



<b>JOB TITLE</b> Consultancy to support contingency planning for School Safety and Educational Continuity under the Climate Smart Education Systems Initiative (CSESI) in the Caribbean (Dominica, Grenada, Guyana, Saint Lucia, and Saint Vincent and the Grenadines)	
<b>REPORTING TO</b> Lydia Baker	<b>LOCATION</b> Dominica, Grenada, Guyana, Saint Lucia, and Saint Vincent and the Grenadines, and home-based
<b>REPORTING TO POSITION</b> Principal Advisor Climate and Education Advisor	<b>BUDGET</b> TBD
<b>CHILD SAFEGUARDING</b> As part of these responsibilities, the consultant will support the establishment of child safeguarding systems, promote a culture of keeping children safe, and ensure that potential harm to children (by our own staff and/or as a result of how we do our work) is identified and addressed on an ongoing basis. The post holder should report and respond to interventions as determined by position-related responsibilities identified in the SCA Child Safeguarding Policy and Code of Conduct.	
<b>INTRODUCTION</b> The <b>Climate Smart Education Systems Initiative (CSESI)</b> , funded by the Global Partnership for Education (GPE), supports Ministries of Education to integrate climate adaptation and resilience into education systems across five Caribbean countries: Dominica, Grenada, Guyana, Saint Lucia, and Saint Vincent and the Grenadines.  This consultancy sits under the <b>School Safety and Educational Continuity</b> component, which aims to strengthen preparedness and response to climate-related emergencies through improved coordination, planning, and capacity building.  Survey findings highlight that while most countries have policy frameworks related to school safety, these are often outdated, not operational, or lack specific contingency planning for climate hazards. The inception phase of CSESI identified strong demand from countries for support in contingency planning as a priority area for support.	
<b>ROLE</b> Save the Children is seeking a consultant team to deliver this assignment. The consultancy will support Ministries of Education in the five target countries to <b>update and/or develop national education sector contingency and/or school safety plans</b> following capacity building workshops delivered under the Climate-Smart Education System Initiative, in coordination with UNESCO IIEP. Consultancy work will be provided <b>in-country</b> and <b>remotely</b> , tailored to country priorities and existing systems.  <b>Objective:</b> To strengthen Ministries of Education’s capacity to prepare for and respond to climate-related emergencies through the development and implementation of contingency plans for educational continuity.  <b>Intended Beneficiaries:</b> <ul style="list-style-type: none"> <li>• Ministries of Education (planners, school safety and DRR focal points, EMIS/statistics staff, amongst others)</li> <li>• Government stakeholders in disaster management and climate resilience</li> <li>• Education sector stakeholders involved in disaster management and climate resilience, including child-, adolescent- and youth-led networks and organizations</li> </ul> <p>The consultancy will work in the five target countries. Country-specific priorities identified through CSESI implementation to date include the following:</p> <ul style="list-style-type: none"> <li>• <b>Dominica</b> <ul style="list-style-type: none"> <li>○ Review and strengthen the existing draft education sector contingency plan and/or school safety policy (2018/2019), including guidance on existing school emergency plans (content and structure) and the approach to school level drills based on geography and climate risks.</li> </ul> </li> <li>• <b>Grenada</b> <ul style="list-style-type: none"> <li>○ Development of a national school contingency plan.</li> </ul> </li> <li>• <b>Guyana</b> <ul style="list-style-type: none"> <li>○ Updated DRR protocols (flooding &amp; drought) for schools</li> </ul> </li> <li>• <b>Saint Lucia</b> <ul style="list-style-type: none"> <li>○ Update the Continuity of Operations Plan for the Education Sector</li> </ul> </li> <li>• <b>Saint Vincent and the Grenadines</b> <ul style="list-style-type: none"> <li>○ Education sector contingency plans (sector and school level)</li> </ul> </li> </ul>	



These will need to be further outlined with each country at the start of assignment.

**MAIN RESPONSIBILITIES**

**Task 1: Country engagement and scoping**

- Identify key stakeholders to be engaged in the contingency planning process at country level (Ministries of Education, Civil Defense, Ministries of Environment, etc)
- Engage with Ministries of Education and relevant stakeholders to agree a process for delivering the identified priorities for contingency and/or school safety planning (outlined above)
- Review existing policies, plans, lessons learned and tools related to contingency planning, school safety, DRR, and education continuity. This will also include a review of sample templates shared by Save the Children,
- Identify gaps and entry points for strengthening contingency planning

**Task 2: Technical support for contingency planning**

- Hold in-country workshops with Ministries of Education and other stakeholders, including Civil Defense, or others identified in task one to review and update the education sector contingency and/or school safety plans
- Provide direct support to Ministries of Education to develop or update the plans
- Support alignment with national disaster management frameworks and existing education policies and climate policies, such as the Comprehensive School Safety Framework and the Caribbean School Safety Initiative (CSSI)

**Task 3: In-country and remote follow-up support**

- Provide ongoing technical assistance in-country to support plan finalisation and initial rollout
- Support Ministries in identifying practical steps for operationalisation, implementation and coordination
- Respond to ad hoc requests for technical guidance on contingency planning, school safety, and related topics

**Task 4: Knowledge sharing and documentation**

- Document progress and good practices across countries
- Provide brief summaries and recommendations to inform regional learning and next steps to fully embed the plans at national level

**DELIVERABLES**

List core deliverables for the position and project.

Outputs/deliverables	Month 1				Month 2				Month 3				Month 4			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Inception report with country-specific approach • Scoping summaries per country	█	█	█	█												
Records of technical support provided • Draft and final contingency plans (country-specific, as requested)					█	█	█	█	█	█	█	█	█	█	█	█
Final report including lessons learned and recommendations																█

**QUALIFICATIONS & EXPERIENCE**

**Essential**

- Expertise in education sector planning, Education in Emergencies (EiE), DRR, or school safety
- Experience supporting contingency planning or emergency preparedness in the education sector
- Experience working in the Caribbean or SIDS contexts
- Strong facilitation and stakeholder engagement skills

**GOVERNANCE**

The consultant team will work closely with Save the Children and CSESI partners to ensure alignment with broader CSESI activities. Regular check-ins will be held with the Save the Children focal point.



**WORKING CONDITIONS**

- Combination of remote work and in-country support (as requested by Ministries)
- Duration: 4 months
- Start date: May/June 2026
- End date: September 2026

**HOW TO APPLY?**

We'd love to hear from you. To apply please, please send an email to [CSESIapplications@savethechildren.org.au](mailto:CSESIapplications@savethechildren.org.au) by **Friday 8<sup>th</sup> May 2026**. Your submission should include:

- A letter expressing interest, outlining the experience and expertise of the individual consultant or consulting agency relevant for the work
- A copy of CV(s) or details of expertise in your research institution, or consultancy firm/agency, if applicable
- Sample of previous research work/s, relevant to this consultancy
- Contact details of at least two references
- A brief operational plan detailing how the work will be done and how the objectives above will be met (maximum 2 pages)
- A financial proposal or costing for items/activities required for the fulfilment of the expected deliverables of the consultancy work
  - Including travel and workshop costs

Applications received via other means and/or after the deadline will not be considered.