

Terms of reference (ToRs) for the procurement of services below the EU threshold (ANNEX 1) Contract 83431550

Assess the SADC's "Disaster risk coordination mechanism" on the inclusion of gender and risk informed development (RID) **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
AU	African Union
CSC	Climate Service Centre
DRCM	Disaster Risk Coordination Mechanism
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
TWG	Technical Working Group

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. 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 taking into account 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 and practice 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. In order to analyse and ultimately make the SADC Secretariat's decision-making process more risk informed and gender equitable, the disaster risks coordination mechanism will be assessed.

2. Objective of the Consultancy

The overall objective of this consultancy is to assess the level of inclusion of Gender and RID in the SADC "Disaster Risk Coordination Mechanism" and develop concrete recommendations for mainstreaming RID and gender equity principles into its regional instruments and decision-making processes.

3. Tasks to be performed by the contractor

The consultant is responsible for providing the following services:

To assess the SADC's "Disaster risks coordination mechanism" (DRCM) on the inclusion of gender considerations and the application of risk informed development (RID) principles. The SADC "Disaster risk coordination mechanism" are all the instruments that facilitate effective DRM for the SADC Secretariat. It consists of a compendium of instruments including, Standard operating procedures (SOPs) including those of the SADC Humanitarian and Emergency Operations Centre and emergency medical technicians, escalation procedures, a peer review mechanism, the standby force contingency plan, guidelines including those for the SADC DRR fund, strategies, frameworks (including the SADC regional resilience framework 2020-2030), SADC DRR mainstreaming guidelines, and other processes and procedures.

The consultant will be responsible for providing the following services:

1. To review the whole SADC Secretariat's Disaster risk management coordination mechanisms and associated decision-making process to assess and identify key entry points to risk informed development and gender-equity.
2. To conduct key expert interviews on the application of RID and Gender considerations in the DRCM.
3. Propose and develop a visual depiction/illustration of the DRCM with recommendations on how to mainstream RID and gender equity approaches into it.

Tasks and Deliverables
<p>Task 1: Prepare a project inception report and hold an inception meeting.</p> <p>Expectation: The consultant is expected to present a working plan that leads towards the achievement of the objective and deliverables with timeframes. The Inception report shall among others; outline the consultants understanding of the Terms of Reference, the methodology and approach to be adopted in undertaking the assignment, the activities and outputs to be delivered, detail on expertise to be utilised, and project delivery schedules, showing clear timelines for the delivery of each output through a Gantt Chart. The service provider will incorporate the inputs and feedback on the final Inception report as provided by the SADC DRR Unit and GIZ.</p> <ul style="list-style-type: none"> • Deliverable 1: An inception report detailing the methodology, approach and project schedule of activities with detailed timelines. • Deliverable 2: An inception meeting organized and held, in which the service provider 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. This will include minutes of the inception meeting and an updated inception report based on comments from the SADC DRR Unit and GIDRM. <p>Unit of measurement: Inception report(s) including work and time plan, in MS-Word and PDF-file format tabled at a virtual inception meeting; and minutes of the inception meeting.</p>
<p>Task 2: Desk studies and literature review</p> <p>Expectation:</p>

The contractor is expected to undertake an in-depth review and analysis of UNDACs disaster assessment coordination mechanism to draw lessons and good practices for inclusion of gender and RID in the DRCM. The contractor is also expected to undertake an in-depth review and analysis of SADC DRCM with the objective to assess and identify key entry points (integration/mainstreaming possibilities) for risk informed development¹ and gender-equity.

The information resulting from the literature review, will support the identification and the formulation of recommendations on potential entry points (including but not limited to: re-formulation of documents and identification of new and redundant actors relevant to coordination mechanism) for risk informed development and gender-equity.

- **Deliverable 3:** Report on the literature review

Unit of measurement: Report(s), MS word and pdf file format, presented and updated after a meeting outlining its content.

Task 3: Conduct key expert interviews on the application of RID and Gender considerations in the DRCM

As part of this process, the consultant is expected to share the questions for approval by the DRR Unit and GIDRM prior to the interviews and then to interview, among others, the following entities focusing on the application of the RID and Gender equity.

- a. The Disaster Risk Reduction Unit, the Organ for Peace and Security, Food Agriculture and Natural Resources, Social and Human Development, Infrastructure and Services, Climate Service Centre, and Gender.
- b. Any other SADC Secretariat Units suggested by the DRR Unit like: Members of the DRR technical working group (Director – Food, Agriculture and Natural Resources (FANR), Chair, Executive Office, Social and Human Development Directorate (SHD) (Health and HIV/AIDS Unit, Nutrition Unit), Food Agriculture and Natural Resources Directorate (FANR) (Food Security and Agriculture Unit, Environment and Climate Change Unit, Natural Resources Unit), Infrastructure and Services Directorate (I&S) (Transport Unit, Water Unit, Energy Unit, Climate Services Centre, ICT Unit and Telecommunication), Organ, Gender Unit, Public Relations Unit (PRU) and Disaster Risk Reduction Unit (DRRU), Coordinator, Secretariat)

- **Deliverable 4:** Report on the interviews focused on the application of RID and Gender equity in the DRCM.
- **Deliverable 5:** Combined report of deliverables 3 & 4 including entry points and corresponding recommendations for mainstreaming RID and Gender perspectives in the operationalization of DRM instruments.

Unit of measurement: Reports, MS word and pdf file format, presented and updated after a meeting outlining its content.

¹ <https://odi.org/en/publications/risk-informed-development-from-crisis-to-resilience/>

Task 4: Propose and prepare a visual depiction/illustration of the Disaster Risk Coordination Mechanism (DRCM) with recommendations along its coordination chain, for mainstreaming RID and gender equity² principles into its instruments and decision-making processes.

Expectation: Based on tasks above, submit a visual instrument/illustration of the DRCM and include recommendations on how to mainstream RID and gender equity into it and its associated decision-making process.

- **Deliverable 6:** Visual depiction/illustration of SADC Secretariats with recommendations on including RID and gender equity.

Unit of measurement: A visual depiction/illustration in PDF file and Power Point or other prior agreed upon formats presented and updated after a meeting outlining its content.

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

Deliverables	Deadline/place/person responsible
Deliverable 1	24.03.23
Deliverable 2	14.04.23
Deliverable 3	01.06.23
Deliverable 4	03.07.23
Deliverable 5	21.07.23
Deliverable 6	31.08.23

Period of assignment: From March 2023 until September 2023.

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 to the head of the Southern Africa Component of GIDRM and the Senior Officer SADC DRR Unit. Regular project oversight meetings will be convened to oversee implementation and provide support on the service delivery. All payments to be disbursed per deliverable as depicted hereunder:

Deliverable
Deliverables 1 & 2
Deliverable 3

² [gender equity | European Institute for Gender Equality \(europa.eu\)](http://gender.europa.eu)

Deliverable 4 & 5
Deliverable 6

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.

4. Concept

In the bid, the consultant is required to show how the objectives defined in Chapter 3 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 consultant 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 3).

The consultant 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 3 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 3.

The consultant 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 contractor

The consultant is required to explain its approach for coordination with the GIZ project.

- The consultant makes available equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The consultant manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.

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

5. Personnel concept

The consultant is required to provide personnel who are suited to filling the positions described, based on their CVs (see Chapter 8), 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

The consultant is required to provide personnel who is suited to filling the position described, based on his/her CVs (see Chapter 8), the range of tasks involved and the required qualifications.

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

Tasks of Expert 1

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)

Qualifications of the Expert 1

- Education/training (2.1.1): University qualification in: Master's degree in Disaster Risk Management, Emergency Services, Economics, Development Studies, Business Administration, Social Sciences or any related field linked to the scope of the assignment
- Language (2.1.2): Excellent business language skills in English with French and/or Portuguese proficiency an added advantage.
- General professional experience (2.1.3): 4 years of professional experience in sector(s) related to organisational change management and demonstrated work in organisational re-engineering and institutionalisation processes.
- Specific professional experience (2.1.4): 3 years of experience in the field of DRR and related emergency operations
- Leadership/management experience (2.1.5): 1 year of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 3 years of experience in projects in the SADC region,
- Development Cooperation (DC) experience (2.1.7): 5 years of experience in DC projects. Proven experience with GIZ projects and/or SADC Secretariat is an asset
- Other (2.1.8): 2 years' experience in gender mainstreaming.

Other skills of Expert 1

In addition to their specialist qualifications, the following qualifications are required:

- Team skills
- Initiative
- Communication skills
- Sociocultural competence
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

- Excellent analytical, interpersonal, communication and reporting skills
- Computer literate with good working knowledge of the standard Microsoft Office suite of programmes, teleworking and virtual consultations.
- Diplomacy skills
- Project Management

6. Costing requirements

The consultant shall not exceed a maximum of **40 working days** for Expert 1 to undertake the assignment. The assignment will be spread over the period of March 2023 until September 2023. Please note that if the bidder offers days exceeding the aforesaid the offer will not be assessed.

Travel

The consultant will work from his/her respective home country. No travel is foreseen for this consultancy.

7. 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.
- The SADC DRR Unit will facilitate contacts, including those of entities listed under Task 3.
- Other official contact details of focal persons where applicable

8. 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.

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

The CV of the consultant in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application.

The CV shall not exceed 3 pages. The CV must clearly show the position and job the proposed person held in the reference project and for how long. The CV 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 costing requirements.