

Consultancy TOR

Terms of Reference

Title	Disaster Risk Reduction Training Consultant
Consultancy Summary	CARE is seeking a dynamic expert to deliver comprehensive training on disaster risk reduction to local action groups and develop practical tips and tricks for LINKS digital platform to enhance local organizations preparedness and response capabilities. This position will play a crucial role in direct project implementation, ensuring high-quality delivery and significant impact.
Location	Various Lebanese Locations, mainly in the North, Chouf, and Bekaa.
Start and End Date	From 10/1/2024 To 7/31/2025
Estimated # of workdays	N/A
Reporting to	Project Manager
Hiring Manager Signature	

Overview

CARE established its presence in Lebanon in 2006 and has been responding to the Syrian Crisis since late 2012. Among CARE's key imperatives is putting people it serves first through implementing cutting edge programming in areas where it operates. CARE International in Lebanon (CIL) currently carries out activities in Beirut, Mount Lebanon, Akkar, North Lebanon, South Lebanon, and the Beqaa Valley. CIL implements both emergency and development projects contributing to livelihood, food security, protection, gender, shelter, and water, sanitation, and hygiene. It targets the most vulnerable people and populations, pertaining to both host communities and refugees.

In 2022, CIL developed [LINKS](#) online platform that is currently the only all-inclusive collaboration and coordination tool available to People in Need, local service providers, and resource providers. In this regard, it plays a critical role in coordinating humanitarian activities and providing information on available services and gaps.

CIL is planning to train local communities within the operational areas of organizations registered on the LINKS platform, through working with municipalities assessed during the second phase of the project to form Local Action Groups (LAGs) from these communities, preparing them for disaster response. The training will use tools developed during the first phase of the project and follow a participatory approach that includes gender and social inclusion. This

initiative will help develop communal contingency plans, raise awareness among vulnerable communities about identified risks, and empower them to manage and maintain the system, reducing the risk of injury, loss of life, property damage, environmental harm, and livelihood loss.

Objectives

CIL is seeking a dynamic expert to deliver comprehensive training on disaster risk reduction to local action groups and develop practical tips and tricks for LINKS digital platform to enhance local organizations preparedness and response capabilities.

The consultant will be responsible for the following tasks:

- Deliver tailored training sessions to Five local community groups based on tools developed during previous project phases: *Community Based Disaster Risk Management (CBDRM) Manual, CBDRM checklist, Community Contingency Plan Template, Community Post Disaster Needs Assessment Template, Community Risk, Hazard, Vulnerability Assessment Template, Family Contingency Plan Template, School Contingency Plan Template, and Village Disaster Management Committee Set-Up Template*. To include Pre-Post tests.

Note: Venue and Catering will be arranged by CIL. Consultant should take into consideration the possibility of working on weekends.

- Prepare a final report summarizing the training outcomes and recommendations.
- Create a set of practical tips and tricks for Disaster Risk Reduction (DRR) on the LINKS Platform to be integrated into the operations of local organizations.

Deliverables & Timeline:

Ref	Milestone	Timeline	Payments
1	Design a training program to address the needs identified in the municipality mapping exercise.	By end of October 2024	25% Upon Submission and Approval of the Training Program 15% Upon DRR Tips and Tricks
2	In coordination with the Protection Officer, conduct a training series for Five Local Action Groups (LAGs) of 10 people each in various Lebanese areas, mainly in the North, Chouf, and Bekaa.	November 2024 - June 2025	

3	Develop a set of DRR tips and tricks for organizations registered on the LINKS Platform.	By December 2024	Submission and Approval
4	Draft a final report with evaluation, findings, recommendations, and feedback from participants.	By end of July 2025	60% Upon Training Completion + Report Submission

Consultant Profile & Competencies

- Advanced degree in Disaster Management or a related field.
- At least Eight years of experience in Disaster Risk Reduction and training.
- Proven track record of delivering DRR training and developing practical resources.
- Excellent communication and facilitation skills.
- Ability to work independently and meet deadlines.

Compliance

CIL and its service providers abide by the CARE International Protection from Sexual Exploitation and Abuse (PSEA) and Child Safeguarding Policies, the Anti-Bribery Act, and the Modern Slavery Act.

How to apply

For individual consultants:

Please submit your technical and financial proposal to undertake the above activities by sending an email to mohamaditani@careliban.org . The Consultant should submit the following:

a) Technical proposal:

- Maximum of six pages outlining the Consultant’s understanding of the TOR and a detailed proposal including the methodology and tools.
- Copy of the CV.
- Examples of previous work related to DRR training and resources.
- Copy of ID or passport.

b) Financial proposal:

- Itemized consultant's fees and costs - consultant should indicate professional daily rate or sessions rate including all costs to be invoiced to CARE.
- Proof of Ministry of Finance of Lebanon registration (Fiscal number).

In case the consultant cannot provide proof of MOF registration, 8.5% will be deducted from the proposed daily rate.

Shortlisted candidates will be interviewed to further assess their capacities.

Please take into consideration that under the consultancy agreement, CIL will not provide any employee perks and benefits. The proposed rate should be inclusive of all costs.