



Annex -1-

Terms of Reference (TOR)

Project Name: Support to PM office-Strengthening Disaster Risk management capacities - 0071806

Reference Number: DRM 04-2012

Subject: Procurement of International Consultant services to develop the curriculum on DRR.

1. Background

Earthquakes pose key risks to Lebanon, which has historically experienced severe losses from seismically induced disasters. The country has also experienced tsunamis generated by earthquakes. The country suffers from localized droughts and floods. Disaster Risk Reduction is a government priority, however, with more emphasis on post-disaster response. The establishment of appropriate policy and legal frameworks and strategies and the improvement of coordination mechanisms among national and international organizations are also important gaps that require further support.

In this context, UNDP Lebanon launched in 2010 a project, “Strengthening Disaster Risk Management Capacities in Lebanon”, based in the Prime Minister’s Office, which aims to improve the Government’s capacities in disaster preparedness and to support the elaboration of a National Strategy for Disaster risk Management. An important component of the project is to strengthen the knowledge and expertise of key national institutions in disaster preparedness and prevention.

To this end, UNDP undertook in 2011 an assessment of existing training programmes and facilities focused on disaster management and disaster risk reduction. The main findings of the assessment were that there are a range of important subjects of DRM for which no training programme or facilities exist in Lebanon. The training needs in Lebanon are:

- . Emergency Response/ Crisis Management
- . Disaster Mitigation and Prevention
- . Public Safety

On this basis, a DRR training strategy was developed and intends to provide a blue print for the human resource development for DRR in the country, with a focus on the integration of DRR into the curriculum of existing training facilities in Lebanon. In this context, the DRM unit is in process of recruiting a consultant to develop a training programme for the Lebanese Army Forces and the National School of Administration, targeting respectively the Army and civil servants.

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2. Scope of Work, Responsibilities and Description of the Proposed Analytical Work

Under the overall supervision of the project manager, and in partnership with the Training Institute within the LAF, and the National School of Administration, the consultant will undertake the following tasks:

1. Review existing training materials developed in Lebanon, in the region and globally on the areas covered by the proposed curriculum.
2. Prepare a Participant's workbook for the Course. The participants workbook shall include the following for each topic:
 - a. Learning Objectives for the Module
 - b. Learning Objectives for the Session
 - c. Technical write up on each session (4-5 pages), explaining the key concepts related to the topic/session
 - d. List of sources for further reading for each session
3. Prepare a Trainer's Guide for the Course in line with the following Outline:
 - a. Teaching Objectives for the Module
 - b. Teaching Objectives for each session
 - c. Write up on methodology for delivering each session – along with key concepts of each topic/session
 - d. Materials required to conduct the session
 - e. Time duration of the session
 - f. Sources for reading on the topic
4. Revise the draft curriculum, based on comments received from the Project Manager and the relevant national partners
5. Design, with UNDP and the two national partners, the programme for a training of trainers (ToT) where the draft curriculum will be piloted and an initial group of trainers trained on DRR related issues.
6. Facilitate and support the implementation of the ToT with UNDP and the two national partners.
7. Finalize the curriculum based on lessons learnt from the ToT.

3. Qualifications Required

Title: DRM CURRICULUM DEVELOPMENT CONSULTANT

The Individual Consultant should possess the following minimum qualifications:

I- Academic Qualifications:

- Advanced university degree in the area of disaster risk management or relevant field

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II- Years of Experience:

- At least 5 years experience in disaster risk management;
- At least 5 years experience in designing and conducting DRR training courses for government officials, NGOs and other stakeholders;
- Knowledge of the Lebanese context and previous work in similar fields in Lebanon is a must;
- Excellent writing skills and previous experience in writing training manuals and materials in Arabic;
- Experience and knowledge about UNDP's approach to DRR capacity development;

III- Languages :

- Fluency in oral and written Arabic and English

IV- Competencies:

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Has the ability to produce high quality documents and reports according to strict timeframes;
- Proven ability to synthesize and summarize complex information;
- Must have the maturity to handle confidential information;
- Excellent technical knowledge and conceptual understanding about the establishment and management of national/provincial/state response systems;
- Excellent training and facilitation skills;
- Ability to work with government officials and other technical agencies; and
- Excellent skills in technical writing.

4. Duration of Contract

6 months from contract signature

5. Schedule of Implementation

ID	Task Name	Duration
	Task 1: Review Existing training material developed in Lebanon	1 month
	Approval of Task 1	1 month after contract signature
	Task 2: Draft participants workbook and submit to UNDP	2 months



Approval of Task 2	3 months after contract signature
Task 3: Draft a Trainer's Guide and submit to UNDP	2 months
Approval of Task 3	3 months after contract signature
Task 4 Based on PM and other stakeholders revise participants workbook and trainer's guide	1/2 month
Approval of Task 4	3&1/2 months after contract signature
Task 5: Design the ToT	1&1/2 months
Approval of Task 5	5 months after contract signature
Task 6: Support and facilitate the implementation of the ToT	1&1/2 months
Approval of Task 6	5 months after contract signature
Task 7: Submission of final draft of curriculum based on lessons learned from ToT	1 month
Approval of Task 7	End of contract

6. Deliverables:

- Draft Participants workbook and Trainer's Guide.
- Design TOTs.
- Facilitate TOT.
- Final curriculum.

7. Reporting

All deliverables should be submitted in one original and two copies including two soft copies on CDs.

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