

# Terms of reference (ToRs) for the procurement of services below the EU threshold (ANNEX 1) Contract 83424426

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**Regional - National Alignment Toolkit for the SADC Regional Resilience Framework 2020 - 2030**

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**Project number/  
cost centre:**

**P.20.2161.6-003.00**

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## **0. List of abbreviations**

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2020
DRM	Disaster Risk Management
DRR	Disaster Risk Reduction
GIDRM	Global Initiative on Disaster Risk Management
GIZ	The Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH
RID	Risk-informed development
SADC	The Southern African Development Community
ToRs	Terms of reference

## 1. Context

The Southern African Development Community (SADC) Region faces threats from a variety of extreme natural and human-made hazards notably, floods, droughts, cyclones and earthquakes, which are made more frequent and severe by the growing impact of climate change. Climate change and extreme weather events in the SADC have adversely affected the region for the last 15 years and will become increasingly severe over the next few decades. In the 2018–2019 rainfall season, areas in Angola, Botswana, Namibia, South Africa, Zambia, and Zimbabwe experienced severe drought, having received their lowest levels of rain since 1981. Unpredictable below normal rainfall conditions affected crop production, prompting Angola, Botswana, and Namibia to declare drought emergencies. Over the subsequent summer seasons notably, 2019/20, 2020/21 and 2021/22 as highlighted by the SADC Regional Indicative Strategic Development Plan 2020-2030 (RISDP 2020-2030), extreme weather events also brought about flooding in several SADC countries, while tropical storms and cyclones exacerbated the situation in Comoros, Madagascar, Malawi, Mozambique, and Zimbabwe. The region's exposure and vulnerability to disasters is inter alia linked to its geomorphology, climate change, human-made activities, and exacerbated by factors such as unsustainable urban development.

Despite the increasing awareness of the complexity of risks, they are still not always adequately considered in development planning and programming. Current approaches often address just one threat at a time, typically a natural hazard, rather than considering several multiple threats, and simultaneously occurring risks. Disaster risk management (DRM) practices are still largely focused on responding to disasters rather than adopting a cross-cutting, preventative approach to minimizing risk.

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports the SADC Secretariat's Disaster Risk Reduction (DRR) Unit through the SADC/GIZ Project "Global Initiative on Disaster Risk Management (GIDRM)" funded by the German Ministry of Economic Development and Cooperation (BMZ). The objective of GIDRM is to build capacities and skills of selected decision-makers and regional organizations and initiatives in Southern Africa and other global regions to enable the use of risk-informed development (RID) principles while taking account of context-specific fragility factors. To address the complex nature of risks and safeguard sustainable development, the GIZ through its Global Initiative on Disaster Risk Management (GIDRM), aims at strengthening risk governance and risk-informed development (RID) in the region. RID is an understanding of development that considers multi-faceted, dynamic, interdependent, transboundary, simultaneous, and systemic risks. It thus describes a shift in mindset – across sectors and stakeholders – from managing single hazards towards incorporating existing and future risks in all development processes from the outset and therefore choosing development pathways that prevent the creation of risks.

To measure global progress in the implementation of the Sendai Framework for Disaster Risk Reduction, the Sendai Framework Indicators measure progress in achieving the global targets and determine global trends in the reduction of risk and losses. "Target E" aims to increase the number of countries with national and local disaster risk reduction strategies by 2020, and while Disaster Risk Reduction (DRR) strategies are an entry point towards risk-informed development, acknowledging that all development choices involve the creation of risks, building resilience is fundamental to climate action and achievement of the Sustainable Development Goals (SDGs). To accelerate essential risk reduction and resilience building, the United Nations Office for Disaster Risk Reduction (UNDRR) Global Assessment Report on DRR: Transforming Governance for a Resilient Future (2022), recalls the relevance of

designing systems to factor in how human minds make decisions about risk and the importance of working across silos and designing in consultation with affected people.

To provide guidance and take steps towards understanding the complexity of resilience in the SADC region, SADC adopted the SADC Resilience Framework 2020-2030 that was finalized in February 2020. Its aim is “to provide a broad strategic framework, which will allow the Secretariat, Member States, ICPs, and partner organisations to develop and/or align their resilience strategies”. The Framework provides a conceptual model for, and characteristics of, a resilient SADC region through the multi-sectoral and multi-dimensional interconnected elements that contribute to the regional aspirations of integration and industrialisation. This is in line with the commitments to regional coordination and alignment to maintain peace and political stability, reduce poverty, create wealth and achieve sustainable social and economic transformation, as outlined in the revised SADC Regional Indicative Strategic Development Plan (RISDP) and the Strategic Indicative Plan for the Organ on Politics, Defence and Security Cooperation (SIPO II).

Due to various constraints and a general difficulty of integrating regional programmes and strategies into national ones, partly due to an absence of standardized tools and procedures for alignment during national planning processes, a “Regional - National Alignment Toolkit” to measure, track and facilitate alignment in SADC Member State was developed by the GIZ Project “Strengthening the National-Regional Linkages in Southern Africa’s” (SNRL). This “Regional - National Alignment Toolkit”, which has been submitted to the SADC Secretariat for consideration for adoption by SADC member states, will be further developed and fine-tuned along the SADC Regional Resilience Framework 2020- 2030.

## 2. Tasks to be performed by the contractor

The individual consultant is responsible for providing the following services:

Based on the existing “Regional - National Alignment Toolkit”, the overall objective of the assignment is to develop a national - regional alignment toolkit applicable to the “SADC Resilience Framework 2020 – 2030”. The consultancy will provide the following six (6) deliverables:

<b>Tasks and Deliverables</b>
<p><b>Task 1:</b> Prepare a project inception report and inception meeting.</p> <p><b>Expectation:</b> The consultant is expected to present a working plan that leads towards the achievement of the objective, deliverables and timeframes. The consultant will submit a final inception report, which incorporates the inputs and feedback as provided by the SADC DRR Unit and GIZ.</p> <ul style="list-style-type: none"> <li>• <b>Deliverable 1:</b> An inception report detailing the methodology, approach and project schedule of activities with detailed timelines.</li> <li>• <b>Deliverable 2:</b> An inception meeting organized and held, in which the consultant presents its working plan towards the achievement of the objective, deliverables and timeframes, provides rooms for discussion and summarizes the key results of such meeting verbally and in-form a written report Minutes of the inception meeting and updated inception report to be included.</li> </ul>

**Unit of measurement:** Inception report(s) including work and time plan, in MS-Word and PDF-file format tabled at a virtual inception meeting.

**Task 2:** Assess and analyse various frameworks, strategies and tools such as but not limited to the report on the “Alignment tool for the regional and national planning, monitoring and evaluation and quality control on the SADC annual operational plans 2020/2021” as commissioned by GIZ’s SNRL, the SADC Regional Resilience Framework 2020- 2030, the SADC Regional Indicative Strategic Development Plan, Malawi national resilience strategy and the Sendai Framework for Disaster Risk Reduction, as well as compiling and analysing lessons learnt from UN-Habitat and the Disaster Risk Management, Sustainability and Urban Resilience (DIMSUR) with regards to alignment in the urban sector and use of the CityRap tool.

**Expectation:** The consultancy is expected to critically assess and analyse the report and suggested alignment tool, and other strategies and frameworks, focusing on its possible applicability to measure and facilitate alignment with regards the SADC Regional Resilience Framework 2020-2030 and SADC Member States national strategies (resilience and/or development plans). The Malawi national resilience strategy will be used as a case study.

- **Deliverable 3:** A narrative report outlining the above-mentioned analysis, focusing on the SADC Regional Resilience Framework 2020-2030.
- **Deliverable 4:** Compile lessons learnt compendium in terms of alignment along the use of the CityRap tool in Malawi.
- **Deliverable 5:** Review existing Malawi national resilience strategy and identify gaps in relation to alignment to the SADC Regional Resilience Framework. This should include virtual Malawi stakeholder consultation.

**Unit of measurement:** A combined narrative report, MS word and pdf file format

**Task 3:** Develop an adapted alignment tool(kit), including a short rationale, a concise facilitators guide and PowerPoint Presentation, to be used by SADC Member States to measure, track and facilitate alignment of the SADC Regional Resilience Framework 2020-2030 to their respective national resilience or development strategies/plans.

**Expectation:** Based on all the tasks above and considering the *Annexure A: Action Plan for the implementation of the SADC Resilience Framework*, develop an alignment tool(kit) for SADC Members States with recommendations, which can be scaled up for use by other SADC Member States.

- **Deliverable 6:** An alignment toolkit for SADC Member States, a concise facilitation guide and accompanying PowerPoint presentation, fit for publication and scaling up.

**Unit of measurement:** Lessons learnt compendium from DIMUR and an alignment toolkit in MS Word and/or MS Excel, a facilitation guide in MS Word and PDF and an accompanying MS PowerPoint presentation.

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term:

<b>Milestone</b>	<b>Deadline/place/person responsible</b>
Deliverable 1	16 <sup>th</sup> of January 2022
Deliverable 2	31 <sup>st</sup> of January 2023
Deliverable 3	28 <sup>th</sup> of February 2023
Deliverable 4	19 <sup>th</sup> of March 2023
Deliverable 5	31 <sup>st</sup> of March 2023
Deliverable 6	28 <sup>th</sup> of April 2023

Period of assignment: From 9<sup>th</sup> of January until 30<sup>th</sup> of June 2023. The number of workdays to implement the assignment is **40 days** to undertake the assignment. Please note that if the company **offers days exceeding** the aforesaid your offer will not be assessed.

All written deliverables are to be sent as drafts for feedback and comments before final submission unless otherwise specified. All tasks, deliverables and all related documents shall be in English language. All deliverables shall be sent per email and GIZ's File Transfer tool ([LINK](#)) to the technical Advisor of GIDRM and the Senior Programme Officer of SADC DRR Unit and carbon copied (Cc) to the head of the Southern Africa Component of GIDRM and [the](#) Senior Advisor SADC DRR Unit. Regular project oversight meetings will be convened to oversee implementation and provide support on the service delivery.

### **Data protection**

The performance of the contract may be associated with the processing of personal data by the contractor, who would alone define the nature of such data and how such processing would be carried out. In such cases, the contractor shall act as an independent data controller and must alone comply with all applicable data protection obligations, including regional and local laws. The data protection principles such as lawfulness, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject must be paid due attention. The General Data Protection Regulation's (GDPR's) data transfer rules must be considered whenever personal data leaves the EU for a third country. The GIZ is not in any way responsible for such processing and, apart from non-personal data (company data or statistics), the GIZ does not expect to receive any personal data from the contractor.

### **3. Concept**

In the bid, the bidder is required to show how the objectives defined in Chapter 2 are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept). In addition, the bidder must describe the project management system for service provision.

## Technical-methodological concept

**Strategy:** The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter 2).

The bidder is required to present the actors relevant for the services for which it is responsible and describe the **cooperation** with them.

The bidder is required to present and explain its approach to **steering** the measures with the project partners and its contribution to the results-based monitoring system.

The bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule that describes how the services according to Chapter 2 are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 2.

The bidder is required to describe its contribution to knowledge management for the partner and GIZ and promote scaling-up effects (**learning and innovation**).

## Project management of the consultancy

The bidder is required to explain its approach for coordination with the GIZ/GIDRM project. In this regard:

- The contractor makes available equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- The contractor reports regularly to GIZ in accordance with the AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2020

## 4. Personnel concept

The bidder is required to provide an individual consultant who is suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points.

## Expert 1

### Tasks of the Expert 1

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project

- Regular reporting in accordance with deadlines
- Finalize tasks 1-3 and deliverables 1-6 to a high standard.

#### Qualifications of Expert 1

- Education/training (2.1.1): University qualification (Master) in Environmental Sciences/Management, Environmental Economics, Developmental studies; Public Policy, Public Administration, Business Administration, Emergency Services, Disaster Risk Management/Reduction, Climate Change or other fields related to the scope of the assignment;
- Language (2.1.2): Good business language skills in English with French and/or Portuguese proficiency an added advantage.
- General professional experience (2.1.3): 10 years of professional experience in the programme/project management and/or monitoring and evaluation sectors.
- Specific professional experience (2.1.4): 5 years in analysis, review or drafting of policy
- Leadership/management experience (2.1.5): 4 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 6 years of experience in projects in SADC (region), of which 1 year in projects in Malawi
- Development Cooperation (DC) experience (2.1.7): 8 years of experience in DC projects
- Other (2.1.8): Demonstrated knowledge of the SADC regional and national disaster risk management and/or resilience frameworks, strategies, institutions will be an added advantage.

## 5. Costing requirements

### Assignment of personnel

The consultant shall not exceed a maximum of **40 working days** to undertake the assignment. The assignment will be spread over the period 9th of January until 30th of June 2023.

### Travel

The individual consultant will work from their respective home country. Where travel is deemed necessary as currently the identified travel locations are Malawi and Mozambique, the individual consultant is expected to make their own logistical arrangements (including for transport, accommodation, visas and permits, etc.). Individual consultant is requested to include the fixed total logistical budget of up to EUR 6500€ (indicated in the budget form) in the financial offer which is available for the whole assignment. Please note that this fixed budget does not count towards the price quote, as it is the same for everyone.

The above-mentioned fixed, unalterable travel-expenses budget for all trips for all experts is specified in the price schedule. The fixed budget contains the following travel expenses:

- Economy flights, overland travel and other transport costs, ancillary travel costs (vaccination, visa etc.)
- Accommodation and daily subsistence (per diems).

The costs are reimbursed in accordance with the regulations of each responsible GIZ country



office on submission of documentary proof. All business travel must be agreed in advance by the officer responsible for the project. Travel expenses must be kept as low as possible and will be invoiced against provision of evidence.

## **6. Inputs of GIZ or other actors**

GIZ and SADC Secretariat (SADC DRR Unit) are expected to make the following available:

- Necessary introduction letters, national guidelines and any other necessary documentation to facilitate the consultant's work
- Official contact details of focal persons where applicable

## **7. Requirements on the format of the bid**

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in English (language).

The complete bid shall not exceed 7 pages (excluding CVs).

The CV of the person proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 3 pages. The CVs must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English.

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

Please calculate your price bid based exactly on the aforementioned costing requirements.

## **Annexes**

- a) SADC Regional Resilience Framework 2020-2030
- b) Alignment Tool for the Regional and National Planning, Monitoring & Evaluation and Quality Control on the SADC Annual Operational Plans 2020/21 (Final Report)