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GOVERNMENT OF SIERRA LEONE

Name of Project: Freetown Emergency Recovery Project (FERP/ ONS)

Credit/Grant Numbers: P166075

Assignment Title: RECRUITMENT OF AN INDIVIDUAL CONSULTANT FOR THE DEVELOPMENT OF A MULTI-HAZARD NATIONAL EMERGENCY RESPONSE PLAN AND SUB-PLANS FOR THREE REGIONAL DISASTER MANAGEMENT HUBS

Reference No. SL-MoFED-179579-CS-INDV

Date of Issuance: 17th June, 2020

1.0 Source of funds/ Background and Context

On 14 August 2017, Freetown experienced one of its most severe landslides. The landslide, comprising a mix of clay soil and boulders of up to 40 cubic meters, ripped through settlements in the outskirts of the city of Freetown with tremendous energy destroying everything in its path. Residents reported a large ‘tidal wave’ of material advancing down the river channel immediately after the landslide. The event had a massive human impact, with 1,141 declared dead or missing and over 6,000 people affected overall. The landslide caused major destruction of infrastructure, including 349 buildings, bridges, roads, schools, and health facilities. On the same day flooding throughout the city also damaged infrastructure and affected households.

Following the event, the Government requested the World Bank’s financial and technical support in a letter dated August 15, 2017, including a request for an assessment of the impact of the disaster. The Damage and Loss Assessment (DaLA) was completed in early September 2017 and estimated a total economic value of the effects of the landslides and floods at US\$31.65 million. The total recovery needs have been estimated at US\$82.41 million.

Between 2018 and 2019, the World Bank-funded Freetown Emergency Recovery Project (FERP) supported the UN Office for Project Services (UNOPS) to undertake earthworks that led to the movement of approximately 120,000m³ of debris materials, including boulders, to form a more uniform and stable landform and re-establish water courses. More than 20,000 trees were also planted and construction work on Rangers post and memorabilia is ongoing.

I. OBJECTIVES

The objective of this Terms of Reference (TOR) is to provide support in the area of Contingency Plans for the Government of Sierra Leone (GoSL). The program will support the development of a Multi-Hazard National Integrated Emergency Management Plan (The Sierra Leone National Emergency Operation Plan) and the prioritized Regional Hubs.

The Emergency Response Plan will outline actions to be taken by government officials, UN Agencies, International Organizations, NGOs, volunteer organizations and all other disaster management key stakeholders to:

- (i) Establish preparedness capabilities for protecting residents from the impacts of disasters.
- (ii) Respond effectively to the actual occurrence of any emergency involving extensive damage within the country.
- (iii) Plan for recovery after occurrence of the disaster or an emergency.

The Plan will be a multi-hazard, functional plan, divided into three components (see section IV, Scope of Work, for details):

- (i) A national “Basic Plan” that serves as an overview of the government’s approach to emergency management.
- (ii) Annexes that address specific activities critical to emergency preparedness and response.
- (iii) Appendices which support each Annex and contain technical information, details, protocols and standard operations procedures, for use in emergency operations.

II. DUTIES AND ACCOUNTABILITIES

The consultant will lead a planning team (consisting of Government officials from both national and provincial/district levels) through the planning process which will describe and detail the concept of operations to respond to and recover from catastrophic disasters.

The consultant will lead all aspects of team support to the GoSL planning efforts, which includes the following responsibilities:

- The consultant will serve as the primary point of contact for work assignments and will ensure that deliverables are on schedule and meet the scope of work requirements described below.
- The consultant will assist in the preparation and writing of the scenario, fact sheets, information analysis briefs, scope and structure of the National and Regional Hubs Plans, and the delivery of the final Plans.
- The consultant will assist with planning, preparation, and facilitation of trainings, participatory workshops, and working group sessions.
- The consultant will ensure coordination of this work with parallel work being undertaken by NaCSA to develop an emergency response manual related to social protection and the

delivery of post-disaster emergency cash transfers - ensuring coherence, knowledge sharing and an aligned process for validation and dissemination

- The consultant will ensure the alignment with the National Action Plan for Health Security and other sector-specific national emergency preparedness and response plans (i.e. COVID-19), which involves EOC at the national and/or subnational levels, to optimize the country's capacity and resources in response to and for the recovery from emergencies.
- The consultant will monitor and identify threats to contract progress and assists the GoSL in developing effective remedial action.
- The consultants will provide updates on project status, deliverables, and project management.
- The consulting fees will cover costs for both remuneration and reimbursables, including costs for trainings, workshops, travel and related expenses.

III. DELIVERABLES

The consultant will provide the deliverables associated with the tasks specified above. These include:

1. A Proposed Agenda and coordination with the ONS counterparts on list of meetings (government, donor, and relief entities etc.) to be solicited for Mission.
2. A proposed methodology and associated work plan to develop the Plans.
3. A proposed table of content for the National Plan (including detail methodology and associated work plan to update the National Plan).
4. A proposed table of content for the Regional Hubs' Plans (including detail methodology and associated work plan to update the Regional Hubs' Plans).
5. Workshop, training and working sessions to develop, validate, finalize and disseminate the National and Regional Hubs' Plans.
6. A complete and final Sierra Leone's National Plan and three Regional Hubs' Plans.
7. Draft plan of series of exercises and drills aimed at operationalizing and testing the Sierra Leone' Emergency Response Plans.

*For all workshops (including TTX) the consultant will provide, in advance of the mission; agenda, materials, presentations, handouts, and survey (if needed).

IV. TIME FRAME AND DURATION

The proposed duration of the assignment is 4 months.

V. QUALIFICATIONS AND EXPERIENCE

General requirements of the consultant include:

1. The consultant expected to have a Master's degree from a leading university in Emergency Management, Disaster Risk Management, Geography, Environmental Science, Development Studies, Climate Governance or closely related field, or a combination of education and professional experience in supporting Emergency Disaster Risk Management.
2. The consultant is expected to have at least 10 years of relevant working experience in the

Disaster Risk Management and Emergency Preparedness and Response fields in developed and developing countries.

3. The consultant is expected to have demonstrated experience in emergency/contingency planning process, and emergency management exercise programs and principles.
4. The consultant is expected to have a documented work history demonstrating success at increasing levels of responsibility; project complexity in the areas of disaster response and recovery planning, including supervisory and team leadership positions as well as knowledge of team member roles; and ability to effectively coordinate and collaborate with planning partners or other multidisciplinary teams.
5. The consultant is expected to have analytical and writing skills including the ability to conduct research and analysis to support deliverables preparation.
6. The consultant is expected to have ability to deliver high quality outputs while working under pressure and within tight time schedules.
7. The consultant is expected to have ability to work effectively with Government officials and technical staff and with other DRM stakeholders.
8. The consultant is expected to have strong leadership and communication skills and ability to work across-sectors and lead inter-disciplinary teams.
9. The consultant is expected to have strong task and project management skills, with a proven record of problem-solving capability and a proven ability to conceptualize, design and implement major projects.
10. The consultant is expected to have strong ability to deliver training and exercise design and facilitation services.
11. The consultant is expected to have proven ability to track tasks/actions, and coordinate preparation, execution, and after-action notes for collaborative sessions (leader meetings, work groups, updates).
12. The consultant is expected to have experience in assisting and facilitating work groups throughout the project. Assisting with plan refinement, tabletop exercise implementation, and plan socialization.
13. The consultant is expected to have high level of understanding of emergency management planning and response, and recovery programs at the Federal, State and local level.
14. Prior experience in the Africa region, especially geographies similar to Sierra Leone is highly desirable.
15. Documented experience in developing deliberate plans that describe and detail concept of operations to respond to and recover from catastrophic disasters, including the development of All Hazards Plan which focuses on operational and administrative actions.

V1. REPORTING, COMMUNICATION AND COORDINATION

Monitoring will be managed by the GoSL and ONS against agreed deliverables.

6.0 SELECTION CRITERIA

The short listing criteria are:

1. Experience of the Individual Consultant relevant to the Assignment
2. Competency/Qualification of the Individual Consultant relevant to the Assignment

This REOI will lead to the preparation of Short list of Consultants

The Consultant will be selected in accordance with *Individual Consultant (IC)* method set out in the World Bank's Procurement Regulations for IPF Borrowers (July 2016, Revised November 2017, Revised August 2018) setting forth the World Bank's policy on conflict of interest.

Further information can be obtained at the address below during office **hours 0900 to 1700 hours Sierra Leone time from Monday through Friday.**

Expressions of interest must be delivered in a written form to the address below in person or **e-mail: pfmu2018@gmail.com** on or before **Friday 3rd July, 2020**. The name of the assignment should boldly be written as **“RECRUITMENT OF AN INDIVIDUAL CONSULTANT FOR THE DEVELOPMENT OF A MULTI-HAZARD NATIONAL EMERGENCY RESPONSE PLAN AND SUB-PLANS FOR THREE REGIONAL DISASTER MANAGEMENT HUBS.”**

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