

TERMS OF REFERENCE

TRAINING ON EMERGENCY PREPAREDNESS PLANNING IN GAZIANTEP - TURKEY

Organization	NEAR - Network for Empowered Aid Response, www.near.ngo (Hosted by Adeso - African Development Solutions, www.adesoafrica.org)
Study/Assessment Topic	Training on Emergency Preparedness Planning
Reporting To	Capacity Strengthening Officer - Middle East
Working With	Programs Manager and NEAR Secretariat
Starting Date	September 2018
Closing Date	October 2018

ABOUT ADESO

Adeso is an expanding and vibrant African based international development and humanitarian organization. At Adeso, we work with African communities who are yet to realize their full potential; working inside these communities to create environments in which Africans can thrive. Our belief that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming. We work to prevent and overcome situations that adversely affect community well-being by: reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy.

ABOUT NEAR NETWORK

Adeso together with other local and national NGOs have come together to form a global network which was launched in May 2016 at the World Humanitarian Summit in Istanbul, Turkey. The network, NEAR (Network for Empowered Aid Response), is a movement of local organizations with a bold ambition - to reshape the top-down humanitarian and development system to one that is locally driven and owned, and is built around equitable, dignified and accountable partnerships.

CONTEXT

Now in its seventh year, the conflict in Syria continues to be characterized by hostilities and violence resulting in further loss of life, destruction, refugee flows and internal displacement.

While emergency preparedness is essential to reduce deaths and suffering, improving emergency preparedness plans will provide agencies with the necessary resources for an immediate, effective, appropriate response and ability to use those resources within the first hours of a disaster striking.

Within this complex and challenging environment, NEAR will continue to strengthen the capacities of its local partners to ensure an effective and adapted response that meets the ongoing and evolving needs of Syrian people affected by the crisis.

CAPACITY BUILDING PROGRAM IN TURKEY

NEAR is working with 10 organizations in Turkey and carried out self-assessments of six organizations based on Organizational Development Assessment (ODA) criteria which NEAR is trying to promote.

NEAR strongly believes that national and local organizations cannot be sustainable until they develop their internal systems some of the key aspects which we have looked at as part of the ODA approach are Leadership, Financial Management, Human Resources, External Relationship & Sustainability and Project Evaluation.

Another cross cutting issues we found out is most of the organizations do not have enough abilities on Emergency Preparedness Planning for an effective delivery of humanitarian assistance to affected communities. We believe conducting a training program on emergency preparedness planning will foster organizations' growth while improving their humanitarian preparedness and response.

OBJECTIVE OF THE TRAINING

- To familiarize the concepts of emergency preparedness and its importance, response planning and risk reduction through risk analysis as well as identification of likely emergency scenarios in Syrian crisis context.
- To provide template and guidelines for the development of an Emergency Preparedness Plan that corresponds to the local and regional disaster management.
- To learn practical tools, and skills for emergency response plans in line with scenario analysis, strategies and management such as evacuation, medical emergencies, security, capacity gap analysis, pre-positioning supplies, establishing relationships with donors, budgeting and fundraising, quality and accountability considerations, and communication methods with decision makers before during and after emergencies.
- To provide follow-up support through face to face sessions and remote communication on developed emergency preparedness plans upon completion of the training to ensure it will lead to effective humanitarian response. This action to start after the training until the closing date of the report, and includes all sessions needed for each organization to complete its Emergency Preparedness Plan (a minimum of two sessions).

DELIVERABLES

- Provide three days comprehensive training in Gaziantep to all direct and indirect partners of NEAR Capacity strengthening program.
- Provide various tools and guidelines to help partners draft their emergency preparedness plans.
- Provide post training report inclusive of baseline assessment of partners and participants' training evaluation forms.
- Provide follow up along with notes and relevant progress reports for evaluation.
- Provide a minimum of two follow-up support sessions to each partner to review the organization preparedness plan until final drafts are completed by six direct organizations in Turkey, by end of the consultancy date.
- Work in collaboration with Capacity Strengthening Officer for support to organizations in developing their emergency preparedness plans.

This list of responsibilities is by no means exhaustive and summarizes the initial proposal submitted.

SKILLS AND QUALIFICATIONS

- High level of expertise in working and conducting training programs on emergency preparedness and humanitarian response with national and local NGOs.
- Expertise in understanding of Humanitarian Emergency Response and operating context, especially the Syrian context, including program management, humanitarian system, donors, security and civil and political liaison.
- Proficiency in reinforcing the institutional capacity needed to formulate comprehensive emergency preparedness and management plans in the national and regional context.
- Languages: Arabic and English.
- Mobility: possibility to travel to Gaziantep - Turkey.

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Please note: This ToR is intended to convey information essential to understanding the scope of the assignment and the general nature and level of work performed by consultants within this job. The ToR is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

APPLICATION PROCESS

All applications should be sent to jobs@near.ngo by **10th September, 2018** with **“Training on Emergency Preparedness Planning”** on the subject line. The selection committee will review all applications as they arrive. All applicants must meet the minimum requirements described above, and those unable to meet these requirements will not be considered.

Each application package should include the following:

- Cover letter with the applicant's current contact information. The letter should be no longer than two pages;
- Proposal for the consultancy assignment with methodology; addressing the selection criteria including how the candidate's previous experience matches the consultancy objectives as well as their interest for the position.
- Company or the bidding firms profile for review.
- CV of the consultant (including detailed work experience, education/degrees, and details of similar assignments)
- Professional References (minimum of three, with complete contact information).

All applicants must meet the minimum requirements described above. Only short listed candidates will be contacted. Adeso is an equal opportunity employer.