

Terms of Reference: Emergency Preparedness Training Material

The ALERT Project

Background

The ALERT project is a START Network project led by HelpAge International and supported by a consortium of humanitarian agencies and academic institutions (Islamic Relief, Handicap International, Care International, Concern Worldwide, HelpAge International, Coventry University). With support from the Department for International Development (DFID), the ALERT project is part of an ambitious suite of projects joined together as the Disasters and Emergency Preparedness Programme (DEPP) which is designed to develop decentralized initiatives to capacity building and to improve the quality and speed of humanitarian response in countries at risk of natural disaster or conflict related emergencies.

Being prepared to respond to an emergency is essential to reducing disaster related deaths and suffering. Whilst humanitarian agencies have made significant progress in their approaches to emergency preparedness, evidence suggests that they continue to be inadequately prepared to respond within the first hours of a disaster striking.

Project Objectives

How prepared agencies are to respond to a disaster can often mean the difference between life and death for those affected. Improving preparedness means, when a disaster strikes agencies have the necessary resources for an immediate, effective, appropriate response and the individuals responsible know how to use those resources.

The ALERT Project aims to contribute toward an improvement in effective delivery of humanitarian assistance to disaster-affected communities. The outcome of the project will be to increase emergency preparedness of humanitarian agencies and provide the humanitarian community with an information management platform that facilitates an increased level of emergency preparedness and maintains their operational preparedness at a consistent and appropriate level. Since July 2017 the Platform has been rolled out and stakeholders set up and trained in its use. The subsequent use of the Platform and feedback from that use has fed into a final version of the software currently in development.

Training and testing has taken place in five countries (Philippines, Bangladesh, Pakistan, Kenya and Mozambique) as well as at an International level with donors and INGO headquarters.

How the Platform Operates

The ALERT software platform aims to ease the burden of emergency preparedness by providing an information management system for the entire preparedness process. As a transparent system, humanitarian agencies (including international NGOs, national NGOs, local actors and donors) have the capability to see and collaborate on the preparedness planning information of their country offices, partners and other agencies.

The ALERT approach to managing emergency preparedness has been modelled on the Inter-Agency Standing Committee Emergency Response Preparedness process and adjusted based on consultation with NGOs. The steps incorporated in the preparedness process are:

- Risk ranking and risk indicator monitoring
- Scenario development and planning for the first stage of a response
- Creating and maintaining minimum preparedness actions
- Creating advanced preparedness actions (response ready actions)
- Managing communication in the event of imminent disaster situations

The roll out of the ALERT platform started in July 2017 and is still ongoing. Through the roll out process so far we have identified a need an improved set of training materials to use in face-to-face training. The pre-existing material and experience of the team in conducting the training provides the majority of the content for the training sessions, however we will require some facilitation in the development of exercises for some of the sessions e.g. planning for the development of MPAs in your organisation.

Purpose of the Consultancy

The ALERT Consortium is now seeking a consultant with expertise in emergency preparedness capacity building, with particular knowledge of the IASC Emergency Response Preparedness Process as well as experience working with NGOs to improve their preparedness practice.

The Consultant will support the ALERT team with a piece of work reviewing and refining the training materials and activities for:

- Risk Ranking
- Risk Indicator Monitoring
- Developing Minimum Preparedness Actions
- Country Profile background information to aid desk top simulation exercise

The target audience for the training is individuals and teams from organisations with little or no established emergency preparedness processes (less likely to be INGOs and more likely to be local or national NGOs).

Deliverables of the Consultant

1. Review of current training workshop materials for the sessions outlined above as well as the workshop feedback and experience of the ALERT facilitators
2. Devise improved training workshop activities for the target audience
3. Draft facilitators guide and associated workshop materials (PowerPoints and handouts) for use in the ALERT training package (final versions will be edited for final release by the ALERT team)

Timeline

The consultant will be providing the final material to the ALERT team by the 15th of January.

We expect that this work will take no longer than 5 days

Profile of the consultant

Essential

- Appropriate university academic qualification
- Minimum of 3 years of experience of working on adult training
- Good knowledge of the IASC ERP approaches
- Experience of delivering capacity building workshops in emergency preparedness
- Experience working with national and local NGOs for emergency preparedness or humanitarian response
- Proven experience as trainer and facilitator
- Fluent in English language

Expression of interest

Expressions of interest are sought from applicants meeting the criteria above. These should be addressed to Saffi Jones at the following address: saffi.jones@helpage.org no later than COB Tuesday 2nd January.

Expressions of interest should include:

- A short (maximum one page) cover letter addressing the profile criteria above
- CV (maximum 3 pages) outlining his/her experience
- An outline plan for delivering the brief including deadlines for key deliverables and a financial proposal (providing cost estimates for services rendered including daily consultancy fees).