

SPC Suva Regional Office

Private Mail Bag
Suva
Fiji

Telephone: +679 337 0733
Fax: +679 337 0021

SPC Headquarters

BP D5
98848 Noumea Cedex
New Caledonia

Telephone: +687 26 20 00
Fax: +687 26 38 18



**Pacific
Community**
**Communauté
du Pacifique**

REQUEST FOR EXPRESSIONS OF INTEREST (INDIVIDUAL CONSULTING SERVICES)

FIJI

PACIFIC RESILIENCE PROJECT II: P163699

Assignment Title: EMERGENCY MANAGEMENT SPECIALIST
Reference No.: FJ-SPC-57220-CS-INDV [19/017]

The Pacific Community has received financing from the World Bank toward the cost of the Pacific Resilience Project (PREP II), and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include strengthening the emergency and disaster management operational capability of the National Disaster Management Office and supporting the development of operational capability with the range of disaster risk management and climate change stakeholders within the context of the 2010 National Emergency Response Plan and revised arrangements. The contract duration is for a period of twenty-four (24 months) which includes a 3 month probationary period after appointment. The fulltime consultant will be based with the Republic of the Marshall Islands National Disaster Management Office. The expected start date of assignment is 01 April, 2019.

The detailed Terms of Reference (TOR) for the assignment is attached to this REOI.

The Pacific Community now invites eligible individuals (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services (attach curriculum vitae with description of experience in similar assignments, similar conditions, etc.). Firms’ staff may express interest through the employing firm for the assignment and, under such situation, only the experience and qualifications of individuals shall be considered in the selection process. The criteria for selecting the Consultant are:

- At least 10 years operational experience in emergency management
- At least 5 years practical experience of emergency management issues and developments in the Pacific over the last 5 – 10 years;
- Proven leadership and experience in planning for and responding to emergencies;
- Demonstrated contributions to policy, plans and guideline formulation related to emergency management;
- Experience in establishing inter-organizational networks and partnerships at the operational level;
- Proficiency in the use of computers and office software packages (MS Project, Word, Excel, etc.)
- Excellent written and verbal communication skills in English
- Understanding of the cultures and traditions of Pacific Island Countries and ability to work within local social and cultural settings

The attention of interested Consultants (including firms) is drawn to paragraph 3.14, 3.16 and 3.17 of the "World Bank Procurement Regulations for Borrowers under Investment Project Financing", dated July 1,2016 ("the Regulations"), setting forth the World Bank's policy on conflict of interest.

Further information can be obtained at the address below during office hours [0800 to 1700 hours].

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by 10 March 2019.

Geoscience, Energy and Maritime Division
Attn: Litea Biukoto, PREP Programme Support Unit
241 Mead Road, Suva, FIJI OR
PMB, GPO, Suva, FIJI

Tel: +679 3381377
Fax: +679 3370040
E-mail: liteab@spc.int



TERMS OF REFERENCE

Assignment Title: Emergency Management Specialist

Reference No. : FJ-SPC-57220-CS-INDV

PACIFIC RESILIENCE PROJECT II: P163699

Position:	Individual Consultant – Emergency Management Specialist
Location:	National Disaster Management Office, Republic of the Marshall Islands
Responsible To:	Director, National Disaster Management Office
Duration:	24 months
Expected start date:	01 April 2019

1 BACKGROUND

Disasters, climate and weather extremes and projected changes in climate, are increasingly recognised as core development challenges, as they adversely impact social and economic development. To address these challenges, the World Bank in consultation with beneficiaries designed the Pacific Resilience Program (PREP) with the overall objective to strengthen early warning, resilient investments and financial protection of participating countries through a combination of national and regional implemented activities.

PREP is a ‘Series of Projects’, currently implemented in two phases. In 2015, Phase 1 of PREP included Samoa, Tonga, Marshall Islands, and Vanuatu, along with the Pacific Islands Forum Secretariat (PIFS) and the Pacific Community (SPC). In 2017, the PREP II Project included a broader range of initiatives with a combination of nationally implemented activities by RMI and regionally implemented activities by the Pacific Community. The SPC activities provide technical assistance to RMI, with a particular focus on strengthening the capacity of the National Disaster Management Office, conduct of post disaster needs assessment and strengthening coastal resilience planning. Through PREP II, SPC will contract an Emergency Management Specialist to strengthen the capacity of the National Disaster Management Office (NDMO) in fulfilling its disaster risk and emergency management mandate (within the context of the revised governance arrangements for disaster risk management and climate change).

2 SCOPE OF SERVICES

The Emergency Management Specialist’s primary responsibility is to be accountable for building and maintaining operational capability within the NDMO and support the development of operational capability with the range of DRM and CC stakeholders within the context of the 2010 National Emergency Response Plan and revised arrangements.

The Consultant will be responsible for:

- Undertaking a skills capacity assessment and gap analysis of the NDMO using the Pacific Competencies Model (PMC). The consultant will need to coordinate closely with the sector analysis undertaken by the PREP II RMI DRM&CC Advisor.
- Supporting the implementation of the revised DRM & CC institutional arrangements for disaster risk management and climate change at national and local levels
- Developing and facilitating implementation of the Strategic Road Map for Emergency Management in collaboration with key response agencies in RMI under the auspices of the Pacific Islands Emergency Management Alliance that includes:

- a 3-year action plan of priority activities for the NDMO with well-designed activities and terms of reference for additional human resources.
 - A disaster management training plan for the NDMO and emergency management agencies with key partners
 - Rollout of a Common Incident Management System, and feasibility of establishing an emergency management volunteer scheme with the RMI PIEMA and PILON partners
 - Review and update of the 2010 National Emergency Response Plan and Standard Operating Procedures of Ministries and Agencies; and
 - Assisting the NDMO to fully implement all aspects of operations and responsibilities.
- Developing and testing operating procedures including the conduct of drills and exercises, response plans and evaluating emergency and disaster simulations
 - Developing guidelines for the selection and awarding of scholarships in DRM, CC or Coastal Risk Management (vocational or formal) which will be provided under the project. This activity will also be guided by the technical advisors in the NDMO.
 - Develop a community preparedness programme to extend the ongoing efforts of the International Office for Migration (IOM)
 - Developing and implementing community awareness and outreach programs and other activities as needed
 - Work with the Office of the Chief Secretary (OCS) to implement prioritised OCS recommendations from the 2016 Post Disaster Needs Assessments and other assessments as applicable and directed.
 - Develop early warning and preparedness protocols between the NDMO and the National Weather Service Office
 - Work closely with the DRM&CC Advisor, Disaster & Climate Risk Governance Advisor, Change Management Advisor, Legislative Drafter, and Emergency Communications Specialist in the implementation of NDMO and PREP II activities.
 - The Emergency Management Specialist may need to undertake additional duties pertaining to this position and the PREP SPC Component 1 activities

3 PERFORMANCE INDICATORS

The performance requirements for this consultancy are summarised below.

<i>Consultant is accountable for</i>	<i>Consultant is successful when</i>
1. Emergency/Disaster Operational Responsibilities	<ul style="list-style-type: none"> ● 2010 National Emergency Response Plan including Standard Operating Procedures with Ministries and Agencies reviewed and updated ● Skills capacity assessment and gap analysis of the NDMO is completed and operational training programme developed and delivered ● A disaster management training plan developed and training opportunities identified ● Training database for the NDMO and emergency management agencies developed and maintained. ● Operating procedures developed and tested including the conduct of drills and exercises, response plans and community awareness and outreach programs and other activities as needed. ● Emergency and disaster simulations evaluated with clear guidance on improvements provided to agencies involved

<i>Consultant is accountable for</i>	<i>Consultant is successful when</i>
	<ul style="list-style-type: none"> Guidelines for the selection and awarding of scholarships in DRM, CC or Coastal Risk Management (vocational or formal) developed in consultation with the DRM Advisor Early warning and preparedness protocols between the NDMO and the National Weather Service Office developed and tested NDMO supported in all aspects of operations and responsibilities.
2. DRM and CC stakeholder management	<ul style="list-style-type: none"> Common Incident Management System and Paper on the feasibility of establishing an emergency management volunteer scheme developed with the New South Wales Rural Fire Services Implementation of NDMO and PREP II activities in collaboration with the RMI DRM&CC Advisor, Disaster & Climate Risk Governance Advisor, Change Management Advisor, Legislative Drafter, and Emergency Communications Specialist
<u>3. Policy, programmes and projects</u>	<ul style="list-style-type: none"> Implementation of the revised institutional arrangements for disaster risk management and climate change at national and local levels supported 3-year action plan of priority activities for the NDMO developed and support to implementation provided. Action plan should include prioritised OCS recommendations from the 2016 Post Disaster Needs Assessments Terms of reference for additional human resources developed for review Community preparedness programme developed and incorporated into 3 year action plan of NDMO Deliver agreed outputs, services and outcomes to a high standard in the agreed timeframe □ Regular, relevant reports on progress, initiatives and issues provided as required Regular meetings and planning with other units of the Ministry to achieve common objectives resulted in joint activities implemented
<u>4. Response Management</u>	<ul style="list-style-type: none"> Participate on the NDMO duty team for immediate response to events as needed. Assist in the response and recovery efforts of Government as directed.

4 COMMENCEMENT AND DURATION OF ASSIGNMENT

The Emergency Management Specialist is expected to perform the services full time, over 24 months from the contract signing date. The position would be subject to a probationary period of three months. The position can be renewed after the first contract subject to performance.

The expected starting date shall not be later than 01 April 2019.

5 REPORTING OBLIGATIONS

The Emergency Management Specialist is accountable to the RMI Director NDMO for output delivery and to the SPC Deputy Director Disaster and Community Resilience Programme.

The EM Specialist will be based in the NDMO, Majuro, Marshall Islands.

The Emergency Management Specialist will submit to the Director NDMO and the Deputy Director Disaster and Community Resilience Programme the following reports:

- A work plan with detailed activities and timeline prepared in consultation with the RMI NDMO, PREP II PIU and PREP PSU within 15 working days after commencing the services;
- Completed three-monthly progress reports for review by Bank supervision missions; and
- Regular, relevant reports on progress, initiatives and issues as required by Government of RMI and SPC

In line with the PREP II implementation arrangements, outputs of the consultancy will be shared for review with the PREP PIU in RMI.

The Consultant shall adhere to the deliverables requirements in an accurate and timely manner to facilitate individual accountability per SPC's financing agreement with the World Bank.

6 KEY RELATIONSHIPS:

RMI	Director, National Disaster Management Office Deputy Chief Secretary NDMO staff PREP II Project Manager and Advisors PREP Steering and National Committees
SPC	Deputy Director DCRP PIEMA Project Manager and team

7 DATA, SERVICES, PERSONNEL, AND FACILITIES TO BE PROVIDED BY THE CLIENT

SPC will provide to the Emergency Management Specialist the Project Appraisal Document, Financing Agreement, Grant Agreement, Disbursement Letter and all the existing reports and materials related to PREP.

The Emergency Management Specialist is fully responsible for the cost of local transportation (to/from the office). If required to travel for work approved missions, the cost of travel and related expenses will be met from the PREP SPC budget.

For the duration of the assignment, the Emergency Management Specialist will be based in the National Disaster Management Office in Majuro, Republic of the Marshall Islands.

8 QUALIFICATION AND EXPERIENCE REQUIREMENTS

Education:

- Bachelor’s degree in a discipline relevant to emergency management

Essential Experience:

- At least 10 years operational experience in emergency management
- At least 5 years practical experience of emergency management issues and developments in the Pacific over the last 5 – 10 years;
- Proven leadership and experience in planning for and responding to emergencies;
- Demonstrated contributions to policy, plans and guideline formulation related to emergency management;
- Experience in establishing inter-organisational networks and partnerships at the operational level;
- Proficiency in the use of computers and office software packages (MS Project, Word, Excel, etc.)
- Excellent written and verbal communication skills in English
- Understanding of the cultures and traditions of Pacific Island Countries and ability to work within local social and cultural settings

Desirable Experience

- Experience working across different sectors and administration levels in Government and at the local level
- Applying integrated solutions to development initiatives including the leveraging of complementary donor funding

Key Skills/Attributes/Job Specific Competencies:

Expert level	<ul style="list-style-type: none"> ▪ Fluency in written and spoken English is essential to communicate with member country governments and other regional and international organizations and other stakeholders. ▪ Skills in coaching and mentoring.
Advanced level	<ul style="list-style-type: none"> ▪ Understanding of issues related to M&E. ▪ Demonstrated work in multicultural environments is an asset. ▪ Demonstrated ability to take initiative and work without supervision ▪ Ability to work as part of a small team, with a high level of interpersonal skills ▪ Flexible approach and demonstrated ability to meet deadlines ▪ Aptitude for the provision of high quality service
Working knowledge	<ul style="list-style-type: none"> ▪ Good PC based computer skills, and skills in using Microsoft Word, Excel and PowerPoint. ▪ Understanding of issues related to disaster risk management and natural hazards in the Pacific
Awareness	<ul style="list-style-type: none"> ▪ Appreciation and understanding of Pacific Cultures