

TERMS OF REFERENCE: PARTICIPATORY EVALUATOR

1.0 INTRODUCTION

The Enhanced CDM Strategy and Framework (2007-2012) was developed through broad stakeholder consultation adopted by partners, and approved by the CDEMA Board and Council of Ministers in May and June 2007 respectively. The purpose of the enhanced CDM strategy is to strengthen regional and community level capacity for mitigation, management and coordinated response to natural and technological hazards and the effects of climate change.

Subsequently, the continued search to enhance the CDM implementation process included a Partners CDM Consultation, which was held on July 31, 2007. Two notable outcomes emerged:

- 1) The endorsement in principle of the establishment of a CDM Governance Mechanism addressing stakeholder management and participation in CDM implementation, which resulted in the formation of the CDM Coordination & Harmonization Council (CHC);
- 2) Confirmation of sector leads premised on the fact that advancing the disaster loss reduction agenda is dependent on capacity building for leadership, partner ownership of the process and commitments to lead mainstreaming CDM at the sector level.

The CDM governance mechanism is a young, innovative, pioneering, inter-institutional partnership and governance mechanism that allows for cooperation, coordination and participation in mainstreaming of disaster loss reduction across the region in sectors; as well as pursuing the mutually agreed Enhanced CDM Strategy and Programming Framework.

There is a desire among the CDM Stakeholders that this governance mechanism be reviewed and documented. A consultancy is being launched to undertake the review and documentation of the CDM governance process and the lessons identified. The consultancy will also examine how stakeholder needs are being addressed and the perception of stakeholders on the role and functions of the CDM CHC and Sector Sub-Committees, particularly the perception that CDEMA is the sole owner/driver of the CDM CHC rather than recognizing CDEMA as a facilitator.

2.0 OBJECTIVES OF THE CONSULTANCY

1. To document the CDM Governance Mechanism and processes;
2. To identify and document lessons learned by the CDM CHC and Sector Sub-Committees in mainstreaming DRM into donor, sector and national programming utilizing a regional inter-institutional partnership approach
3. To make recommendations for strengthening and improving the effectiveness of the CDM Governance mechanism through enhanced institutional participation, inter-institutional interaction/cooperation, and participatory governance by Council Members

3.0 SCOPE OF WORK

The Consultant undertakes to perform the services with the highest standards of professional and ethical competence and integrity. The Consultant is highly encouraged to utilize a highly participatory approach for this consultancy.

The Consultant is required to perform the following functions at minimum:

1. Review the following literature on the CDM CHC and Sector Sub-Committees, *inter alia* –
 - a. Concept paper for the establishment of the CDM Governance Mechanism – CDM CHC and the Sector Sub-Committees
 - b. Terms of References for the CDM CHC and Sector Sub-Committees
 - c. Reports of meetings of the CDM CHC and Sector Sub-Committees
 - d. Work programmes of Sector Sub-Committees
 - e. The Enhanced CDM Strategy and Programming Framework 2007-2012

The Consultant is encouraged to review the roles and functions of the committees in the context of the enhanced CDM Strategy, and document the key lessons learned as it relates to regional coordination and harmonization for implementing the strategy.

2. Map the expectations of the CDM CHC and Sector Sub-Committee members in relation to the purpose and function of the governance mechanism.
3. Assess the effectiveness of the governance mechanism for promoting coordination, harmonization, awareness, resource mobilization and rationalization amongst Partners.
4. Assess the perceptions of ownership and roles among members of the Sector Sub-Committees and the CDM CHC.
5. Identify mechanisms/tools for strengthening synergies and ownership of the process and for enhancing communication and information sharing amongst Partners

6. Examine processes for effective communication of results achieved and/or decisions made within the CDM governance mechanism to wider stakeholders.
7. Recommend processes/mechanisms for the management of the committees (CDM CHC and Sectors) to maintain strong participatory governance.
8. Identification of mechanisms/processes for addressing cross cutting/mainstreaming issues of CDM including gender, climate change and Information Communication Technology (ICT).

4.0 RESULTS AND DELIVERABLES

4.1 The consultant will provide:

- 4.1.1 An inception report which details the methodology/approaches and timelines associated with this consultancy. This should include instruments such as questionnaires to be utilized during the consultancy. To be submitted within two (2) weeks of signature of contract.
- 4.1.2 A draft report on the findings of the analysis. This report should include key recommendations for - enhancing coordination, communication, information sharing, harmonization, synergies and ownership among partners; plan of action for the management of the committees; and operations manual to guide the functioning of the committees. To be submitted within five (5) weeks of signature of contract.
- 4.1.3 The final report of the analysis, based on comments received from CDM Partners and the CDEMA CU.

5.0 LEVEL OF EFFORT

Activity	Man Day
i. Preparation of inception report, including data collection tools	3
ii. Interviews with stakeholders, including other modes of data collection from CDM CHC and Sector Sub-Committee members. **This may also take on the format of facilitating a workshop to garner information.	15
iii. Preparation of first draft of report	5
iv. Preparation of final report based on comments received	2
TOTAL	25

6.0 INPUTS OF THE CDEMACOORDINATING UNIT

- 6.1 CDEMA will provide technical comments and feedback on the outputs of the Consultancy;
- 6.2 Support the organization of relevant meetings, teleconferences between the Consultant and Partners;
- 6.3 Provide oversight in the roll out of the consultancy.

7.0 CONSULTANT REQUIREMENTS

QUALIFICATIONS

- 7.1 A Masters degree in Organizational Management and Communications or equivalent

GENERAL PROFESSIONAL EXPERIENCE

- 7.2 Experience in participatory management
- 7.3 Execution of organizational assessments
- 7.4 Familiarity/experience with multi-stakeholder mechanisms

SPECIFIC PROFESSIONAL EXPERIENCE

- 7.5 Minimum 5 years experience facilitating organizational assessments/ participatory appraisal with organizations to analyze problems and opportunities for enhanced collaboration and harmonization
- 7.6 Minimum 3 years experience in communications

8.0 DURATION

Work is expected to start by **March 8, 2010** and conclude by **May 31, 2010**.

The Consultant may be an individual or company and should be able to assume duties by March 8, 2010. The Consultancy is scheduled to last for approximately two (2) months.

A technical and financial proposal based on the Terms of Reference outlined above must be provided by no later than close of business on **February 15, 2010**.

The proposal must include full Curriculum Vitae for each member of the proposed team. Further information may be obtained from **Ms. Saudia Rahat** (saudia.rahata@cdera.org) at the CDEMA Coordinating Unit (CU). Please send applications to the address below.

**Attention:
Ms. Cisne Pascal, Programme Coordinator,
CDM Harmonized Implementation Programme.**

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