



TERMS OF REFERENCE

TRAINER FOR EMERGENCY PREPAREDNESS PLANNING

Duration of Assignment:

2 trainers*4 working days (3 days of training delivery + 1 day for preparation and reporting)

Preferred period of delivering the training: June 2018.

Purpose of the consultancy:

To deliver a 3-day training on emergency preparedness planning to representatives from municipalities, primary schools and civil society organizations in Macedonia.

Proposed venue: Macedonia.

Dates of training: to be confirmed (during June 2018)

Proposed number of participants: 20 participants (6 representatives from civil society organizations, 6 representatives from three municipalities in Macedonia (2 representatives per municipality); 6 representatives from three primary schools in Macedonia (2 representatives per school) and 2 representatives from Children's embassy Megjashi.

Workshop outline to include:

- Introduction to emergency response – and why preparedness is important. Key components of an emergency preparedness plan.
- Introduction to the situation for each type of partners (civil society organisations, municipalities and primary schools) – including some reflection on the emergencies faced in their own environment.
- Risk analysis – how to do it and how to use the information.
- Needs assessments. The importance of a good needs assessment in helping make the right decisions in programme planning.
- Child rights in emergencies – possible programme options; including children in creation of the EPP and informing them
- EPP planning for each type of partner (civil society organisations, municipalities and primary schools).
- Budgeting – allocating cost for a viable EPP plan
- Follow up planning. How to ensure ownership of the plan by their organisation post workshop.

Workshop Outcomes

- Each partner team (civil society organisations, municipalities and primary schools) will leave the training with a draft EPP and a plan of how this will be

completed with the rest of the organisation team in their own civil society organisations/municipalities/primary schools.

- Each participant will also have a greater understanding of the nature of emergency response and possible options and opportunities for their organisation moving forwards.

The training will be a mix of teaching and practical work – group work and discussions. All participants will be expected to be actively involved throughout the 3 days of the training. Participants attending are expected to have a good understanding of the work of their organisation/municipality/school, and have some understanding of the risks their own organisation/municipality/school faces in terms of emergency response. This information will form the basis of their EPP and therefore participants need to come prepared to share this experience with the wider group.

Consultancy Requirements:

- A report is to be delivered upon the completion of the task. The report should provide recommendations to be followed up by the partners and a pre and post questionnaire result – which is to be shared with the organization prior to the engagement.

First Children’s Embassy in the World Megjashi commits to covering travel and accommodation costs, training venue and training costs as outlined below.

The proposed fee (total gross amount) is to include a breakdown of all the other incurred costs (preparation; delivering training; meetings with the project team of Megjashi and reports 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 materials is Macedonian and English. The Final report should be delivered in English as well as in Macedonian.

The language of delivering the training is 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

- Excellent analytical, oral and written communication skills in 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 training on emergency preparedness planning” can be submitted electronically at the following email: freelegalservice@childrensembassy.org.mk . The call for trainer on emergency preparedness is extended. The expression of interest should be received no later than 12.05.2018 (16:00)