



TERMS OF REFERENCE

Project:	Safe Community, Resilient Nation: Strengthening Disaster Risk Reduction for Safe and Resilient Communities in Vanuatu
Expertise:	Community based Shelter specialist
Place of Assignment:	Vanuatu
Reporting to:	Julia Marango
Duration:	1 year from 1 st December 2020 to 1 st December 2021

CARE INTERNATIONAL IN VANUATU

CARE Vanuatu is part of the global CARE International confederation, which helps poor and vulnerable people in more than 93 countries around the world. CARE has been in Vanuatu since 2008, working with communities to build resilience to disasters and climate change shocks and increase women and girls' involvement in community and national leadership.

Safe Community, Resilience Nation

CARE's 24-month **Safe Community, Resilient Nation program** contributes to increased resilience to natural disasters and climate change in Vanuatu by strengthening Community Based Disaster Risk Management (CBDRM) at the community level and supporting roll-out (coverage and capacity) of the Government's Disaster Risk Reduction (DRR) agenda among community and governmental actors at the local and provincial levels. CARE will work in close coordination with the government of Vanuatu to expand, implement and strengthen its Community Based Disaster Risk Reduction (CBDRR) guidelines and structures, especially emphasizing housing resilience and inclusion in the process. CARE will use its expertise in gender and disability inclusion to support each administrative level in adopting an inclusive approach to disaster preparedness. This will be done within the context of the country's decentralization process with a focus on the important role of Area Councils and Provincial government in disaster risk management.

The program will work under the BHA's Disaster Risk Reduction Policy and Practice (DRRPP) sector, in three sub-sectors:

- **Capacity Building and Training:** CARE will (a) expand the government's Community Disaster and Climate Change Committees (CDCCC) model in 15 new communities of Tafea; and (b) further develop and roll out the Shelter Focal Point (SFP) model in 20 communities with existing CDCCCs in Tafea. This work will be done in close coordination with the Shelter Cluster and the National Disaster Management Office (NDMO).
- **Building Community Mobilization/ Awareness:** The CDCCCs and the SFPs trained in the above sub-sector will be supported to carry out their community mobilization roles. CARE will support CDCCCs to mobilize their communities to develop and disseminate inclusive Community Disaster Plans and will support the SFPs to increase community member's knowledge and application of improved shelter preparedness actions, good practices for safer building and valuable traditional shelter practices.

- **Policy and planning:** CARE, together with partners (such as the NDMO, Shelter Cluster, the Vanuatu Red Cross Society (VRCS), VCC), will (a) facilitate capacity strengthening of the Penama Provincial Disaster Climate Change Committee (PDCCC) of Penama to draft, test and finalize, and maintain, up to date Provincial Disaster Plans; (b) facilitate the Area Councils of Tafea and Penama to draft, test and finalize Area Council Disaster Plans; and (c) advocate with the NDMO to formalize a build back safer SFP model as part of national CBDRR guidelines.

For more information on the shelter component of this 2 year program, please refer to ANNEXE 1

PURPOSE OF THE CONSULTANCY

The purpose of this consultancy is to provide expertise for the shelter component of this program. As part of this program, it was identified to review some material and learnings from existing material among the Shelter Cluster, CARE and Vanuatu Red Cross Society in order to develop a thoughtful “Shelter Preparedness Step by Step Training Manual” aimed to support facilitators to roll out shelter preparedness trainings that are highly adapted to the Vanuatu context. As part of this consultancy, the step by step manual will need to be tested in the field in order to prepare for the approval process that is planned to be undertaken on year 2.

The consultancy will be expected to support various milestones for the shelter component of this program including:

- Support in reviewing CARE Self Shelter Recovery research findings and recommendations along with Government partners throughout the launching event of this program
- Supporting the review of materials and learnings to provide a first draft version of the Step by Step Shelter CBDRR manual that includes trainings material and resource tools for facilitators to support Shelter Focal Points model roll out in communities
- Induction of CARE’s new staffs on the revised draft training material
- Field testing of the training material and review along with CARE staffs and in close coordination with the NDMO and the Shelter Cluster and potentially other departements
- Support disseminating material to the Shelter Cluster and the NDMO when material will be presented and prior to the design and approval process
- Provide an ad hoc support to CARE Vanuatu for community based shelter expertise when require

SCHEDULE, WORKPLAN, ROLES AND RESPONSIBILITIES

The assignment is expected to be completed by the end of November 2022. Field trip proposed as part of this consultancy could happen in one of those islands: Tanna, Futuan, Aniwa, Aneyitum.

The estimated number of days required from the consultant to complete this work is here detailed as an indication:

Activity	Totals Days
Participation in program opening and review of findings from “CARE Selft Shelter Recovery research” during the program launching event	0.5
Desk Review of existing training material for community based shelter preparedness and interview with CARE staffs/teams to capture learnings, context and program objectives	2,5
Draft of the ‘Community Based Shelter Preparedness” Step by Step training guidelines for facilitators: <ul style="list-style-type: none"> - Introduction to Shelter Preparedness - Selection of Shelter Focal Points - Induction training of SFPs on key roles and responsibilities - Technical traning of SFPs 	20

<ul style="list-style-type: none"> - SFPs Awareness - SFP Resources and Evacuation mapping - Shelter Hands on training guidance 	
Induction of CARE staffs on the Step by Step Community Based shelter preparedness and on the draft manual	4
Field testing of SFP Introduction training and technical training steps	5
Field testing of SFP Awareness and Resource & Evacuation mapping steps	2
Field testing of Shelter Hands on training guidance <i>(Participate in beginning or ending only)</i>	3
Present /disseminate results of trials to CARE and partners (NDMO, Shelter Cluster etc) prior to the process of designing the manual and proposing it for approval to NAB	1
Ad hoc support / expertise to support CARE BHA project in consultation with CARE & the consultant	2
TOTAL days	40

Payment

Payment will be made based on submission of timesheet and milestones or field visit as per the schedule proposed, and can be done on a monthly basis after submission of timesheet and invoice, approved by the Program Manager upon completion of milestones.

Selection Criteria

- CARE encourages applications from either individuals or teams of consultants.
- Expertise and demonstrated experience in Disaster Preparedness and Recovery programming in the Vanuatu context
- Expertise and experience with shelter programming
- Expertise and experience working with the Shelter Cluster and the NDMO would be ideal
- Proven experience in participatory evaluation and MEAL processes
- Preferred knowledge and experience working in Vanuatu, including ability to speak Bislama
- Ability to work in-country in Vanuatu

Expression of Interest

Expressions of Interest should include:

1. A maximum 1-page cover letter including a statement of capability and provide an example of workshop completed.
2. Current CV of everyone included in the Expression of Interest
3. Daily fee rate

It is possible to apply as a team for this consultancy. If so, please ensure that an explanation is provided (who is responsible of what and the various days expected for each member of the team).

Expressions of interest and requests for further information should be submitted to Sylvain Malsungai at the following email 16th December 2021 at 17.00 (Vanuatu Standard Time).

Approved by: Bridgette Thorold, Country Director, CARE International in Vanuatu

DATE: 16 November 2021