



TERMS OF REFERENCE

**FACILITATOR TO LEAD IN-COUNTRY TRAINING AND SUPPORT TO
DEVELOP BANKABLE PROJECT PROPOSALS FOR MOBILIZING
RESOURCES FOR CLIMATE AND DISASTER RISK FINANCING**

SADC Regional Climate Resilience Programme (RCRP)

1.0 Background

Eastern and Southern Africa face acute and growing challenges from climate change, with increasing frequency and severity of climate shocks such as floods, droughts, and cyclones. These events have significant impacts on people, livelihoods, infrastructure, and ecosystems, compounding existing vulnerabilities related to poverty, food insecurity, and fragile fiscal conditions. Southern Africa's economies remain under pressure from recurring disasters and persistent global economic challenges, whose cumulative impacts erode development gains and disproportionately affect the poorest and most vulnerable populations. Rapid urbanization, inadequate infrastructure, and limited access to climate finance exacerbate exposure to climate risks, while institutional capacity for risk-informed planning and response remains limited.

Recognizing the transboundary nature of climate risks—particularly in water management, where 90 percent of water resources are shared across borders—regional coordination and collective action are essential. The Regional Climate Resilience Program for Eastern and Southern Africa (RCRP) has been established as a Series of Projects (SOP) to strengthen the resilience of vulnerable populations to climate-related shocks.

Engaging at the regional level on managing climate impacts, whilst supporting country-level adaptation is essential. Country-based engagement remains necessary but there is also a need for coordinated responses to common challenges at the regional level. In the SADC region, which includes three out of the four RCRP countries (Madagascar, Mozambique, and Malawi), many current meteorological and hydrological stations are not operational, while networks are already not sufficiently dense for initializing and calibration of the global weather models for early warning on hydrological events. Because of this, there is currently no coordinated response to cyclones increasingly affecting the region. Furthermore, there is need to harmonize and fully integrate climate services with early warning systems at national and regional levels and SADC plays a critical role in moving this agenda forward. The RCRP is structured around four pillars: (i) climate risk and financing; (ii) infrastructure investments for climate resilience; (iii) climate-resilient asset management; and (iv) adaptive social protection for resilient communities. The Program leverages regional platforms to facilitate knowledge exchange, harmonize policies, and mobilize climate finance, while supporting country-specific investments and institutional strengthening.

Given the complexity of the regional and national context, the RCRP emphasizes robust risk management, stakeholder engagement, and the integration of climate resilience into institutional systems and investment planning.

Component 1 of the RCRP focuses on Risk Management and Climate Financing. One of the sub-components is climate financing, which strengthens Member States (MS) capacity within the SADC region to access climate mitigation and adaptation, and disaster risk funds. The RCRP has already facilitated development of a regional position on averting, minimizing and addressing loss and damage from adverse impacts of climate change, and also helping MSs to access funds from the Fund for responding to Loss and Damage (FRLD). Leveraging on the FRLD, the project seeks to provide capacity-building to eight Member States to develop bankable project proposals through a hired facilitator to lead in-country trainings.

1.1 Implementation Arrangements

The trainings will be conducted in-country by the SADC RCRP project, SADC Disaster Risk Reduction Unit (DRRU) and partners (FAO, IFRC, UNDP and WFP), with the support of a hired facilitator. Countries that have not submitted FRLD requests in the first round such as Angola and Eswatini will be assisted to first establish a focal point and partner endorsement sessions to submit FRLD requests on behalf of the MS. Consultations will begin with institutional arrangements – who signs the endorsement letter, which entities carries the request, whether a Loss and Damage Technical Working Group exists. The facilitator will support Member States to develop high-quality proposals for submission to secure funding for responding to loss and damage. The countries with pending submissions to the Fund for Responding to Loss and Damage (FRLD) will receive targeted support by reviewing comments received from the FRLD and complement those that are yet to complete their requests.

1.2 Objective of the Consultancy and Scope of Work

The primary objective of the consultant is to strengthen the capacity of priority SADC member states (Angola, Botswana, Eswatini, Lesotho, Malawi, and Namibia) to assess economic and non-economic loss and damage to the standard required by the FRLD, and to develop credible funding requests that respond to those losses across agriculture, infrastructure and energy.

1.3 Scope of Work:

1. Capacity building of the selected Member States in conducting loss and damage to water-related climate impacts using the harmonized toolkit;
2. Prepare a country-specific access modality assessment that identifies and recommends the most viable FRLD access route—national direct budget

- support, partnership with an eligible MDB, or partnership with an accredited AF, GEF or GCF entity—and documents the required institutional roles, eligibility conditions and endorsement arrangements.;
3. Support each country to prepare and submit funding proposals to the FRLD before the end of November 2026; and
 4. Prepare Country specific reports

1.4 Key Activities

The facilitator will play a pivotal role in regional training on economic and non-economic loss and damage analysis, followed by consultations in each of the six targeted countries. The specific activities for the lead technical consultant will be: Prepare the curriculum and drafting of outlines, CFRs, roadmaps, and all reports, per the Consultant terms of reference.

2.0 Qualifications

(a) Qualifications and skills

Advanced university Degree (Master's degree or equivalent) in areas relevant to Disaster Risk Management, Climate Science or Disaster Risk Assessments are required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

(ii) Specific Professional Experience

- a) 10 years of experiences in the areas of Disaster Risk Reduction, early warning, disaster risk management, risk assessment or hazard mapping.
- b) Experience in hazard assessment, risk communication, anticipatory action are desired.
- c) Experience in spatial hazard mapping and analysis in the areas of drought, floods, etc. is an added advantage Understanding of the humanitarian-peace and development nexus.
- f) Experience in project management, research, training, and capacity development
- g) Experience in conducting trainings in related fields

- h) Demonstrated experience in similar assignments including in the application of WB ESF will be a plus

(iii) General Professional Experience

- (a) Must be result-oriented, a team player, exhibiting high levels of enthusiasm, tact, diplomacy, and integrity.
- (b) Demonstrate excellent leadership, interpersonal and professional skills in interacting with government and development partners.
- (c) Excellent report writing capabilities.
- (d) Fluent in spoken and written English. Working knowledge of French and/or Portuguese is an added advantage.
- (e) Computer literate with good working knowledge of the standard Microsoft Office suite of programmes.
- (f) Proven experience with virtual conferencing systems (ZOOM, WEBEX, Microsoft Teams, Google meet etc.
- g) familiarity with web developer technologies and ecosystems

1.1.1. Selection Criteria

Selection Criteria for Team Leader/Drafter

No.	Criteria Category	Total Points for Consultant (%)
1.	Qualifications (education and professional skills)	20
2.	General Professional Experience	20
3.	Specific Professional Experience (training and skills development and programming)	60

Duration of Contract

The contract will be awarded as a lump-sum consultancy for a period of four and a half months. The estimated level of effort is **45 working days**: five days for inception, thirty days for six country missions of 5 working days each, and ten days for regional synthesis and final reporting. The contract period includes time for review and approval of the final consolidated report by the RCRP Project Implementation Unit (PIU) and the World Bank task team.

The in-country phase runs from October to November 2026. This window allows the country support systems (CSS) funding requests for all six member states — Angola, Botswana, the Democratic Republic of Congo (DRC), Eswatini, Lesotho and Namibia — to be finalized for submission to the Fund for responding to Loss

and Damage (FRLD) before the end of November 2026, as required under the scope of work. The indicative mission schedule is at Annex A.

An extension may be considered where project requirements continue and funds are available, subject to satisfactory performance, written agreement of both parties, and the applicable World Bank Procurement Regulations for IPF Borrowers. The total period of engagement shall not exceed the project implementation period.

Payment Terms

5.1 Professional fees

The fee is all-inclusive of remuneration, home-office costs, communications, medical and travel insurance, and any taxes for which the consultant is liable. No monthly fee or retainer is payable. Payments are made within thirty days of written approval of the corresponding deliverable by the RCRP Project Coordinator, against a valid invoice. Where a deliverable does not meet the required standard, payment is withheld until the deficiency is remedied.

No.	Payment milestone	Share
1	Reconciled loss and damage analysis toolkit integrating the FAO (D&L in the Agriculture Sector), UNDRR (DELTA Resilience), UNDP (PDNA), WFP/IFRC and RAAWG frameworks, delivered as the first release of the harmonized SADC loss and damage methodology baseline (SoW item 1).	25%
2	Country-specific FRLD access modality assessment for each participating Member State, recommending the most viable access route (national direct budget support, partnership with an eligible MDB, or partnership with an accredited AF, GEF or GCF entity) and documenting the required institutional roles, eligibility conditions and endorsement arrangements (SoW item 2).	20%
3	In-country technical capacity building in economic and non-economic loss and damage analysis delivered in each participating Member State using the reconciled toolkit, evidenced by country training reports (SoW item 1).	20%

4	Draft FRLD funding request outline for each participating Member State, scoped at USD 5–20 million, embedding sex-, age- and disability-disaggregated data and the position paper's non-economic loss categories, with an anticipatory action component where the country position supports one (SoW item 3).	25%
5	Regional loss and damage analysis synthesis report consolidating findings from the country applications, including countries with recent climate-related shocks (SoW item 6).	10%
	Total	100%

5.2 Operational budget for country-specific activities

A separate operational budget is allocated for country-specific activities. It is administered by the SADC Secretariat through the RCRP PIU under SADC financial rules and the Project Operations Manual, with World Bank procedures applied where required. It is not paid to the consultant as fees.

The operational budget covers, first, the consultant's mission travel: economy-class air travel on the most direct and economical routing, daily subsistence allowance (DSA) at the UN International Civil Service Commission (ICSC) rates applied by SADC under Annex D of its administrative rules, terminal expenses, and visa costs. Second, it covers in-country activity costs: venues and catering for the consultation week and the five-day training in each member state, participant costs where payable under host-government and SADC rules, Portuguese interpretation in Angola and French interpretation in the DRC, printing and training materials, and local transport.

Place of Work and Reporting Framework

6.1 Place of work

The duty station is Gaborone, Botswana. The consultant works from home and country of assignments. The assignment requires missions to the six participating member states in accordance with the schedule at Annex A; activities in Botswana take place in Gaborone. All international travel is authorized in advance by the PIU.

The mission to the DRC takes place in a fragile, conflict and violence-affected context. Travel is limited to Kinshasa unless expressly cleared, is subject to prior security clearance, and must comply with SADC security protocols and the requirements of the host authorities.

6.2 Reporting framework

The consultant reports to the RCRP Project Coordinator at the SADC Secretariat and works under the technical guidance of the SADC Disaster Risk Reduction Unit (DRRU), in coordination with the World Bank task team. In each member state the consultant works with the national FRLD focal point, or the institution designated to act pending formal nomination, and the national disaster management authority.

The deliverable schedule is as follows. An inception report, with the adapted training package and confirmed mission plan. A country mission report is due within ten calendar days of the completion of each mission and includes the draft BIM funding-request outline, the CSS funding request as finalized for submission, the documented focal-point endorsement procedure, and the anticipatory action stock take and integration roadmap. Brief progress notes are submitted every two weeks during the in-country phase. The draft regional synthesis is due by December 2026, and the final consolidated report within ten calendar days of receipt of consolidated comments. Ad hoc briefings may be requested by the PIU or the World Bank task team.

All deliverables are submitted in English to the Project Coordinator for review and approval, with copies to the SADC DRRU and the World Bank task team.

Training is delivered in English, with interpretation into Portuguese in Angola and French in the DRC funded from the operational budget.

Resources Provided

7.1 Office and logistical support

For each mission, the PIU, working with the national focal point, arranges the meeting and training venues, issues invitations to participants, and arranges local transport to official engagements. Flight and accommodation bookings are handled under the Secretariat's travel rules.

7.2 Information and documentation

The consultant receives the Project Operations Manual, the PAD, the SADC Regional Position on averting, minimizing and addressing loss and damage, the harmonized SADC damage and loss methodology baseline, FRLD Board decisions and the current BIM and CSS guidance, each member state's submitted funding requests and any FRLD comments received, prior post-disaster needs

assessments and damage and loss assessments, and contact registers for national counterparts. Access to institutional databases is subject to the applicable confidentiality protocols.

7.3 Access and coordination

The Secretariat issues letters of introduction or notes verbal's to the six governments and facilitates the consultant's meetings with ministries of finance, environment and agriculture, national disaster management agencies, FRLD focal points, and loss and damage Technical Working Groups where they exist. The PIU coordinates the consultant's engagement with FAO, UNDRR, UNDP, WFP, IFRC, the Regional Anticipatory Action Working Group, and World Bank country teams, and with other consultants engaged under the RCRP.

7.4 Technical and capacity support

The consultant has access to SADC DRRU technical staff and RCRP PIU specialists for guidance and collaboration. The PIU arranges peer review of draft funding-request outlines before transmission to member states and includes the consultant in relevant regional meetings, workshops and knowledge-platform activities.

7.5 Security and safety

The Secretariat provides a security briefing before each mission, information on the security protocols applicable in each member state, and the additional procedures applicable to the DRC as a fragile, conflict and violence-affected setting, together with emergency contact arrangements. Security clearance is a precondition for each mission, and compliance with health, safety and security requirements during fieldwork is a condition of travel authorization.

7.6 Annex A. Indicative mission timeline

Each mission comprises one week of consultations followed by a five-day training the next week. International travel takes place on the intervening weekends so that no working days are lost. Remote engagement with all six focal points, with priority to Angola and Eswatini on establishing the endorsement machinery, begins during inception so that no mission is delayed by institutional set-up.

Phase	Location	Main outputs
-------	----------	--------------

Inception	Gaborone (home-based)	Inception report; adapted training package; remote focal-point engagement
Mission 1 — Botswana	Gaborone	Country delivery package (see section 5.1)
Mission 2 — Lesotho	Maseru	Country delivery package
Mission 3 — Eswatini	Mbabane / Ezulwini	Country delivery package
Mission 4 — Namibia	Windhoek	Country delivery package
Mission 5 — Angola	Luanda	Country delivery package
Mission 6 — DRC	Kinshasa	Country delivery package
CSS submissions	—	Six CSS funding requests lodged with the FRLD
Synthesis	Gaborone (home-based)	Draft regional synthesis and evidence consolidation
Final reporting	Gaborone (home-based)	Final consolidated report approved



Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	72d4baf9-cd63-4300-9d61-6618fdf58a40	Timestamp:	2026-10-14 16:42:12 GMT
Signee Name:	Veronica Zulu. Chingalawa	Sender Name:	Veronica Zulu. Chingalawa
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	02 In_Country facilitator ToRs_Revised_11092026 002.pdf	Document Size:	189.2 KB
----------------	---	----------------	----------

Email Evidence

Signee Email:	vchingalawa@sadc.int	Email Subject:	Not available in Silent Mode
Email Sent Timestamp:	Not available in Silent Mode	Email Opened Timestamp:	Not available in Silent Mode

Web Evidence

Signee IP Address:	102.165.132.51	Request Timestamp:	2026-10-14 16:41:40 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/155.0.0.0 Safari/537.36	Terms Accepted Timestamp:	2026-10-14 16:41:47 GMT

Annotations and Modifications

Signature Count:	0	Form Fields Filled Count:	0
Text Annotation Count:	0	Initial All Pages Count:	1
Single Initial Count:	0		

Signing Evidence

Signee Mobile:	+270000000000	Sign Type:	WebSigning
Security Challenge:	NONE	Part of Workflow:	NONE
Action:	APPROVE	Reason for Action:	Cleared

Chain Of Custody Generation

Attached Document Name:	20261014T164212.834470Z 02 In_Country facilitator ToRs_Revised_11092026 002.pdf	Attached Timestamp:	2026-10-14 16:42:12 GMT
-------------------------	---	---------------------	-------------------------

