



International Organization for Migration (IOM)
The UN Migration Agency

REQUEST FOR EXPRESSIONS OF INTEREST

Revision of National Evacuation Centre Management Guidelines

Duty Station : Port Vila, Vanuatu

Classification : To be decided

Type of Appointment : Individual/Team of Consultant(s) OR Civil Society

Organisation

Estimated Start Date : June 2021

Honorarium : Negotiable

1. Nature: Support National Disaster Management Office to revise national Evacuation Centre Management Guidelines, Standard Operating Procedures (SOPs) and Training of Trainer (ToT) Manual with specific focus on prevention of gender-based violence in emergency settings

Objective:

Evacuation Centres¹ fulfill an important role in providing safe and temporary shelter to displaced persons fleeing a specific and immediate threat or a natural hazard, such as a cyclone or earthquakes. The types of evacuation centres used in Vanuatu vary widely and include schools, community centres, religious buildings (e.g. churches), public buildings and caves. At present there is limited guidance for minimum standards of evacuation centres in Vanuatu. Specific arrangements for managing the different kinds of evacuation centre in the different types of community varies depending on the owner of the building (whether School, Hall or Church authorities) and the community. For example, the management of a community hall evacuation centre in a village would be arranged through the area council, while the Ministry of Education would be involved in management arrangements for a school evacuation centre. NGOs and faith-based groups also play important roles in managing evacuation centres. New evacuation centres are also being proposed in Luganville and Santo which would benefit from clearer guidance about evacuation centre management and the needs of vulnerable populations accessing these facilities. Evacuation Centre Management Guidelines have been drafted by the NDMO and IOM in 2017, however they need to be revised to reflect current COVID-19 considerations, contextualized further to the diverse needs of local communities in Vanuatu and integrate a stronger focus on gender-based violence prevention, mitigation and response in emergency contexts.

The consultant(s) or Civil Society Organisation (CSO) will support IOM Vanuatu and NDMO to revise the existing Evacuation Centre Management Guidelines and support the development of SOPs and ToT Manual. The consultant(s) or CSO should bring multi-faceted expertise to the task, being able to integrate considerations relating to emergency management, community and

¹ Evacuation Centres

environmental planning, information management, health, accountability to affected populations, as well as a strong focus on women's leadership and protection, including prevention, mitigation and response regarding gender-based violence in emergency settings, disability inclusion and accessibility and protection of children, adolescents and youths.

The revision process should involve broad stakeholder consultation engaging key groups with experience in managing evacuation centres to learn from past experiences in Vanuatu, including faith-based groups, Ministry of Education, Department of Women's Affairs, humanitarian sector, national cluster leads and co-leads, especially Gender and Protection Cluster and sub-cluster on GBV in Emergencies, Displacement and Evacuation Centre Management Cluster, Child Protection and Disability Desks and Vanuatu Society for People with Disability. The consultant(s) or CSO should also coordinate with UN Women to incorporate multi-service delivery protocols and referral pathways for GBV being clarified under the Pacific Partnership to End Violence against Women and Girls. The consultant(s) or CSO will work with IOM's multi-disciplinary team and Recipient UN Organizations (RUNOS) for the Spotlight Initiative to Eliminate Violence Against Women and Girls to draw on best practice principles for evacuation centre management and responding to protection concerns, and particularly GBV in Emergencies. The final version of the revised Evacuation Centre Management Guidelines, SOPs and ToT Manual will be reviewed by a graphic designer/illustrator who will adapt the content to an accessible and engaging format suitable for a range of community and government stakeholders.

The consultant(s) or CSO should also make general recommendations based on the consultations for ways to further strengthen GBV prevention in Emergency responses in Vanuatu.

This work will be undertaken as part of the Spotlight Initiative to Eliminate Violence against Women and Girls^[1], which is a global, multi-year partnership between the United Nations (UN) and the European Union (EU), focusing on eliminating all forms of violence against women and girls (VAWG). The Spotlight Initiative builds on existing country specific commitments in Vanuatu to ending domestic and intimate partner violence. The Spotlight Initiative falls under the overall leadership of the UN Resident Coordinator, in line with UN Reform. RUNOS for the Vanuatu Country Programme are: IOM, UNICEF, UNDP, and UNFPA. The Technical Coherence Lead is UNFPA.

2. Project to which the Consultant(s) or Civil Society Organisation (CSO) is contributing:
Vanuatu Spotlight Initiative to Eliminate Violence Against Women and Girls

3. Tasks to be performed:

- Develop workplan to meet key deliverables in consultation with the IOM Gender and Migration Specialists, including monitoring and evaluation metrics aligned with the framework mandated by the Spotlight Initiative and develop any relevant tools, as required.
- Liaise regularly and collaboratively with the NDMO, Department of Women and Vanuatu Women's Centre as key partners.
- Organise and facilitate consultations with key stakeholders at national, provincial and village levels to inform the revision of the Evacuation Centre Management Guidelines and development of SOPs and ToT Manual.

^[1] <http://www.spotlightinitiative.org>

- Develop brief findings report of consultations with recommendations for the revision of Evacuation Centre Management Guidelines and development of SOPs and ToT Manual.
- In close coordination with IOM Gender and Migration Specialists and, as necessary, the IOM Chief of Mission, revise the Evacuation Centre Management Guidelines and develop SOPs informed by global best practice and contextualised to Vanuatu's diverse country and community context.
- Undertake validation of aforementioned documents through appropriate stakeholder networks.
- Develop, pilot and validate a ToT package for the Evacuation Centre Management Guidelines and SOPs, as well any associated tools essential to their effective use.²
- Facilitate 1 national and 1 provincial ToT of key stakeholders, in partnership with NDMO, DWA and VWC.
- Develop brief final summary training report to support the official hand-over to NDMO of the training curriculum, tools and associated deliverables.
- Undertake duty travel as required to undertake consultations, validate materials including ToT and associated tools, facilitate trainings and other travel necessitated to fulfil project requirements.

4. Tangible and measurable output of the work assignment.

- An agreed workplan will be endorsed at the outset of the project.

5. Realistic delivery dates and details as to how the work must be delivered.

- All tasks are to be completed by December 2021.

6. Performance indicators for evaluation of results

- Performance should be assessed according to the tangible and measurable outputs of the work assignment above.

Required Experience and Skills:

- Experience in liaising with governmental authorities and local communities, as well as national and regional institutions;
- Experience in project development, implementation, monitoring and evaluation and reporting;
- Experience in leading training sessions;
- 2 to 3 years of demonstrated expertise in emergency management, gender and/or displacement issues. Experience in evacuation centre management, camp coordination and camp management (CCCM), protection, cluster and/or inter-cluster coordination or related area is an advantage.
- Knowledge or experience of national issues and Vanuatu level issues an advantage;
- Excellent written and oral communication skills;
- Experience in working in a multi-partner or regional project and with UN agencies is an advantage;
- Prior experience consulting for a UN agency is an advantage.

Languages

- Fluency in English language is required. Working knowledge of Bislama an advantage.

² Note that there is also an existing TOT Manual for the current Evacuation Centre Management Guidelines which can be revised.

Note

- The consultant(s) or CSO must adhere to the International Organization for Migration (IOM) Data Protection Principles (IN/138) and maintain confidentiality.
- The consultant will be responsible to follow IOM writing guidelines and latest glossaries in all given assignments for accurate translation.

Other:

For consultants, appointment will be subject to certification that the candidate is medically fit for appointment, any residency or visa requirements, and security clearances.

How to apply:

Interested candidates must submit the following to wtang@iom.int and shawkins@iom.int by **21 May 2021**.

1. CV and cover letter
2. Minimum one example of similar work

The successful candidate may be required to submit an **IOM Personal History form (can be downloaded from this link: <http://australia.iom.int/join-our-team>)**

Note: That there is flexibility in the way that the activities can be framed and implemented and we encourage interested parties to either discuss with IOM or to propose suitable activities which achieve the overarching aims and objectives of the assignment.

- Only shortlisted candidates will be contacted.
- Posting period: 12.05.2021 - 21.05.2021