

Terms of Reference

Natural Disaster Management Expert Bosnia and Herzegovina

| Role Information | |
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| Organisation | British Council, Bosnia and Herzegovina |
| Role | Natural Disaster Management Expert - Consultant |
| Project title | Responsive Democracy Fellowship Programme |
| Duration | Max 10 working days in total from January –March 2025 |
| Work model | Hybrid (Home based work & on a location in Sarajevo BiH) |
| Report to | Project Manager |

Project description

Implemented by the British Council and supported by the UK Government, the Responsive Democracy Fellowship Programme addresses Bosnia and Herzegovina’s cross-sectoral challenges, with **Urban Planning, Regulations, Inspections, and Natural Disaster Management** selected as second topic of this cycle. The programme aims to empower up to 15 experts from politics, public administration, business, and civil society by equipping them to drive impactful policy reforms. Participants will gain first-hand exposure to the UK’s policy-making processes through study tour, enhancing their understanding of effective spatial planning management, inspection work and natural disasters prevention. The second cohort will learn from the UK’s innovative sustainability strategies, with the aim of adapting these insights to BiH’s context. The fellowship includes pre- and post-visit workshops, collaborative efforts to create actionable proposals, and interactive sessions with BiH and UK experts. By fostering cross-sectoral dialogue, inclusivity, and transparency, the initiative seeks to promote a more stable, secure, and sustainable BiH. The **Natural Disaster Management Expert** will provide technical training to enhance local disaster response frameworks, with lessons drawn from UK’s disaster management practices.

About British Council

The [British Council](#) is the UK’s international organisation for cultural relations and educational opportunities. It supports peace and prosperity by building connections, understanding and trust between people in the UK and countries worldwide. British Council celebrates 90 years in 2024. The British Council is committed to policies and practices of equality, diversity, and inclusion across everything we do, and we want to encourage applicants from under-represented groups to apply.

Scope of Work

Under the overall supervision of Project Team, the Natural Disaster Management Expert will work in coordination with the Spatial Planning Management Expert, and other team members to ensure a comprehensive and integrated approach. The expert will be responsible for the implementation of the following:

1. Needs Assessment (up to 2 days)

The first task involves conducting a needs assessment with the selected participants, where the expert will evaluate their current knowledge, challenges, and familiarity with disaster risk assessment, emergency response planning, and inter-agency coordination. The expert will identify key areas where participants require capacity-building to effectively benefit from the study visit in the UK. Additionally, the expert will propose clear, actionable steps for participants to apply their learnings in developing or improving disaster management frameworks and response strategies.

The needs assessment will be conducted by the end of January 2025 and will serve as a baseline for all future activities.

2. Pre-visit Workshop Development and Facilitation (up to 4 days)

Based on the needs assessment, the selected expert will develop interactive workshop tailored to the participants' needs, with a strong focus on practical application and engagement. The expert will research UK disaster management practices, including risk assessment, contingency planning, and emergency response systems, identifying parallels and differences with BiH contexts, and integrating these findings into the workshop materials. In addition to the outline development, the selected expert will present UK case studies on disaster response systems, community resilience initiatives, and inter-agency coordination strategies.

The workshop will also include a component on regulations and inspections relevant to disaster management, focusing on compliance with safety standards, enforcement mechanisms, and their application in strengthening disaster preparedness and response frameworks.

Additionally, the workshop will concentrate on cultivating leadership skills and implementing effective strategies for instigating policy change. Participants will explore various aspects of leadership within the context of disaster management policymaking, learning how to inspire and mobilize stakeholders, navigate political landscapes, and overcome challenges. By the session's conclusion, participants will possess the requisite knowledge, skills, and confidence to lead impactful policy changes in disaster management.

The workshop will focus on the fundamentals of disaster risk assessment, emergency preparedness, and coordination strategies, providing participants with foundational tools and methodologies.

Moreover, the first workshop will be followed by the development of a concise report evaluating participants' knowledge and outlining key action points. During the workshop content development, the expert will coordinate closely with the Spatial Planning Management Expert and project management team to ensure alignment with project objectives.

The 2-day workshop will be held in the first week of February 2025. All content related to the workshop must be submitted for approval by the project team at least 5 days prior to the workshops.

3. Post-visit Workshop and Panel Discussion (up to 2 days)

The second workshop, to be held after the study visit, will build on these foundations, including participant presentations on what they learned, how UK experiences can inform their disaster management practices, and their proposed next steps for enhancing local resilience frameworks.

This activity will include a one-day workshop developed and delivered in close cooperation with the Spatial Planning Management Expert, focusing on key disaster management challenges in BiH, potential solutions, and modern approaches to risk assessment and emergency preparedness. Participants will also present what they learned during the study visit, how the UK experience has influenced their perspectives, and outline their proposed next steps for improving disaster management frameworks and resilience strategies in BiH. The second day of this gathering is planned for panel discussions, where it is expected that the Expert will offer insights and guide the dialogue to ensure practical and actionable outcomes.

This event will take place in the first week of February 2025.

4. Periodic monitoring and feedback (up to 2 days)

After the post-visit workshop, the selected expert will be in charge of providing feedback on training evaluation results, including proposals with steps on how to address potential issues, and will periodically monitor the progress of defended activity implementation of each participant.

The periodic monitoring and feedback will be conducted by the end of March 2025 and will be included in the final report.

Expected Outputs

- Detailed needs assessment report summarising the needs assessment findings developed.
- Workshop content and material developed and approved.
- Structured outline of the panel discussion for the workshop seminar developed and approved.
- Post – Workshop report on the action points developed.

Location

The project is implemented in Sarajevo, Bosnia and Herzegovina. The Consultant is expected to travel to Sarajevo for the purposes of seminar participation and workshop delivery if he/she does not reside in Sarajevo. The rest of Consultant's work is home based work.

Reporting

The Consultant is expected to work closely with British Council Project Management team. This includes a series of meetings to ensure that the Consultant's deliverables meet British Council's standards.

At the end of each month, the Consultant shall submit a timesheet with the number of days worked and brief description of the activities or tasks performed. The timesheet will be a base for payment along with invoice, and it needs to be approved by the British Council.

Timing of deliverables will be agreed with the British Council project management team.

Requirements

Education:

- University degree in disaster management, environmental studies, spatial and/or urban planning or other related fields.

Language skills:

- Good command of the English language (minimum B1 level).
- Fluent in written and spoken B/H/S language

Professional Experience:

- Minimum 10 years of extensive experience in the field of disaster management, including risk assessment, emergency response planning, and resilience-building strategies..
- Demonstrated ability to conduct comparative analysis of disaster management frameworks and emergency preparedness strategies across different regions, identifying actionable insights for improving local practices.
- Proven expertise in designing and facilitating interactive workshops, with a focus on practical tools, case studies, and ensuring high levels of participant engagement and knowledge transfer.
- Demonstrated experience in conducting needs assessment, particularly in assessing participant knowledge and identifying areas for capacity building.

Other competencies:

- Excellent communication skills
- Experience of working in multicultural environments
- Experience of working in dispersed teams in collaborative manner; giving and receiving feedback
- Coordination skills and networking

Application process

Applicants are required to send in English:

- **CV including references'** full name, job title, company name, email address and tel. number.
- **Cover letter** (max 2 pages) stating a) how they meet the qualifications and experience requirements b) to provide a brief outline – approach to the assignment.
- **Consultancy fee** as a lump sum amount. The proposed total fee shall be all-inclusive (i.e., inclusive of all taxes, gratuities, bank charges, costs required to perform the deliverables, local transportation and per diems etc.).

Note:

1. British Council considers Consultancy fee as output-based price regardless of any potential extension of contract duration due to changes in the project timeline.

Evaluation criteria:

British Council shall evaluate experience and qualification first and then the proposed Consultancy fee. British Council prefers a value for money approach and does not necessarily weight a lower price over a quality candidate.

| Criteria | Percentage Weight |
|--|-------------------|
| Demonstrable experience and qualifications for carrying out the assignment - Interview | 40% |
| Proposed approach to assignment – Outline | 40% |
| Price | 20% |

Background check:

The British Council has a legal obligation to ensure that we are not negligent in our recruitment practice. The robust screening of selected applicant will be undertaken, including Pre-Appointment Checks, Post appointment measures, Criminal Records Checks, in line with organisation’s procedures and policy.

Timeline:

To apply please send your application to hena.atlic@britishcouncil.org

Please put: *Application for Natural Disaster Management Expert – RD Fellowship* in the subject of the email.

Deadline for applying is Wednesday, 08 January 2025, at 23:59 CET.

Interviews are expected to take place on Friday, 10 January 2025.

Successful applicant should be ready to start working in January 2025.

Only shortlisted candidates will be contacted.