



## **Annex 2 - TERMS OF REFERENCE**

**Version 2**

**September 2021**

**FOR THE CONSULTANCY CONTRACT OF:** DRR and EC Management Capacity Building Consultant

1. **Duty Station of the Consultancy:** Suva, Fiji
2. **Duration of Consultancy:** 6 months
3. **Nature of the consultancy:** A proficient and experienced capacity building professional is needed to support IOM Fiji to support the development of training modules on Evacuation Centre Management, promote integration with Community-based Disaster Risk Management training programme and support the rollout of trainings with key stakeholders across Fiji. The role is expected to span over 6 months and provide day-to-day support to the Humanitarian Programme in terms of DRR and Evacuation Centre Management capacity building.
4. **Project Context and Scope:**

Fiji is vulnerable to floods and tropical cyclones (TCs). These hazards have already caused serious disruptions to the country including human, material, economic and environmental losses. In 2016, Tropical Cyclone Winston displaced 62,000 people, or 6% of Fiji's total population. IOM recognizes that a natural hazard results in a disaster when the event exceeds the ability of the affected community or society to cope using its own resources. Acknowledging these challenges, IOM will work in partnership with the Government of Fiji through the National Disaster Management Office (NDMO) and Save the Children Fiji to prioritise building Fijian communities' resilience to minimise the impact of hazards. Through this focus on resilience, the project aims to strengthen, support, and build on the preparedness and capacity of communities and families to break recurrent cycles of displacement.
5. **Organizational Department / Unit to which the Consultant is contributing:** *IOM Fiji Humanitarian Programme – DR.0064 Strengthening National and Community Resilience to Disaster and Displacement Risks in the Republic of Fiji*
6. **Tasks to be performed under this contract:**
  - a) Support and provide technical guidance in consultations with NDMO on current evacuation centre management guidelines, policies, procedures, and training manuals.
  - b) Support and provide technical guidance in consultations with NDMO on current community-based disaster risk (CBDRM) management guidelines, policies, procedures, and training manuals, especially as they relate to EC

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**Headquarters:**

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management and early warning systems.

- c) Conduct a comprehensive stakeholder mapping of actors working in evacuation centre management, CBDRM, and EC construction/retrofitting.
- d) Conduct community consultations in areas that IOM is actively engaged in evacuation centre construction and retrofitting to inform the contextualization of IOM training materials.
- e) Support the contextualization, in coordination with IOM experts, of EC Management training of trainer (TOT) modules and any amendments needed to CBDM training packages
- f) Support a creation of a working group to the review and validate training packages
- g) Draft Standard Operating Procedures in line with the EC Management Training Packages
- h) Support the rollout of EC Management and CBDRM trainings with master trainers (TOT) and with target communities (tentatively 8 communities across Fiji)
- i) Development of a comprehensive workplan based on the above tasks, and incorporating feedback from consultations with internal and external partners.

## 7. Performance indicators for the evaluation of results

Deliverables are to be provided by email to the Humanitarian Programme Manager, including brief written summaries of deliberations and meetings with key stakeholders and experts. Monitoring of key deliverables of tasks will be over email based upon the above responsibilities.

The responsibilities listed above are expected to be delivered over the course of 6 months. Any deviation in the achievement of these task will be mutually agreed over email. Total workload will be monitored by Humanitarian Programme Manager and timeline for the delivery of these tasks may be adjusted based on mutual agreement and approval of the IOM Fiji Mission, in line with its policies and procedures.

## 8. Education, Experience and/or skills required

1. Master's degree in Humanitarian Affairs, Political Science, Construction, Architecture, International Relations, or any other relevant fields
2. At least ten years of relevant professional experience in disaster preparedness and response.
3. Experience in capacity building programme and in the development of training modules.
4. Experience in disaster risk reduction, emergency planning and preparedness, or camp coordination and camp management.
5. Work experience in developing contextualized training modules
6. Experience in infrastructure design in developing and/or island contexts is preferred.
7. Experience in working with government, UN, and/or non-profit organisations in Fiji or other Pacific Island countries.
8. Comprehensive knowledge of International Standards for Shelter, CCCM and WASH, especially in respect to the SPHERE and MEND standards.

## 9. Travel required

Travel within Fiji when mutually agreed and in line with IOM's travel policies.

## 10. Competencies

### Values

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **Integrity and transparency:** maintains high ethical standards and acts in a manner consistent with

organizational principles/rules and standards of conduct.

- **Professionalism:** demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.
- **Courage:** demonstrates willingness to take a stand on issues of importance.
- **Empathy:** shows compassion for others, makes people feel safe, respected and fairly treated.

#### Core Competencies – behavioural indicators

- **Teamwork:** develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- **Delivering results:** produces and delivers quality results in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes.
- **Managing and sharing knowledge:** continuously seeks to learn, share knowledge and innovate.
- **Accountability:** takes ownership for achieving the Organization's priorities and assumes responsibility for own actions and delegated work.
- **Communication:** encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

#### 11. Other

- Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
- Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.
- A prerequisite for taking up the position is legal residency in the country of the duty station and work permit, as applicable.
- Vacancies close at 23:59 local time Suva, Fiji on the respective closing date. No late applications will be accepted.

#### 12. How to apply

Interested candidates are invited to submit their applications via email to [kdevi@iom.int](mailto:kdevi@iom.int) by Sunday, 10 December 2023 at the latest.

Applicants must provide all the following documents within their application.

- A. CV (maximum three pages)
- B. Cover letter, including details of availability.

Only shortlisted candidates will be contacted.