

TERMS OF REFERENCE

1. **Duty Station of the Consultancy:** IOM Headquarters in Geneva [home-based]
2. **Duration of Consultancy:** 35 days (until 29 September 2024)
3. **Nature of the consultancy:** Support IOM's Global CCCM and Preparedness and Climate Change Adaptation teams with a revision and updating of the MEND Guidelines

Project Context and Scope: Work co-funded by Phase IX of the Global project called "Promoting Reduction Of And Improved Operational Response To Gender-based Violence (GBV) through Camp Management And Site Planning" - Safe From The Start (Outcome 1: CCCM - Localisation) and a MIRAC funded project managed by the Preparedness and Climate Change Adaptation Division (PCCA) in partnership with the Global Data Institute entitled *Support to IOM's leadership on Disaster Preparedness and Early Warning*

Organizational Department / Unit to which the Consultant is contributing: Department of Humanitarian Response and Recovery (DHRR), CCCM Unit in the Humanitarian Operations Division and the Preparedness and Climate Change Adaptation Division (PCCA).

1. **Category B Consultants: Tasks to be performed under this contract:**

IOM continues to bring the inclusion of gender considerations and GBV risk mitigation as a key priority for the Global CCCM Cluster. Building on previous efforts implemented under the Safe from the Start project, as well as guidance developed on inclusion and GBV risk mitigation measures in disaster preparedness plans and management of evacuation centers, IOM has committed to initiate a comprehensive revision of the [CCCM Global Cluster's Comprehensive Guide for planning Mass Evacuations in Natural Disasters \(The MEND Guide\)](#). Under the direct supervision of the Project Officer (CCCM), and with overall supervision of the Global CCCM Cluster Coordinator, the Project Review Consultant will conduct the revision of The MEND Guide. The consultant will be expected to complete the following tasks:

- Revise The MEND Guide with a specific focus on:
 - Improving the mainstreaming of gender, age and disability inclusion into the core content of the guidelines
 - Update in order to (re-)align with revisions of other guidance (Sphere, CMT) which has occurred since 2010/2014, and with newer relevant guidance that did not exist when the MEND Guidelines were developed, such as the Minimum Standards in Camp Management (MSCM).

Headquarters:

- Update the relevant terminology on disasters and climate change throughout the document, including the title¹. Include a dedicated section that outlines the intersection between climate change, disasters, and camp coordination/management. Provide a basic overview of how climate change affects displacement patterns, vulnerability, and resilience of affected populations.
- Integrate principles related to climate resilience, adaptation, and mitigation into the guiding principles of the guidelines.
- Expand the assessment framework to include climate-related risk assessments and vulnerability analyses.
- Provide guidance on how to identify climate-related hazards and their potential impacts on displaced populations and camps.
- Highlight the importance of collaboration with climate experts, environmental agencies, and disaster risk reduction organizations.
- Emphasize the need for multi-stakeholder coordination to address climate-related challenges in camp management effectively.
- Increase operational focus of the Guidelines to be of better use of field practitioners: Enhance the ‘how-to’ discussions across all sections of the guidance and ensuring that the guidance is relevant for a wider range of collective centre contexts, in terms of type of emergency, building type, urban/rural, number of centres in one area, and the expected duration of occupancy.
 - Integrate criteria for climate-resilient site selection, considering factors such as elevation, exposure to natural hazards, and access to resources and include guidelines for incorporating green infrastructure and nature-based solutions into camp planning to enhance resilience.
 - Provide basic recommendations and resources for designing and constructing climate-resilient shelters and infrastructure and improving energy efficiency, water management, and waste disposal to reduce environmental impact and enhance resilience.
- Tailor guidelines to address specific climate-related challenges prevalent in different geographic regions or vulnerable populations.
- Provide case studies and best practices illustrating successful integration of climate considerations into CCCM practices.

Annexes and Resources:

- Develop new annexes to The MEND Guide on GBV risk mitigation measures to be undertaken in preparedness and response actions.
- Include relevant tools, templates, and reference materials related to climate change adaptation and disaster risk management.
- Provide links to additional resources, such as climate data platforms, vulnerability assessments, and technical guidance documents.
- Incorporate feedback from technical staff in IOM Preparedness and Climate Change Adaptation and Humanitarian Protection Divisions and Global CCCM Cluster partners into the revision.

¹ The IOM approach to addressing disaster displacement is based on the understanding that no disaster is natural; rather, disasters are socioeconomic phenomena resulting from the impact of natural hazards on human populations and settlements, which can lead to displacement. The intensity and scale of disasters and the corresponding displacement are an expression of the dynamic interaction of human vulnerabilities and the built environment – including infrastructure – with different hazards, such as floods, earthquakes, droughts and cyclones. This perspective is widely embraced by scientists and technical experts from IOM, UNDRR and other organizations in their efforts to save lives and prevent loss and damage.

The revision should be done in consultation with the relevant divisions and units in IOM HQ and key Global CCCM Cluster partners. The consultant will be expected to present a final draft revision of The MEND Guide integrating the feedback received from all the key stakeholders mentioned before for IOM's revision.

Deliverables	Timeframe	Days Required
Review of the MEND Guide, content review document and any other relevant documents	31 May 2024	5
Consultations with relevant IOM units (CCCM, Preparedness and Climate Change Adaptation, Humanitarian Protection)	31 st May 2024	5
Preparation and participation in consultation session (online) with key Global CCCM Cluster stakeholders	31 May 2024	5
Draft and finalization of report including feedback received for IOM review	29 September 2024	15
Development of checklist on GBV risk mitigation as an annex to the revised MEND Guidelines	29 September 2024	5
Total deliverables	Completion by 29 September 2024	35 days

6. Performance indicators for the evaluation of results

% of tasks listed that are completed

7. Education, Experience and/or skills required

Education:

- Master's degree in Disaster Risk Reduction (DRR), Climate Change, Engineering, Emergency Management, Environment, Humanitarian affairs, Social sciences, Development Studies, Gender Studies, Political Science, International Relations or a related field from an accredited academic institution with 8 years of relevant professional experience; or
- University degree in the above fields with 10 years of relevant professional experience.

Experience:

- Extensive experience in responses to displacement crises at the operational level, and expertise in CCCM programming and operations
- Experience on disaster risk reduction and management, disaster preparedness and response at the urban/local level
- Advanced knowledge of displacement issues as part of DRR/DRM work;
- Experience developing capacity building and facilitation materials;
- Outstanding analysis and drafting skills; preferred background in research
- Proven experience in conducting humanitarian programme reviews and/or evaluations and developing recommendations to improve operational response strategies.
- Thorough understanding of existing approaches, methodologies and tools used in the humanitarian sector (including by UN agencies, NGOs etc.) to strengthen the participation and inclusion of individuals and groups exposed to vulnerabilities in crises.

- Understanding of topics related to human mobility, disasters and environmental change.
- Excellent communication and coordination skills as well as fluency in English, other UN language strong asset

8. Travel required

No

9. Competencies

Values

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency:** maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- **Professionalism:** demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators

- **Teamwork:** develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- **Delivering results:** produces and delivers quality results in a service-oriented and timely manner; is action-oriented and committed to achieving agreed outcomes.
- **Managing and sharing knowledge:** continuously seeks to learn, share knowledge and innovate.
- **Accountability:** takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- **Communication:** encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

How to Apply

Should you be interested in this opportunity kindly submit a copy of your CV, two related work samples, and an application inclusive of your proposed daily consultancy rate in line with the timeline in this document.

The **application deadline is Friday, 15 March 2024**. Please submit your application to Amalia Torres amtorres@iom.int and Nick Bishop nbishop@iom.int.