



Terms of Reference

Consulting services for developing DPPI SEE Strategic Development Plan 2020-2024

Introduction

In November 2000, the Stability Pact for South Eastern Europe launched the “Disaster Preparedness and Prevention Initiative” in an effort to contribute to the development of a cohesive regional strategy for disaster preparedness and prevention for the South Eastern Europe. DPPI SEE has been conceived to provide a framework for South Eastern European nations to develop programs and projects leading to strengthened capabilities in preventing and responding to natural and man-made disasters. It also brings together donor countries and international governmental and non-governmental organizations to coordinate ongoing activities and identify unmet needs in order to improve the efficiency of national disaster management systems within the regional cooperation framework. The overarching goal of the DPPI SEE is to foster regional cooperation and coordination in disaster preparedness and prevention for natural and man-made disasters in South Eastern Europe, without creating new structures or layers of bureaucracy.

In 2007 the member states signed the Memorandum of Understanding on the Institutional Framework of DPPI SEE taking full ownership of the Initiative by ensuring its long term sustainability. The MoU gives the objectives of the Initiative and sets up the governance structure of DPPI SEE. Today after 19 years of functioning DPPI SEE needs to reflect on the vision, mission and objectives and adjust to the new environment. This new environment is determined by the fact that now 8 out of 10 DPPI SEE member states are participating states in the Union Civil Protection Mechanism, 4 out of 10 are EU member states, 7 out of 10 are NATO member states and they all signed the Sendai Framework of Action 2015-2030. In addition to this in 2018 DPPI SEE member states have signed the Host Country Agreement with the Council of Ministers of Bosnia and Herzegovina allowing the Initiative to resolve its legal status and reach full independence.

Purpose of the assignment

Under direct supervision of the Head of Secretariat of DPPI SEE the consultant will draft the Strategic Development Plan 2020-2024 (further in the text: Plan) ready to be endorsed at the next 39.DPPI SEE Regional meeting.

For this assignment to be successful it is of paramount importance that the process behind drafting the Plan builds consensus among DPPI SEE member states and creates the necessary sense of ownership of the end results.

Main activities

1. Understand the strategic position of DPPI SEE

- a).Objective: Identify mission, vision, values of DPPI SEE and conduct stakeholder analysis
b).Description: Understanding the strategic position of DPPI SEE is concerned with the impact of the outside environment to the actual performance of the organization (macro-environment, stakeholders, civil protection sector, resources). Understanding the strategic position of DPPI SEE is central for setting the Plan.

2. Assess strategic choices for DPPI SEE

- a).Objective: Identify goals, objectives and indicators of the Plan
b).Description: Strategic choices involve the options for the Plan in terms of both the directions in which it might move and the methods it might be pursued.

3. Manage strategy in action

- a).Objective: Implementation plan
b).Description: It is about how the Plan will be implemented including budget.

Method to be used during the 3 steps:

- Desk review of regional and national strategic documents on disaster preparedness and disaster prevention
- Bilateral consultations with DPPI SEE member states and international partners
- Organize workshop for finalization of the text (if needed).

Deliverables

By 10th of November 2019 the consultant will:

- Conduct bilateral consultations with DPPI SEE member states and other relevant stakeholders
- Design and facilitate one regional workshop on the content of the Plan (if needed)
- Submit the final version of DPPI SEE Strategic Development Plan 2020-2024 to DPPI SEE Head of Secretariat.

Qualification and skills

- She/he must possess a minimum of a Masters' degree in disaster management, social sciences, development relations, international relations, institutional development, public sector development, public health, engineering and minimum of 5 years of relevant work experience or Bachelor Degree and a minimum of 10 years of relevant work experience.
- Although not included in the selection criteria to be assessed during the evaluation, the consultant must be fluent in English (oral) and possess excellent communication and writing skills in English with computer skills appropriate for the task. Knowledge of one of the languages used in South Eastern Europe will be considered as valuable asset.
- Availability to travel to DPPI SEE member states during assignment.

General professional experience

- Experience in drafting at least 2 approved strategic (long-term or mid-term) development plans for governmental or non-governmental organizations.
- Experience as coordinator/facilitator/organizer of multisectoral or multinational collaboration.
- Strong understanding of disaster risk reduction and in particular disaster preparedness and response in the context of South Eastern Europe.
- Team management experience is an advantage.

Estimated duration of contract:

55 working days in total starting from 10 June to 10 November 2019.

During the contracted period the consultant is expected to travel to all 10 DPPI SEE member states at least once, the rest of the contracted period should be home based. Travel and accommodation costs will be covered by DPPI SEE budget.

HOW TO APPLY:

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

Applications including estimates of the fee for the assignment and updated CVs are accepted on a rolling basis and should be submitted until May 25th, 2019 to: secretariat@dppi.info

Please note that only excellent experts meeting most or all of the above mentioned criteria and having excellent and verifiable record will be considered.