

Terms of Reference

for Team of National Consultants

to produce Primary, Incomplete Secondary, and Complete Secondary Education Programs, Students' Textbooks and Teachers' Guidebooks on Disaster Protection

I. Background

"Strengthening the Disaster Mitigation and Management System in Mongolia" is a project co-implemented by UNDP and the National Emergency Management Agency (NEMA). Its overarching goal is to contribute to the sustaining of the development gains of the country by reducing its vulnerabilities and strengthening the capacity of the national emergency management system.

There are many types of vulnerabilities that make people and property susceptible to disasters and accidents. One of them is unsafe livelihood practices that are caused by lack of awareness and education to prevent from, prepare for, and protect against disasters.

Therefore, the project aims to instill disaster protection education and safe livelihood behaviors in the general population from early childhood through the secondary education system. To this end, it has produced draft *Standards for Primary, Incomplete Secondary and Complete Secondary Education Programs on Disaster Protection*.

II. Purpose of Assignment

Through this assignment, in line with the above mentioned draft standards, the project intends to develop a disaster protection education program, a students' textbook and a teacher's manual for each of the primary, incomplete secondary and complete secondary levels of education.

III. Scope of Assignment

Under the assignment, a Team of 2 National Consultants will update the draft *Standards for Primary, Incomplete Secondary and Complete Secondary Education Programs on Disaster Protection* based on the current international and national policy documents in the field of disaster management and secondary education, national and local disaster situations, and the related national laws and regulations of the education and disaster management sectors.

Also, the team will develop a disaster protection education program, a students' book and a teacher's manual for each of the three levels of secondary education relying on extensive research of the existing domestic and foreign textbooks, guidelines, manuals, tutorials, and other resources in the areas of disaster management and secondary education.

IV. Deliverables

- Updated draft *Standards for Primary, Incomplete Secondary and Complete Secondary Education Programs on Disaster Protection*;
- A draft education program on disaster protection for each of the primary, incomplete secondary, and complete secondary levels of education;
- A students' textbook and a teacher's manual on disaster protection for each of the three levels of secondary education;
- Report on the completion of the assignment.

V. Tasks and Tentative Schedule of Assignment

Below are the specific tasks and tentative schedule of the assignment, but other tasks may be required for its successful completion. The assignment period is 5 months from 1st April through 31st August 2010. The Team is expected to work on weekends when necessary.

No	Tasks	1/IV - 7/IV	8/IV - 15/IV	16/IV - 30/IV	1/V - 31/V	1/VI - 30/VI	1/VII - 31/VII	1/VIII - 7/VIII	7/VIII - 31/VIII
1	Get thoroughly familiarized with the international and national policy documents, laws, and regulations in the field of disaster management provided by the project and do necessary additional research in the area;								
2	Outline and submit to the project for approval a detailed work plan* assigning specific duties to the team members;								
3	Research the current international and national policy documents, laws, and regulations in the field of secondary education and take stock of the national and local level disaster contexts;								
4	Update and improve the draft Standards for Primary, Incomplete Secondary and Complete Secondary Education Programs on Disaster Protection in line with the current secondary education systems, policies, laws and regulations, and disaster profile and policies of the country;								
5	Get familiarized with the "Guide for Standard Messages on Disaster Protection" provided by the project, and do extensive research of the existing domestic and foreign textbooks, guidelines, manuals, tutorials, and other resources in the field of disaster education;								
6	Develop and submit to the project a draft education program on disaster protection for each of the primary, incomplete secondary, and complete secondary levels of education;			30 Apr: 1 st salary					
7	Develop and submit to the project a students' textbook and a teacher's manual for primary education*;				31 May: 2 nd salary				
8	Develop and submit to the project a students' textbook and a teacher's manual for incomplete secondary education*;					30 Jun: 3 rd salary			

* Milestone document

9	Develop and submit to the project a students' textbook and a teacher's manual for complete secondary education* ;						31 Jul: 4 th salary		
10	Prepare a draft report* on the completion of the assignment and submit to the project along with the other products of the assignment;								
11	Improve and finalize all deliverables* of the assignment in line with the comments from the project;								31 Aug: 5 th salary

VI. Specific Arrangements / Logistics

The Team of National Consultants will report to the National Project Manager. For successful completion of the assignment, the team will be guided and supported by the project team, especially the National Project Manager, Partnership and Advocacy Officer, and Policy and Planning Officer.

The Consultants will work in their own spaces with their own means. The project will disburse the salaries of the Consultants at the end of each month given the highlighted milestone documents specified in the *Tentative Schedule of Assignment* above are submitted on time.

VII. Requirements

The Team will comprise of one Disaster Education Expert and one Secondary Education Expert who will meet the following requirements:

- The Disaster Expert should meet the following requirements:
 - Holds advanced academic degree in disaster management or natural sciences (Master's degree or higher);
 - Has a minimum of 5 years of work experience in the disaster response, first-aid delivery, or disaster education and research fields;
 - Has at least 1 published book in the area of disaster management, public awareness, or education;
 - Preferably able to read and understand in English language.
- The Education Expert should meet the following requirements:
 - Holds advanced academic degree in secondary education or natural sciences (Master's degree or higher);
 - Has a minimum of 5 years of pedagogical experience at a secondary educational institution;
 - Has experience of developing a secondary educational course program;
 - Has at least 1 published book in the area of secondary education, curriculum and educational program development, public awareness, or disaster management;
 - Possesses working knowledge of English language;
 - Preferably has work experience at the Ministry of Education or its local branches;

- Both Experts need to have excellent communication and team working skills and be available full-time for the assignment;
- Experience of working for or with international organizations in disaster management of educational fields will be an asset for both Experts;

For more information, please contact the project office via telephone no. 31-55-95, or email to b.bulgantamir@mongoliadisaster.org and cc sh.boldbaatar@mongoliadisaster.org.