



Emergency Pool

To: Logistics Department

From: Óscar Serrano, Health and Nutrition Coordinator

Date : 23/06/2010

For : PT Consultant for Contingency Plan

Reference: ER/2010/
002

OBJECT : **Quotation request for**
Consultant for Palestinian Territories Contingency Plan formulation

<i>Item description</i>		<i>Quantity</i>	<i>Unit</i>	<i>Remarks</i>	
Service Contract for elaboration of a Contingency Plan in Palestinian Territories					
		1	Contract	See ToR attached	

Additional specifications:

- Working based in the field (Jerusalem), in close coordination with the local coordination team and the Emergency Pool who will provide their support and technical validation
- The working tools for the CP exist in the tool kit, and a predetermined activities chronogram

Payment conditions :

- **Payment after delivery inspection**
- Payment by bank transfer or cheque

Delivery place and terms of transportation:

- Action contre la Faim office, located
- Risks, insurance and cost related to the transportation of the items to the above mentioned address will be the responsibility of the supplier

Minimum information to provide on the quotation

- 1 - **Name, address, phone and contact person**
- 2 - Characteristics of the items offered (to attach documentation if relevant)
- 3 - Quantity available
- 4 - Delivery time or Ex stock + location
- 5 - Unit price
- 6 - Total price
- 7 - Currency of the offer
- 8 - Validity of the quotation (Minimum 10 days)
- 9 - **Date, stamp and signature.**

To submit an offer

Response required before :

20th July 2010

Offer(s) to be sent under envelope to:

Óscar Serrano, Health and Nutrition Coordinator
Acción Contra el Hambre España
C/Caracas, 6
CP: 28010 MADRID, Spain
Email: coordhn-ep@acf-e.org

Health and Nutrition
Coordinator
Action contre la Faim

***Note:** This quotation request is not an order and does not commit Action contre la Faim on any obligation.*

TO: LOGISTICS DEPARTMENT MADRID ER POOL: HOM ER POOL TECHNICAL SUPERVISOR:	DATE: 24/06/2010
	FROM: HoM ACF PT

TERMS OF REFERENCE

1. GENERALITIES

Title of the position: Contingency Plan Designer PT	Start date: 4 weeks after identification of consultant , preferably 1 st or 2 nd week of August
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Report to: Head of Mission ER Pool Field: Head Of Mission Palestinian Territory HQ: Desk Officer, Technical Department, DRR Officer	Duration of the mission : 6 weeks
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Basic position description:
Using the Contingency Planning (CP) toolbox developed by the emergency pool, and in permanent coordination with the PT mission coordination team, the CP Designer will provide the following elements:

- Institutional and legal background for contingency planning
- Context analysis
- Risk and hazard analysis
- Analysis of CP of all other relevant stakeholder (Governmental, UN, Red cross Family, INGO and LNGO)
- Scenario building
- Recommendations for intervention
- CP presentation finalization

Project Name: PT contingency plan design

Funded by: AECID	Budget line: HC00
Country: PT	Base: Jerusalem (PT) with travel to West Bank and Gaza as required

LANGUAGES REQUIRED:

Arabic: Spoken is a value added	ENGLISH: Read, Spoken, Written	SPANISH:	
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JOB STATUS

Contract type: Consultant	Indemnity: N/A
Monthly field perdiem: N/A	Remarks:

2. Means

The consultant has to provide: <ul style="list-style-type: none"> ➤ Computer ➤ Mobile phone ➤ Travel expenses from/to Madrid (including all visa requirements) and field ➤ Airport transfers in home country and to/ from 	To be provided by the field mission: <ul style="list-style-type: none"> ➤ Vehicle (as and when necessary and during office hours) A transport schedule should be submitted each week. ➤ Use of 1 local simcard ➤ Reasonable use of equipments available
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<p>Ben Gurion Airport and Jerusalem Capital Office</p> <ul style="list-style-type: none"> ➤ Hotel expenses in Madrid/ Jerusalem and Hebron and Gaza <p>The consultant should consider certain expenses that can be provided by ACF but need to be returned or reimbursed by the consultant at mission level:</p> <ol style="list-style-type: none"> 1. Transport in-country level (driver, fuel) 2. Communications (phone cards) <p>At the end of the mission, the consultant should present only one receipt to ACF.</p>	<ul style="list-style-type: none"> (printer, photocopier, etc) ➤ Reasonable use of stationary materials ➤ Meeting/training room facilities ➤ Security briefing

3. DETAILED OBJECTIVES AND EXPECTED RESULTS :

	Objectives	Methodology:	Expected result	Outcomes documents generated	Deadline
Contingency planning	<p>To identify:</p> <p>1) Mission context</p> <p>2) Contingency plan</p>	<p><u>Review of existing information</u></p> <ul style="list-style-type: none"> • Review ACF CP tools and formats • Background information on ACF mission, projects, programs and strategy in PT • Previous disasters and response implemented in the country • Capitalization of previous emergency interventions • Review of existing contingency plans and/or response mechanism • Review ACF coordination mechanism at different level (UN- clusters...) 	<ul style="list-style-type: none"> • Institutional objectives, scope and limitations of the disaster response plan • Institutional policies and framework • Context analysis • Hazard and risk analysis • Capacities, capabilities and existing resources • Disaster scenarios • Disaster response strategies • Standard operating procedures (SOP) • Institutional preparation, follow-up, evaluation and updating of the plan with the EP • Relevant annexes 	<ul style="list-style-type: none"> • 00-Support documents - Lessons learnt • 01- Background and executive summary - CP Background and executive summary • 02- Context Analysis - Context analysis • 03- Hazard and risk analysis - Hazard and risk analysis 	<ul style="list-style-type: none"> •

For each scenario:

- Activities sheet and lessons learnt
- Concept paper/logical framework/budget
- Job description of needed staff (expat/national)
- Assessment questionnaires and indicators per phase

Contingency plan implementation:

- Training plan and training tests
- Partner assessment and collaboration opportunities
- Contact list
- Assessment kit material list and IOF
- Stock inventory
- Internal and external communication schemes
- Security guidelines from the mission, adapted
- Funding plan and format/procedures compilation
- Presentation contingency plan in the field (both bases)
- All relevant information

- 04- Scenario Building
 - Scenario building
- 05- Response strategy
 - Response strategy
- 06- SOP
 - ER management and coordination SOPs
- 07- Capacity building and CP follow-up
 - Capacity building and CP follow-up
- 08- Presentation CP
 - PowerPoint CP PT

4. QUALIFICATIONS

- **Background profile in Political science, economy, marketing, humanitarian science master, etc**
- **Technical profile, background and experience in Water, Sanitation and Hygiene / Health and Nutrition / Food Security sector, agriculture, socio economy, markets**

- Minimum three years experience working for an international agency in monitoring and evaluation: designing, preparing and conducting surveys, collecting and analyzing baseline data, and reporting.
- Demonstrated ability in the use of quantitative and qualitative methods including questionnaire design, survey techniques, and participatory approaches.
- Very good knowledge of the logical framework model for program planning.
- Demonstrated ability to transfer knowledge through informal and formal trainings for national and international staff.
- Computer proficiency in Word processing, database, spreadsheet and graphics presentations, including one or more of the following programs: Sphinx, Excel, Access.
- A good working knowledge of emergency and development WASH / H&N / FS programming carried out by ACF.
- Security management
- Experience with Management Information Systems.
- Excellent communication and writing skills in the mission's official working language
- Special emphasis in spotless report writing skills in English.
- Previous experience in the country or the region is a plus.
- Experience working in projects with multiple implementation partners a plus.
- Good understanding on remote management and coordination of projects
- Demonstrated ability in collaborative/team work.
- Able to work under pressure with efficiency and high quality results

5. WORKING CONDITIONS

1. Means of transport:

ACF will provide necessary transport means for work related visits to field

2. Cultural specificity (religions, behavior, dressing, etc.):

The candidate should have experience in working and dealing with multi-cultural and understand the local context, customs and values.

3. Security conditions:

Gaza is a volatile area in terms of security and therefore the candidate should have experience in working and managing complex security contexts.

6. CALENDAR

	N°	Activity	AUGUST				SEPTEMBER				OCTOBER			
CP DESIGN	01	Briefing HQ												
	1.1	Brief with desk officer + desk technical responsible	x	x										
	1.2	Brief with ER Pool team (CP tool box presentation + ad hoc training)	x	x										
	1.3	Previous work on mission strategy + context	x	x										
	02	Context, Risk and hazard analysis – mission		x	x	x	x	x	x					
	03	Scenario building – mission		x	x	x	x	x	x					
	04	Response strategy – SOP – Mission		x	x	x	x	x	x					
	05	CP finalization - Mission								x	x			
	06	Capitalization - debriefing								x	x			

A detailed calendar has to be delivered by the consultant, with its complete budget proposal.

7. APPENDIX

Contingency plan toolbox