

## ***SC-PR-37 Terms of Reference***

### **Climate Risk and Conflict Crises Assessment, and Anticipatory Action Support for SWAN Consortium Humanitarian Rapid Response Mechanism in Ethiopia**

**Project Title: ETH\_ Enhancing localization and Early Warning and Early Action ( EWEA) in Ethiopia**

#### **Background on Save the Children**

Save the Children is the leading global independent organisation for children. Save the Children believes every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

**Our vision:** A world in which every child attains the right to survival, protection, development and participation.

**Our mission:** To inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

**Our values:** Accountability, ambition, collaboration, creativity and integrity.

We are committed to ensuring our resources are used as efficiently as possible, in order to focus them on achieving maximum impact for children.

#### **Background information/context**

The SWAN Rapid Emergency Humanitarian Response Mechanism (RRM) is an OCHA/EHF-funded consortium composed of World Vision, Norwegian Refugee Council, Action Against Hunger, and Save the Children (lead agency). SWAN consortium joined the humanitarian response mechanisms as a new way of working for the entire humanitarian architecture as a response and supply mechanism in Ethiopia in 2019. For the last four years, SWAN has contributed towards a more resilient humanitarian system due to the immediate and prepositioned humanitarian supplies, which have significantly improved the humanitarian system performance continuity in the country. SWAN consortium has proven an exemplary track record in facilitating multi-agency and multi-sectoral coordinated joint responses (Protection, WASH, NFI and Emergency Shelter, and Health sectors) reaching 8.6M affected people (4.6M adults and 4.0M children) with 29.49M USD total fund secured (29.0M USD from EHF and 0.49M USD from Irish Aid). The financial support has enabled SWAN RRM to address the immediate needs and contributed towards saving lives, reducing suffering and increasing human dignity for people affected by displacement and diseases outbreak including host communities between March 2019 and December 2022 in Ethiopia.

Based on the key lessons learned from the practical implementation of rapid humanitarian responses throughout the country for disasters, recommendations from Oxford Policy Management evaluation and EHF Advisory Board, and SWAN Steering Committee strategic direction provided; SWAN RRM is working to shift its programmatic approach to anticipatory humanitarian and climate action. Accordingly, SWAN has focused on the following strategic humanitarian objectives and action for 2023-2025: (i). Providing effective, immediate life-saving and sustaining responses to critical humanitarian needs, thus reducing suffering, increasing well-being and human dignity; (ii). Working towards building and strengthening a localized and accountable humanitarian system and; (iii) Actively engage with local, national and international actors in the planning, delivery and accountability of the anticipatory humanitarian and climate action, and emergency preparedness to better respond to affected people and all sets of needy persons such as children, adolescent, men, women, elderly, PWD, persons with special needs, etc. and promoting their rights and address inequalities in the humanitarian programmes in the country. In order to materialize this, SC-Italy supported a fund to conduct a high quality research and/or a comprehensive disaster risks (common risks identified including conflict, flood and drought), vulnerability and capacity assessment and analysis in selected conflict, drought and flood crises among communities, local organizations/NNGOs, community structure, academics, private sectors, government institutions, and international organizations. The outcome of the assessment finding will be shared with a wide audience and capitalized not only for Ethiopia localization strategy and the evolution of SWAN into SWAN++, and used for the design of the new SWAN++ strategic programming framework (2023 and onwards), but also for the global SCI localization strategy.

## **Objective**

The overall objective the individual consultant needs to achieve in delivering the service is related with conducting high quality research and/or assessment on existing and future trends of climate risk and conflict crisis, vulnerability, the impact, adaptation processes, risk tolerance and institutional capacity of crisis affected people for enhanced localization and Early Warning and Early Action (EWEA) in Ethiopia. The outcome of the assessment will be used for the development of localization strategy with anticipatory action approach, the evolution of SWAN into SWAN++, and the design of the new SWAN++ strategic programming framework, planning and proposal development (2023 and onwards), but also for the global SCI localization strategy.

## **Location and Official Travel Involved**

The assessment will include flood, conflict and drought crisis affected locations which consists of and/or represent different livelihood zones/regions including pastoral, agro-pastoral and agricultural livelihood systems which represent Oromia, Somali and Amhara regions of the country. The findings of the assessment from all the three mentioned representatives regions help to better understand the crisis and mitigation and adaptation measures including coping mechanism and the role of the community and local organizations in AA. SC Ethiopia CO, lead agency of SWAN consortium is ideally looking for expertise in risk assessment and anticipatory action for engaging for up to 3 weeks in

Ethiopia in July/August and provide up to 14 days remote support over period August through to end of 2023. The consultancy service may be extended dependent on outcomes of initial phases of work. The service requires travel requirements to the country for training, technical support and advice during the preparation and assessments phases of the work, planning and implementing, reviewing proposed pilot flood anticipatory action project, and presenting the findings of the research for wider audiences. Any required travel will need pre-approval by SCI in accordance with SCI's Travel Policy and applicable RO/CO Expense Policy.

## **Services the Supplier will provide**

The consultancy is focused in supporting four key areas:

- Advising and guiding a Comprehensive Climate Risk and Conflict Crisis Assessment in the country for SWAN consortium members and local partners. The outcome of the assessment finding will be shared with a wide audience and capitalized not only for Ethiopia localization strategy and the evolution of SWAN into SWAN++, and used for the design of the new SWAN++ strategic programming framework and planning and proposal development (2023 and onwards), but also for the global SCI localization strategy.
- Supporting for the co-design and activation of flood anticipatory action pilot for the coming rainy season (OND) (Before end of 2023) in Somali region, addressing the enhanced risk of intense rainfall given the evolving el Nino forecast.
- Providing remote guidance and support for the operationalization of flood anticipatory action pilot project and for a mid-term review (November 2023)
- Supporting for further development of SWAN++ strategic programming framework and planning, and proposal development with localization agenda on AA

The technical support will include:

- Advice and support the Comprehensive Climate Risk and Conflict Crises Assessment planned to be carried out in the country for with SWAN consortium members and local partners. The common risks identified for this assessment includes conflict, flood and drought crises. Community risk, vulnerability, impact of the crises and adaptation processes (risk tolerance) and institutional capacity to reduce, manage and lead disaster risks are adequately assessed and analyzed during the assessment. The assessment locations includes flood, conflict and drought crisis affected areas which consists of and/or represent different livelihood zones/regions including pastoral, agro-pastoral and agricultural livelihood systems which represent Oromia, Somali and Amhara region of the country. The findings of the assessment from all the three mentioned representatives regions will help for SC and SWAN consortium to understand better the crises and mitigation and adaption measures including coping mechanism and the role of the community and local organizations in AA.
- Lead and provide technical guidance in anticipatory action framing, review developed assessment framework, co-development and piloting of methodologies and tools for the risk assessment, develop, review and finalize the inception report,

review and finalize methodologies to be undertaken during the assessment by SWAN partners in different regions.

- The consultant will support in reviewing of TOC and results framework which can inform the risk assessment and strategy planning and proposal development processes.
- Technically and support SWAN and partners assessment team during the preparatory and actual assessment works related with developing detailed assessment implementation plan, preparing field data collection methodologies instruments/tools, providing training to local enumerators and assessment team, supervise during data collection.
- The consultant will work on drafting the risk assessment report, reviewing of draft report on methodology and approach, and finalizing of the risk assessment report with quality and high standard.
- The consultant will support during the assessment validation and final findings and lessons learned from the assessment presentation sessions (Sharing of presentations/PPPs, briefs, stories, etc.), and collect feedback, comment on the draft report of the assessment
- The consultant will prepare and share final assessment report and submit two pages of assessment synthesis which will be shared for donor, SMT of consortium partners (steering committee), donors, clusters, federal government offices, institutions, etc.
- Support and advice during the design, data collection, analysis, reporting, and inform the design of flood anticipatory action pilot project in Somali region, Ethiopia. The consultant will provide remote guidance and support over its operationalization alongside the wider risk assessment for Oct-Nov-December rainy season, and for a mid-term review in November 2023. The consultant lead with SWAN will organize pilot planning during AA workshop or organizing other event and national level criteria for successes, MEAL, procurement, contingency planning, etc. will be developed. Also, the consultant with SWAN will conduct pilot planning with partners, communities and key stakeholders at local level. SWAN with remote support from the consultant will pilot implementation and support planning and operationalization of the flood AA in Somali region.
- The consultant will support the further development of SWAN+++ anticipatory action strategic planning and proposal development in November 2023.

### **Experience and Skill Set Required**

- Technical expertise and experience in local, community-based risk assessment for range of climate hazards (including flood and drought)
- Technical expertise in meteorological forecasting, forecasting flood risk
- Practical experience in risk assessment and co-design of anticipatory action / early action plan, strategy and proposal development
- Experience in co-designing strategy in enhancing process and capacities for anticipatory action
- Ability to review and ensure quality written risk assessment, with track record of publications
- Ability to travel within Ethiopia

- Availability within July and August for work in Ethiopia and ability to provide remote, occasional support through period August to end of 2023.

### **Expected Deliverables from the Individual Consultant and Contractor**

The individual consultant and contractor selected for this assignment will have the following role and responsibility:

- The consultant will revise ToR, key milestones and outcome of the individual consultancy (Proposal and TOC for the whole project)
- Attend SWAN/SCI's briefing or induction session the task and to the main stakeholders in country, SWAN consortium, performances and future programming; and on how to develop an inception report.
- Review all policy, strategic documents relevant to the assessment
- Lead co-development and piloting of methodologies and tools for the risk assessment, review and finalise methodologies to be undertaken by SWAN partners in different regions.
- Recruit experienced data collectors/enumerators in collaboration with SWAN partners program staff and concerned stakeholders
- Provide 3-4 days intensive training for enumerators on assessment tools, methods and data collection procedures, standards, etc. to ensure the safety of enumerators and interviewees
- Lead in framing of developing inception report
- Prepare, submit and present draft inception report (as per SCI and partner's guidance) as per the assessment matrix along with the tools, detailed survey methodology and approach designed for data collection, detailed work plan with time frame
- Review and finalizing the inception report
- Review and ensure quality of the final risk assessment report.
- Co-design the flood AA pilot, initially through the joint workshop, and subsequently with key local partners and stakeholders.
- The consultant with SWAN consortium will pilot planning during AA workshop or organizing event and national level (criteria for successes, MEAL, procurement, contingency planning, etc.)
- The consultant will lead pilot planning with partners, communities and key stakeholders at local level and pilot the implementation and support planning and operationalization of the flood AA in Somali region.
- Provide guidance to operationalisation of the flood AA.
- Support SWAN consortium partner mid-term review of the flood AA to inform strategic planning of SWAN+++ on anticipatory action and proposal development.

### **Timeline**

The individual consultant and contractor is expected to deliver the assignment within as per the below schedule after signing of the agreement. The technical proposal submitted to SWAN consortium or Save the Children needs to include a work plan in compliance with the

aforementioned duration of the assignment. The timeline may be further adjusted or refined during the inception phase.

*Table 1: Proposed tentative timeframe of the Assessment*

<b>Item</b>	<b>Estimated Timeline</b>	<b>Comment</b>
Prepare and review of final TOR and assessment matrix of the assessment and finalize it accordingly	16 June 2023	SCI regional, Centre office, and SWAN consortium will review and prepare TOR and assessment matrix. Revised ToR will be shared SCI global and others
Share revised ToR of the assessment for SC-Italy, SCI HO PDQI/MEAL and SCI global technical team	16-19 June 2023	
Invitation to open tender	22 June- 31 June 2023	PR finalized and advert on websites, newspaper (It is proposed to advert it at national and global levels simultaneously to reduce time taken for this process)
External Consultant Selection and Signing of Agreements	3-5 July 2023	Bidding committee members identified and work on this
Submit and finalize the inception report	10 July 2023	The draft inception report will be submitted and presented to SC-Italy, SC PDQI/MEAL and SWAN consortium and finalisation of the inception report
Field data collection- Collection of both quantitative and qualitative data from households, federal/local levels government ministries/offices, institutions, SC/SWAN consortium, INNGOs, private sectors, donors, clusters, coordination units, donors, and relevant stakeholders	15 July - 30Aug 2023	
Co-design of the flood AA pilot	July-August 2023	
Finalisation of the flood AA pilot, and operationalisation over period October-November-December	September 2023	
Mid-term review of the flood AA pilot	November 2023	
Data analysis and preliminary assessment report & Preparing submitting of SWAN strategic framework and proposed project proposals (2023-2025) as per the findings of the assessment	31 Aug - 10 Sept 2023	
Review of the strategic framework and project proposals for technical review and validation	11 Sept - 20 Sept 2023	
Validation workshop-present and share findings and lessons learned from the	25 September 2023	SWAN consortium will organize the validation workshop

evaluation (Sharing of presentations/PPPs, briefs, stories, etc.), and collect feedback, comment on the draft report of the assessment		
Final report submission (The assessment report, proposal and strategic framework)	30 September 2023	Report completion, reviewing and dissemination.
Sharing of two pages of synthesis report of the assessment, proposal and strategic framework	5 October 2023	To be shared for SC-Italy, SWAN steering committee, donors, federal and regional government ministries/offices, SWAN consortium members and key stakeholders
Dissemination of final and the synthesis of the assessment report, strategy and proposal	10 OCTOBER 2023	

Estimated Commencement Date: 6 July 2023

Estimated End Date: 31 December 2023

### **Status updates/reporting**

The individual consultant shall provide monthly progress updates and reports as per the indicated timeline in table 1 above. This will be presented and included by the consultant during the inception report with adequate discussion with SWAN consortium.

### **Acceptance and Installment of Payment Information**

As a donor funded body SC-Italy is committed to ensuring our resources are used as efficiently as possible, in order that we can focus them on achieving maximum impact for children and that our arrangements with third party suppliers represent value for money. We expect this approach to be demonstrated from any contractor it does business with. The successful bidder will be contracted to deliver the Services under Save the Children's standard terms of business. Payments will be made in instalments upon satisfactory receipt of the agreed deliverables. The instalments will be agreed upon at negotiation stage. Tentatively they will be as follows:

- Instalment 1: Detailed data collection tools, detailed planning of the assignment (number of interviews and/or FGDs, etc.). Deadline for submitting the abovementioned deliverables - exact dates to be agreed upon with Save the Children, and may depend on approvals.
- Instalment 2: Final assessment report that includes all feedback/recommendations from relevant Save the Children colleagues and members of the assignment specific Steering Committee, and SWAN strategic framework plan designed and project proposals (2023-2025) of SWAN consortium with the necessary feedback and technical inputs from all. Deadline for submitting the mentioned deliverables: approximately 30 September 2023.

The individual consultant and contractor is expected to submit details of the total cost based on unit costs and disaggregated by line items in a separate sealed envelope including costs related to international travel, local travel and accommodation. The total cost needs

to be inclusive of VAT. The individual consultant will present all required costs related to their technical support for the activities identified above and daily subsistence costs. All payments shall be subject to appropriate taxation.

## **General Assumptions and Dependencies**

SWAN consortium and MEAL TWG lead, Save the Children and donor for this assessment. SC Italy will be responsible in taking the lead responsibility of jointly working during preparatory, identification of potential individual consultants and contractors, preparing the matrix and ToR of the assessment, reviewing and finalising inception report, signing of MoU, actual data collection, reporting and dissemination, and sharing of findings of the assessment. Accordingly, the following general assumptions and dependencies, and key role and responsibilities of consortium partners, and key stakeholders engagement are indicated below:

### **SWAN Consortium and Save the Children**

- SWAN consortium MEAL will be responsible to develop the ToR and matrix of the assessment and share with SC-Italy, SC CO PDQI and MEAL, consortium members for comment and finalization
- SWAN with the consultant revise ToR, key milestones and outcome of the individual consultancy (Proposal and TOC for the whole project)
- SWAN consortium will lead and coordinate the procurement for the individual external consultant
- SWAN will establish a governance for the consultancy supervision (SteerCo)
- SWAN Consortium will provide briefing/induction about the consortium, to the task and main stakeholders in the country, SWAN projects performance and key achievements of the last four years (2019-2023), encountered challenges, SWAN Humanitarian RRM Strategy (2023-2025), etc. to the winning consultant
- Share all relevant SWAN consortium documents to consultant as needed and provide Save the Children's specific literature on the topic
- SC-Italy, SWAN Consortium Lead and MEAL, and SCI HO MEAL will work with SCI procurement, and finance in bidding processes, organising potential consultant's selection committee, identifying selection criteria, signing of agreements and facilitating different phases of payments.
- SWAN Consortium (Consortium Lead, Operations and MEAL Manager) will be responsible to coordinate and administer the entire assessment processes in collaboration with SWAN consortium member and local partners
- SWAN consortium will coordinate the risk assessment with SWAN partners. The consortium will coordinate and administer the assessment including developing detailed assessment implementation plan, preparing field data collection methodologies instruments/tools, providing training to local enumerators and assessment team, supervise during data collection
- SWAN consortium will provide orientation on the preparation of an inception report, review and provide technical feedback on inception report and data collection tools, supervise the process of data collection and analysis to ensure quality



- SWAN consortium Operations and MEAL manager will coordinate, monitor and ensure the assessment is done as per the assessment matrix framework and signed MOU
- SWAN will review progress and quality in data collection. Draft risk assessment according to agreed framework.
- Organize meeting to present and discuss on the proposed draft inception report of the assessment
- SWAN consortium will lead the data collection, compiling data from across the assessment undertaken in different regions, stakeholders mapping and analysis, including from community, local organizations, community structures, government offices, academics, private sector, NMI Ethiopia Met, forecasters, etc. using framework developed by CAFU/ data analyst)
- SWAN will support the consultant during the write up of the risk assessment findings to produce high quality and standard assessment report
- SC-Italy, SWAN consortium and SCI Regional and Center office will review and provide feedback on draft assessment report, strategic framework planned and the designed SWAN project proposal (2023-2025).
- Organize assessment findings. planned strategic framework and developed proposals presentation, validation and lessons documentation workshops to share the findings of the assessment at regional and federal levels
- Arrange or facilitate meetings with the government, donor, consortium partners, institutions, community, private sectors
- Support the development of the strategic framework providing the historical and insider eye
- Support relationships building necessary to conduct the assignment
- Help organize the team (bringing translators, enumerators as needed)
- Coordinate and lead the assessment in order to be able to advice teams and document development based on its outcomes and processes
- Support the consultant during the write up of the assessment report
- SWAN consortium and SCI will effect payments pursuant to the agreement signed with the consultant in collaboration with procurement and finance departments.
- SWAN consortium printout and share official quality assessment reports, compiled and analysed, infographics data and case stories, etc. for consortium members, national and regional clusters, coordination and INNGO partners, government, donor, community and key stakeholders
- SWAN consortium facilitate familiarization workshop on designed strategic programme framework and approach for partners, donors, government, community, and key stakeholders.
- SWAN partner, SC Somali Field Office in Shabelle zone will implement the designed pilot flood AA project, monitor its progress, review and evaluate the programme in collaboration with and engaging communities and local actors in the process.
- SWAN consortium will prepare MEAL plan, organize a lessons learned exercises including establishment of a national learning forum on the topic and regional CoP model on key aspect of the project, case study and other learning resources on different key aspects of the project (deciding on the elements, recruiting writer,

evolution of RRM, localisation, community-led AA, other AA and Nexus aspects in accordance with ToC)

- SWAN consortium will organize punctual pilot visit with strategic partners and government
- SWAN consortium, SC will facilitate continuous consultations with communities (sub-layers of communities)

### **SWAN Consortium Members and Local Partners**

- SWAN partners with the support and coordination of SWAN consortium will conduct Climate Risk and Conflict Crises Assessment for the common risks identified including conflict, flood and drought), vulnerability and capacity assessment and analysis in selected conflict, drought and flood crises among communities, local organizations/NNGOs, community structure, academics, private sectors, government institutions, and international organizations in Oromia, Somali and Amhara regions
- Review and use selected assessment tools and methods during data collection
- SWAN partners will carry out the field assessment/consultations with communities, local organizations, institutions and government authorities, etc. in sample selected locations of the country.
- SWAN partners will work with the consultant, SC regional and center offices in the development of strategic framework for SWAN++ programming following the risk assessment and flood AA piloting in Somali region.

## **Other important information**

### **ETHICAL CONSIDERATIONS**

- The individual consultant and contractor will make clear to all assessment participants that they are under no obligation to participate in the assessment or study if they are not willing. All participants will be assured that there will be no negative consequences if they choose not to participate. The assessment team will obtain informed consent from the participants. The assessment team will ensure prior permission is received for taking and use of photos and videos for specific purposes, i.e., 'for assessment report and presentations'. The assessment team will assure the participants' anonymity and confidentiality and will ensure the visual data is protected and used for agreed purposes only. In particular, the assessment team will employ robust data security measures to further ensure participants' confidentiality and anonymity. The assessment team should develop and implement context specific adaptation plan and strategy to maximize participation of concerned stakeholders and protect respondents from any risk. The individual consultant and assessment team should abide to SC-Italy, SCI/SWAN Consortium Child Safeguarding (CSG) policy.

### **CHILD SAFEGUARDING**

- The child safeguarding level for this engagement is grade 3 (high risk)- before services can commence the successful bidder will be required to provide:  
If the assignment is done by a firm has to take an orientation on how to safeguard children and sign on COC prior to the engagement.

If the assignment is done by an individual consultant:

If UK based - A basic DBS check completed within the last 2 years

- If UK based and has resided outside of the UK for 6 months or longer in the last 6 years - a basic DBS and police check from any countries that have been lived in for 6 months or more
- If not UK based - a current police check from the country in which the supplier is based
- Two references
- Proof of right to work in the country the consultant is based in.

The individual consultant will be required to deliver the service in a way that reflects Save the Children's commitment to safeguarding children in accordance with the Child Safeguarding Policy and code of conduct.

## CONTRACT

As a donor funded body SC-Italy is committed to ensuring our resources are used as efficiently as possible, in order that we can focus them on achieving maximum impact for children and that our arrangements with third party suppliers represent value for money. We expect this approach to be demonstrated from any contractor it does business with. The successful bidder will be contracted to deliver the Services under Save the Children's standard terms of business. Payments will be made in instalments upon satisfactory receipt of the agreed deliverables. The instalments will be agreed upon at negotiation stage. Tentatively they will be as follows:

- Instalment 1: Detailed data collection tools, detailed planning of the assignment (number of interviews and/or FGDs, etc.). Deadline for submitting the abovementioned deliverables - exact dates to be agreed upon with Save the Children, and may depend on approvals.
- Instalment 2: Final assessment report that includes all feedback/recommendations from relevant Save the Children colleagues and members of the assignment specific Steering Committee, and SWAN strategic framework plan designed and project proposals (2023-2025) of SWAN consortium with the necessary feedback and technical inputs from all. Deadline for submitting the mentioned deliverables: approximately 30 September 2023.

The individual consultant and contractor is expected to submit details of the total cost based on unit costs and disaggregated by line items in a separate sealed envelope including costs related to international travel, local travel and accommodation. The total cost needs to be inclusive of VAT. The individual consultant will present all required costs related to their technical support for the activities identified above and daily subsistence costs. All payments shall be subject to appropriate taxation.

## SELECTION CRITERIA AND SUBMISSION

- Save the children will evaluate the technical and financial proposals out of 60% and 40% respectively. The technical evaluations criteria will have score threshold of greater than or equal to 30 points. The bidder shall bear all cost associated with preparation and submission of the application. The bidder shall submit duly signed one (1) copy of technical and one (1) copy of financial proposal in **Microsoft pdf**

**format in the template provided below.** The bids not submitted in the below template will be automatically rejected.

**Selection Criteria**

- Individual consultant or consultancy firm who has ample experience in conducting country-wide community risk, vulnerability and capacity assessments, analysis and reporting and/or review the availability of risk-related information, and the capacities for data collection, and use; mapping of existing social networks
- Field proven experience in assessing the existing functional community managed early warning systems, capacities and disaster risk management and implemented systems
- Strong and practical experience in designing strategic framework plan and project proposals in anticipatory humanitarian and climate action in agricultural and pastoral context
- Experience in conducting similar risk assessments and evaluations, strategy and proposal development in nexus programming approach.

**Score Matrix**

Table. Components of the technical proposal and score marks

Topic	Maximum Marks	Maximum Page Limit
Cover letter explaining your <b>overall motivation, past experience on conducting research, study and assessments/evaluations in developing systems for humanitarian preparedness, disaster risk management, anticipatory action, operationalization of early warning systems, institutional and capacity development, justification of suitability</b> for the assessment	5	1 Page
At least 2 samples of written work complementary to the assignment	10	
<b>Understanding of the task</b> (Not just copy and paste from the ToR content)	5	2 Page
Proposed <b>Assessment Matrix</b> in line with key assessment guiding questions, expected outcomes and tools, methods and sources	15	5 Pages
Based on the assessment matrix, proposed <b>Methodology and Sampling</b> to undertake the assessment	15	4 Pages
<b>Detailed Work Plan</b> to carry out the assessment highlighting key mile stones and deadlines	5	2 pages
<b>Team Composition</b> along with rationale and role of each member (Please include CVs of each member not more than 3 page each)	5	2 pages (excluding CVs)
Copy of legal documents (valid registration, TIN and VAT certificates)	<b>Mandatory criteria</b>	

NB. Financial proposal will be opened/considered for those bidders that scored the technical proposal above 40 (out of 60).

The financial Proposal will have 40% score threshold during selection of potential firms of this work. The detailed budget to deliver all the deliverables such as consultancy or professional fees, daily subsistence costs, VAT and taxes, all travel (flight costs) and transport costs or all logistical costs to carry out field work, accommodation expenses (including in field), other expenses (please mention nature of expenditure), total amount including VAT and other applicable taxes, terms of payment should be included in the financial proposal. The applicant should clearly indicate the validation period of the firm financial proposal. SWAN consortium and SCI will directly organize (including financial arrangements) validation and familiarization costs. Therefore, it is not important to include workshop costs in the applicant financial proposal. Applications lacking any of the above requirements will not be considered.

The technical and financial proposals should be submitted separately using sealed envelopes labelled with the assessment title. The submission should include an application as a cover letter. Evidence of legal registration and tax payment, at least three relevant credentials from former clients should be submitted during application. Interested applicants should submit the application to Save the Children Ethiopia Country Office Front Desk before close of business, 30 June 2023.

#### **OWNERSHIP**

- All data and products of the assessment are the property of SC-Italy and SWAN consortium. Therefore, the individual consultant and contractor shall not be entitled either directly or indirectly to make use of the report for other purposes without the prior written consent of SWAN consortium and SC-Italy/donor.

#### **CONTACT ADDRESS**

Queries regarding this terms of reference shall be referred to:

- Name: Fitsum Astatkie
- Position: Humanitarian Consortium Lead
- Telephone: + 251-911 633596
- E-mail address: [Fitsum.Astatkie@savethechildren.org](mailto:Fitsum.Astatkie@savethechildren.org)
- Save the Children, Ethiopia Country Office; Close to Meskel Square, near the Hyatt Regency Hotel Google map address: Save the Children Ethiopia, P.O. Box. 387 Addis Ababa, Ethiopia

## SWAN Rapid Humanitarian Response Mechanism Climate Risk and Conflict Crises Assessment Matrix for the Consultancy Work

Objective	Guiding Questions	Expected Outcomes	Tools, Methods and Sources
<b>Objective 1: To assess and identify existing and future trends of community risk, vulnerability, impact of the disaster and adaptation processes, risk tolerance and institutional capacity to reduce, manage and lead disaster risks (A comprehensive disaster risks, vulnerability and capacity assessment and analysis)</b>			
<p># What is at risk and <b>vulnerability</b>? Where and from what? To which extent?</p> <p># What are the existing <b>disaster risks, exposures, hazards and vulnerability</b> situations of the community?</p> <p># What are the <b>current and future key risks and impacts</b> of the disaster on people, assets and existing systems?</p> <p># Which communities and regions have been identified as <b>highly vulnerable and affected</b> to the impact of climate change and conflict induced displacements among most vulnerable groups such as women, children, PWD, elderly and minorities?</p> <p># Which <b>indicators need to be selected</b> to evaluate risk components (hazards, vulnerability and exposure)?</p>	<p># <b>Participatory Risks, Vulnerability and Capacity Assessment, and Analysis of the System</b></p> <p># <b>Mapping of local resource base, capacity potential, existing systems, structures and institutions, vision dream and crises management system</b></p> <p># <b>Disaster Risk Profiling and Livelihoods Zone Profile Assessments and Analyses, and Develop Livelihoods Atlas</b></p> <p># <b>Rapid Multi-sectoral Needs and Priorities Assessment</b></p> <p># <b>Emergency Markets Mapping and Analysis</b></p> <p># Presentation of combination of <b>suitable anticipatory humanitarian and climate action</b> including information on costs, benefits, and framework conditions</p>	<p># Qualitative and Quantitative Analysis of Risks, Vulnerability and Capacity Assessment (considering the livelihood systems, climatic zones and crises occurrence pattern. etc.)</p> <p># Assessment according to chosen method, e.g. risk modelling, community resilience star, resilience framework approach and analysis; indicator/scenario analysis, emergency markets mapping and analysis; market price and economic valuation, or compilation of impact chains; insurance system mapping and analysis</p> <p># FGD with affected and vulnerable community groups</p> <p># HH level surveys, KII and FGD on risk perception</p> <p># Stakeholders consultation and KIIs from national to local level government ministries/offices, national and regional clusters, coordination platforms, taskforces/committees and technical working groups, higher university institutions, government and private companies, CSO/local actors, donors, INGOs and NNGOs</p> <p># Literature and policy review</p> <p># Observations, Human Interest Stories and Scenario mapping</p>	
<b>Objective 2: To identify key stakeholders and understand their engagement within different sectors to support crises affected and vulnerable people, and determine the roles for each adaptation options and systems in preventing, prepare for and respond to impacts of the disaster (Mapping of stakeholders, disaster risks adaptation and resilience mechanisms and systems for anticipatory humanitarian and proactive climate actions)</b>			
<p># What are the key stakeholders, institutions and community structures involved, and their roles in climate and conflict risks reduction, management, leadership and peace building?</p>	<p># <b>Stakeholders and institutional mapping, and analyses</b></p> <p># <b>Community Resilience Framework analysis</b></p> <p># <b>Multi-sectoral response analyses and planning (MIRA)</b></p>	<p># Literature and policy review</p> <p># Stakeholder identification and consultation</p> <p># FGD with affected and vulnerable community</p> <p># KII with stakeholders</p>	

<p># What are the existing potential donors, INNGOs, CBOs and institutions to work in partnership with localization agenda and their capacity in anticipatory humanitarian and climate action?</p> <p># What are the existing community resilience and adaptation mechanisms, systems and structures (Community knowledge, coping mechanisms, social networks, support services, infrastructures, government/private sectors and institutions) in disaster preparedness and response?</p> <p># Which disaster risk information or Early Warning System exist at all levels? How this can be integrated to climate and other hazards information more systematically in to humanitarian operations?</p> <p># Which legal policy frameworks, strategy and operating procedures already exist concerning community led and managed early warning system to trigger humanitarian action before the crises, emergency preparedness, early action and response?</p> <p># How duplication of efforts be avoided?</p> <p># What are the barriers and enablers in preventing, prepare for and respond to impacts of disaster, and adaptive processes?</p> <p># How it seems conflict management and peace building systems and initiatives to promote community based conflict resolution mechanism?</p>	<p># <b>Analysis of existing policy, strategy, rules and regulations</b> regarding disaster preparedness, climate and conflict risks, and risk management</p> <p># <b>Barrier and enabler analysis</b></p> <p># <b>Disaster risk profiling</b> and development of <b>local level disaster risk profiling</b></p> <p># <b>Identifying</b> existing and potential <b>INNGOs, CBOs, institutions, community structures</b></p> <p># <b>Identifying and link</b> with national and global level <b>funding mechanisms</b> on anticipatory humanitarian and climate action programming</p> <p># <b>Funding strategy</b> developed</p> <p># <b>Community risk reduction action and peace building plan</b> developed</p> <p># Capacity building of partners, local community and institutions with clear strategy</p>	<p># National Meteorological Agency (NMA) and LEAP software, geo-spatial and meteorological data</p> <p># DRMFSS EW Bulletin, FEWSNET, ICPAC, FAO and WFP price trends, OCHA Humanitarian Bulletin, HRD factsheets</p>
<p><b>Objective 3: To identify and design feasible strategic framework and innovative programming approach to deliver localized and accountable emergency preparedness and humanitarian responses through an improved anticipatory and climate action (Identification of feasible strategic framework and programming innovative approach)</b></p>		
<p># How can SWAN Rapid Humanitarian Response Mechanism (RRM) respond for the crises in sustainable and contribute towards for positive adaptations?</p>	<p># Detailed overview of <b>possible anticipatory humanitarian and climate action interventions</b> including risk levels, relevance/importance, and feasibility;</p>	<p># Stakeholder-based elicitation of options</p> <p># Cost-benefit, cost-effectiveness analysis</p> <p># Robust decision-making approaches</p> <p># Multi-criteria analysis</p>

<p># Which measures can effectively prevent/reduce potential losses and damages? At what cost? To what extent?</p> <p># Which constraints (financial, institutional, economic, technical, etc.) need to be considered?</p> <p># Which strategic options are prioritized in consultation with key stakeholders and institutions?</p> <p># What do respondents and decision-makers consider feasible and relevant?</p>	<p># Provision of <b>policy-relevant information to support decision-makers</b> of SWAN consortium in forward-looking planning and implementation of measures.</p> <p># <b>SWAN strategic framework and/or roadmap</b> to community resilience through anticipatory humanitarian and climate action programming innovative approach developed</p> <p># <b>Design a community resilience plan of action</b></p> <p># Use of <b>innovative technology and system</b> for early warning, planning, implementation, monitoring and evaluation of programmes</p> <p># <b>Anticipatory, transformative learning and reflection approach</b> developed (Participatory action, research, learning, communication and awareness raising)</p>	<p># Adaptation pathways</p> <p># Poverty and vulnerability analysis, HEA</p> <p># KII with SWAN steering committee, consortium members, national partners, national and regional clusters, and key donors/funding agencies</p> <p># SWAN documents review ( SWAN strategy, 2023-2025, governance and management guidelines, SOPs and project proposals, sectoral strategies, donor reports, evaluation reports;</p> <p># Review of Risk, vulnerability and capacity assessment report; major donors strategy and policy on anticipatory and climate action</p> <p># Needs Assessment and capacity gap identification and planning</p> <p># National Incident Management System (NIMS) and Incident Command System (ICS) and Analyse gaps and opportunities</p>
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## Application

Please provide letter of support with understanding of task, proposed methodology and sampling and assessment matrix, and budget, and accompanying CV, and required samples of written work, together with your daily rate, 2 July 2023 to [ethiopia.bidsbm@savethechildren.org](mailto:ethiopia.bidsbm@savethechildren.org)