

# Terms of Reference Consultancy (DRR)

---

## DRR Programming in Cox Bazar

**Country:** Bangladesh

**Place:** Cox Bazaar

**Desired starting date:** November 2018

**Duration of mission:** 27 days

**Time reserved for writing the report:** 10 days (first and second draft)

**Under the responsibility of (mission):** Naomi Higham

**Monitored by (HQ):** Habon Hussein

**Source of funding:** BPRM

# 1 Presentation of Solidarités International

## IN GENERAL

For over 35 years, the humanitarian aid organization SOLIDARITÉS INTERNATIONALE has been committed to providing aid in the event of conflict and natural disasters. Our mission is to provide aid as quickly and as efficiently as possible to endangered populations by meeting their vital needs: drinking water, food and shelter.

## WITHIN THE COUNTRY

Solidarités International has been implementing DRR projects in Cox's Bazar and Bandarban districts prior to and during 2017 and 2018. The projects were implemented by SI in Teknaf Upazila in Hnila, Sabrang, Teknaf Sadar and Baharchora Unions and in Bandarban district, in Naikhyongchari Upazila, in Sadar, Ghumdhua and Naikhyongchari Unions in partnership with GRAUS (local NGO). This program was funded for a 12 months period by two donors namely; IOM/BPRM (Teknaf only) and ECHO (Bandarban and Teknaf), and it was executed in the 2<sup>nd</sup> and 3<sup>rd</sup> quarter of the project lifecycle. The consultancy will review all DRR projects implemented by SI in Teknaf & Ukiah and Bandarban district, with the purpose of designing a new strategy of implementation and improved methodology for ongoing and future DRR projects.

# 2 Context

## PRESENTATION OF THE ZONE

The DRR methodology of SI projects were designed with the objectives to improve the ability of the targeted communities to absorb and overcome disasters by undertaking various complimentary actions throughout the intervention. These included knowledge building and skills development to support UDMC's and WDMC's to understand early warning systems, develop or update the Community Response Actions and Risk Response Plans (CRAs and RRP's) for their designated areas, in terms of identification of main hazards, determination of frequency and magnitude of natural disasters and impact of hazards, as well as identification and designing of small-scale disaster mitigation schemes.

The projects aim to prepare communities with the capacity to limit the impact of future shocks and hazards. By ensuring effective capacity building and improving early warning system awareness, as well as participatory design of CRAs and RRP's to guide all project activities, the intervention was intended to be sustainable in the long-term.

## PRESENTATION OF THE PROJECT

SI has been delivering DRR projects for the past few years; most of the expected results / indicators and activities are as follows:

- Reactivation of UDMCs
- Formation of WDMCs
- Formation of Early Warning Task Force & Early Warning tools distribution
- Basic trainings on DRR to UDMCs and WDMCs
- Formation of volunteer, youth, boys' and girls', teacher's representatives groups
- Basic training on DRR to youth, girls' and boys' groups
- Community based CRA and RRAP development

- DRR mitigation schemes through CfW
- Mock drills

The target population for these projects has so far been the host communities and other Bangladeshi communities within Bandarban and Teknaf. However, in the future SI would also like to extend to the refugee population as well as other locations within Bangladesh. To be able to accurately do this SI requires a strong internal strategy for DRR programming. This includes understanding the benefit of what has already been done as well as identifying DRR opportunities for SI.

### 3 General objective

The consultancy is intended to provide review of the methodology of SI's DRR intervention; to identify best practice implementation of ongoing and future DRR programs. It will support the mission in identifying which activities could be kept and integrated and which activities would need further work. On a global level it will also help SI to ensure future DRR programs move forward with an understanding of the impact of climate and environmental changes, and with best practice methodology for moving forward and developing programs in other countries.

### 4 Specific objectives

The overall objective of the study is to evaluate the current global SI strategy for Disaster Risk Reduction and design a new strategy based on lessons learnt, governmental framework and the population dynamics in Teknaf following the influx. The study will also analyse, whether the impact of the previous DRR projects was tangible and has made significant impact in building DRR capacity among the UDMCs and WDMCs, and if the impact of the project can be sustained through the reactivated and newly formed institutions.

The study will draw from key lessons learnt and will provide recommendation on the way forward in terms of; how to realign SI strategy and approach and how to improve SI's future DRR intervention. Moreover, the study will focus on; SI and its partner (GRAUS) and other potential partner's (in Teknaf Upazila) alongside an organizational capacities assessment, with regard to their ability to undertake scaled-up DRR projects, community based DRR (including options for site management), possibilities of mainstreaming DRR within WASH and FSL sectors.

To be more specific the consultancy will assess /determine:

- How NGO DRR programming can complement governmental DRR programming and other I/NGO programming,
- The best method(s) of community facilitation in DRR planning and project design,
- How the current sectors of SI can support integrated DRR planning within them as well as potential options for standalone activities,
- What are the key risks that could threaten the sustainability of the action and how can projects account for or mitigated those risks,

- Identification of potential partners/stakeholders,
- Effectiveness of existing DRR programming in its ability to meet communities needs and be sustainable.

## 5 Methodology

**Preparation phase:** Secondary data review, briefing with SI personnel at coordination, meeting key stakeholders in the capital, tools for collection, the roles and responsibilities of the members of the evaluation team. The methodological proposition of evaluation must allow a mutual understanding between the SI teams and the consultant, regarding the objectives, scope, time and expected results of the evaluation.

**Field phase:** Meeting key stakeholders, especially local authorities, beneficiaries and other relevant people, individual questionnaire, Focus Group Discussions...

**Analysis and debriefing phase:** The results and preliminary conclusions will be presented on the field to the SI teams and partners as well as members of the regional/national cluster. A debriefing in coordination will be organised.

## 6 Deliverable

A written report *in English* including:

- **1 executive summary** (3-4 pages max)
- **1 narrative report** (max 30-40 pages)
- **1 table with the principle conclusions and recommendations** (separate short, medium and long term) and the lessons learned.
- A presentation of the main findings in HQ

A first draft will be provided 5 days after the end of the field visit and final version 14 days after SI's feedback.

## 7 Duration and dates

*Consultant should aim to begin in October 2018*

Activity	Number of Days
Initial meeting/briefing and review of project documentation	1
Review of project documents & secondary information	2
Production of an inception report with data collection tools and detailed work plan and methodology.	2
Data Collection/Field work/Interviews	5
Analysis and debriefing	4

First draft of report	5
Feedback and discussions	3
Final report	5

***Total = 27 working days***

The consultant commits to integrate in its planning some space for briefing at arrival on the mission as well as one day to debrief its mission on the base and at the coordination level.

## 8 Budget

The budget will be provided by the consultant as part of the financial proposal.

## 9 Profile of the consultant

- Post-graduate degree in DRR, development and humanitarian studies or related field
- At least 5 years' experience of conducting impact assessments and evaluations
- Previous work experience in Bangladesh particularly evaluation of DRR/DRM programs is desirable
- Familiarity with disaster risk reduction and early warning systems, with respect to building of local authorities
- Good knowledge and experience of conducting surveys and statistical data analysis
- Experience in the use of participatory methodologies (PRA, PM&E)
- Fluent in written and spoken English
- Fluent in Bangla and preferably Chitagonian

## 10 Application

Interested candidates should submit:

- A technical offer including:
  - A concept note highlighting the methodology of their assignment, including a detailed planning and expected results
  - An understanding of the issues at stake for the study and the Terms of Reference (ToR)
  - The timetable showing the details for the completion of each of the consultancy phases. The proposed schedule should include time for briefing and debriefing on the mission and as much as possible at SI headquarter. It can be based on the tentative chronogram presented above.
- A financial offer including a detailed budget in columns (fees, other costs)
- An example of similar studies done
- References

Solidarités International will consider individual candidates or teams equally.

The applicants must send off requested documents electronically to [dha.dep.hom@solidarites-bangladesh.org](mailto:dha.dep.hom@solidarites-bangladesh.org), before the 30<sup>th</sup> October 2018 expressly mentioning « DRR, Cox Bazaar - Bangladesh »

## 11 Procedures and logistics

No data can be used by the consultant concerning this study without the written permission of SOLIDARITES INTERNATIONAL for a duration of 5 years. The consultant acting as service provider will make sure to present himself as such for all discussions held within the framework of the consultancy.

The consultant immediately agrees to respect all specific security instructions of SI and based on SI's security analysis and knowledge of the zone and those involved there. In case of an incident encountered during the consultancy, the consultant agrees to contact SOLIDARITES INTERNATIONAL as quickly as possible.

## 12 Annex

### **Appendix I: Format for Technical and Financial Proposal**

1. Introduction of Organization/Consultant (250 words)
2. Previous experience and sample of similar consultancies
3. Proposed Methodology to conduct the evaluation study
4. Budget in (BDT)
- 5.

**Appendix II: Reporting Format:** The evaluation report should contain at most 35 pages without appendices.

- I. Executive summary
- II. Background
- III. Introduction
- IV. Methodology
- V. Evaluation findings
- VI. Conclusions
- VII. Lessons learnt
- VIII. Recommendations
- IX. Appendices