



REPUBLIC OF VANUATU
**NATIONAL ADVISORY BOARD ON CLIMATE
CHANGE AND DISASTER RISK REDUCTION**

C/- VANUATU METEOROLOGY AND
GEO-HAZARDS DEPARTMENT

Private Mail Bag 9054, Port Vila
Telephone: (678) 22331; Fax: (678) 22310



TERMS OF REFERENCE

Short Term Consultancy Services

***Workshop Facilitator/Reporter for the Vanuatu GCCA Activity on Enhancing National
Awareness on Climate Change Vulnerability***

INTRODUCTION

Climate change will have a significant impact on the livelihoods and living conditions of the poor in all developing countries, particularly those with high current levels of exposure to climate extremes like cyclones, floods and droughts. Long-term changes in climate will disproportionately affect regions in the more humid tropics like Vanuatu. Within these areas, the effects of climate change vary across islands, farming and food systems, households, and individuals of different age and gender. Moreover, other simultaneous global changes, including changing trade patterns and energy policies, have the potential to exacerbate the negative effects of climate change on some systems and groups. Thus, national awareness, delivered through the most effective information dissemination mediums, at all levels, across sectors and all groups is critical to effect informed decisions and build resilience.

The EU Global Climate Change Alliance (GCCA) budget line has identified the Vanuatu NAPA for financial support to implement the adaptation priorities identified in the NAPA. Accordingly, part of the funding under this envelope is allocated to support the development of a National Information and Communications Strategy for Vanuatu which will guide the development, management, dissemination and monitoring of climate change information and awareness in Vanuatu. The information and Communications Strategy will be developed through workshops and consultations.

Funding has also been allocated under Programme Estimate GCCA No. 01 Addendum 01 for a Workshop to develop CCA & DRR ICS/consistent messages. The facilitator will also organise, facilitate and report on this workshop.

OBJECTIVES

The objective of the contract is to:

- a) Ensure the effective conduct of consultation and workshops
- b) Produce reports on information collected during the workshops for use in developing the National Information and Communications Strategy
- c) Develop ToRs for specific expertise required to implement the National Information and Communications Strategy.

SCOPE OF WORK

Services required

For the Information and Communication Strategy Development, the consultant will provide the services to organise, facilitate and report for six consultation workshops held in Port Vila and five provincial locations and also provide the required follow-up in the context of the process of preparation of the National Information and Communications Strategy.

The Consultant will be responsible for the following tasks:

- i. In consultation with the NAB and Project Management Unit (PMU) design an appropriate process for the workshops leading to the desired results;
- ii. Assist NAB and PMU with the organisation of the workshops (playing an active lead role in arranging suitable workshop venues, workshop materials, participant invitations and travel arrangements etc);
- iii. Facilitate the process steering the group of stakeholders before and during the workshops; workshop sessions will be chaired by senior government officials;
- iv. Record comments and feed-back from participants during workshop and produce the workshop reports, documenting the feed-back;
- v. Follow-up with key stakeholders, ensuring timely feed-back and comments on the draft National Information and Communications Strategy and compile this feedback for validation work leading to the finalisation of the National Information and Communications Strategy.
- vi. Develop ToR for radio broadcasting of climate change awareness and programmes
- vii. Develop ToR for the development of Vanuatu specific TV/Video documentaries
- viii. Develop ToR for the professional designing of posters, pamphlets and leaflets

For the Workshop to develop CCA & DRR ICS/consistent messages, the consultant will provide the services to organise, facilitate and report for a national workshop to be held in Port Vila and provide a summary report of outcomes and feedback.

The Consultant will be responsible for the following tasks:

- ix. In consultation with the NAB and PMU design an appropriate process for the workshop leading to the desired results;
- x. Assist NAB and PMU with the organisation of the workshops (playing an active lead role in arranging suitable workshop venues, workshop materials, participant invitations and travel arrangements etc);
- xi. Facilitate the process steering the group of stakeholders before and during the workshops;
- xii. Record comments and feed-back from participants during workshop and produce the workshop reports, documenting the feed-back.

Timing and duration

The planned starting date of the consultancy is December 2012. The total expert input is 30 person-days.

THE CONTRACT WILL MAKE PROVISION FOR TRAVEL COST AND PER DIEM.

Outputs

The Consultancy shall produce the following outputs:

- One report on the process of the seven consultation workshops containing all comments, discussions and feed-back;
- A compilation of stakeholder comments on the draft National Information and Communications Strategy;
- Four ToRs.

EXPERTISE REQUIRED

Qualifications and skills

- A minimum of seven (7) years of relevant professional experience, including proven experience with the organisation, facilitation and report preparation of least two workshops of a similar nature;
- Word processing skills are essential;
- Proficiency in English and Bislama, with French an advantage.

MANAGEMENT, COORDINATION AND REPORTING ARRANGEMENTS

Management

This contract will be located at the Vanuatu Meteorology & Geo-hazards Department, Port Vila, Efate, Vanuatu. Travel to other Provinces is expected.

Supervisor

The Supervisor will be Imprest Administrator GCCA Component A.

Reporting

➤ *Language*

- Reports should be presented in the English language; a glossary of acronyms and technical terms used must be included.

➤ *Submission timing*

- The report on the consultation workshops should be submitted within three working days after the completion of each workshop;
- The stakeholder comments on the draft Information and Communications Strategy should be compiled and submitted in an accessible form for use in finalising the strategy within the deadline to be specified by VMGD;
- The report on the consistent messaging should be submitted within 2 days after the completion of the workshop.

➤ *Number of report(s) copies*

- Two hard copies and an electronic copy of each report will be addressed to the Supervisor (Imprest Administrator, GCCA).

Note that formal engagement is subject to final approval of project funding. Confirmation of approval is expected shortly. For further information, please contact Kathy Kanas on kkanas@meteo.gov.vu.

To apply for this position, send your application letter, resume and the names and current contact details of two referees by 4:00pm by **Monday 19 November** via email to Kathy Kanas (address above), or by mail to:

Vanuatu Meteorology and Geo-hazards Department
PMB 9054, Port Vila