

**GoG – UNDP Strengthening National and Local Capacities for Disaster Response and
Risk Reduction Project**

TERMS OF REFERENCE

SHORT-TERM CONSULTANCY

NATIONAL DISASTER MANAGEMENT POLICY

1.0 BACKGROUND

- 1.1 Guyana, located on the north coast of South America, is subject to Atlantic swells and high intensity seasonal rainfall. The coastal zone lies near or below sea level, supports 90% of the population and is the administrative, agricultural, commercial and industrial center of the country. The agriculture sector contributes 32% to the GDP. As a result of the dynamic interplay between high tides, high rainfall levels, and a network of drainage and irrigation canals, conservancy dams and sluices designed to support agriculture, the coastal zone is at high risk to flooding. Flood and drought risk are also relatively high in several regions of the interior. Between 1988 to 2006, flood events affected 965,000 persons and resulted in more than US\$663 million in economic damage¹. Further, in January 2005, severe floods in the coastal zone affected 25% of the population², resulting in total losses equivalent to 60% of GDP for that year.
- 1.2 UNDP has been supporting the Government of Guyana and the Civil Defence Commission during and in the aftermath of 2005 floods. In December 2008 GoG and UNDP agreed on a 9-month project Initiation Plan which paved the way for a larger cooperation between the Government of Guyana and the United Nations Development Programme that aims at assisting the Office of the President in the design and implementation of a comprehensive disaster risk management programme including the strengthening of response capacities in line with the Hyogo Action Framework.
- 1.3 The Objectives of the GoG-UNDP Project Initiation Plan were to:
- Identify the baseline of current disaster risk management in Guyana and support provided by the various development Agencies, including but not limited to emergency response capabilities.
 - Address most pressing issues related to disaster response and risk reduction that builds on a comprehensive Disaster Risk Reduction Programme in agreement with the Office of the President.

¹ <http://www.preventionweb.net/english/countries/statistics/?cid=73>

² <http://www.reliefweb.int/rw/rwb.nsf/db900sid/MHII-6974K5?OpenDocument&rc=2&cc=guy>

- Design of a project document for a 3-year UNDP support to Government of Guyana in line with GoG-UNDP CPAP and in coordination with concerned agencies like IDB, JICA, WB.

1.4 Main areas of work identified in the three year project that was prepared under initiation plan include:

- Equipping CDC and National Emergency Operations Centre (NEOC) with appropriately trained staff.
- Strengthening Early Warning Systems for Floods and Droughts
- Update of the national disaster preparedness Plan initiated, including response plans for key individual agencies/ sectors
- Establishment of Damage Assessment and Needs Analysis System
- Development of Disaster Preparedness Plans and strengthened response preparedness at community level
- Enhancement of Emergency Communication Systems
- Strengthening of Search and Rescue Capability
- Improved Shelter management
- Development of Mass Casualty Plans
- Establishment of a National Disaster Risk Management Coordination Platform
- Drafting of a Disaster Risk Management Policy

The implementing partner for this project is the Office of the President and the Civil Defence Commission is the responsible party in charge of the execution.

1.5 The Inter-American Development Bank (IDB) is also providing support to the GOG for a technical cooperation “Design and Implementation of an Integrated Disaster Risk Management Plan” (GY-T1050). The specific objectives of the TC are to: (i) evaluate climate-related disaster risk; (ii) strengthen national capacity for integrated disaster risk management (IDRM); and (iii) support the future implementation of the IDRM plan through an investment program in disaster prevention and mitigation.

1.6 Key components of this project are:

1. *Country Risk Indicators and Flood Risk Evaluation* – involving application of the IDB Indicators of Disaster Risk and Risk Management and a Flood Risk Evaluation
2. *Strengthening National and Local Capacity for Integrated Disaster Risk Management (IDRM)* – involving, among other things, the development of a National IDRM Plan; formulation of a Disaster Risk Management; design of a national public education campaign on flood risk management in Guyana and its pilot implementation; design of a national public education campaign on flood risk management in Guyana and its pilot implementation; development of guidelines for incorporating IDRM in agricultural planning and environmental management;
3. *Design of an investment program in flood prevention and mitigation* - Preparation of a list of priority engineering works; and maintenance plans of existing works to

improve flood control and protection; Preparation of engineering designs for prioritized flood protection works.

1.7 The Civil Defence Commission is also the executing agency for this technical cooperation.

1.8 These terms of reference refer to the services of an individual consultant to prepare a Draft National Disaster Management Policy for Guyana.

2.0 OBJECTIVE OF THE CONSULTANCY

2.1 The main objective of this consultancy is to develop a Draft National Disaster Management Policy for Guyana that is informed by current thinking, more recent developments in the field of disaster management and takes into account the international or regional agreements or obligations that Guyana has entered into.

3.0 TASKS

3.1 The Consultant will:

- (a) Review the existing Disaster plans, development documents and other documents that set out disaster issues, policy statements and recommendations.
- (b) Review internationally accepted practices, trends and current thinking in the field of disaster management; disaster policies of other countries as well as relevant international and regional obligations or commitments of Guyana
- (c) Conduct consultations on disaster policy issues and recommendations.
- (d) Based on the results of (a), (b) and (c) prepare a draft National Disaster Management Policy inter alia incorporating the following elements:
 - Global Warming and Climate Change Adaptation;
 - Disaster Risk Reduction integration into sustainable development;
 - Gender Equality Mainstreaming in Disaster Management;
 - Integration of Early Recovery concept into the Disaster Response.

4.0 INPUTS

4.1 The CDC will provide the Consultant with its requirements and all relevant documentation to facilitate the completion of the consultancy.

5.0 DELIVERABLES OF THE CONSULTANCY

- 5.1 The Consultant's mandate will result in the following deliverables:
- (a) An inception report with detailed work plan and methodology
 - (b) A Draft National Disaster Management Policy
 - (c) Mission report with recommendations for finalization and implementation of the Policy.

6.0 CHARACTERISTICS OF THE CONSULTANCY

Type: Individual Consultant

Location: The consultant will be based at the office of the CDC in Georgetown, Guyana.

Duration: The initial consultancy mandate is for a maximum of 30 discontinuous working days and is expected to commence on 1 September 2010.

Qualifications and Experience: The consultant will have the following minimum qualifications and experience:

- a) A Bachelor's degree in Political Science, Law, Development Studies or a related discipline.
- b) Proven experience of similar consultancies/assignments performed.
- c) Experience in Disaster Management would be a distinct advantage
- d) Experience of work in Caribbean/Latin American Region in the area of disaster management would also be an advantage.
- e) Excellent spoken and written English.
- f) Strong communication skills both oral and written.
- g) Ability to produce a consolidated report.

7.0 PAYMENTS

- 7.1 The payment schedule will be based on milestones agreed between the Consultant and the CDC.

8.0 EXECUTION AND SUPERVISION

- 8.1 The Consultant will report directly to the Project Coordinator, who will supervise the consultancy.