

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

Contract: 83431504

Development of Standardised Disaster Risk Management
Assessment Tools (SDRMAT)

**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 2022
DRM	Disaster Risk Management
DRR	Disaster Risk Reduction
GIDRM	Global Initiative on Disaster Risk Management
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
MS	Member States
RID	Risk Informed Development
SADC	Southern African Development Community
SDRMAT	Standardized Disaster Risk Management Assessment Tool
ToR	Terms of Reference

1. Context

1.1 Brief description of the project

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.

The SADC Ministers for Finance and Investment, in their meeting held in November 2016, approved the "SADC Preparedness and Response Strategy and Fund 2016-2030". The SADC Council of Ministers' meeting held in Dar es Salaam, United Republic of Tanzania in August 2019, endorsed the provisions of the Strategy and directed the SADC Secretariat to expedite its operationalisation, which is founded on *Enhancing coordination for effective disaster preparedness and response and resilience*. The Strategy and Fund document has three priorities: **understanding risk and disaster management information systems**; **strengthening disaster preparedness and response planning**; and the establishment of regional disaster preparedness and response fund. The Strategy and Fund responds to the demand by SADC Member States for a coordinated approach in preparing for and responding to disasters, and for providing humanitarian relief when Member States are unable to deal with the disaster using their own national resources. To facilitate this process the establishment of Standardised Disaster Risk Management Assessment Tools (SDRMAT) to guide Member States in their disaster risk management profiling as well as for rapid impact assessment for effective and well-coordinated response and recovery was identified.

1.2 Background

The Southern African Development Community (SADC) Region faces threats from a variety of extreme natural hazards notably, floods, droughts, cyclones and earthquakes, which are made more frequent and severe by the growing impact of climate change and climate variability. Climate change and associated extreme weather events have adversely affected the region for the past three decades and are projected to increase in severity and frequency into the future. 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 rainfall since 1981. Unpredictable below normal rainfall conditions affected crop production, prompting Angola, Botswana, and Namibia to declare drought emergencies. Over the subsequent rainfall season of 2019/20, 2020/21 and 2021/22 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.

Despite increasing awareness of the complexity of the disaster risks, there is still limited integration of this in development planning and programming. Current approaches often address just one threat at a time, typically natural hazards, rather than considering several multiple threats, and simultaneously occurring or cascading risks.

In line with its DRR regional integration mandate in pursuit of implementation of the Strategy and Fund as well as the Regional Resilience Framework, the assignment seeks to review existing methodologies and tools being applied by SADC Member States (MS) in order to develop a SDRMAT to guide MS. The SDRMAT will also ensure compatibility and comparability of data and information collection that will enable the SADC Humanitarian and Emergency Operations Centre (SHOC) and Member States to tailor their responses. This stems from the fact that disasters can occur at any moment thus requiring (a) disaster assessor/s to be available at short notice around the clock to perform among others, tasks relating to disaster response and humanitarian relief functions which will benefit from using standardized tools and methodologies.

1.2.1. Rationale/Justification

The **rationale** for the SDRMAT is to ensure harmonised disaster risk management situational assessment (profiling) as well as standardized disaster impact assessment practices in order to provide relevant information and data for decision making processes required to support risk identification and understanding early warning and alerts, preparedness, response and recovery including accessing finance and building back better following disaster events. This

product will inform the implementation of the SADC Preparedness and Response Strategy and Fund 2016 – 2030 leading towards measuring the impact of any disaster (occurrence) being evaluated equally among all MS and thus, providing for standardized criteria for the activation of available funding mechanisms.

The establishment of a SDRMAT will serve to guide Member States in their DRM profiling as well as for the assessment of disaster damages for effective and well-coordinated response and recovery data and information needs to inform timely and responsive actions and regional approaches that manifest into knowledge development. It thus represents a shift in mindset and practice across sectors and stakeholders on managing hazards through the systematic collection of data and information on existing and projected future risks in all development processes, subjecting these to analytics and decision-making processes.

1.3 Objective of the assignment

The **objective** of the assignment is to develop SDRMAT to guide the region focusing on DRM situational assessment as well as to ensure timely and responsive actions in the face of disaster occurrences.

The company is expected to undertake the following tasks and deliverables, aiming at and contributing to the successful achievement of the project objective.

1.4. Table 1: Tasks and Deliverables

Development of Standardized Disaster Risk Management Assessment Tools (SDRMAT)	
Tasks and Deliverables	No. of Days
<p>Task 1: Compile a project inception report detailing an approach to the task and time frames and present the same to the SADC DRR Unit and GIZ/GIDRM.</p> <p>Expectation: The consultant is expected to compile a comprehensive Inception Report on the assignment and present it to the SADC DRR and GIZ/GIDRM.</p> <ul style="list-style-type: none"> • Deliverable 1: An inception report detailing the methodology, approach and schedule of activities with detailed timelines for the development of Standardised Disaster Risk Management Assessment Tools (SDRMAT) for (a) DRM situational assessment and (b) rapid impact assessment) presented to the SADC DRR Unit and GIZ/GIDRM. 	6

<ul style="list-style-type: none"> • Unit of measurement: An Inception Report with an implementation plan with a clear timetable in MS-Word and PDF-file format tabled to the virtual inception/kick-off meeting. 	
<p>Task 2: Identify and review DRM assessment tools used by MS for (a) DRM situational assessment and (b) rapid disaster impact assessment as well as SADC Humanitarian and Emergency Operations Centre (SHOC) Standard Operating Procedures (SOPs) and other relevant documents to inform the rapid impact assessment template to be used by MS when applying for regional support through the Centre (SHOC) and regional rosters (emergency response team and SADC Standby Force) and access to disaster fund.</p> <p>Expectation: The consultant is expected to identify and review applicable DRM assessment tools being used for situational and rapid disaster impact assessment by all MS as well as the SHOC.</p> <ul style="list-style-type: none"> • Deliverable 2: A consolidated report reflecting an analysis of DRM assessment tools/methodologies being used by all SADC MS (and where possible, on the continent and globally) for better understanding and appreciation of applicable tool and/or methodologies. • Unit of measurement: A consolidated report on the analysis of DRM assessment tools/methodologies used by MS inclusive of applicable templates, databases and/or software programmes or technological devices being used by MS. 	21
<p>Task 3: Based on a report produced in Deliverable 2 above, develop SDRMAT inclusive of templates covering:</p> <ol style="list-style-type: none"> a. DRM situational assessment (DRM profiling), and; b. Rapid impact assessment. <p>Expectation: The consultant is expected to produce DRM assessment tools inclusive of templates linked to preparedness, response and early recovery.</p> <ul style="list-style-type: none"> • Deliverable 3: SDRMAT inclusive of assessment templates covering (a) and (b) as depicted under Task 3 above. • Unit of measurement: SDRMAT inclusive of templates to be used by SADC MS and the SHOC to ensure harmonized DRM situational assessment (DRM profiling) and rapid impact assessment. 	10
<p>Task 4: Present SDRMAT and its draft templates to the SADC DRR Unit, SHOC and GIZ/GIDRM and incorporate comments following the presentation.</p> <p>Expectation: The consultancy will compile the SDRMAT inclusive of the applicable templates, in the form of word document, as well as a MS Power Point presentation.</p>	5

<p>Deliverable 4: A SDRMAT in MSWord and MSPower Point formats and the applicable templates.</p> <ul style="list-style-type: none"> • Unit of measurement: <ol style="list-style-type: none"> i. A SDRMAT with clear templates to guide MS. ii. A PowerPoint presentation encapsulating the entire SDRMAT. 	
<p>Task 5: Present to MS for validation of the SDRMAT, templates and incorporate comments from the validation session to produce final versions of the assessment templates for compilation of a potential web-based regional compendium of tools for DRM assessment.</p> <p>Expectation: The consultancy is expected to present the SDRMAT templates to the MS for validation and produce final templates.</p> <ul style="list-style-type: none"> • Deliverable 5: A SDRMAT templates presented to the MS for validation, final templates produced and a web-based regional compendium of DRM assessment tools compiled. • Unit of Measurement: Final SDRMAT templates and a web-based regional compendium of DRM assessment tools. 	5
<p>Task 6: Once finalized and approved, carry out at least one capacity building session to the MS, SADC DRR Unit, SHOC and GIDRM team (introductory training and/or workshop and development of facilitation guide) on the use of the web-based templates.</p> <p>Expectation: The consultancy will, upon validation and approval of SDRMAT, develop and carry out at least one capacity building session.</p> <ul style="list-style-type: none"> • Deliverable 6: One capacity building measure developed and carried out - inclusive of the development of a concept note, invitation letters, training material, facilitation guide, moderation protocol, systematization of results, communication strategy, etc. • Unit of Measurement: One capacity building measure developed and undertaken on the use of SDRMAT by MS. 	5
Total of Days	52

The company is responsible for providing its services within the timeframes indicated and in English language. In addition, the company will be expected to work in close collaboration with the GIZ/GIDRM and the SADC DRR Unit teams.

1.5. Project Deliverables & Payment Schedules

The project deliverables as outlined hereunder will be paid for as follows:

Deliverables	Payment Percentage
Deliverable 1-2	25%
Deliverable 3	20%
Deliverable 4	15%
Deliverable 5	20%
Deliverable 6	20%

Period of assignment: From March until September 2023

Number of days: **52 workdays** spread within the team leader and pool of experts. **Please note that if the company offers days exceeding the aforesaid the offer will not be assessed.**

2. Data protection

The performance of the contract may be associated with the processing of personal data by the Company, who would alone define the nature of such data and how such processing would be carried out. In such cases, the Company 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. Project Concept

In the bid, the company is required to show how the objectives defined in Chapter 2 of the AVB 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.

4. Technical-methodological concept

Strategy: The company is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 of the AVB). 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 of the AVB).

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

The company is required to present and explain its approach to **steering** the measures with the project partners.

The company 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 of the AVB are to be provided. In particular, the bidder is required to describe the necessary work steps and take account of the milestones and contributions of other actors in accordance with Chapter 2 of the AVB.

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

5. Project management of the consultancy

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

- The company is responsible for selecting, preparing, training and steering the experts (international and national, short and long term) assigned to perform the tasks.
- The company makes available equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The company manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.

The company reports regularly to GIZ in accordance with the AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2022.

The company is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the bid; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

The company will work in collaboration with the DRR Unit, specifically with the Senior Programme Officer and supported by the GIDRM SADC Component staff. Final reports and deliverables should be handed in by no later than **5 days** after the end of each deliverable and the assignment. All deliverables shall be prepared in English and send per email and GIZ's File Transfer tool ([LINK](#)) to the DRR Unit and GIZ/GIDRM as agreed during the inception meeting. Monthly project oversight meetings will be convened by the SADC DRR Unit and/or the GIZ/GIDRM SADC Component to ensure constructive and informed implementation and service delivery support.

6. Personnel concept

The company is required to provide personnel who are suited to filling the positions described, based on their CVs (see Chapter 9 of the AVB), the range of tasks involved and the required qualifications.

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

A team of **a maximum of four (4) members inclusive of the team leader** is expected to implement the project with the following qualifications. Please note that if the company **offers team members exceeding** the aforesaid, the offer will not be assessed.

6.1. Team Leader:

Tasks of the team leader

- Overall responsibility for service delivery
- Coordinating and ensuring communication with the GIZ/GIDRM and the SADC DRR Unit.
- Preparation, implementation and follow-up of the agreed activities
- Ensuring the deployment of the other experts
- Regular and timely reporting

Qualifications of the Team leader

- Education/training (4.1.1): Master's degree in Disaster Risk Management, Emergency Services, Economics, Development Studies, Business Administration, Social Sciences or any related field.

- Specific qualification (4.1.2): A qualification in emergency services, impact studies, monitoring & evaluation will be an added advantage.
- Ability to work as a team (4.1.2): team mobilisation and roles assignment.
- Leadership/Management experience (4.1.2): 10 years.
- Professional experience (4.1.1): 5 years of professional experience in DRM, Emergency Services, DRM, research and social facilitation.
- Regional experience (4.1.3): 5 years of development experience in development projects in the region
- Language (4.1.4): Good business language skills in English, with Portuguese and or French as an added advantage.

6.2. Pool of experts (maximum 3)

Tasks of the expert(s)

- Supporting the Team Leader in the preparation, implementation and follow-up of the agreed activities

Qualifications of the expert(s)

- Education/training (4.5.1): Bachelor's degree in Disaster Risk Management, Information Technology, Emergency Services, Development Studies, Business Administration, International Relations, Social Sciences or any related field.
- Specific qualification (4.5.2): A qualification in emergency services, impact studies, monitoring & evaluation will be an added advantage.
- Language (4.5.4): Good business language skills in English, with Portuguese and or French as an added advantage.
- Professional experience (4.5.1): 3 years of professional experience in the area of disaster risk management and emergency services humanitarian assistance, or regional integration.
- Regional experience (4.5.3): 3 years of experience in projects in the SADC region
- Ability to work in the team (4.5.3)

Soft skills of all team members

In addition to their specialist qualifications, the following skills and attributes are required of team members:

- Team skills
- Initiative
- Communication skills

- Socio-cultural competence
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

The company must provide a clear overview of all proposed short-term experts and their individual qualifications. The bidder is requested to take a fair gender distribution into account.

7. Costing requirements

7.1. Assignment of personnel

Assignment for **52 working days** (see also chapter 2 of the AVB).

The bidder must propose how the team leader and experts' days would be allocated.

7.2. Travel

No travel is foreseen.

8. Inputs of GIZ and SADC Secretariat

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

- Official contact details of focal persons in the SADC Member States.
- Necessary introduction letters, national guidelines and any other necessary documentation to facilitate the consultant's work in the countries.
- The SADC Secretariat will provide the necessary data / information / case studies based on which the project can be undertaken, where necessary.

9. Requirements on the format of the bid

The structure of the bid must correspond to the structure of the Terms of Reference. In particular, the detailed structure of the concept (Chapter 3 of the AVB) 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.

The complete bid shall not exceed 10 pages (excluding CVs).

The CVs of the personnel proposed in accordance with Chapter 6 (of AVB) of the Terms of Reference must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 2 pages. The CVs must clearly show the position and job/s the proposed person/s held in the reference project/s and for how long.

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. In the contract the contractor has no claim to fully exhaust the days budget. The number of days and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.