



TERMS OF REFERENCE

MONITORING OF EMERGENCY PREPAREDNESS PLANS implementation

Background:

The First Children's Embassy in the World Megjashi (FCEWM; Megjashi) is a non-governmental, non-partisan and non-profit organization with the purpose to protect children and their rights.

Duration of Assignment:

1 expert *4 working days

Preferred period of delivering the monitoring: June 2019

Purpose of the consultancy:

In 2018, three specific emergency preparedness plans (EPP) were prepared, with different type of organizations: one with a civil society organization, one with a municipality and one with a primary school. The preparation process of the EPPs was supported and mentored by an expert.

After finalizing the EPPs, it is planned to be done monitoring and evaluation (M&E) of the EPPs implementation by ensuring sustainability of the plans. Based on the findings from M&E, recommendations will be prepared for upgrading of EPPs as well as for better implementation in the practice.

The purpose of the consultancy is:

- To do three one-day monitoring visits to one municipality, one primary school and one civil society organization separately in order to monitor the implementation of the emergency preparedness plans (prepared in 2018). (One day will be for monitoring visit of one municipality; One day will be for monitoring visit of one primary school; and one day will be for monitoring visit of one civil society organization). The purpose is to monitor EPPs implementation and based on that, to prepare suggestions for upgrading the existing EPPs.
- The expert will also be responsible for checking the key points are being implemented and to determine additional assistance and support, and also to give recommendations for the improvements of the plan.

Proposed venue: Macedonia.

Dates of monitoring: will be determined in cooperation with the target groups (during June 2019)

Monitoring outline to include:

- Individual monitoring visit to each type of partner (civil society organisation, municipality and primary school).
- Monitor the EPPs implementation and checking that each EP 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
- The monitoring visits should be done on participative approach with the staff in a civil society organisation/municipality/primary school.
- Prepare recommendations for improvement of each EPP separately based on the M&E findings

Consultancy Requirements:

- A report should be delivered upon the completion of each monitoring visit.
- A final report should be provided together with the upgraded EPP for one civil society organization, upgraded EPP for one school and upgraded EPP for one municipality. The report should be followed by recommendations for better 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 monitoring 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 and English.
- 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 monitoring on emergency preparedness plans” can be submitted electronically at the following email: freelegalservice@childrensembassy.org.mk . The expression of interest should be received no later than 27.05.2019