

TERMS OF REFERENCE – Disaster Recovery Coordinator

I. DUTY STATION: OFFICE OF DISASTER PREPAREDNESS AND EMERGENCY MANAGEMENT

II. REPORTING TO: DEPUTY DIRECTOR GENERAL

1. INTRODUCTION:

The Office of Disaster Preparedness and Emergency Management (ODPEM) through funding from the United Nations Development Programme (UNDP) is embarking on a project entitled “Hurricane Sandy Recovery”. The Initiative seeks to strengthen Jamaica’s Post Disaster recovery Programme as through careful assessment of the current Recovery Framework and the careful consideration of the recovery requirements for Jamaica as a result of the impact of Hurricane Sandy.

The term Recovery refers to the period between the initial response and the point at which normal activities are re-established. It is essentially the point at which the social, economic, physical fabric of the affected community(s) has been re-established. On October 24, 2012 a period that could be considered the tail end of the North Atlantic Hurricane Season, Hurricane Sandy made landfall on Jamaica’s South –Eastern Coast. It moved Northward exiting somewhere between the northern coast of St. Mary and Portland. Sandy left behind a trail of physical, social and economic damage totalling J\$9.4 Billion Dollars (direct and indirect). The greatest losses were recorded in the Social Sector (48.2%), the Infrastructure Sector (27.5%) and the Production Sector (17.2%). The actual losses to the Agriculture Sector amounted to roughly (J\$1.452 Billion), Infrastructure (J\$ 1.5 billion); The Education Sector (J\$170Million) and Health (J\$180.5Million).

In response to the event the Government of Jamaica through a Cabinet Decision recommended that the Ministries’ first seek to reallocate budgeted resources to meet the identified priorities for recovery. The Government further, acting under the advice of the Director General of the ODPEM established a Recovery Task Force to facilitate coordination of the recovery efforts of Government Ministry’s Departments and Agencies. The Task Force was supported by a secretariat comprised of ODPEM and the State Minister in the Office of the Prime Minister. The State Minister also served as Chairman of the task Force. The task Force met weekly on Mondays to examine the recovery process and remained in effect until Monday, February 25, 2013. Whilst several priorities were addressed over the period within the Agriculture, Social, Infrastructure, Education and Health Sector a number of priorities remain outstanding.

2.0 RECOVERY TASK FORCE

The recovery task force is a sub-committee of the Damage Assessment Recovery and Rehabilitation Committee, acting under the general direction of the Disaster Executive, and being charged with providing specific direction to and assistance for long term recovery, with terms of reference to include:

- Sphere of responsibility during pre and post-disaster periods
- Membership
- Responsibilities

With respect to Hurricane Sandy, the Government of Jamaica, acting under the advice of the Director General of the ODPEM established a Recovery Task Force to facilitate coordination of the recovery efforts of Government Ministry's Departments and Agencies. The Task Force was supported by a secretariat comprised of ODPEM and the State Minister in the Office of the Prime Minister. The State Minister also served as Chairman of the task Force. The task Force met weekly on Mondays to examine the recovery process and remained in effect until Monday, February 25, 2013.

The Disaster Recovery Coordinator will therefore liaise with the Office of the Prime Minister in obtaining the status of work conducted to date as well as the outstanding priority areas.

3.0 ODPEM DISASTER RECOVERY COORDINATOR AUTHORITY

Nothing in the National Disaster Recovery Framework alters or impedes the ability of local authorities, ministries, departments and agencies to carry out their specific authorities or perform their responsibilities under all applicable laws, Executive Orders and directives. The ODPEM Disaster Recovery Coordinator's authority to facilitate disaster recovery coordination and collaboration is derived from the appropriate disaster recovery authority instructions and specific directive of the National Disaster Executive that may apply to the incident.

Other ministries, departments, agencies and local authorities carry out their disaster recovery authorities and responsibilities within the overarching construct of the National Disaster Recovery Framework. Additionally, nothing in the National Disaster Recovery Framework is intended to impact or impede the ability of any ministry, department, local authority or agency to take an issue of concern directly to the Director General of ODPEM, the designation National Recovery Coordinator or any member of the cabinet.

4.0 REPORTING

The ODPEM Disaster Recovery Coordinator shall indirectly report to the Deputy Director General (ODPEM), who also acts as the Director of the Emergency Operations Centre, based at ODPEM's headquarters.

5.0 RESPONSIBILITIES OF THE ODPEM DISASTER RECOVERY COORDINATOR

The ODPEM Disaster Recovery Coordinator will head the Temporary Recovery Secretariat, tasked with maintaining information and coordination among all stakeholders and persons/entities/agencies engaged in the recovery process related to Hurricane Sandy (October 2012). The incumbent's responsibilities shall include:

1. Develop strategic approach coordinating national assistance, policies and directives.
2. Work with impacted communities to establish relevant recovery mechanisms
3. Promote inclusiveness among all stakeholders
4. Facilitate the development of a single integrated communications strategy on progress of recovery efforts.
5. Coordinate national assistance to support community recovery planning
6. Work with impacted MDAs, Local Authorities, communities and other relevant stakeholders to incorporate mitigation, and resilience building measures into recovery plans and implementation and to liaise with consultant developing Recovery Strategy and Action Plan for affected areas.
7. Coordinate recovery support as facilitated by the ODPEM and commitments made by donors and the government to recovery processes.
8. Facilitate the streamlining of funding streams to prevent overlapping and the plugging gaps as necessary and capacity permits.
9. Re-enforce compliance with relevant laws, guidelines, standards and procedures when using designated recovery funds
10. Ensure full documentation and account of all funds and actions implemented for the recovery period/process.
11. Facilitate the creation of area and sector specific recovery plans and strategies as necessary for the effective and timely execution of recovery efforts.
12. Documentation of experience and lessons learnt to contribute to the updating of the National Recovery Plan Framework of the National Disaster Plan.
13. Manage the Recovery Secretariat Team
14. Conduct data gathering/desk review of existing data from ODPEM and sectors disaggregated by gender
15. Conduct needs assessment analysis including specific gender considerations
16. Oversee the collection of geospatial and qualitative data to facilitate the production of hazard impact maps and risk analysis for recovery planning
17. Coordinate mechanisms for disaster recovery at national and local levels through meetings with partners, donors and governmental agencies/ministries and other relevant stakeholders to coordinate requests, receipt and distribution of recovery support as well as to mobilize resources for implementation of recovery plan actions.
18. Facilitate the quarterly reporting to the UNDP on project activities

19. Prepare End of Project Report to be submitted to UNDP

6.0 SPECIFIC QUALIFICATIONS & EXPERIENCE REQUIRED

The ODPEM Disaster Recovery Coordinator will be selected based on his/her knowledge and experience with disaster recovery, mitigation, community development, resiliency planning, public administration concepts, and the range of national programs and interagency processes required for effective implementation of recovery initiatives. In addition to existing subject-matter expertise, the ODPEM Disaster Recovery Coordinator will maintain training and credentials emphasizing consistent and effective practices. The Disaster Recovery Coordinator should have operated as a senior level official, empowered to directly access designated senior officials in every agency/entity that may contribute to recovery.

The incumbent shall possess requisite qualifications and experience that will allow for efficient and effective execution of deliverables and assigned duties. Such qualification and experience shall be as follows:

1. MSc. in Engineering, Earth Sciences or related discipline.
2. A minimum of Ten (10) years of experience in Disaster Risk Management and Recovery Coordination.
3. Certification in project Management and a minimum of three (3) to five (5) years' experience in Project Management.
4. Experience in management at the regional and or national level
5. Ability to manage and coordinate multi-sector and internal/external stakeholder participation
6. Strong Leadership skills
7. Highly disciplined and organised approach to work. Proven analytical, strategic, computer, networking, interpersonal & time management skills, and team oriented.

7.0 PLACE OF WORK

The consultant will work from the offices of the ODPEM. The normal business hours will apply, however, he/she may be required from time to time to work outside normal working hours to include weekend. Field trips are expected to take place within Jamaica (in particular to specific disaster sites identified) throughout the assignment and will be facilitated through budget allotted for such activities.

8.0 PAYMENT SCHEDULE

The consultant will be paid a monthly salary for a period of six (6) months to be negotiated before contract signing.

8.0 DURATION OF ASSIGNMENT

This contract is for a period of 6 months, ending October 2013.



RECOVERY STRATEGY AND PLAN CONSULTANCY

Consultant (Area/Sector specific Recovery Plans)

DUTY STATION: OFFICE OF DISASTER PREPAREDNESS AND EMERGENCY MANAGEMENT

REPORTING TO: The Deputy Director General and in collaboration with the Recovery Coordinator

1. INTRODUCTION:

The term Recovery refers to the period between the initial response and the point at which normal activities are re-established. It is essentially the point at which the social, economic, physical fabric of the affected community(s) has been re-established. On October 24, 2012 a period that could be considered the tail end of the North Atlantic Hurricane Season, Hurricane Sandy made landfall on Jamaica's South –Eastern Coast. It moved Northward exiting somewhere between the northern coast of St. Mary and Portland. Sandy left behind a trail of physical, social and economic damage totalling J\$9.4 Billion Dollars (direct and indirect). The greatest losses were recorded in the Social Sector (48.2%), the Infrastructure Sector (27.5%) and the Production Sector (17.2%). The actual losses to the Agriculture Sector amounted to roughly (J\$1.452 Billion), Infrastructure (J\$ 1.5 billion); The Education Sector (J\$170Million) and Health (J\$180.5Million).

In response to the event the Government of Jamaica through a Cabinet Decision recommended that the Ministries first seek to reallocate budgeted resources to meet the identified priorities for recovery. The Government further, acting under the advice of the Director General of the ODPEM established a Recovery Task Force to facilitate coordination of the recovery efforts of Government Ministry's Departments and Agencies. The Task Force was supported by a secretariat comprised of ODPEM and the State Minister in the Office of the Prime Minister. The State Minister also served as Chairman of the task Force. The task Force met weekly on Mondays to examine the recovery process and remained in effect until Monday, February 25, 2013. Whilst several priorities were addressed over the period within the Agriculture, Social, Infrastructure, Education and Health Sector a number of priorities remain outstanding.

2.0 AIM OF THE CONSULTANCY

An individual consultant is being engaged by the ODPEM for a period of 6 months to provide expert services in the area of recovery strategy and planning as a result of the country or a part thereof being impacted by Hurricane Sandy in October 2012.

3.0 SPECIFIC OBJECTIVES OF THE CONSULTANCY

Recovery can take a relatively short time, or may take many years. Measures to assist in recovery should begin as soon as possible. The Response and Recovery measures after a disaster are inter-related, and action to achieve these ends should be concurrent and coordinated. The goal of all those involved in recovery, the community, voluntary agencies, private firms, and Government, should be to reduce the recovery period to as short a time as possible. Consequently, it is the responsibility of all non-government and government agencies which could be involved with a disaster, to ensure that disaster recovery measures are planned before the event, and speedily implemented afterwards. Jamaica has a National Disaster Plan which articulates a recovery framework. The Plan does not present a National Strategy for dealing with Recovery from which event specific Recovery Plans can be derived. The specific outputs of this consultancy therefore are as follows:

1. A revised National Recovery Framework
2. A National Disaster Recovery Strategy
3. A Post Sandy Recovery Plan for the Eastern Parishes

4.0 RECOVERY STRATEGY & PLAN CONSULTANCY (Area / sector specific Recovery Plan)

Responsibilities of the consultant:

The National Disaster Action Plan is intended to provide a legal framework upon which disaster preparedness operations are based. It includes detailed administrative and operational information and instructions to provide guidance and ensure accountability among Government Officers. It was not meant to address specific recovery needs. As such the project will also seek to develop a comprehensive cross-sectoral and integrated recovery plan for affected areas with emphasis on gender sensitivity, the restoration of livelihoods, and climate change adaptation. The plan will be designed to build the resilience of the affected areas to future events. During the project, efforts will be made to mobilize resources to support implementation of proposed recommendations of the recovery plan.

Develop a Recovery Strategy and Plan

Development of a cross-sectorial recovery strategy and plan for affected areas with emphasis on livelihoods restoration, climate change adaptation and gender equality. The recovery planning will also entail the use of cross-hazard mapping and risk analysis that will strengthen local capacities and enhance national risk reduction efforts. During the implementation of the project, the secretariat will seek to mobilize resources to implement recommendations of the recovery plan developed.

5.0 QUALIFICATION & EXPERIENCE

Consultant qualification and experience:

1. Masters Degree in Disaster Risk Management (DRM), Environmental and or Sustainable Development, or related fields
2. Minimum ten (10) years work experience in Disaster Risk Management (DRM), disaster planning and recovery
3. Minimum ten (10) years work experience in the development and implementation of disaster recovery strategies and or mitigation plans
4. Possess excellent and demonstrated skills in communication and facilitation. Demonstrated capabilities in report writing.

6.0 ROLES & RESPONSIBILITIES

The role of the consultant is to develop a comprehensive cross-sectoral recovery strategy and plan for St. Thomas, Portland, St. Catherine and St. Mary, focusing on reducing vulnerability, livelihoods recovery, climate change adaption and gender equality.

Recovery Plans should include but not be limited to:

1. An overview of impact on productive sectors and social services and infrastructure
2. Outline of existing and potential hazards with sector/area
3. Hazard history (minimum 10 years)
4. Outline of physical and social vulnerabilities for area/sector
5. Overview of existing and potential risk and risk factors
6. Recovery recommendation for reducing vulnerabilities and enhancing capacities which includes priorities (short, medium and long term), strategies and actions and considers livelihoods restoration, climate change adaptation and gender equality
7. Special considerations for mitigation and prevention measures
8. Draft Recovery Schedule
9. Lessons learned from Sandy experience for inclusion into the Recovery Framework

The consultant is expected to:

- Conduct site visits and community / stakeholder consultations
- Execute workshops to build awareness and obtain sector and community endorsement
- Update National Recovery Plan Framework (part of the National Disaster Plan) from experience / lessons learnt.

7.0 REPORTING

The consultant for the Recovery Strategy and Plan consultancy will report to the Deputy Director General and liaise with the Recovery Coordinator as needed

8.0 DURATION OF CONSULTANCY

The Consultant will be engaged by the ODPEM for a period of 6 months, ending October 2013.

Terms of Reference (TOR) for GIS Specialist

DUTY STATION: OFFICE OF DISASTER PREPAREDNESS AND EMERGENCY

MANAGEMENT

REPORTING TO: RECOVERY COORDINATOR

1. INTRODUCTION:

The Office of Disaster Preparedness and Emergency Management (ODPEM) through funding from United Nations Development Programme (UNDP) is embarking on a project entitled “Hurricane Sandy Recovery”. The Initiative seeks to strengthen Jamaica’s Post Disaster recovery Programme as through careful assessment of the current Recovery Framework and the careful consideration of the recovery requirements for Jamaica as a result of the impact of Hurricane Sandy.

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effect until Monday, February 25, 2013. Whilst several priorities were addressed over the period within the Agriculture, Social, Infrastructure, Education and Health Sector a number of priorities remain outstanding.

2.DUTIES & RESPONSIBILITIES:

- As a member of the Recovery Secretariat, provide geospatial consultation and expertise in the wider Hurricane Sandy Recovery Project.
- Develop project outline detailing schedule of tasks and activities for achieving project deliverables.
- Collection of geospatial and qualitative data to facilitate the production of hazard impact maps and risk analysis for recovery planning. Conduct site visits/field missions to gather geospatial and qualitative data from approved communities in the parishes of St. Thomas, St. Mary, Portland and St. Catherine.
- Work closely with and support data collection efforts of other government agencies specifically the Water Resources Authority (WRA) and Mines and Geology Division (MGD) in project planning, scope, methodology and reporting.
- Design and produce Hurricane Sandy hazard impact geodatabase.
- Documentation of experience and lessons learnt related to GIS and mapping contribute to the updating of the National Plan Framework of the National Disaster Plan.
- Any other assignments related to hazard impact assessment, mapping and programme related issues.

3.KEY OUTPUTS/DELIVERABLES

- 1) Multi-sector hazard impact maps for communities in St. Thomas, St. Mary, Portland and St. Catherine.
- 2) Creation of data dictionary to support attributes information for the collection of spatial data.
- 3) Spatial data analysis of the findings for each parish.
- 4) Generate GIS metadata of information derived from the project.
- 5) Map showing location and description for recovery interventions required.
- 6) Report of GIS lessons learnt.

4.REPORTING RELATIONSHIP

As a member of the Recovery Secretariat, the GIS Specialist will report to the Recovery Coordinator.

5.EDUCATION & EXPERIENCE

- Bachelor of Sciences in Geographic Information Systems or any other equivalent qualification.
- At least three (3) years experience in Spatial Mapping and Analysis.

6.REQUIRED COMPETENCES

- Candidate should have strong understanding about the application of geospatial technologies especially in disaster risk management;
- Ability to undertake GIS based modeling and cartography
- Experience in geospatial data collection, manipulation, analysis and presentation
- Knowledge of ESRI ArcGIS geospatial software suite and Trimble GPS software and hardware
- Demonstrated ability to work under high pressure conditions and meet deadlines;
- Good interpersonal communication and coordination skills and a team player

7.DURATION OF ASSIGNMENT

This contract is for a period of 6 months, ending October 2013.

8.TERMS & CONDITION

- All data produced is the property of the ODPEM.
- The work by the GIS Specialist must be to the satisfaction of the ODPEM.

9. PAYMENT SCHEDULE

The consultant will be paid a monthly salary for a period of six (6) months to be negotiated before contract signing.

Terms of Reference – Project Assistant

I. SITUATION ANALYSIS

Jamaica is a small island developing state with a high vulnerability to several natural hazards including tropical cyclones, flooding and earthquakes. The country's risk of being adversely affected by natural hazards is increased by climate change and the projected increased frequency and intensity of meteorological events. As highlighted in the UNDP Country Programme Action Plan (2012- 2016), the cost of natural disasters is high and damages from events have resulted in a heavy fiscal burden, increased indebtedness, and redirection of resources from important sectors of the society. These disasters have had long-term effects on the natural environment and on people's livelihoods, particularly in rural areas.

On October 24, 2012, Hurricane Sandy, a category one hurricane with maximum sustained winds of 80mph made landfall in Jamaica directly impacting an estimated 16,000 families. According to the latest Comprehensive Event Report from the Office of Disaster Preparedness and Emergency Management, the total estimated loss as a result of the passage of Hurricane Sandy across all sectors was reported as **USD55.96Million**. The greatest losses were recorded in the Agriculture Sector (USD16.8Million), Infrastructure (USD16.8Million); Housing (USD9.4Million estimated), Local Government Services – including infirmaries minor water supplies and debris management (USD9.5Million), The Education Sector (USD1.9Million) and Health (USD1.78Million).¹

The main impact from the system was due to wind and storm surge and was mainly concentrated in the eastern region of the island. The government has identified the parishes of St. Mary, Portland, St. Thomas and St. Catherine as priority areas for recovery planning, with special focus

¹ Estimated loss calculated using UN rate of exchange for October 2012 (JMD89.35/USD1.00)

on the health, education and agricultural sectors as well as providing assistance to household. Heavy rainfall and flooding, in these parishes, immediately following the passage of Hurricane Sandy has exacerbated the damage caused by the storm and has adversely affected the recovery process.

The Government has received donations and commitments from local and international agencies primarily to support reconstruction activities to houses, schools and hospitals, livelihood restoration (particularly in the agricultural sector through the provision of seedlings) as well as to support vector control efforts to address the current dengue outbreak. No support has been given to facilitate recovery coordination or strategic recovery planning for the affected areas.

In Jamaica, the Office of Disaster Preparedness and Emergency Management (ODPEM) is the agency of the Government with the overall responsibility to respond to disasters and crises whether natural or anthropogenic. ODPEM is responsible for co-ordination and implementation of relief efforts as well as preparation and mitigation measures in all parishes in association with Local Government authorities, community based organizations and private and voluntary agencies. ODPEM also provides early warning, emergency response, relief and recovery operations in emergency situations. Recovery activities in the affected parishes, in the aftermath of Hurricane Sandy, are being undertaken largely through sector level interventions, with ODPEM leading and coordinating the process. ODPEM however is under staffed and, requires additional resources, human, technical and financial to effectively coordinate the recovery process.

This project therefore, is aimed at assisting the Government to establish a strong foundation for sustainable recovery for the most severely affected areas and support coordination activities being led by ODPEM at the local level. This initiative will update and assist in the operationalization of some aspects of the National Disaster Action Plan (1997) especially as it relates to the appointment of a Recovery Coordinator to oversee the restoration of the country after the immediate response has been completed.

II. CONSULTANCY OBJECTIVE(S)

The objective of the consultancy is to assist the Disaster Recovery Coordinator with the administration of the project according to the Project Agreement / Proposal, in association with the ODPEM.

III. CHARACTERISTICS OF THE CONSULTANCY

- 3.1 **Type of consultancy:** Individual Consultant – Monthly sum.
- 3.2 **Starting date and duration:** The consultant shall be employed by the project for a six (6) month period, starting on the date of contract signing.
- 3.3 **Place of work:** The consultant will work from an office at ODPEM in Kingston Jamaica. Domestic field trips are expected to take place within Jamaica throughout the project duration.
- 3.4 **Qualifications:** The consultant shall have a diploma in Business Administration with at least three (3) years experience as an administrative assistant. Experience working on an international funded project will be an assess.

IV. ACTIVITIES

- 4.1 The consultant shall review the project proposal and shall report to the Disaster Recovery Coordinator.
- 4.2 In order to execute the functions as the project assistant the following list of activities should be undertaken:

Administrative responsibilities

- a. Type and proof-read general correspondence, reports, minutes of meetings and other official documents, and ensure accuracy, neatness and appropriate presentation of all work.
- b. Take dictation, including notes or minutes of conferences, meetings, seminars and symposia, reproduce accurate text thereof, and arrange for circulation as required
- c. Assist in providing general secretarial support services - i.e. dispatching of fax, receiving telephone calls, making photocopies, maintaining proper records of incoming and outgoing correspondence and attend to visitors
- d. Provide administrative support services during meetings, conferences, seminars and workshops hosted by the project.
- e. Collaborate with other relevant persons in the preparation and distribution of such reports as may be required.
- f. Ensure that project assets are adequately maintained;

- g. Maintain an Administrative Procedures Manual for the project.
- h. Receive, screen and direct incoming telephone calls to relevant personnel
- i. Record telephone messages in absence of the relevant person ensuring that he/she receives them
- j. Ensure that the telephone log is updated
- k. Handle routine project enquiries
- l. Arrange appointments and interviews, schedule meetings, etc for and on behalf of the recovery coordinator
- m. Receive incoming correspondence and direct them to the recovery coordinator
- n. Dispatch correspondence, parcels and other official messages and maintain proper records of all incoming and outgoing correspondence.
- o. Draft replies to routine correspondence and acknowledge letters and invitations received by the recovery coordinator as required
- p. Maintain an efficient system of files for general correspondence, reports and programmes.
- q. Conduct file searches, identifies background correspondence and retrieves information related to matters being dealt with by the recovery coordinator and other staff members.
- r. Undertake such travel as may be required from time to time in connection with duties assigned by the recovery coordinator.
- s. Ensure that adequate stationery is available for work in progress.
- t. Prepare and maintain the project's Critical Contact List.
- u. Be required to work overtime with little or no notice
- v. Perform such other job-related duties as may be assigned from time to time by the recovery coordinator and ODPEM.

V. PAYMENT SCHEDULE

A. PAYMENT SCHEDULE

5.2 The consultant will be paid a monthly salary for a period of six (6) months to be negotiated before contract signing.

VI. COORDINATION

The consultant shall work in close coordination with the Disaster Recovery Coordinator .