TERMS OF REFERENCE

Assignment Title: Emergency Management Specialist for Marshall Islands

Reference No.: FJ-SPC-212169-CS-INDV

PACIFIC RESILIENCE PROJECT II: P163699

Location: National Disaster Management Office, Republic of the Marshall Islands
Responsible To: Director, National Disaster Management Office
Duration: 18 months
Expected start date: 15th March 2021

1 BACKGROUND

Disasters, climate and weather extremes and projected changes in climate, are increasingly recognized 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, the Republic of the Marshall Islands (RMI), and Vanuatu, along with the Pacific Islands Forum Secretariat (PIFS) and the Pacific Community (SPC). In 2017, the second Phase of the PREP became effective. This second phase is known as the PREP II. It includes two complementary, yet stand-alone projects – one implemented by RMI, and one implemented by SPC. The SPC Project provides technical assistance to RMI, with a particular focus on strengthening the capacity of the National Disaster Management Office (NDMO), conducting post disaster needs assessment and strengthening coastal resilience planning.

To support the PREP II SPC Project, SPC will contract an Emergency Management Specialist to strengthen the capacity of the RMI 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 report to SPC, but will collaborate closely with RMI to deliver the scope of services.
The Consultant will be responsible for supporting Component 1.2.1 of the PREP 2 (refer to Annex 1 of the PREP 2 Project Appraisal Document):

- Undertake a disaster management skills and capacity assessment, and gap analysis of the NDMO and, if required, other key government and local agencies involved in disaster management. An Action Plan with well designed activities, training program, terms of reference for additional human resources will be developed for long term institutional capacity.

- Help prepare position descriptions, operating procedures, training records, drills and exercises, response plans, community awareness and outreach programs. Assist the NDMO fully implement all aspects of operations and responsibilities.

- Document and further develop best practice in emergency coordination, preparedness, and response for all emergency services (fire, and rescue, ambulance, police, armed services, etc., and relevant government departments such as NDMO). Lessons and methodologies will be introduced from the PIEMA project.

- Support presentation of results of the impact forecasting hazard models developed by SPC technical teams for early warning forecasting impacts of extreme events such as storm surges and flooding. The tools will make use of the coastal hazard analysis under Component 2, and be incorporated into RMI’s multi-hazard warning platforms. The application of the models for early warning and risk assessment will need to be simple, determined from a needs assessment and be within the NDMO’s capacity to use consistently. Community awareness raising and educational programmes will also be developed to summarise the most important points about hazard and risks. The project will make concerted efforts to ensure women’s representation in decision making committees. Advice will be given on practical interventions that best reduce risks.

- Assist SPC in procurement of equipment for RMI emergency management services. Key tasks to be implemented by the consultant include identifying a prioritized list of equipment to be procured, developing technical specifications of equipment in consultation with targeted beneficiaries and participate in the evaluation process. SPC will develop the procurement documents and manage the tender process.

The Emergency Management Specialist may need to undertake additional duties pertaining to this position supporting the RMI and SPC PREP II project, as directed by the PREP 2 SPC Program Manager.

3 KEY DELIVERABLES

The performance requirements for this consultancy are summarised below.
## Intervention Areas

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<tr>
<th>1. Gap Assessment and Planning</th>
<th>Deliverables</th>
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|                               | • Disaster Management Skills capacity assessment and gap analysis of the NDMO resources (and potentially other relevant agencies involved in disaster management). Project Competency Model, or similar tool, could be used.  
• Two year Action plan for strengthening NDMO operational capacity Developed (in response to findings of capacity assessment and gap analysis). The Plan must include well designed activities (and may be informed by previous work, including the findings of the 2016 PDNA). The action plan should inform the other intervention areas/deliverables listed below. |

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<th>2. Strengthening NDMO resources</th>
<th>Deliverables</th>
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|                                | • TORS for additional human resources developed.  
• Operational training programme developed and delivered. The program should cover NDMO and relevant emergency management agencies  
• Training database for the NDMO and emergency management agencies developed and maintained. |

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<th>3. Improved Standard Operating Procedures</th>
<th>Deliverables</th>
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|                                          | • 2010 National Emergency Response Plan including Standard Operating Procedures with Ministries and Agencies reviewed and updated.  
• Standard 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.  
• Early warning and preparedness protocols between the NDMO and the National Weather Service developed and tested.  
• NDMO supported in all aspects of operations and responsibilities to the satisfaction of the NDMO Director. |

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<th>4. Emergency Response Equipment</th>
<th>Deliverables</th>
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|                                | • Prioritized equipment list and specifications for procuring fire and rescue equipment prepared (these must be in line with PREP II procurement requirements)  
• Priority equipment procured. |

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<th>5. Best Practice in Emergency Communication, preparedness and response</th>
<th>Deliverables</th>
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|                                                                     | • Best practice in emergency communication documented, and processes refined in RMI to align with best practices where appropriate. This should cover fire and rescue, ambulance and police etc. and relevant government departments such as the NDMO.  
• Implement prioritised activities under the Strategic Roadmap for Emergency Management in collaboration with key agencies.  
• Implement a common incident management system applicable to the Marshall Islands context |
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<th>Deliverables</th>
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| 6. Impact Forecasting | - Organise a number of workshops with key agencies in RMI and support the SPC technical team present results of the coastal inundation modelling work.  
- Support NDMO and other RMI stakeholders apply the models, developed by SPC, into their early warning forecasting and risk assessment work.  
- Undertake awareness on risks in relation to impact forecasting models developed by SPC. |
| 7. Support for NDMO Operations | - Regular, relevant reports on progress, initiatives and issues as required.  
- Participate in regular meetings and planning with other units of the Ministry to achieve common objectives resulted in joint activities implemented.  
- Provision of advice and support the NDMO and NEOC operations team for immediate response to events as and when needed.  
- Provision of support for response and early 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 18 months from the contract signing date. The contract may be renewed if the project is extended and subject to performance included funding availability. The position will be subject to a probationary period of two months with an expected starting date not later than 15th March 2021. The Emergency Management Specialist will be permanently based in the NDMO, Majuro, Marshall Islands. With travel restrictions due to COVID-19 the Emergency Management Specialist will work remotely, until such time travel is possible to Marshall Islands.

### 5 KEY RELATIONSHIPS

**SPC**

PREP 2 Program Manager (responsible for sign-off of contract deliverables, managing work programme and approving the monthly invoices, time sheets etc.)

Disaster Risk Management Team Leader (DRM oversight of the TOR and providing technical support)

**RMI**

Director, National Disaster Management Office (prioritise activities to inform work plans, reports).

PREP 2 Project Manager (provide technical input to identifying activities and support coordination and implementation of RMI activities).
SPC will provide 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.

Due to COVID-19 travel restrictions the consultant will be required to work full time remotely until travel to Marshall Islands is possible. 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.

7 Qualification and Experience Requirements

Education:

- Minimum Cert IV in Emergency Management or a discipline relevant to emergency management or equivalent qualification.

Essential Experience:

- At least 10 years operational experience in emergency management, including at least 5 years practical experience of emergency management issues and developments in the Pacific over the last 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;
- Excellent written and verbal communication skills in English;
- Proven coaching and mentoring skills.
- 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.
ANNEX A

Consultant’s Reporting Obligations

The Emergency Management Specialist reports to SPC (PREP 2 Program Manager), but for technical inputs, will liaise closely with the RMI PREP 2 Project Manager, based in RMI, and the RMI Director NDMO who will be a key focal point providing oversight/input to the strategic direction of the work.

The Emergency Management Specialist will submit to SPC (PREP Program Manager) and the RMI NDMO Director the following reports:

- An inception report including a work plan with detailed activities and timeline prepared in consultation with the PREP 2 Program Manager, RMI NDMO, PREP II PIU within 30 working days after commencing the services;
- Completed monthly progress reports for review by SPC PREP Program Manager in consultation with RMI counterparts and World Bank Task Team;
- Provide input to the six monthly progress reports to the SPC PREP Programme Manager and RMI PREP Project Manager;
- Assist the SPC PREP Programme Manager and RMI PIU Project Manager in the regular and timely reporting to the Regional/National Steering Committee on the status of project implementation;
- Monthly Progress Report, invoice and timesheet will need to be submitted to the SPC Programme Manager.

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.

SPC is responsible for contract management in ensuring key deliverables are achieved within stated timelines while RMI NDMO Office will coordinate with the consultant on the provision of the technical aspects of the work as listed in Section 3 of the TOR.