

**TERMS OF REFERENCE**

**CONSULTANCY TO DESIGN AND DELIVER A LEADERSHIP AND STRATEGIC PLANNING TRAINING COURSE  
FOR DISASTER RISK REDUCTION LEADERS IN THE CDEMA PARTICIPATING STATES**

**1.0 BACKGROUND**

Recent global disaster events have generated a swell of awareness for ex ante interventions to reduce the extensive losses of life and property that can occur in these instances. The opportunity is therefore ripe for transforming that public and political awareness into changes in policy, attitudes and behaviour. To grasp this opportunity requires that the Disaster Risk Reduction (DRR) focal points in the CDEMA Participating States (PS) are equipped with the appropriate information, knowledge and tools to lead the conversion.

To this end, CDEMA with the financial support of the Australian Agency for International Development (AusAID) is seeking to develop and deliver a training course to senior officers of the national disaster systems of the CDEMA PS with advanced skills and tools to lead national DRR programmes.

**2.0 OBJECTIVES OF THE CONSULTANCY**

The Consultancy would involve the:

- 2.1 Design of a five (5) day leadership and strategic planning training course for DRR leaders. The topics to be included would be related to:
  - i. Leadership,
  - ii. Strategy development,
  - iii. Advocacy, and
  - iv. Associated leadership tools such as programme design, stakeholder mobilization and management, resource mobilization, proposal writing, and monitoring, evaluation and reporting.
- 2.2 Delivery of the course in four (4) sub-regional workshops.

**3.0 SCOPE OF WORKS**

The Consultant will design the materials and deliver the course. The Consultant is required to perform the following functions at minimum:

- 3.1 Review other related existing course materials;
- 3.2 Set measurable knowledge, skill and attitude related training objectives which will facilitate successful planning, development and evaluation of the training;
- 3.3 Prepare and organize training content linked directly to the training objectives;
- 3.4 Propose appropriate training methods to ensure the most effective delivery of the training content;
- 3.5 Prepare draft materials and present to the CDEMA Coordinating Unit (CU) for review;
- 3.6 Prepare final materials based on feedback from the CDEMA CU;

- 3.7 Prepare a strategy plan and implementation approach for the training material and its delivery and evaluation; and
- 3.8 Deliver the training course in four (4) sub-regional workshops.

#### **4.0 RESULTS AND DELIVERABLES**

The Consultant will provide:

- 4.1 An Inception Report which details the methodology/approaches and timelines associated with this consultancy to be submitted within two (2) weeks of signature of contract.
- 4.2 A draft Course, including the major elements described in 3.0 above, and a strategy plan and implementation approach to be submitted within ten (10) weeks of signature of contract.
- 4.3 A final training course, based on feedback from the CDEMA Coordinating Unit (CU), to include completed training module materials, within sixteen (16) weeks of signature of contract.
- 4.4 Delivery of the course in four (4) sub-regional workshops within six (6) months of signature of contract.

#### **5.0 INPUTS OF THE CDEMA COORDINATING UNIT**

- 5.1 The CDEMA CU will provide technical comments and feedback on the outputs of the Consultancy;
- 5.2 Provide contact information and letters of introduction to facilitate relevant consultations between the Consultant and relevant stakeholders;
- 5.3 Provide logistical support for the implementation of the sub-regional workshops, specifically selection of venue and making travel and accommodation bookings for participants;
- 5.4 Provide airfare and per diems for two (2) facilitators to deliver the course material at four (4) sub-regional workshops;
- 5.5 Provide financial support for reproduction of course materials.

#### **6.0 CONSULTANT QUALIFICATIONS AND EXPERTISE**

- 6.1 Minimum of a postgraduate degree in a related area.
- 6.2 Successful completion of a recognized instructional techniques course.
- 6.3 At least five (5) years practical training and facilitation experience.
- 6.4 Examples of course materials developed.
- 6.5 Proficient in English with considerable experience in preparing good quality documents.
- 6.6 Knowledge of disaster risk reduction issues would be a distinct asset.
- 6.7 Ability to provide certification for course participants associated with a recognized institution will be a distinct asset.

#### **7.0 DURATION**

Work is expected to start by October 1, 2010 and conclude by March 31, 2011. The Consultant may be an individual or firm and should be able to assume duties by October 1, 2010. The Consultancy is scheduled to last for approximately six (6) months.

## **8.0 FEES**

The maximum amount available for the Consultancy as detailed above is **USD 25,000.00**. As indicated in 5.0 above, the CDEMA CU will cover workshop costs including, travel and per diems for participants and facilitators, venue, meals and reproduction of materials.

Expressions of Interest (EOIs) for provision of the Consulting services based on the Terms of Reference above must reach the CDEMA CU by no later than close of business August 17, 2010 via email or by regular post. EOIs should indicate key expertise and experience of prospective team members relevant to the Consultancy, including full Curriculum Vitae and availability for the duration stated in TOR. Shortlisted individuals/firms will be invited to submit technical and financial proposals.

Further information may be obtained from Mrs. Sharon Layne-Augustine (Sharon.l-augustine@cdema.org) at the CDEMA Coordinating Unit (CU).

Please send EOIs to the address below.

Attention:  
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