results, to be presented to UNISDR with reference materials including presentations, group work, etc.

### **Before the workshop**

- Provide technical advice on the draft agenda and related participatory methodology or the Regional Planning Workshop in coordination with ECHO and the theme focal points (DIPECHO partners).
- Assist in the identification of participatory methodologies that allow the regional workshop meets its objective and expected results.
- Participate in the design of dynamics, exercises and methodological approaches that allow the workshop to take place in a safe, respectful and collaborative environment.
- Alert on practical and logistical matters that need to be considered or could interfere with the generation of a safe learning environment.
- Advise the participants to improve their presentations.
- Compile and synthesize.

### **During the workshop**

- Workshop facilitation following the basic facilitating principles applied for consultation meetings with professionals.
- Coordinate the participation of the group of facilitators and presenters ensuring they have clarity about roles and responsibilities.
- Ensure active participation and a safe, respectful and collaborative environment during the workshop.
- Moderate and facilitate discussions and presentations following the agreed time schedule.
- Propose changes in methodology and agenda during the workshop if necessary.
- Verify that the instructions for the dynamics, exercises and group work are communicated clearly, and that participants are informed about the expected results.
- Ensure that tools and experiences that will be presented follow the agreed schedule.
- Call a daily meeting for planning the next day and discussing the lessons learned with the organizing committee (DG ECHO, UNISDR and DIPECHO partners – theme focal points).
- Minute the main inputs of the different meeting sessions.
- Compile the results of the group work and present summary.
- Prepare a summary of the main conclusions of the workshop and present the same in the corresponding session.
- Identify main conclusions of the workshop that will serve as input for the XXI Meeting of the Special Committee for Disaster Risk Reduction of the Association of Caribbean States.

- Apply format to gather DIPECHO partners planned events : seminar/workshop/ training/ advocacy events and activities .

#### **After the workshop**

- Compilation of materials immediately after the workshop.
- Comprehensive meeting minutes of the workshop.
- Prepare a final report focusing on outcomes and results: Summary of the main conclusions and recommendations of the workshop in general and for each theme.
- Identify lessons learned related to workshop organization and facilitation.
- Summary of the evaluation by participants.
- Systematization of DIPECHO partners planned events : seminar/workshop/ training/ advocacy events and activities in a unified calendar.

#### **7. Background information**

- [DIPECHO Action Plan website for the DIPECHO Action Plan 2011-2012 for the Caribbean](#)
- [Hyogo Framework for Action \(HFA\)](#)
- [Post-2015 framework for DRR consultations](#)
- [Post-HFA consultation at the 7th annual Caribbean conference on comprehensive disaster management](#)
- [Comprehensive disaster management \(CDM\) strategy and programme framework 2007-2012](#)
- [Declaration-of-Petion-Ville](#) and [Action Plan](#) - Association of Caribbean States (ACS)

#### ***Selection of Country Documents prepared under the framework of the DIPECHO Action Plan for the Caribbean 2011-2012:***

- Country document for DRR for [Dominican Republic](#)
- Country document for DRR for [Saint Lucia](#)

#### ***Standardized tools developed under the framework of the DIPECHO Action Plan for the Caribbean 2011-2012:***

- [Formato Común para la Presentación de los Documentos País](#)
- [Conjunto de Criterios para la Priorización de Acciones de Reducción del Riesgo de Desastres \(RRD\) a Nivel Nacional en América Latina y el Caribe y Guía para su aplicación](#)

#### **8. Products:**

- Work plan: to be developed in coordination with UNISDR. It shall include the working methodology that will be used during the consultancy.
- Revised agenda and workshop methodology.
- Compilation of materials immediately after the workshop.
- Comprehensive meeting minutes of the workshop.
- Final workshop report focusing on outcomes and results: Summary of the main conclusions and recommendations of the workshop in general and for each theme (to be submitted within one week after the workshop).
- Summary on lessons learned related to workshop organization and facilitation.
- Summary of the evaluation by participants.
- Systematization in a unified calendar, DIPECHO partners planned events, seminar/workshop/ training/ advocacy events in a unified calendar.

- Final report of the consultancy.

**9. Requirements:**

- Advanced University or equivalent experience in social sciences, national resource management, disaster risk management or related fields.
- Experience in leading and facilitating workshops and meetings;
- Functional knowledge and professional experience in the field of disaster risk reduction climate change, and/or sustainable development;
- Knowledgeable of the work carried out by the UNISDR Americas office, intergovernmental mechanisms, DRR Platforms, tools and mechanisms related DRR and DIPECHO action plans and DIPECHO projects
- Excellent analytical and reporting skills;
- Capacity to prepare and present documents and reports;
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- Excellent English speaking and writing skills; working knowledge of Spanish and French is an asset.
- Availability to travel to Port-of-Spain, Trinidad and Tobago for the workshop on 30 September and 1 October 2013.

**10. Payment modalities:**

The consultant will be contracted by UNISDR Panama with the assistance of the UNDP Regional Centre in Panama.

Consultancy related payments will be made against the following products:

Work plan & suggestions on agenda and workshop methodology	20%
Compilation of workshop presentations and materials & successful workshop facilitation	30%
Final version of the workshop report focusing on outcomes and results / Comprehensive meeting minutes / lessons learned / Evaluation by participants including unified calendar of events of DIPECHO partners	30%
Final version of the consultancy report	20%

All payments are subject to the approval of the Head of the UNISDR Regional Office for the Americas, responsible for the regional project approved by DIPECHO.

UNISDR is responsible for payment of air tickets and per diem for the consultant to perform the activities required to implement the project activities and fulfill its objectives.

**11. How to apply:**

Qualified candidates should send the following documentation per email to [vacantes@eird.org](mailto:vacantes@eird.org):

1. Motivation letter
2. Economic proposal
3. Technical Proposal
4. P11 Form (UNDP Personal history form, the form can be downloaded at: <http://www.unisdr.org/who-we-are/vacancies>).

When sending the documents, include your complete name and the vacancy number for this consultancy in the subject (UNISDR-ROAM/DIP/CAR/021/2013).

Please send your applications at the latest by **30 August 2013**. Applications that do not include all the required documents will be disqualified. Applications received after the deadline will not be accepted.

**12. Selection Criteria:**

The person will be selected that meets best the criteria, presents the best economic and technical proposal, and demonstrates its technical knowledge and experience.

UNISDR will contact only those applicants who are shortlisted. For any consultations please send an email to [consultasvacantes@eird.org](mailto:consultasvacantes@eird.org).

Annex 1: Main discussion points and recommendations for initial regional workshop by theme

<b>Early Warning Systems</b> (lead: UNDP Barbados & IFRC regional office Panama)	
<i>Main Discussion points</i>	<i>Recommendations: Elements to be included in the initial regional workshop</i>
<ul style="list-style-type: none"> <li>- Many actors involved in EWS that are not present at the workshop: therefore suggestion to start capturing experiences of DIPECHO partners</li> <li>- Challenge: sharing information systematically</li> </ul>	<ul style="list-style-type: none"> <li>- Community based EWS and how the information can be shared among partners.</li> <li>- Better use, capture and systematize what we have (Initial analysis of EWS of DIPECHO partners, identify lessons learned).</li> <li>- At the workshop: Revision of the analysis.</li> </ul>
<b>Safe Schools and Hospitals</b> (lead: Pan American Health Organization)	
<i>Main Discussion points</i>	<i>Recommendations: Elements to be included in the initial regional workshop</i>
<ul style="list-style-type: none"> <li>- Need to share experiences in the region (e.g. the work on strengthen infrastructures: schools and hospitals) for example through good practices and exchange between the projects.</li> <li>- How to incorporate the pre-investment of safe hospitals and schools?</li> <li>- Maybe to include a tool for safe school with the division of structural, functional and non-structural as done with safe hospital.</li> </ul>	<ul style="list-style-type: none"> <li>- Include a discussion on how to apply the tools?</li> <li>- Present existing tools for making schools safer.</li> </ul>
<b>Country Documents</b> (lead: UNISDR & UNDP Dom Rep)	
<i>Main Discussion points</i>	<i>Recommendations: Elements to be included in the initial regional workshop</i>
<ul style="list-style-type: none"> <li>- Opportunity to articulate the local level needs and interest to the national level. Suggestion to focus on diagnosis and analysis of local level and geared to local decision making.</li> <li>- Revision of Country document (CD) led by NEMOs with support by DIPECHO partners – ownership by NEMOs is crucial.</li> <li>- Need to communicate to NEMOs the added value of preparing a country document.</li> <li>- Include CDEMA in discussion of country document revision.</li> <li>- CD to be geared to decision makers.</li> <li>- Suggestion to link revision process to the HFA monitor 2014 (and HFA2 consultation if applicable).</li> </ul>	<ul style="list-style-type: none"> <li>- Country document (CD) broad discussion on the use, applicability and benefits: open discussion with NEMOs.</li> <li>- The revision of the existing CDs should be central in the agenda of the regional workshop. Supported by UNDP, French Red Cross and HelpAge.</li> <li>- Presentation of the set of criteria for the prioritization of DRR as the starting point for the revision of the CD.</li> <li>- Good practice presentation (Jamaica).</li> <li>- Discuss bottom-up approach with local level participation.</li> </ul>



<b>Tools and initiatives (lead: UNISDR)</b>	
<i>Main Discussion points</i>	<i>Recommendations: Elements to be included in the initial regional workshop</i>
<ul style="list-style-type: none"> <li>- Challenges: <ul style="list-style-type: none"> <li>- Lots of data / information produced.</li> <li>- How can they be best captured?</li> <li>- How to best share information?</li> </ul> </li> <li>- Follow up on past tools: many tools developed but little feedback received.</li> <li>- Within the Action Plan: Communicate and disseminate tools and initiatives</li>   <li>- Launch a call of most successful tools, asking partners to grade experiences based on certain criteria and then have people vote.</li> </ul>	<ul style="list-style-type: none"> <li>- Present the successful tools developed in the past and new tools of interest to other DIPECHO partner. Three categories: <ul style="list-style-type: none"> <li>• Present tools and products to be developed in the current action plan.</li> <li>• Identify tools that have been developed in the past that proved to be successful.</li> <li>• Discuss what products could be scaled up to the regional level in the current action plan and disseminated to the partners in the current action plan.</li> </ul> </li> <li>- Provide a space to present the review of good practice processes in the regional meeting.</li> <li>- Present matrix of tracking tools and initiatives including tools developed under the framework of previous and the current DIPECHO Action Plan.</li> </ul>
<b>DRR Communication (lead: UNISDR &amp; IFRC regional office Panama)</b>	
<i>Main Discussion points</i>	<i>Recommendations: Elements to be included in the initial regional workshop</i>
<ul style="list-style-type: none"> <li>- Providing content to media tools benefits promotion of work/achievements undertaken by DIPECHO partners.</li> <li>- Promote work in DRR stakeholder websites.</li> <li>- Agreement that website and facebook are relevant media tools.</li> <li>- HFA pedia as information platform was welcomed. Through HFA pedia, partners do not depend on webmaster to update information.</li> <li>- Create different messages and use innovative tools to reach various interest groups (e.g. song competition, games, etc).</li> <li>- Instead of having a bulletin it was suggested to have a “story of the month” -sharing good stories.</li> <li>- Use media tools that can be used in rural areas and reaches the community (e.g. radio).</li> </ul>	<ul style="list-style-type: none"> <li>- Present good example: The "Spice It Up - Sing For Preparedness" Competition in Grenada and Barbados organized by French RC, Grenada RC and Barbados RC / UNDP with support from ECHO, Italian cooperation , among others.</li> <li>- Tools selected by CDEMA in the 2012 CDM Conference.</li> <li>- What communication and dissemination channels are working for DIPECHO Central and South America, join forces?</li> <li>- What type of tools: what has worked?</li> <li>- How to include private sector (e.g. telecommunication enterprises and mechanisms, tourism, etc.) into the dissemination process?</li> <li>- Experiences of partnerships with the private sector.</li> <li>- How to get more media presence at national and local level?</li> <li>- Identify opinion leaders (weather forecasters) in the meeting.</li> <li>- Training on DRR communication (consult IFRC).</li> <li>- Training on HFA pedia so that all DIPECHO</li> </ul>

	partners are able to upload relevant information.
<b>Common activities</b> (lead: ECHO initiating the dialogue, when activities identified partners will take the lead)	
<i>Main Discussion points</i>	<i>Recommendations: Elements to be included in the initial regional workshop</i>
<ul style="list-style-type: none"> <li>- One of the obvious common activities is to organize an event on the International Day for Disaster Reduction 2013 and 2014.</li> </ul>	<ul style="list-style-type: none"> <li>- Identify common activities during the workshop by not necessarily included in the project (e.g. have a thematic discussion amongst partners).</li> </ul>
<b>Current state of DRR at a global level</b> (lead: UNISDR & UNDP Barbados)	
<i>Main Discussion points</i>	<i>Recommendations: Elements to be included in the initial regional workshop</i>
<ul style="list-style-type: none"> <li>- Linking the CD process to the HFA monitor.</li> <li>- Increase the coherence between the HFA2 and CDM beyond 2012 mechanism at the national level.</li> </ul>	<ul style="list-style-type: none"> <li>- CDEMA present the state of indicators in the Caribbean.</li> <li>- Presentation on GAR (expert panel)</li> <li>- Presentation on CCA specific to the Caribbean (CCCCC)</li> <li>- Discussion on how DIPECHO partners can contribute to the planned HFA2 consultations (including local level, participating in national and regional consultation).</li> </ul>