



CONSULTANCY TO SUPPORT THE STRENGTHENING OF SADC REGIONAL DISASTER PREPAREDNESS AND RESPONSE INSTITUTIONAL AND COORDINATION MECHANISMS

TERMS OF REFERENCE

STRENGTHENING SOUTHERN AFRICAN DEVELOPMENT COMMUNITY (SADC) THE DISASTER PREPAREDNESS AND RESPONSE FACILITIES AND FUND

1. BACKGROUND

The program “Building Disaster Resilience to Natural Hazards in Sub-Saharan African Regions, Countries and Communities, which is financed by the ACP – EU through the 10th EDF Program was launched in 2015. It is implemented along five result areas by several partners, including the African Development Bank (AfDB), African Union Commission (AUC), the United Nations International Strategy for Disaster Reduction (UNISDR) and GFDRR / World Bank. Result Area 2, which is managed by the GFDRR / World Bank, supports four AUC Regional Economic Communities (RECs), including the Southern African Development Community (SADC). The program provides targeted support to the RECs to strengthen their capacities for improved coordination, policy advisory, management and knowledge dissemination in Disaster Risk Management (DRM). This better supports the respective Member States in making informed decisions in building resilience to natural risks and disasters.

The SADC Disaster Risk Reduction Strategic Plan outlines activities, to:

- 1. strengthen governance, legal and institutional framework at all levels of DRR in the region;**
- 2. facilitate the identification, assessment and monitoring of disaster risks and support the enhancement of early warning systems at all levels;**
- 3. promote the usage and management of information and knowledge, innovation and education to build a culture of safety and resilience at all levels in the SADC region;**
- 4. ensure that DRR becomes a national and local community priority with a strong institutional arrangements for implementation; and**
- 5. integrate preparedness and emergency response into national and regional DRR interventions.**

In an effort to attain the aforementioned objectives, the SADC DRR Strategic Plan focuses on capacity enhancement interventions for its Member States; assisting them to develop and implement the national DRR/DM strategies that are harmonized with the SADC Regional Indicative Strategic Development Plan (RISDP). It also seeks to improve the regional DRR research agenda linking it

to policy and practice, as well as influence both to embrace the recent global strategic guidance provided through the recently adopted Sendai Framework. In addition, it is to facilitate innovation in mainstreaming DRR across a variety of development thematic areas.

The SADC region is becoming more exposed to a wide range of hazards, which trigger disasters, resulting in the loss of lives and livelihood assets, economic losses and population displacement. The major hazards that affect the SADC region include floods, droughts, volcanic eruptions, landslides, tsunamis, tropical cyclones, storms, wild fires and earthquakes and epidemics (Ebola, foot and mouth). It is not only the intensity of disasters that is worsening but also the inadequacy of preparedness and response capacity to match the changing nature of risks in the region.

The SADC Strategic Indicative Plan of the Organ (SIPO II) adequately translates the SADC Regional Indicative Strategic Development Plan (RISDP) provisions for mainstreaming of DRR in all development sectors. The August 2017 Council of Minister's meeting endorsed the Committee of Ministers of Finance and Investment decision to approve the development of the Regional Disaster Preparedness and Response Fund. Such concerted commitments and calls for increased disaster preparedness and response are at the epicenter of the SADC core mandate through responsive programs.

The SADC Disaster Risk Reduction Enhancement Project funded by the World Bank seeks to strengthen the preparedness and response of the regional Member States, sustainably. In this regard, the SADC Secretariat seeks a service provider, such as a consultancy firm, university or 'think tank' to facilitate strengthening of the preparedness and response of the SADC region to disasters.

2. PROJECT OBJECTIVES

The SADC Disaster Risk Reduction Enhancement Project has the following Outcome Objective 2: Enhanced Regional Capacity in Respect of Disaster Risk Reduction, Disaster Management and the Coordination and Support of Humanitarian Assistance.

(a) Expected Outputs

- Output 1: Regional disaster preparedness and response institutional and coordination mechanisms implemented;
- Output 2: National and Regional DRR Information Management Systems operationalized;
- Output 3: Regional Disaster Risk Reduction policy advocacy and capacity development enhanced;
- Output 4: Mainstreaming of Disaster Risk Reduction in development plans and strategies enhanced; and
- Output 5: Strengthened implementation and coordination capacity at the SADC Secretariat.

3. OBJECTIVES OF THE ASSIGNMENT

The overall objective of this assignment is to strengthen the SADC regional disaster preparedness and response coordination and institutional mechanisms and improve the necessary technical and financing capacities for the benefit of the SADC Member States, researchers and academia, civil society organizations, private sector, and more importantly, vulnerable communities in the region.

The consultancy has the following main objectives to:

- a) Review the SADC region response and preparedness mechanisms, map disaster hotspots and humanitarian resources, and produce illustrative materials (maps) for effective coordination of disaster preparedness and response;
- b) Propose the establishment, structure and operational modalities for the SADC Humanitarian and Emergency Operations Centre (SHOC) and develop Standard Operating Procedures (SOPs) and a Regional Emergency Roster;
- c) Develop Emergency Response training modules and emergency response kits and tools for knowledge management and information sharing among SADC Members States;
- d) Develop hazard-based Simulation Exercises, Guidelines and conduct country and regional level disaster simulation exercises;
- e) Propose modalities for the establishment of the SADC Regional Disaster Preparedness Fund, and develop a Resource Mobilisation Strategy to sustain the enhanced humanitarian preparedness and response.

4. DESCRIPTION OF TASKS

The assignment consists of the following tasks:

- a) Conduct a situational analysis, and review of the SADC region response and preparedness. This will determine the status of regional coordination arrangements for the transit of humanitarian, early warning, relief and recovery technical resources, and inform the development of the SADC regional hazard maps and operational modalities for informed preparedness and response mechanisms;
- b) Propose a Regional Emergency Standby Mechanism and Draft Standard Operating Procedures (SOP). This will be done jointly with SADC Member States;
- c) Propose the structure and modalities for the establishment of the SADC Humanitarian and Emergency Operations Centre (SHOC) and Standard Operating Procedures (SOPs).
- d) Compile a Regional Emergency Roster in collaboration with Member States. This should include the development of guidelines for selection of technical expertise for emergency operations. This should take into consideration other national, regional and global partners and mechanism (UNDAC, ASEAN) involved in disaster preparedness and

- response operations. The existence of the Roster and SOPs will enable timely response actions and interventions;
- e) Develop Emergency Response training modules and support the Secretariat in undertaking the training for the SADC Member States national disaster management Institutions. The training modules should be based on emergency response kits and tools, including mechanisms for ensuring knowledge management and information sharing;
 - f) Develop hazard-based Guidelines and modules for Simulation Exercises to support the Secretariat to conduct four (4) country level disaster simulation exercises and one (1) regional level simulation exercise;
 - g) Propose modalities for operationalizing of the SADC Disaster Preparedness and Response Fund. This should include the proposed sources of funding, governance structure and institutional arrangements for the Fund. As part of this process, the consultant is also expected to prepare a Draft Financial Sustainability Plan and Resource Mobilization strategy for the Regional Disaster Preparedness and Response Fund, as well as, a Monitoring and Evaluation System for the same.

In order to perform the above tasks, the consultant (s) shall:

- Consult all institutions in SADC Member States that are entrusted with disaster management and selected regional and international institutions including relevant UN organizations and Private Sector Networks, to identify and acquire the necessary data and information for the assignment;
- Be guided by the various SADC protocols, strategies, master plans, decisions and resolutions on DRM/RR, resilience and humanitarian assistance, as well as continental and international instruments;
- Present draft reports and milestones as well the final report to the SADC Secretariat in line with the agreed terms of reference and in accordance with agreed timelines throughout the duration of the contract;
- Conduct regional validation workshops and relevant consultative meetings organised by SADC Secretariat in order to ensure continuous feedback and guidance;
- Coordinate inputs on reports and policy briefs from key stakeholders and from the consultative meetings.
- Coordinate with other service providers supporting the SADC DRR Unit on related Capacity Building Program for DRR.

5. OUTPUTS AND DELIVERABLES

The service provider will ensure the following outputs and deliverables are produced and submitted according to the timetable indicated below:

Table 1: Timelines for the Deliverables Submission to the SADC Secretariat

No.	Description	Submission following contract signature
1	Inception report briefly describing the status of DRR in the region,	Within 10 days

	preparedness and response, an understanding of the ToR, clear methodology for executing the assignment, expected deliverables, and detailed gaunt chart of activities to be performed and responsibilities and clear timelines for execution of the activities.	
2. Review the SADC region response and preparedness.		
	<ul style="list-style-type: none"> • Situational analysis report on current hazards, exposures and natural disaster risks in SADC region with overview of historic trends of relief and recovery operations and related guiding policies, strategies and legislation of SADC and its member states as well as perceived challenges, bottlenecks and capacity constraints i.e. institutional, human resource, and financial; and • Proposed roadmap and interventions for addressing the identified gaps as well as proposed coordination arrangements for the transit of humanitarian relief resources. 	Within 60 days
3. Proposed SADC Humanitarian and Emergency Operations Centre (SHOC) and Standard Operating Procedures (SOPs) as well as a Regional Emergency Roster.		
	<ul style="list-style-type: none"> • Proposed structure and governance mechanisms for the SADC Humanitarian and Emergency Operations Centre (SHOC); • Proposed design/set up and functionality of the SADC Regional Emergency Standby Mechanism including a Proposed Regional Emergency Roster; and • Draft Standard Operating Procedures and Guidelines (SOP); • Draft Training modules and reports for training of SADC Emergency Response Team (ERT) 	Within 30 days
4. Develop Emergency Response training modules to support the SADC Secretariat in training SADC Members States in emergency response focusing of emergency essential kits and tools for knowledge management and information sharing.		
	<ul style="list-style-type: none"> • Draft emergency response essential kits and tools and training modules for emergency response operations; • Draft emergency response essential information dissemination and awareness creation kits including proposed communication Equipment. • Operational manuals including Functional emergency response essential kits and communication equipment. 	Within 60 days
6. Develop hazard-based Simulation Exercises Guidelines and conduct country and regional level disaster simulation exercises.		
	<ul style="list-style-type: none"> • Draft Training manual for simulation exercises in SADC region. • Regional disaster simulation exercises (workshop and summary report). • Four national disaster simulation exercises (workshops and summary reports). 	Within 120 days
7. Conduct an analysis and propose recommendations for the establishment of a SADC Regional Disaster Preparedness Fund, and develop a Resource Mobilisation Strategy		
	<ul style="list-style-type: none"> • Proposed modalities for operationalizing of the SADC Disaster Preparedness and Response Fund; • Proposed sources of funding, governance structure and institutional arrangements for the Fund; • Draft Financial Sustainability Plan and Resource Mobilization strategy for the Regional Disaster Preparedness and Response Fund; • Draft Monitoring and Evaluation System for the Fund. 	Within 60 days
8. Final Report Submission		

	<ul style="list-style-type: none"> • A Consolidated report of the Assignment. (Report shall be provided in English, French and Portuguese); and • Other deliverables agreed with SADC as outline in 1 to 8 above. 	
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6. DURATION OF THE ASSIGNMENT AND TIMELINES

The assignment is expected to take 4 months, starting September 2019.

7. REPORTING AND SUBMISSION OF REPORTS AND DELIVERABLES

The service provider shall report to the SADC Executive Secretary through the Deputy Executive Secretary Regional Integration. The Deputy Executive Secretary Regional Integration shall upon receipt, review the deliverables advise the Executive Secretary for approval. The Senior Programme Officer for the DRR Unit will be the liaison officer.

8. EXPERTISE REQUIRED

The service provider will make available a team with a number of experts with solid experience from southern Africa with at least the following qualifications:

Table 2: Expertise Required

Team Expertise	Qualifications, experience and competencies	Years of experience
Team Leader	<ul style="list-style-type: none"> • Advanced University Degree in Disaster Risk Management, Development Sciences/ Studies, Economics, Sustainable Development, Environmental Sciences, International Relations, and any related Social Science disciplines or related fields. • A demonstrated understanding of the DRM and humanitarian assistance issues. • Experience with development of preparedness and response mechanisms, resource mobilization strategies and sustainability plans. • Experience in participating in humanitarian response operations. • Vast networking skills and proven ability to communicate simply on complex development information. 	10 years
GIS and Hazard Mapping Expert	<ul style="list-style-type: none"> • Advanced University Degree GIS, and any disciplines or related fields. • Demonstrated experience in mapping humanitarian programmes, and preparedness and response actions. • Vast networking skills and proven ability to timely • Demonstrated capacity to collect data and information and produce clear spatial hazard illustrations and maps. 	5 years
Contingency Planning and Simulation Expert	<ul style="list-style-type: none"> • University Degree in Disaster Risk Management, Development Sciences/ Studies, Economics, Sustainable Development, Environmental Sciences, International Relations, and any related Social Science disciplines or related fields. • Demonstrated practical experience in developing and reporting on simulation guidelines and subsequent exercises • An understanding of the DRM and humanitarian assistance agenda and challenges in the SADC region. • Vast networking skills and proven ability to speak in public 	5 years

	<p><u>and communicate clearly.</u></p> <ul style="list-style-type: none"> • Good facilitation skills 	
Expert data base management/open data management	<ul style="list-style-type: none"> • Advanced University Degree in Demography and Statistics, and any related Social Science disciplines or related fields. • Experience developing and managing data bases with ability to develop simple management manual. • A demonstrated understanding of the DRM and humanitarian assistance agenda and challenges in the SADC region. • Vast networking skills and proven ability to communicate. 	5 years
Communication and Knowledge management Experts	<ul style="list-style-type: none"> • University Degree in Communication, Education, Disaster Risk Management, Economics, Sustainable Development, Environmental Sciences, International Relations, and any related Social Science disciplines or related fields. • A demonstrated understanding of the DRM and humanitarian assistance agenda and challenges in the SADC region. • Vast networking skills and proven ability to communicate. 	5 years
Training facilitators	<ul style="list-style-type: none"> • Diploma/University Degree in Disaster Risk Management, Development Sciences/ Studies, Economics, Sustainable Development, Environmental Sciences, International Relations, and any related Social Science disciplines or related fields. • A demonstrated understanding of the DRM and humanitarian assistance agenda and challenges in the SADC region. • Experience conducting simulations and training on disaster preparedness and response. • Vast networking skills with knowledge of global, regional and national partnerships, including regional institutions in southern Africa. • Knowledge of English and the SADC languages in particular, French and Portuguese will be an added advantage. 	5 years
Expert in Disaster and Contingency Fund development and management	<ul style="list-style-type: none"> • University Degree in Economics, Financial Management, Business Administration/Management, and any related Social Science disciplines or related fields. • Experience in the establishment of development funds, including development of, guidelines and protocols, and Resource Mobilisation Strategies. • A demonstrated understanding of the establishment of Funds and associated management. • A demonstrated understanding of the DRM and humanitarian assistance agenda and challenges. • Sound knowledge of the SADC member <u>States financial management systems and resource mobilisation strategies.</u> 	5 years
ICT Systems and Network Expert	<ul style="list-style-type: none"> • University Degree in Information, Communication and Technology, Solutions Networking. • Experience installing information system networks. • A demonstrated understanding of the DRM and humanitarian assistance agenda and challenges in the SADC region would be an added advantage. 	5 years

All team members must be fluent in English, and must possess excellent written and oral communication skills. Language skills in fluent (written and spoken) French and / or Portuguese are an asset.

9. PAYMENT

The contract will be in accordance with the following payment schedule:

Payment	Deliverables
10%	Signing of the Contract
20%	Submission and approval of the Inception Report.
30%	Submission and approval of the: the proposed SADC Humanitarian and Emergency Operations Centre (SHOC), Draft standard Operating Procedures and guidelines (SOPs) for the centre; Draft Regional Emergency Roaster; emergency response training modules, 3 simulation exercises (one regional and 2 national); Draft Resource Mobilisation Strategy and Preparedness Fund by the SADC Deputy Executive Secretary – Regional Integration
40%	Upon submission of all deliverables and approval of the Final Consultancy Report.

Software licenses and data:

The service provider will provide the outputs as (1) raster and/ or vector data in interoperable formats and the map products as .jpg, png or tiff files in appropriate resolution for printing (at least 300dpi). Per Open Data policy, the data generated (raster and/or vector data) would be put in the public domain and in the future made available for other interested stakeholders through for example a “geonode” platform. All data remain property of the SADC Secretariat. In this regard, all datasets generated should be accompanied with meta data that describes the basic information such as date of data production, etc and sources of the input data that was used to generate the data and methodologies. The details of the metadata will be discussed and agreed with the consultant during the preparation phase.

The service provider will to the extent possible, make use of readily available open source satellite imagery and remote sensing information. In case only commercially available information can be used for the assignment, the consultant will specify the required information, imagery and data sets and make a separate cost estimate for acquiring the required information in its technical and financial proposal.