

Terms of Reference

Consultant: Pacific Humanitarian Partnership Meeting Coordinator (Fiji Nationals)

Contract Start date: 11th July, 2016

Contract Duration: 50 days

Duty Station: OCHA Office in Suva, Fiji

The Office for the Coordination of Humanitarian Affairs (OCHA) is the part of the United Nations Secretariat responsible for mobilizing and coordinating effective and principled humanitarian action in partnership with national and international actors. The OCHA Regional Office for the Pacific (ROP) is located in Suva, Fiji, and supports 14 Pacific Island countries in emergency response and preparedness through the Pacific Humanitarian Team (PHT), a unique collaboration of key humanitarian actors that provide assistance across the Pacific Islands.

Background

OCHA ROP holds an annual regional meeting of a Pacific Humanitarian Partnership (PHP) group incorporating the PHT and other stakeholders in the Pacific. The aim is to promote international, regional and national best practice and to build on lessons learned in recent emergency responses and inter-agency preparedness activities around the region. The meeting brings together over 100 humanitarian actors from Governments, UN agencies, Red Cross, NGOs and civil society organizations across the region.

This year, the PHP meeting will be held in Suva from 19-21 October and will be part of a broader program of three back-to-back events:

- 18 October: ACP-EU BSRP Project Regional Steering Committee Meeting (SPC)
- 19 - 21 October: Pacific Humanitarian Partnership meeting (UNOCHA)
- 24-26 October: Pacific Platform for Disaster Risk Management (UNISDR & SPC)

Scope of work

Under the supervision of the Head of Office, the consultant is required to oversee the coordination, preparation and facilitation of the PHP meeting. The scope of work is outlined below:

Outline – Note the allocation of days is tentative and can be discussed.	Days	Location
<u>Phase 1: Design and initiation</u> The consultant will work full-time (2.5 days per week) from 11 to 31 July 2016 to develop detailed plans for the management of the event and the content development process.	11	Suva
<u>Phase 2: Preparation</u> The consultant will work full-time (2.5 days per week) from 31 July to 18 October 2016 to coordinate all preparations for the event.	27	Suva
<u>Phase 3: Event coordination and facilitation</u> The consultant will oversee coordination and facilitation of the PHP meeting, including coordination with side events from 18 to 26 October 2016.	7	Suva
<u>Phase 4: Follow-up and reporting</u> The consultant will finalise post-event administration and documentation, including drafting the final meeting report from 26 October to 8 November 2016.	5	Suva
Total days	50	

Key deliverables

Phase 1: Design and initiation

- Overall event workplan and detailed task list developed
- Finalised event concept note, including themes, focus areas and methodology
- Participant management process developed, including registration, travel, accommodation, allowances and participant communication
- Administration and logistics plan developed, including budget

Phase 2: Preparation

- Background documents developed and finalised, with input from partners
- Annotated agenda developed and finalised, through consultation process with partners
- Session outlines developed and facilitators identified, confirmed and briefed
- Participant guide/logistics note written and formatted
- Overall event programme document finalised and printed
- Event workplan tracking matrix maintained

Phase 3: Event coordination and facilitation

- Event logistics and administration, including all participant requirements, coordinated according to agreed plans
- Sessions and facilitators coordinated according to annotated agenda
- Support provided to facilitation of individual sessions as required.
- Documentation of meeting discussions and outcomes coordinated, including through use of volunteers
- Participant and facilitator feedback collected and acted upon

Phase 4: Follow-up and reporting

- Administrative and logistical follow-up tasks completed, including all financial reporting
- Draft meeting report compiled and reviewed by key stakeholders
- Event review completed, lessons learnt documented and all files and resources archived
- Final consultant report completed

Qualifications / Work Experience

- A university degree in project management, disaster management or related field
- Proven experience in the humanitarian or disaster management sector
- Proven experience in event organization and management/facilitation and/or training
- Strong knowledge of and interest in disaster response and preparedness in the Pacific region;
- Demonstrated experience in working with key humanitarian stakeholders in the Pacific region, including governments, donors, NGOs, Red Cross, UN agencies and academics.
- Ability to work with limited supervision, self-motivated and objective-oriented.

Other requirements

- Applicants must be Fiji Nationals

Languages

- Good to excellent written and verbal communication skills in English

Duration of assignment

The total length of the assignment is 50 days. (See Scope of work above)

Location

The consultancy will be located at the OCHA Regional Office in Suva, Fiji.

Evaluation Criteria

Criteria	Points	Percentage
1. Technical Criteria		
Qualification		10%
<ul style="list-style-type: none"> A university degree in project management, disaster management or related field 	10	
Experience		50%
<ul style="list-style-type: none"> Proven experience in the humanitarian or disaster management sector Proven experience in event organization and management/facilitation and/or training Strong knowledge of and interest in disaster response and preparedness in the Pacific region; Demonstrated experience in working with key humanitarian stakeholders in the Pacific region, including governments, donors, NGOs, Red Cross, UN agencies and academics. 	10 20 10 10	
Competencies		10%
<ul style="list-style-type: none"> Good to excellent written and verbal communication skills in English Well-developed interpersonal skills, including the ability to liaise effectively at senior levels. Ability to work with limited supervision, self-motivated and objective-oriented. 	10	
2. Financial Criteria – Lowest Price		30%
Total		100%

How to apply

In responding to these terms of reference, please submit the following documentation no later than **30th June 2016** to procurement.fj@undp.org

Documentation required

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

- **Letter of Confirmation of Interest and Availability** using the template found on www.pacific.undp.org
- **P11** form indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Financial proposal**, template found on www.pacific.undp.org

Incomplete proposals may not be considered. Failure to submit these documents may result in disqualification of proposal