

# ADVANCED INTERNATIONAL TRAINING PROGRAMME



## ITP 321

# Disaster Risk Management



Closing date  
for applications:  
> **16<sup>th</sup> March,**  
**2021**

Photo: Johan Rosenfeldt/MSB

**Dear Reader**

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Managing and reducing disaster risks is central to saving lives, assets and livelihoods, and for ensuring sustainable development. Disasters affect the poor and the vulnerable most of all. Several of the targets for the Sustainable Development Goals reflect the strengthening of the resilience of the poor and most vulnerable in communities, by reducing their exposure to climate-related extreme weather events, other economic, social and environmental shocks and disasters. Climate change impacts have emerged as one of the major threats to our future. Many eco systems that are essential for human survival are at risk.

Disaster risks affect women, girls, boys and men differently. Due to existing inequalities between women and men, women are often disproportionately affected by disasters and do not have the same ability to prepare for and reduce risks. The contribution of women and girls to disaster risk management, and their central role in community resilience, is often overlooked in strategies and programs. The Sendai Framework for Disaster risk reduction 2015–2030 aims to enhance world safety and security through reducing the risks and minimising the consequences of accidents and disasters.

The Swedish International Development Cooperation Agency (Sida) offers the International Training Programme (ITP) in Disaster Risk Management (DRM) to organisations of strategic importance to the economic, social and environmental development of partner countries. The Swedish Civil Contingencies Agency (MSB) implements the ITP on Sida's behalf.

The ITP in DRM supports strengthening, adapting and maintaining capacity over time at local and national level. The ITP method is tailored to organisations with a strong commitment to driving change. Participating organisations identify a problem and initiate change. The ITP supports the organisations in refining and developing a robust change process through learning, mentoring and networking. The participants' development and implementation of the change initiative is the core of the program.

In this brochure you will find information on the objectives for this ITP, its content and structure, and how and when to apply.

Sida and MSB warmly invites you to nominate candidates.



Alan AtKisson  
DIRECTOR OF PARTNERSHIP  
AND INNOVATION  
Sida



Camilla Asp  
ACTING DIRECTOR GENERAL  
Swedish Civil Contingencies Agency

## Programme objectives

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The aim of the programme is to strengthen the capacity of individuals and their organisations to manage disaster risk. Participating organisations will, upon completion of the program, have individuals with strengthened capacities in key positions to lead organisational change for enhanced DRM performance.

Gender, diversity and environment are core thematic areas for MSB as it is essential for sustainable development and thus also integrated throughout the ITP DRM program.

By inviting organisations from different sectors, the participants are given the opportunity to improve and expand their networks with other actors and stakeholders in DRM.

### LEARNING OBJECTIVES

After active participation in the ITP, participants will be able to:

- Articulate how change happens and identify entry points and ways to push for change
- Adapt DRM-related insights for the betterment of participants' change initiative and organisation at large
- Demonstrate effective skills of advocacy, communication, leadership and training design
- Integrate a gender, environment and human rights-based perspective in the participants' change initiative
- Describe how to track progress or the lack thereof and revise where necessary
- Initiate information exchange and assess opportunities for cooperation with other organisations within the ITP network

## Contents

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The program reviews the entire *disaster risk management continuum*: what needs to be considered *before* (prevention and preparedness actions), *during* (response) and *after* a disaster (recovery). Participants will, however, have the possibility to focus their efforts on issues that matter the most for their change efforts.

Examples of thematic areas which could be included: Change management and project management related to risk assessments, preparedness actions, response functions, crisis communication, community-based DRR, needs assessments and recovery planning.

The program content will be customised based on the specific requirements of the participants and their change initiatives as much as possible.

### CHANGE INITIATIVE

A core part of the ITP is the change initiatives, which play a central role in translating the ITP's content into capacity development and institutional change. Each participating organisation shall identify a problem to address within its current mandate and priorities. During the ITP the problem will be analysed, entry points to address it will be identified and participants will formulate a change initiative that will be implemented by the participant(s) and their organisation during the programme. MSB strongly encourages participants to apply with a joint change initiative, within an organisation or between organisations. Joint initiatives will be prioritised in the application process. The change initiative can run over a longer period of time than the ITP cycle.

## Methodology

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Active participation is expected during all stages of the program. The program includes a mix of different types of learning activities, both online and face-to-face (i.e. experiential learning, reflection, group discussion, simulations, study visits and lectures). The number of participants is approximately 25 in order to ensure a close working relationship between all involved. Emphasis will be put on peer learning.

Mentor(s) will be assigned to each change initiative and function as sounding boards, provide advice and tips on relevant resources and networks. Cross-cutting issues, including gender, diversity and environment will be implemented with support of advisors during the elaboration of participants' change initiative.

# Programme structure

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The program structure requires a strong commitment by the participating organisations. Most work is carried out from the home countries, with long-distance mentoring support. The preparatory workshop, the advanced training, as well as the follow-up workshops, are full-time scheduled training. Webinars can take place throughout the cycle. The total duration of the programme is 12 months, of which participants are expected to dedicate 20–30 % of their work time.

## PLANNED ACTIVITIES

Planned activities are presented below. Please note that all dates are preliminary and may be subject to change due to the pandemic.

### ***Introductory webinar, 12<sup>th</sup> of May 2021 (digital)***

A webinar to welcome the participants during which relevant information on the upcoming activities will be shared.

### ***Preparatory workshop, 25–27<sup>th</sup> of May (digital)***

A digital workshop to support the participants in formulating a problem statement, to analyse the chosen problem and identify entry points for change. Cross cutting issues will be introduced.

### ***Advanced training, September–October (dates and location tbc)***

During this phase participants will further develop their change initiatives. Thematic content based on participants' needs will be covered.

### ***National follow-up workshop, January 2022 (in home country)***

The national workshop will focus on the implementation of change initiatives.

### ***Follow-up workshop, March 2022 (in one of the participating countries)***

Towards the end of each cycle, workshops will be organised with all the participants. Focus will be on the results of the change initiatives and change within the organisations.

### ***Phase-down, April–June (in home country)***

Phasing out of participation in the ITP and submission of the ITP participant report.

## PARALLEL ACTIVITIES

### ***Line- and senior-management workshops***

Workshops can be organised at country level with line- and senior-management in the participants' organisations.

### ***Participation in external forums***

To provide exposure to other forums for learning, networking, exchange of experiences and possible influencing of the enabling environment beyond the ITP, the program will support participation in external forums within the relevant thematic scope. Opportunities for participation will be decided on a case-by-case basis.

### ***Alumni***

To promote networking, alumni participants from former cycles will be invited to webinars, events or similar activities.

# Admission requirements

## INVITED COUNTRIES

Nepal, Bangladesh, the Philippines and Cambodia.

## TARGET AUDIENCE

The target group primarily includes technical experts and middle management staff members employed by government authorities, civil society (including the Red Cross/Red Crescent) and academia involved in disaster risk management who also have a commitment to an intended change initiative of relevance. The program is open to all relevant staff, regardless of gender, age, disabilities and ethnicity. Adaptations to facilitate participation will be made. The program strives for a diverse and representative group of participants.

Only candidates nominated by the management of the appropriate organisation, and in accordance with national rules and regulations, will be considered.

## LANGUAGE REQUIREMENTS

The training program will be conducted in English, without the possibility of translation. Participants are expected to make both oral and written presentations. Proficiency in English shall be certified in the application form.

## HEALTH REQUIREMENTS

Good health is a requirement due to an intensive programme and international travel. It is recommended that candidates undergo a medical examination before filling in the medical statement in the application form. Prior to international travel each participant will be asked to fill out a health declaration which will be kept by our medical coordinator. The information is strictly confidential and the information will be used only in an emergency.

## OTHER REQUIREMENTS

If selected, the participant will be required to attend all phases of the program. The nominating organisation must sign a letter of commitment before the start of the program. Basic computer skills, internet connectivity and an email address are necessary for the training. In addition, as computers and e-mail

will be used continuously in the program, each participant must bring their own computer with Microsoft Office programs (Word, Excel, and Power Point or similar) for use in the training. Family members are not allowed to accompany a participant unless his/her presence is essential for the participant to complete the work required in the program.

## PRACTICAL DETAILS

### Visa

Participants are responsible for obtaining all visas necessary for their travel and stay during the training programme and for checking requirements for passport validity. As soon as possible after admission to the programme, inquiries should be directed to the respective Embassy/Consulate of Sweden or other Schengen representation entities. More information is available on the Sweden Migration Board website [www.migrationsverket.se](http://www.migrationsverket.se).

### Insurance

Participants are covered by a medical group insurance in case of emergencies, such as acute illness or accident, during the training periods taking place outside their country of residence. Medical and dental check-ups are not included. The insurance does not cover delays, baggage loss or theft of personal property. Participants are expected to be covered by the national health care system in their home countries during the regional phase, if it is held in their home country.

### Costs

Sida will cover the costs related to:

- Hotel accommodation
- A meal allowance to cover self-sustained cooked meals
- International travel to and from program activities

Each participant is responsible for their own travel costs to and from the international airport nearest to their home. The participant must also pay for any visa costs and all personal expenses, other than those indicated above. Domestic flights can be financed if the participants' explanation is accepted. The organiser, or Sida, will not fund the participants' change initiatives.

## APPLICATION PROCESS

The closing date for application is the **16<sup>th</sup> of March, 2021**. Applications should be submitted in the [Sida ITP portal](#). In the portal, interested candidates will be asked to input information about themselves as well as attaching a recent photograph. Applicants are required to provide the necessary information and documents including an outline of the change initiative. A manager must confirm the change initiative and sign the approval template available in the portal. Applications submitted after closing date will not be considered. Interviews with shortlisted applicants will be conducted.

Selected candidates will be notified by e-mail no later than the **23<sup>rd</sup> April, 2021**. Once selected, the candidate must confirm participation.

### The nominees should:

- Hold a position of relevance to the intended change initiative.
- Represent an organisation, which has disaster risk management as a strategic priority and has demonstrated and established capacity within the ITP thematic area(s).
- Have the ability to formulate and lead a change initiative that is deemed to result in improved, sustained capacity and long-term impact.
- Have management's confirmation and approval of the participation
- Possess adequate working experience within the working area (at least 5 years).
- Demonstrate proficiency in spoken and written English.

As part of Sida's work with capacity and institutional development Sida offers international training programmes (ITP) for participants from low- and middle-income countries in prioritized areas. The programmes cover areas of strategic importance to the social, environmental and economic development of co-operating countries and are based on identified priorities and needs. In the long-term perspective, the programmes will contribute to institutional strengthening and capacity development in the co-operating countries.

### ORGANISER AND PARTNERS

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**Contact:**

All queries and requests should be addressed to:

Myndigheten för samhällsskydd och beredskap,  
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The Swedish International Development Cooperation Agency (Sida) offers, as part of its global development assistance, capacity development programmes (International Training Programmes, ITP) in areas of strategic importance to the economic, social and environmental development in the participating countries. The purpose of the programs is to develop institutional capacity. The programs are based on identified priorities and needs in which Swedish expertise is in demand.

The Swedish Civil Contingencies Agency (MSB) is a government agency mandated to enhance societal capacities for the prevention and managing of emergencies and crises. MSB's mandate covers the entire scale of threats and risks, from everyday incidents to major catastrophes, which is applicable in Sweden and abroad. With responsibilities in civil protection, public safety, emergency management, risk reduction and civil defence, MSB has expertise and experience of working in all stages of the emergency cycle. MSB represents more than 30 years of experience in disaster risk management and international operations. MSB has experience in humanitarian and development aid in countries heavily affected by natural disasters and conflict, thus enabling it to use the knowledge acquired from overseas humanitarian work in national response, preparedness and prevention.

Training in risk and vulnerability analysis, rescue services, contingency planning, early warning systems and overall disaster management, are examples of activities that MSB has carried out.

MSB is the Swedish focal point for the implementation of the Sendai Framework for Action and the EU Floods directive and is actively involved in EU cooperation, for example on national risk assessment. MSB represents Sweden in EU Expert groups, including the Forest Fire Expert group, civil protection modules, disaster loss data, and in the exchange of experts' projects.

MSB operates:

- Through knowledge enhancement, training, exercises, regulation, supervision and our own operations.
- In close cooperation with municipalities, county councils, other authorities, civil society, the private sector and other organisations.
- To increase resilience at all levels of society, from local to global.