

Terms of Reference

Job Title: National Consultant to deliver training on the active methods of teaching for the Civil Protection and Emergency Services Training centers

Project Reference: Moldova Disaster and Climate Risk Reduction Project

Duration of Employment: 05 November 2014 – 15 February 2015

Contract type: Individual Contract

Expected workload: 20 working days, home based

BACKGROUND

Moldova's economy, population, and environment are highly exposed and vulnerable to climate variability and change and different kinds of natural hazards, including drought, floods, severe weather, earthquakes, and landslides. Average annual losses from hydrometeorological hazards comprise around three percent of GDP (if the 2007 drought is factored into the annual average). They have a severe impact upon the rural population of Moldova, which makes up around 60% of the total and depends largely upon agriculture for their livelihood. Overall annual losses from geophysical hazards account for 0.9% of GDP. These primarily threaten infrastructure, homes, and public buildings.

The Moldova Disaster and Climate Risk Reduction Project, Phase II, is a 3 year project (October 2013 – September 2016), funded and implemented by UNDP. During the first phase of the project a gradual shift of focus from traditional disaster response towards a more comprehensive approach to Disaster and Climate Risk Management oriented at prevention and preparedness could be observed. Building on this, the second phase will put emphasis on developing disaster risk management capacities, raising awareness of the general population and policy- and decision makers and increasing the level of knowledge of practitioners.

The main objective of the 2nd phase of the project is to reduce disaster and climate risks in Moldova through the development of national and local risk management capacities. Outputs in support of this objective are as follows:

1. *Coordination, planning, and monitoring capacities enhanced to execute the National Disaster Risk Management Strategy*
2. *Key stakeholders and society have improved DRR awareness and knowledge, as well as strengthened ability to develop own capacity*
3. *Regional and Local level risk management replicated and upscaled in Moldova*

The main implementing partners of the Project are the Civil Protection and Emergency Situations Service of the Ministry of Interior and its affiliated training centers, Ministry of Environment, Ministry of Health, Crisis Medicine Training Center, Ministry of Education, LPAs, NGOs and CBOs. Civil Protection and Emergency Situations Service has three training centers located in Chisinau, Balti and Cahul. They provide educational courses to representatives of Local Public Authorities, private companies, teachers, etc. In order to diversify the teaching methods and approaches used during the educational process the Projects seeks for National Consultant to strengthen the capacities of the personnel of the training centers.

OBJECTIVES AND SCOPE OF THE ASSIGNMENT

The overall objective of the assignment is to support the Training centers of the Civil Protection and Emergency Situations Service in incorporating and applying innovative teaching methods in the training programs, including adults' learning approaches and use of IT technologies in the education process.

It is expected that the Consultant will:

1. Conduct a needs assessment to identify the training needs' in innovative teaching methods used by personnel of the Trainings Centers;
2. Develop and conduct a training to the training centers' personnel in applying innovative teaching methods (4 days), including the design of the materials for participants to address the identified needs of the trainees;
3. Prepare a work schedule and a final report and submit them to UNDP and Civil Protection and Emergency Situations Service of the Ministry of Interior (CPRESS).

RESPONSIBILITIES OF THE ASSIGNMENT INCLUDE:

1. Conduct a needs assessment to identify the training needs' methods used by personnel from the Trainings Centers:
 - a. Develop and describe the methodology for the needs assessment for three Training Centers (Chisinau, Cahul, Balti). The needs assessment should be done in close cooperation with the Project and Civil Protection and emergency Situations Service.
 - b. Perform the needs assessment and prepare the report.
2. Develop and conduct a training to the training centers' personnel in applying innovative teaching methods (4 days), including the design of the materials for participants to address the identified needs of the trainees:
 - a. Based on the findings of the needs assessment, develop a training module on innovative teaching methods (4 days) including the design of materials for participants. Based on consultations with Training centers' staff, support in incorporating the methods in their training curricula/training supporting documents.
 - b. Conduct the training on the use of innovative teaching methods (tentatively in the second half of December 2014) to the personnel of the three training centers (up to 20 persons).
 - c. Prepare the training report.
3. Prepare a work schedule and a final report and submit them to UNDP and Civil Protection and Emergency Situations Service of the Ministry of Interior (CPRESS).
 - a. Prepare a work schedule and detailed methodological approach for the implementation of the assignment.
 - b. By the end of assignment, prepare final report on accomplished work, lessons learned, and recommendations for further implementation and next steps to be taken.

Deliverables

- Detailed work schedule and methodological approach for the implementation of assignment submitted and approved.
- Methodology for the needs assessment developed, assessment conducted and the report submitted.
- Training package on applying of innovative teaching methods submitted and approved.
- Training on application of innovative teaching methods conducted.
- Final report for the implementation of assignment submitted.

DELIVERABLES:

Deliverable/milestone	Indicative timeframe
<u>1. Detailed work schedule and methodological approach for the implementation of assignment submitted and approved.</u> <i>2 days</i>	November 7, 2014
<u>2. Methodology for the needs assessment developed, assessment conducted and the report submitted.</u> <i>7 days</i>	November 15, 2014
<u>3. Training package on applying innovative teaching methods submitted and approved.</u> <i>4 days</i>	November 25, 2014
<u>4. Training on application of innovative teaching methods conducted.</u> <i>5 days</i>	December 25, 2014
<u>5. Final report for the implementation of assignment submitted.</u> <i>2 days</i>	February 15, 2015

Duration: 20 working days, through 05 November 2014 – 15 February 2015

PAYMENT SCHEDULE:

50% - upon submitting the detailed work schedule and the methodology for the assignment, conducting needs assessment and developing the content and materials for training (deliverables 1,2,3) (not later than 10 December, 2014);

50% - upon completing the assignment (not later than February 15, 2015).

MANAGEMENT ARRANGEMENTS

The National Consultant will work under the guidance of UNDP Project Manager. He/she will also work closely with the Civil Protection and Emergency Situations Services, respective national partners, including state institutions, local authorities, civil society and international organizations.

QUALIFICATION REQUIRED:

- Advanced university degree in education, social sciences, or other relevant field.
- At least 5 years of progressively experience in training and capacity building.
- Profound knowledge of IT tools in education.
- Knowledge of disaster risk management would be a strong advantage.
- Extensive professional experience in Europe and East Europe would be a strong asset.
- Excellent proven skills in analysis, negotiations and leadership and overall diplomatic skills.
- Good organizational, time management and facilitation skills.
- Proven experience on preparation of written reports in an accurate and concise manner, and public presentation skills.
- Fluency in written and spoken English and Russian/Romanian is required for this assignment.

Documents to be included when submitting the proposals:

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal explaining why they are the most suitable for the work;
2. Financial proposal;
3. Personal CV including past experience in similar projects and at least 3 references or the dully filled Personal History Form (P11).