

Terms of Reference

UNISDR/BM/CAPRA /CEPREDENAC

Senior Knowledge Management Consultant

Deadline for proposals : 22 June 2012

1. Background / General description

The XXXV Council of Presidents of the Central America Integration System (SICA) approved on June 30, 2010 an ambitious program titled *Política Centroamericana de Gestión Integral de Riesgo* (PCGIR) which calls for the integration of disaster risk management and climate adaptation into economic, social and environmental regional policy framework. The President's agreement included (i) the creation of a Regional Fund for Disaster Risk Reduction and Climate Adaptation, (ii) the provision of resources and technical assistance to countries and (iii) look for international cooperation to co-finance investments in risk reduction and climate adaptation.

At the Presidential Summit in June 2010, the Head of States submitted a formal request to the International Community to support the PCGIR, including the "Creation of a Regional Fund(s) for Disaster Prevention and Adaptation, combined with further advance assessments in support of risk reduction within the CAPRA framework."

The Probabilistic Risk Assessment (CAPRA) Initiative aims to strengthen the regional capacity for assessing, understanding and communicating disaster risk. The CAPRA initiative started in January 2008, as a partnership between CEPREDENAC, the UN International Strategy for Disaster Reduction (ISDR) and the World Bank (represented by the LCR DRM team) as a means to raise awareness among client countries in Central America by providing them with a set of tools that would let them better understand the risk of adverse natural events. The ultimate goal of the initiative is to help mainstream disaster risk management into local development to help reduce disaster loss. CAPRA provides countries in the Central American Region with a set of tools to conduct risk assessments. The first phase of the initiative aimed at developing an integrated platform for probabilistic risk assessment. The platform provides users with a set of tools to analyze magnitude, distribution and probability of potential losses due to a various adverse natural events. These metrics are projected on a Geographical Information System (CAPRA GIS) that allows for visualization and analysis. The first phase of CAPRA initiative financed activities related to: (i) software platform design, (ii) probabilistic risk assessments of selected countries, (iii) support to countries for collecting information, (iv) strengthening the country's spatial data infrastructure (SDI), (v) outreach and communications for promotion of user communities, (vi) workshops and training activities, and (vii) technical management and supervision.

The International Strategy for Disaster Reduction (ISDR) is a multi-disciplinary and multi-stakeholder platform to enable societies to increase their resilience to natural, technological and environmental disasters and to reduce associated environmental, human, economic and social losses. A range of United Nations organizations and international partners participate in cooperation with Governments and civil

society organizations. In adopting ISDR, the United Nations General Assembly (Res/54/219) also endorsed the establishment of the ISDR secretariat (UNISDR).

Having the Hyogo Framework for Action (HFA) as its main orienting tool, the vision of UNISDR is a world where the economic and political imperatives for reducing Disaster Risks Reduction are recognized and acted upon. For achieving this vision, UNISDR work with and convene governments and partners to advocate for evidence based disaster risk reduction and to effectively communicate with and mobilize decision and opinion makers , to strengthen the resilience of nations and communities from disasters.

In keeping with the mandate of the UN/ISDR secretariat, the Regional Unit for the Americas, strives to provide support to actors throughout the region, including North America, Latin America and the Caribbean, in fostering a culture of disaster prevention and contributing to build disaster resilient nations and communities. Our office is located in Panama City, Panama.

2. Objective

The objective of this consultancy is to develop a knowledge management practice for CEPREDENAC in Probabilistic Risk Assessment in close collaboration with the CAPRA Initiative.

3. Products

- (i) Create a community of practice for CEPREDENAC in Probabilistic Risk Assessment using the umbrella of the CAPRA Portal,
- (ii) Document and disseminate CEPREDENAC results on Probabilistic Risk Assessment by developing brief notes and brief publications,
- (iii) Develop video interviews for disseminate key messages of the work implemented by CEPREDENAC in recent years in collaboration with the CAPRA Initiative and the World Bank,
- (iv) Organize face to face and webinars related with Probabilistic Risk Assessment in the context of the CEPREDENAC training strategy in Probabilistic Risk Assessment in the Central America Region.

4. Duties and Accountabilities

Knowledge management (KM) Governance:

- Consolidate and maintain the CAPRA community of practice for CEPREDENAC in the CAPRA portal (Drupal environment), in order to maintain a knowledge exchange between experts and practitioners in the Central American region.
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KM Products and Content:

- Create, work, and maintain the CEPREDENAC On-line community of practice inside the CAPRA Portal to enhance networks of experts on probabilistic risk modeling
 - To design the KM strategy associated with the TAPs funded by CEPREDENAC in Central America
 - To support CAPRA training and capacity building activities for the CEPREDENAC for cross fertilization among the LCR region.
 - Analyze KM requirements for relevant audiences (e.g., Policymakers and technical staff in client governments) to identify technology requirements, to develop and deploy knowledge resources, and to implement knowledge dissemination strategies (e.g., CAPRA Portal conferences, training workshops).
 - Supervise, manage and facilitate the process of developing or editing Brief Publications which condense and target content from larger reports to specific audiences on probabilistic risk assessment.
 - Develop, produce and direct short videos that can condense and capture knowledge and show case the CAPRA Initiative in Central America.
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KM Technology and Standards:

- Experience creating a collaborative environment (e.g., team development, virtual communities of practice) and demonstrated ability to work across organizational boundaries using the CAPRA Portal.
 - Experience with knowledge-related IT tools (e.g. knowledge-sharing platforms) is necessary, highlight strong practices on Drupal Platforms and social media tools for videos and photos such as Youtube and Flickr with emphasis in Central America.
 - Full knowledge and applied work experience of social media principles and web 2.0 technologies for the CAPRA Portal and the CAPRA Initiative in Central America.
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5. Selection Criteria

- Master's degree in Media Studies, Sociology of Media, KM, or a related field.

- Knowledge in documentary and video Production.
- A minimum of 12 years of related professional experience and 6+ years of experience in Knowledge Management.
- Must be a self-motivated project initiator who can build project concepts based on the needs of an organization.
- Must have innovative problem solving skills and the ability to multitask.
- Experience working on cross-functional teams.
- The ideal candidate needs to be fluent in Spanish and in English in able to interface with the networks of experts in the SAR and LCR.

6. Term and Fees

This is a 53 days assignment.

7. Payments

Payments will be made upon the Request for Payment of Consultant form, along with products/deliverables, duly approved in coordination with the World Bank and CEPREDENAC.

8. Documents to be included when submitting the proposals.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications :

1. Proposal
 - a. Indicate why is a suitable candidate (one page)
 - b. Summary of the proposed plan and strategy to develop the consultancy (max 3 pages).
2. Personal CV including past experience in similar projects.
3. Financial proposal.
 - a. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal should include a breakdown of the proposed lump sum amount (including travel, per diems, and number of anticipated working days).

Lump sum contracts

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative). Payments are based upon output, i.e. upon delivery of the

product services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Travel

All envisaged travel costs according to the TOR's , must be included in the financial proposal, UNISDR should not accept travel costs exceeding those of an economy class ticket. Should the Consultant wish to travel on a higher class he/she should do so using their own resources.

9. Evaluation

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.
 - Technical Criteria weight; 70%
 - Financial Criteria weight; 30%

Only candidates obtaining a minimum of 50 point would be considered for the Financial Evaluation :

| Criteria | Weight | Max. Point |
|---|---------------|-------------------|
| Technical | | |
| Educational background Master's degree in Media Studies, Sociology of Media, KM, or a related field. | 10 | 10 |
| Relevant experience | 30 | 30 |
| Language (fluent written and spoken English and Spanish required) | 15 | 15 |
| Experience related to KM and documentary and video production. | 15 | 15 |
| Financial proposal | 30 | 30 |

