

CONSULTANCY – FACILITATOR

Sector Leads Meeting on Mechanisms for Mainstreaming Comprehensive Disaster Management (CDM)

TERMS OF REFERENCE FOR FACILITATOR

1.0 INTRODUCTION

- 1.1 The Enhanced Comprehensive Disaster Management (CDM) Strategy, which was developed through a broad stakeholder consultation process and adopted by partners, was approved by the CDERA Board and Council of Ministers in May and June 2007 respectively. The purpose of the enhanced CDM strategy is to strengthen regional and community level capacity for mitigation, management and coordinated response to natural and technological hazards and the effects of climate change. This is achieved by fulfilling four outcome level results – 1) Enhanced institutional support for CDM Program implementation at national and regional levels; 2) Establishment of an effective mechanism and programme for management of CDM knowledge; 3) Disaster Risk Management mainstreamed at national levels and incorporated into key sectors of national economies; 4) Enhanced community resilience in CDERA member states to mitigate and respond to the adverse effects of climate change and disasters.
- 1.2 Following the endorsement of the enhanced CDM by CDERA's Board and Council, the continued search to enhance the CDM implementation process included a Partners CDM Consultation, which was held on July 31, 2007. There were two notable outcomes of the Partner Programming Consultation. The first was the endorsement in principle of the establishment of a CDM Governance Mechanism which would address governance of the implementation process within the context of stakeholder management. The proposal for the establishment of a CDM Coordination and Harmonization Council is an outcome of this process.
- 1.3 A key underlying tenet of the CDM Coordination and Harmonization Council is the strengthening of regional capacity for leadership in advancing the disaster loss reduction agenda. In this regard, the Partner Programming Consultation advanced ownership of the process by key partners and the commitment to lead the sector mainstreaming process. Where possible, Caribbean Regional Sector Leads have been identified. Where regionally based capacity may not currently exist at the level required, advancement of the process will proceed with a view to build this capacity.
- 1.4 The second key outcome of the Programming Consultation was the confirmation of the following Sector Leaders– **Tourism:** *Caribbean Tourism Organization*; **Education:** *University of the West Indies*; **Agriculture:** *Food and Agriculture Organization* and **Health:** *Pan American Health Organization*.
- 1.5 In keeping with this commitment of CDM partners, a CDM Coordination and Harmonization Council (CDM CHC) was formed to provide overall guidance to CDM development and implementation. The CDM CHC comprises development partner representatives, agreed upon sector leads for CDM implementation, participating states, representatives of the private sector and non-governmental organizations.
- 1.6 The key function of a sector lead is to provide overall leadership in the mainstreaming, coordination and harmonization of CDM implementation at the sector level. Sector leads are members of the CDM CHC and report on behalf of their sectors to this council.



- 1.7 Sector Leads will be supported by a Sector Sub-Committee to facilitate a wider inclusion of relevant stakeholders in the CDM planning and implementation process at the sectoral level.
- 1.8 On the 10 December, 2007 the Comprehensive Disaster Management (CDM) Coordination and Harmonization Council (CHC) had its inaugural meeting at the Hilton Hotel, Barbados. The meeting gave Council members the opportunity to discuss the mechanisms they will use to increase Comprehensive Disaster Management (CDM) awareness and implementation in the Caribbean, and to explore opportunities for synergies between development partners, regional governments, the private sector, civil society and other CDM stakeholders.
- 1.9 At the level of sector programming for CDM, members of the CDM CHC highlighted the need for mechanisms to build harmonization at the sector level; the incorporation of the cross cutting issues at all sector sub-committee levels; and a mechanism/facility established for the reporting on progress especially at the sector level.
- 1.10 The meeting agreed that the CDERA CU will organize and host the first meeting of Sector Leads to advance the mainstreaming of disaster risk management (DRM) at the sector level.
- 1.11 The first meeting of the Sector Leads is planned for April 2008. The objectives of the first meeting are:
 1. To identify and discuss approaches for mainstreaming DRM at the sector level.
 2. To identify and discuss mechanisms for incorporating cross cutting themes in sector programming.
 3. To agree on the way forward in mainstreaming DRM at sector level.

2.0 OBJECTIVES OF THE CONSULTANCY

- 2.1 To facilitate the inaugural sector leads dialogue on Mechanisms for Mainstreaming Comprehensive Disaster Management (CDM) in Sector Level Programming in Barbados April 2008 on a date to be confirmed.
- 2.2 To promote a highly participatory approach for the dialogue among sector leads.

3.0 SCOPE OF WORK

In preparation for the Sector Leads meeting, the Consultant will:

- 3.1 Review and comment on the draft agenda and meet with the CDERA CU staff with a view to arriving at a meeting structure and approach which facilitates participation by the attendees. Draft Agenda for meeting is attached.
- 3.2 Based on the meeting agreements, prepare and share with the CU a planned approach to the plenary (including discussion points) and working group sessions. The latter should include guidelines for the working group.

At the meeting of Sector Leads, the Consultant will:

- 3.3 Facilitate the plenary discussions and the working group sessions on the following agenda items:

3.3.1 Modalities for mainstreaming CDM in sector level programming.



3.3.2 Mainstreaming the following cross cutting themes – *Climate Change, Information and Communication Technologies (ICTs) and Gender*, in disaster risk management at the sector level.

3.3.3 Mechanisms for sustainability of the mainstreaming process.

- 3.4 Summarize the key findings of each plenary and working group.

Post meeting of Sector Leads, the Consultant will:

- 3.5 Prepare a brief report which analyzes the planned approach and results versus the outcomes of the sessions and make recommendations on strategic approaches which may improve the process in any follow up meetings.
- 3.6 Circulate the report at 3.5 above for comments from CDERA CU and Sector Leads.
- 3.7 Amend and finalize report at 3.5 as guided.

4.0 RESULTS AND DELIVERABLES

4.1 The Consultant will submit the following:

- 4.1.1 An updated agenda for the sector leads meeting.
- 4.1.2 A detailed outline of the approach(es) that will guide the plenary and working group sessions.
- 4.1.3 An analysis of the plenary and working group sessions, including recommendations on strategic approaches for enhancing the dialogue of future meetings.

5.0 INPUTS OF THE CDERA COORDINATING UNIT

5.1 CDERA CU shall provide the Consultant with:

- 5.1.1 The enhanced CDM Strategy and Programme Framework 2007-2012.
- 5.1.2 Terms of Reference for the CDM CHC, Sector Leads and Sector Sub-Committees.
- 5.1.3 Report of the First Meeting of the CDM CHC.
- 5.1.4 Agenda for the planned Sector Leads Meeting for April 2008.
- 5.1.5 Feedback within one (1) week on the tools to be used for sector leads dialogue.

6.0 CONSULTANT REQUIREMENTS

The Consultant should have the following skills:

1. Demonstrated experience in organizing and facilitating multi-stakeholder consultations.
2. Demonstrated experience in utilizing participatory approaches.
3. Strong communication, documentation and presentation skills.



4. Demonstrated related work experience within the Caribbean region.
5. A good command of the English language and the ability to communicate clearly
6. Ability to meet deadlines and pay attention to detail.
7. Computer literacy.

The Consultant may be an individual or company and should be able to assume duties by end of March 2008. The short term consultancy is expected to last approximately seven (7) days.

A cover letter and curriculum vitae must be provided by no later than close of business on **March 28, 2008**.

Further information may be obtained from Ms. Saudia Rahat (saudia.rahata@cdera.org) at the CDERA Coordinating Unit (CU). Please send applications to the address below:

Attention: Facilitator – CDM Sector Leads Meeting

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First Meeting of Sector Leads.
Building Sustainable CDM Governance Mechanisms.

AGENDA

TIME	SESSION	RESOURCE AGENCY/PERSON
0900-0910	Welcome Remarks	CDERA Representative (TBD) A Sector Lead Representative (TBD)
SESSION 1: ADVANCING SECTOR LEVEL PROGRAMMING OF THE CDM STRATEGY Chair:		
0910-0930	Presentation of updated Terms of References for Sector Leads and Sector Sub-Committees Discussion: <i>Feedback from Sector Leads for the finalization of TORs</i>	CDERA CU
0930-1000	Presentation on mainstreaming approaches to Disaster Risk Management DRM in sector level programming Discussion: <i>Feedback from plenary</i>	CDERA CU
1000-1015	BREAK	
SESSION 2: OPERATIONALIZING THE MAINSTREAMING OF DRR AT THE SECTOR LEVEL Chair:		
1015-1115	Mechanisms for Mainstreaming Sector Level Programming <ul style="list-style-type: none">• <i>Modalities for mainstreaming</i> Discussion: <i>Feedback from plenary</i>	Independent Facilitator
1115-1215	Mechanisms for Mainstreaming Sector Level Programming <ul style="list-style-type: none">• <i>Mainstreaming cross cutting themes</i> Discussion: <i>Feedback from plenary</i>	Independent Facilitator
1215-1300	LUNCH	
1300-1400	Mechanisms for Mainstreaming Sector Level Programming <ul style="list-style-type: none">• <i>Sustainability of the mainstreaming process</i> Discussion: <i>Feedback from plenary</i>	Independent Facilitator

TIME	SESSION	RESOURCE AGENCY/PERSON
1400-1430	<p>Sector Level Support Mechanisms and Funding Mechanisms</p> <ul style="list-style-type: none"> • <i>Sector leads to share information on projects/initiatives targeting support for DRR at the sector level.</i> • <i>Sector Leads to also share information on institutional mechanisms/arrangements that will facilitate mainstreaming of DRR at the sector level.</i> • <i>Sector Leads to also share information on the utilization of existing structures for sector dialogue.</i> <p>Discussion: <i>Feedback from plenary</i></p>	Sector Leads
1430-1445	<p>Next Steps: 1.Scheduling of Sector Level meetings</p>	Sector Leads
1445-1500	Any Other Business	