

## United Nations Development Programme

### Terms of Reference

**Job Title:** National Consultant to develop the Curricula on the Community Disaster Risk Reduction and conduct the Training of Trainers.

**Project Reference:** Moldova Disaster and Climate Risk Reduction Project

**Duration of Employment:** 28 working days, through 10 November 2014 – 31 July 2015

**Contract type:** Individual Contract

**Expected workload:** Home based

### BACKGROUND

Moldova's economy, population, and environment are highly exposed and vulnerable to climate variability and change and different kinds of natural hazards, including drought, floods, severe weather, earthquakes, and landslides. Average annual losses from hydrometeorological hazards comprise around three percent of GDP (if the 2007 drought is factored into the annual average). They have a severe impact upon the rural population of Moldova, which makes up around 60% of the total and depends largely upon agriculture for their livelihood. Overall annual losses from geophysical hazards account for 0.9% of GDP. These primarily threaten infrastructure, homes, and public buildings.

The Moldova Disaster and Climate Risk Reduction Project, Phase II, is a 3 year project (October 2013 – September 2016), funded and implemented by UNDP. During the first phase of the project a gradual shift of focus from traditional disaster response towards a more comprehensive approach to Disaster and Climate Risk Management oriented at prevention and preparedness could be observed. Building on this, the second phase will put emphasis on developing disaster risk management capacities, raising awareness of the general population and policy- and decision makers and increasing the level of knowledge of practitioners.

The main objective of the 2<sup>nd</sup> phase of the project is to reduce disaster and climate risks in Moldova through the development of national and local risk management capacities. Outputs in support of this objective are as follows:

1. *Coordination, planning, and monitoring capacities enhanced to execute the National Disaster Risk Management Strategy*
2. *Key stakeholders and society have improved DRR awareness and knowledge, as well as strengthened ability to develop own capacity*
3. *Regional and Local level risk management replicated and upscaled in Moldova*

The main implementing partners of the Project are the Civil Protection and Emergency Situations Service of the Ministry of Interior and its affiliated training centers, Ministry of Environment, Ministry of Health, Crisis Medicine Training Center, Ministry of Education, LPAs, NGOs and CBOs. Civil Protection and Emergency Situations Service has three training centers located in Chisinau, Balti and Cahul. They provide educational courses to representatives of Local Public Authorities, private companies, teachers, etc. In order to diversify the target groups and approaches used by the training Center the Project seeks for International Consultant to develop curricula on Community Disaster Risk Management and deliver the Training of Trainers for the personnel of the training centers and representatives of the NGOs.

## OBJECTIVES AND SCOPE OF THE ASSIGNMENT

The Overall objective of the assignment is to support the International Consultant who will be working to support the Training center of the Civil Protection and Emergency Situations Service in developing the curricula and related methodological/teaching materials on community Disaster Risk Management.

The National Consultant is also supposed to assist the International Consultant in conducting the Training of Trainers (ToT) for the personnel of the training centers and representatives of the NGOs. The participants of the ToT will further deliver the trainings to the final beneficiaries. Based on the outcomes of the Disaster Risk Management and Civil protection curricula assessment conducted in various institutions (school, universities, Civil Protection Training center), provide a set of practical recommendations for their further support and implementation.

It is expected that the Consultant will:

1. Support the International Consultant in conducting an inception mission with the scope to analyze the needs for Curricula on Community Disaster Risk Management and identify the gaps in the school, university curricula on disaster risk management based on curricula assessment conducted by the project previously.
2. Support the International Consultant in developing curricula and training packages on the Community Disaster Risk Management module both for trainers and trainees as follows: trainer's manual including agenda, teaching methods, case studies, handouts, supporting materials etc.; and materials for trainings' beneficiaries: practical guide and others supportive materials based on the best regional and international experiences.
3. Support the International Consultant in conducting Training of Trainers for the personnel of the training centers and representatives of the selected NGOs. Upon the request, provide the translation of materials needed for the implementation of assignment.
4. Provide together with the International Consultant a set of practical recommendations for improving the Disaster Risk Management Curricula on different educational levels (school, university curricula, Civil Protection Training center) based on the comprehensive Disaster Risk Management curricula assessment conducted by the national consultant.
5. Prepare a work schedule and final report together with the International Consultant and submit them to UNDP and Civil Protection and Emergency Situations Service of the Ministry of Interior (CPESS).

## RESPONSIBILITIES OF THE ASSIGNMENT INCLUDE:

- 1) Support the International Consultant in conducting an inception mission with the scope to analyze the needs for Curricula on Community Disaster Risk Management and identify the gaps in the school, university curricula on disaster risk management based on curricula assessment conducted by the project previously.
  - a. Develop and describe the methodological approach together with the International Consultant and plan for the inception mission to identify the focus of the Community Disaster Risk Management curricula as well as the gaps assessment of the school, university curricula on disaster risk management.
  - b. Plan organize and support the International Consultant in conducting the inception mission according to schedule approved.
  - c. Support the International Consultant in collecting and analyzing the information and prepare the inception mission and the needs assessment reports.
- 2) Support the International Consultant in developing curricula and training packages on the Community Disaster Risk Management module both for trainers and trainees as follows: trainer's manual including agenda, teaching methods, case studies, handouts, supporting materials etc.; and

materials for trainings' beneficiaries: practical guide and others supportive materials based on the best regional and international experiences.

- a. Together with the International Consultant develop curricula on Community Disaster Risk Management and send for approval.
- b. Together with the International Consultant develop the detailed training packages on Community Disaster Risk Management for approved curricula. The training packages for trainers and trainees shall include, but shall not be limited to: trainer's manual including agenda, teaching methods, case studies, handouts, etc. and materials for trainees: practical guide and other materials as necessary.
- 3) Support the International Consultant in conducting Training of Trainers for the personnel of the training centers and representatives of the selected NGOs. Upon necessity, provide the translation of materials needed for the implementation of assignment.
  - a) Together with the International Consultant prepare and conduct training module (tentatively in June 2015) with the personnel of the training centers and selected NGO representatives (up to 20 persons).
  - b) Provide logistical and organizational support for the training module according to schedule approved.
  - c) Upon the request, provide the translation of materials needed for the implementation of assignment.
  - d) Together with the International Consultant prepare training report.
- 4) Provide together with the International Consultant a set of practical recommendations for improving the Disaster Risk Management Curricula on different educational levels (school, university curricula, Civil Protection Training center) based on the comprehensive Disaster Risk Management curricula assessment conducted by the national consultant.
  - a) Organize, facilitate and support the International Consultant in conducting the discussions with main stakeholders on the proposed recommendations during the second visit in Moldova.
  - b) Collect the feedback from stakeholders on the proposed recommendations.
- 5) Prepare a work schedule and final report together with the International Consultant and submit them to UNDP and Civil Protection and Emergency Situations Service of the Ministry of Interior (CPESS).
  - a. Prepare a work schedule and detailed methodological approach for the implementation of the assignment together with the International Consultant.
  - b. By the end of assignment, prepare final report on accomplished work, lessons learned, and recommendations for further implementation and next steps to be taken together with the International Consultant.

#### Deliverables

- Detailed work schedule and methodological approach for the implementation of the assignment.
- Inception mission of the International Consultant organized and support during the mission provided.
- Inception mission report elaborated.
- Curricula on Community Disaster Risk Management and training packages developed
- Training of Trainers on Community Disaster Risk Management conducted. Training report provided
- The Recommendations for practical actions for improving the Disaster Risk Management Curricula in different educational levels, with the incorporation of feedback from stakeholders provided.
- The Final report on the implementation of the assignment submitted.

**DELIVERABLES:**

Deliverable/milestone	Indicative timeframe
<b><u>1. Detailed work schedule and methodological approach for the implementation of the assignment.</u></b> <i>3 days</i>	November 15, 2014
<b><u>2. Inception mission of the International Consultant organized and support during the mission provided.</u></b> <i>5 days</i>	December 10, 2014
<b><u>3. Inception mission report elaborated</u></b> <i>2 days</i>	December 20, 2014
<b><u>4. Curricula on Community Disaster Risk Management and training packages developed</u></b> <i>7 days</i>	March 31, 2015
<b><u>5. Training of Trainers on Community Disaster Risk Management conducted. Training report provided</u></b> <i>5 days</i>	July 15, 2015
<b><u>6. The Recommendations for practical actions for improving the Disaster Risk Management Curricula in different educational levels, with the incorporation of feedback from stakeholders provided.</u></b> <i>4 days</i>	July 15, 2015
<b><u>7. The Final report on the implementation of the assignment submitted.</u></b> <i>2 days</i>	July 31, 2015

**Duration:** 28 working days, through 05 November 2014 – 31 July 2015

**PAYMENT SCHEDULE:**

30% - upon submitting the detailed work schedule and the methodology, conducting the inception mission and submitting the inception mission report (deliverables 1,2,3) (not later than 20 December, 2014);

20% - upon developing curricula, trainer's manual and materials for participants (deliverable 4). Not later than March 31, 2015

50% - upon completing the assignment (not later than July 31, 2015).

**MANAGEMENT ARRANGEMENTS**

The National Consultant will work under the guidance of UNDP Project Manager. He/she will also work in team with the International Consultant and cooperate closely with the Civil Protection and Emergency Situations Services, respective national partners, including state institutions, local authorities, civil society and international organizations.

**QUALIFICATION REQUIRED:**

- Master's degree or equivalent in education, social sciences, or other relevant field.
- At least 5 years of experience in capacity building;

- Experience of work in international projects including educational, capacity building activities will be an advantage;
- Knowledge of educational system in the Republic of Moldova will be an advantage for this assignment;
- Knowledge of Disaster Risk Management will be an advantage;
- Knowledge of IT tools in education will be an advantage;
- Excellent proven skills in analysis, negotiations and leadership and overall diplomatic skills.
- Good organizational, time management and facilitation skills.
- Proven experience on preparation of written reports in an accurate and concise manner, and public presentation skills.
- Knowledge of Romanian is required for this assignment, knowledge of Russian will be an advantage;
- Good working knowledge of English is required for this assignment.

**Documents to be included when submitting the proposals:**

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

1. Financial proposal;
2. Cover letter with the short description of proposed approach/methodology;
3. Personal CV including past experience in similar projects.