

## TERMS OF REFERENCE

### Project “Disaster Risk Management for KRI”

#### Contingency Planning Training

**Mission:** Contingency Planning Training

**Line management:** Under the supervision of Expertise France and with the support of the EF field coordinator based in Erbil, the contingency planning training expert/team reports to the Project Manager based in Paris.

**Country or Region:** Kurdish Region of Iraq (KRI) – Erbil, Dohuk and Souleimaniye Governorates.

**Duration of the mission:** Intermittent mission.

- **Phase 1:** Initial diagnosis and detailed training program proposal (10 days)
- **Phase 2:** Training in KRI (to be determined with a maximum of 30 days)
- **Phase 3:** Table Top exercises (1 in each Governorate) to measure the efficiency of produced “Emergency Plans”

#### 1. Project context description

##### a) Expertise France

Expertise France is France’s public agency and interministerial actor in charge of international technical cooperation, the second-largest in Europe. As a subsidiary of Agence Française de Développement Group (AFD Group), it designs and implements projects that sustainably strengthen public policies in developing and emerging countries. Expertise France works in key areas of development: governance, security, climate change, health, education, and more. Alongside its partners, it contributes to achieving the Sustainable Development Goals (SDGs).

For more information: [www.expertisefrance.fr](http://www.expertisefrance.fr)

##### b) The project

The “Disaster Risk Management for KRI” project, launched in November 2024 for an 18-month duration with a budget of 1.54 million EUR, aims to enhance the Kurdistan Region of Iraq's disaster response capabilities. Focusing on reducing deaths, injuries, and economic losses caused by disasters—especially water-related events and urban fires—the project will support key civil defense and emergency management institutions in KRI.

Key activities include providing specialized equipment for water rescue and urban fire training, strengthening operational capabilities through targeted training programs, and improving psychological support services for vulnerable groups affected by disasters. Additionally, the project will improve flood risk management through improved risk assessment capacities, enhanced contingency planning and awareness campaigns. By focusing on both preparedness and response, the project seeks to build a more resilient KRI that is better equipped to handle future

disasters.

## 2. Mission description

### General objective

Flood events have become increasingly recurrent in the Kurdistan Region of Iraq (KRI), particularly during the winter and spring months when heavy rains and rapid snowmelt from the surrounding mountains exacerbate the risk. The region's vulnerability is heightened by factors such as insufficient urban planning, inadequate drainage systems, and deforestation, which contribute to soil erosion and the reduced ability of the land to absorb water.

Flooding has recently caused several casualties and significant damage to infrastructure, agriculture, and homes, displacing thousands of people and putting immense pressure on local response systems. Despite ongoing efforts to improve disaster risk management, the frequency and intensity of floods continue to challenge the region's ability to effectively prepare for and respond to such events. This underscores the urgent need for enhanced flood mitigation strategies, better early warning systems, improved response capacities and increased public awareness to reduce the devastating impacts of these recurrent disasters.

One of the main objectives of this contingency planning training is to assist JCC in developing precise flood-related emergency and contingency plans, with the aim of preparing an efficient response.

However, while this training will focus to flooding as a case study; it should also enable JCC and its decentralized bodies within the Governorates, DMCR, to master a general contingency planning methodology that can be applied to other natural or man-made disasters.

### Description of the tasks to be assigned

#### **Phase 1:** Initial diagnosis and detailed training program proposal

- Exploratory mission, study of the legal framework, interviews with key stakeholders.
- Introductory training for the members of the JCC Operations Room.
  - o Understand the importance of contingency planning in disaster management.
  - o Define contingency planning and its role in DRR.
  - o Explore the key components of an effective contingency plan.
- Proposal of a tailored training plan for JCC HQ on one side and Erbil, Duhok and Slemani DMCRs on the other side.

#### **Phase 2:** Training in KRI

- Analyze of Risk Assessments.
- Integration of Early warning systems (EWS) in Contingency plans.
- Stakeholders and Roles and Responsibilities (R&R) in Contingency Planning.
- Key Components of a Contingency Plan.
- Emergency Response Procedures and Standard Operating Procedures (SOPs).
- Key Components of an Emergency Plan.
- Resource Management and Logistics (including supply during a disaster).

**Focus on floods:**

- Enhance understanding of flood risk assessment principles.
- Understand the roles of local, regional, and national authorities in flood management.
- Situation analysis: Understanding flood risks and vulnerabilities.
- Establish standard procedures for flood emergencies.
- SOPs for flood evacuation, rescue, relief, and recovery operations.
- Emergency logistics: Managing flood-related supplies.

**Phase 3:** Table-top exercise on flood simulation in the 3 main governorates

- Develop floods scenarios with the direct support of JCC. (scenario development should be part of the training).
- Apply the learned principles in a practical, simulated flood event scenario.
- Test coordination, communication, and decision-making skills.
- Debriefing (success, challenges, lessons learnt).
- Integration of lessons learnt in updated versions of emergency/contingency plans.

## Deliverables

The deliverables required from the expert/team before and after the assignment will be the following:

- After phase 1, diagnosis of the existing capacities and end of mission report.
- Detailed Training curriculum on Emergency and Contingency plans methodologies
- During phase 2 and after the first mission, proposed structure of emergency / contingency plans to be developed at governorate level
- Summary of DMCRs' produced documents
- At the end of each phase, an end-of-session report (in English);
- At the end of the table-top exercises, end-of-mission report with corrective measures based on the TTX and clear recommendations for the JCC;
- The deliverables become the property of Expertise France as they are produced.

## Specific provisions

Terms of payment:

Fixed price payment for the services provided including preparation and end-of-mission actions.

Expertise France will directly cover the following expenses:

- Air travel costs, visa and insurance,
- Accommodation, food and local transport costs covered by a per diem at the the current amount set by the European Commission for the corresponding country.
- Other expenses with prior agreement and on the basis of justification invoices.

Safety – Security : The contractor undertakes to comply with the Expertise France Security Procedure in use.

### **3. Required team profile**

- More than 10 years of experience in Disaster Risk Management;
- Experience with practical and theoretical knowledge of contingency planning methodology with proven experience of floods management.
- Experience in developing and delivering specialized workshops in risk management;
- Strong leadership, teaching, and communication abilities;
- Ability to work in a multicultural environment
- Written and spoken proficiency in English is required;
- Candidates must hold a valid Hostile Environment Awareness Training (HEAT) certificate or an equivalent qualification. In the absence of such certification, a first aid training certificate issued by a body accredited by Expertise France (e.g., the Formation Premiers Secours Citoyen – PSC in France) will be required.

### **4. Application procedure:**

All applications must include the following:

- CV
- Concept note (2 pages max) including methodology and financial offer.

### **5. Contacts:**

Practical information for this assignment can be requested by email to the following contacts:

Project Field Coordinator: [waleed.rasheed@expertisefrance.fr](mailto:waleed.rasheed@expertisefrance.fr)

Project Manager: [maelle.rousseau@expertisefrance.fr](mailto:maelle.rousseau@expertisefrance.fr)