



TERMS OF REFERENCE

MENTOR FOR EMERGENCY PREPAREDNESS PLANNING

Duration of Assignment:

1 expert *3 working days

Preferred period of delivering the mentoring: September and October 2018.

Background:

In July 2018, Training Workshop on emergency preparedness planning (EPP) was held. The training was delivered to selected representatives from municipalities, primary schools and civil society organizations in the Republic of Macedonia. During the training, the following areas have been covered: -Introduction to Emergency response, and key components of an Emergency preparedness plan; -Risk analysis – how to do it and how to use the information; -Needs assessments, the importance of needs assessments in its role in emergency preparedness; - Child rights in emergency, including children in creation of the EPP and informing them; - EPP planning process for each country team; - Budgeting – allocating cost for viable EPP plan; -Follow up planning.

Accordingly the trainings outcomes were following: - Each partner team (civil society organizations/NGO, municipalities and elementary schools) to leave the training with an initial EPP and a plan of how this will be completed with the rest of the organization team in their own civil society organizations/municipalities/primary schools; - Each participant to have a greater understanding of the nature of emergency response and possible options and opportunities for their organization moving forwards.

Purpose of the consultancy:

-To deliver a three one day mentoring on emergency preparedness planning to representatives from municipalities, primary schools and civil society organizations separately. (One day will be for representatives from one municipality; one day will be for representatives for one primary school; and one will be for representatives for one civil society organization). The purpose is to mentor the target groups in the preparation/finalization the draft EPPs or upgrading their existing EPPs.

Proposed venue: Macedonia.

Dates of mentoring: will be determined in cooperation with the target groups (during September and October 2018)

Mentoring outline to include:

- Individual mentoring to each type of partner (civil society organisation, municipality and primary school).
- Assistance to each type of partner separately for finalizing their EP plans or upgrading their EPP plans
- To provide that each EPP plan is consisted of all essentials elements including child rights in emergencies
- To provide that each EPP is according to the national and international legislation

Mentoring Outcomes

- Each partner team (one civil society organisation, one municipality and one primary school) will have prepared draft EPP or upgraded EPP if it is already existed. These plans should be completed on participative approach with the rest of the organisation team in their own civil society organisation/municipality/primary school.

Consultancy Requirements:

- A report is to be delivered upon the completion of each mentoring.
- A final report should be provided together with the draft/upgraded EPP for one civil society organization, draft/upgraded EPP for one school and draft/upgraded EPP for one municipality. The report should be followed by recommendations for implementing the EPPs in the practice and how to overcome possible obstacles in that process.

The proposed fee is to include a breakdown of all the other incurred costs (preparation; actual mentoring and report writing) through an Offer for services. The incurred taxes 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 language of delivering the mentoring is Macedonian.

The language of delivering the materials is Macedonian and English. The Final report should be delivered in English as well as in Macedonian.

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 organizations

- Excellent analytical, oral and written communication skills in Macedonian.
- 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 mentor on emergency preparedness planning” can be submitted electronically at the following email: freelegalservice@childrensembassy.org.mk . The expression of interest should be received no later than 19.09.2018