



## **TERMS OF REFERENCE**

### **Trainer FOR EMERGENCY PREPAREDNESS PLANNING Workshop**

#### **Duration of Assignment:**

1 expert \*2 working days

Preferred period of delivering the workshop: September/October 2018.

#### **Background:**

In July 2018, a 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 one 1-day workshop as a follow-up to the held Training on emergency preparedness planning. The workshop agenda should be based on the recommendations from the training with focus on sharing practical exercises to be associated with a thematic-oriented emergency preparedness plan, in order to be able to perceive all specific elements of this plan. The training recommendations will be on disposal to the selected trainer.

**Proposed venue** - Skopje, Macedonia.

**Dates of workshop** - will be determined in cooperation with the target groups (during September and October 2018)

**Target groups/participants** - The same participants from the EPP training held in July 2018.

**Consultancy Requirements:**

- A workshop should be delivered following the recommendations from the training held in July 2018.
- The consultant should prepare the Agenda and the workshop materials in a cooperation with the project coordinator based on the participants' needs.
- A report should be delivered upon the completion of the task. The report should provide 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 workshop 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 workshop 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 Trainer for EPP workshop” can be submitted electronically at the following email: [freelegalservice@childrensembassy.org.mk](mailto:freelegalservice@childrensembassy.org.mk) . The expression of interest should be received no later than 24.09.2018