

Terms of Reference
International Strategy for Disaster Reduction Secretariat UNISDR
2011-2012 DIPECHO Action Plan for the Caribbean
Regional planning workshop

Project name:

Strengthened Disaster Risk Reduction in the Caribbean at the local, national and subregional level

Contract type:

Consultancy, 8 working days

Purpose:

Provide professional services for the planning, organization, implementation of the initial regional planning workshop within the framework of the 2011-2012 DIPECHO Action Plan for the Caribbean, as well as preparing the corresponding reports. The workshop has been preliminarily scheduled for October 24-25 2011, but this date might be modified by the organizers if required.

Background:

The Humanitarian Aid department & Civil Protection of the European Commission (ECHO) within the framework of 2011-2012 DIPECHO Action Plan for the Caribbean, approved the execution of eleven projects, including three of regional scope to be implemented by PAHO, IFRC and UNISDR.

The 2011-2012 DIPECHO Action Plan for the Caribbean establishes as one of its components the promotion of a close coordination among implementing partners, allowing the programming of common activities and outcomes as well as the exchange of experiences and tools and the harmonization of practices. These coordination efforts should be guided by the principle of building over the existing initiatives; in this regard the Humanitarian Implementation Plan for the Caribbean, establishes that the *“DIPECHO program should prioritize the implementation at country level of UN strategies (endorsed by Caribbean countries) such as Caribbean Resilient Cities (Urban DRR), Safe Hospitals, Safe Schools as well as the implementation of the Hyogo Framework for Action (particularly the monitoring part)”*.

Through advocacy and partnership-building, the UNISDR has been working with agencies such as CDEMA and national HFA / ISDR focal points throughout the Caribbean towards strengthened DRR. A cooperation agreement has been recently developed between CDEMA and UNISDR surrounding the ISDR World Disaster Reduction Campaign “Making Cities Resilient to Disasters: My city is getting ready!”. The groundwork has been laid and efforts are underway. By building upon current efforts such as the CDEMA’s 2007-2012 Comprehensive approach for Disaster Management in the Caribbean (currently under

revision), DIPECHO VII Action in South America and ISDR mechanisms such as HFA national and local progress reviews (using the HFA Monitor and the Local Government Self Assessment Tool – LG-SAT), this Action will serve to track improvement and/or relevant contributions to DRR and, in turn, supporting greater response capacities as one of 5 priority areas for action of the HFA.

UNISDR through the regional office in the Americas is responsible for the implementation of the project “Strengthened Disaster Risk Reduction in the Caribbean at the local, national and subregional level”. The principal objective of the project is to contribute to “Building the resilience of nations and communities to disasters by increasing awareness surrounding the importance of disaster risk reduction throughout the Caribbean”. This project is aligned with the DRR strategic objectives as established in the Hyogo Framework for Action. One of the key activities of the UNISDR DIPECHO project is to promote a regional consultation process aimed at encouraging the coordination between all the organizations implementing DIPECHO projects in the Caribbean.

The workshop is organized as part of the UNISDR efforts to provide overall orientation and guidance surrounding the identification and implementation of mechanisms to foster cooperation between regional and national institutions responsible for the implementation of DIPECHO projects in the Caribbean region.

Workshop objective:

The main objective of the workshop is to share information and establish coordination mechanisms among relevant authorities, national and regional DIPECHO partners and other relevant counterparts enabling a more efficient and effective implementation of the 2011-2012 DIPECHO action plan for the Caribbean.

The initial consultation workshop would allow leveraging opportunities to foster collaboration among DIPECHO projects through the aligning and harmonization of their individual work plans.

Participants

- ECHO;
- Regional DIPECHO partners: PAHO, IFRC, UNISDR (and UNDP-Barbados as implementing partner);
- National DIPECHO partners and their local counterparts;
- Regional Authorities / Intergovernmental organizations: CDEMA, ACS, OECS;
- National authorities / HFA and UNISDR national focal points

Duties and responsibilities:

- Prepare the workshop agenda in close coordination with all DIPECHO regional partners.

- Design the workshop methodology in close coordination with the DIPECHO regional partners;
- Facilitation of the workshop, encouraging participation, and ensuring that the workshop objectives and expected results are met;
- Ensure one of the workshop results is a common action plan aimed at improving coordination amongst DIPECHO partners. This action plan will be defined during the workshop; to facilitate this process, prior to the workshop the consultant should review the regional DIPECHO projects and prepare a matrix identifying common lines of action.
- Prepare the workshop's final report, which should include all presentations and materials used for the preparation of the event;

Inputs:

Seminario Taller Regional DIPECHO "Intercambio de Experiencias para la Reducción del Riesgo de Desastres en el Caribe", VII DIPECHO Action plan for the Caribbean; Santo Domingo, Dominican Republic; February 22-25 2011.

Humanitarian Implementation Plan (HIP) Caribbean:

http://ec.europa.eu/echo/files/funding/decisions/2011/HIPs/caribbean_dipecho_en.pdf

Country documents:

Capitalization of DP experiences in Dominican Republic – from previous DIPECHO action Plan

[http://ec.europa.eu/echo/files/funding/opportunities/interest_dipecho7 Recommendations and Comments Group Sessions.pdf](http://ec.europa.eu/echo/files/funding/opportunities/interest_dipecho7_Recommendations_and_Comments_Group_Sessions.pdf)

Expected products:

- Prior to the workshop the consultant should review the regional DIPECHO projects and prepare a draft version of the matrix identifying common lines of action.
- Final workshop report, including the matrix identifying common lines of action, the compilation of all workshop related presentations and materials, the final list of workshop participants with corresponding contact details. This report should be delivered, at the latest, 8 days after the end of the workshop; and
- Final report describing consultancy activities.

Required selection criteria:

- Minimum Advanced University/Masters degree or equivalent experience in social sciences or related fields;
- Functional knowledge and professional experience in the field of disaster risk reduction and development planning;
- Knowledgeable of the work carried out by the UNISDR Americas office;
- Excellent analytical and reporting skills;
- Experience in leading and facilitating workshops;
- Functional knowledge of ECHO action plans DIPECHO projects;
- Previous experience in project management;
- Excellent speaking and writing skills in English and Spanish.

Payment:

One payment after the approval of final products by the Head of the UNISDR Americas office.

UNISDR will cover costs associated with consultant's participation in the workshop, which includes flight tickets and corresponding DSA.

Qualified candidates should send their CV, together with a motivation letter and an economic proposal to: vacantes@eird.org before September 26th 2011. Applications that do not include all the required documents will be disqualified. Applications received after the dateline will not be accepted.