

Terms of Reference (ToR)

Consultancy Services on Community Managed Disaster Risk Reduction (CMDRR)

Livelihood support towards early recovery and resilience – Phase II (11742)

Duration: 20 days (11th– 30th November 2019)
Location: Awerial County, Lakes State, South Sudan

Introduction

As part of Disaster Risk Reduction (DRR), Finn Church Aid South Sudan Program seeks to conduct a participatory vulnerability capacity assessment to identify the threats, risks and vulnerabilities within communities in Awerial County and thereafter facilitating those communities to put in place their own community level contingency plans. The purpose of this Terms of Reference therefore is to provide a framework for planning and conducting the assessment.

Project Objective: To strengthen the community's capacity to protect restore and develop their livelihoods in sustainable ways.

Assignment Objective: To promote awareness and understanding of Community Managed Disaster Risk Reduction at community level.

Scope of the assignment/Consultant's tasks

- Facilitate/carry out a participatory risk assessment, vulnerability capacity assessment and mapping.
- Carry out trainings within communities on CMDRR.
- Together with communities, put together indigenous early warning system(s) within the target community.
- Organize and facilitate stakeholder validation of community DRR plans.
- Document and share CMDRR plans and information with relevant authorities and stakeholders.

The proposed evaluation methodology.

The consultant is invited to propose the best methodology to best accomplish the task at hand. However this needs to be clearly stated and outlined.

At the very least, quantitative and qualitative data will be collected through the following methods:

1. Desk study and review of all relevant project documentation including project proposal, annual work-plans, project progress report and annual project report.
2. In depth interviews to gather primary data from key stakeholders using a structured methodology.
3. Focus Group Discussion (FGD) with project beneficiaries and other stakeholders.
4. Interviews with relevant key informants.
5. Observations (field visits using checklist).

Duration of the evaluation and time schedule.

The assessment is expected to start on 11th November 2019 for an estimated duration of 20 working days (up to 30th November 2019). This will include desk reviews, fieldwork - interviews, and report writing.

Expected Deliverables:

An inception report: The consultant will prepare an inception report, which details the consultant's understanding of the assignment to ensure that both the consultant and FCA have a shared and common understanding. The inception report will include the methodology, data sources, data collection and analysis tool(s). The report will include the scope of work, work plan, agreed timeframe/schedule of tasks (for the 20 days), activities and deliverables.

The draft report: The draft report will be prepared by the consultant and submitted to FCA for review and comments. Comments from the FCA will be provided within 5 days after the reception of the draft report. The report will be reviewed to ensure that the evaluation meets the required quality criteria.

The final report: This final report will be submitted within 5 days after receiving comments and will incorporate the comments from FCA. The content and the structure of the final analytical report with finding, recommendations covering the scope of the assessment should meet the requirements of FCA by including the following:

1. Executive summary
2. Introduction
3. Description of the evaluation methodology
4. Situational analysis
5. Key findings
6. Conclusion and recommendations.
7. Appendices: including charts, terms of reference, field visits, people interviewed, documents reviewed, etc.

Proposal Schedule of Payments.

The consultant shall be paid the consultancy fee upon completion of the following milestones.

1. 30 % after adoption of the inception report.
2. 30 % after presentation of the draft report.
3. 40 % after the approval of the final report.

The consultancy fee will be subjected to income tax in accordance to the South Sudan Financial ACT 2017/18, section 53 of the Taxation Amendment ACT 2016.

NOTE: The contract price will be fixed regardless of changes in the cost components.

Required expertise and qualification

The consultant must have the following expertise and qualifications:

1. Master's degree in Rural Development, Development Studies or relevant studies in the field of DRR.
2. Bachelor degree with substantial hands on experience in DRR, resilience building and community development will be considered.
3. Extensive expertise, knowledge, and experience in the field of DRR preferably in South Sudan.
4. Strong cross cultural communication skills.
5. Previous field experience and project management experience preferably in South Sudan.
6. Ability to conduct or facilitate adult learning.

Selection Criteria

The consultants will be evaluated by using the **Quality and Cost** approach (combined scoring method). The Technical Proposal will be evaluated and will account for 70% of the total score whereas the Financial Proposal will account for 30% of the total score.

General Guidelines.

- FCA will cover transport (flight) costs within South Sudan and accommodation for the consultant(s) while in the field.
- FCA will not cover international flights.
- Feeding/perdiem will be the responsibility of the consultant.
- The financial proposal should not include provision of refreshment to participants. FCA will provide these.
- Detailed list of training materials is required, which covers the entire training period/program. FCA will provide these.
- The financial proposal should include 15% tax.

How to apply

Interested consultants and consultancy firms are required to complete the information in the consultancy application form below and submit a Technical and Financial proposal marked "Technical and Financial Proposal for CMDRR Consultancy - 11742" (see Annex 1 below) through email to procurement.ssuco@kua.fi by **17:00** (East African Time) on **Friday, 1st November, 2019**.

Kindly attach your C.V. Incomplete and late submission will not be considered.

For enquiries regarding the advert, please contact edison.munene@kua.fi

CMDRR Consultancy Application

Surname	
Given Names	
Email Address	
Telephone Number	
Current Address/ Location	
Gender	
Nationality	

1. Please indicate your highest level of education of the Consultant/Team Leader

PhD	
Masters' Degree	
Technical/ Specialized Postgraduate Diploma	
Bachelors' Degree	

2. Number of relevant experience in conducting CMDRR assessments

> 8 years	
5 - 7 Years	
3 - 4 Years	
1 - 3 Years	
< 1 Year	

3. List the most recent and relevant experiences in CMDRR as follows;

Agency/NGO	Kind of Assignment	Month/ Year	Referee Name	Email	Phone

4. Have you worked with FCA or hired by FCA as consultant before?

5. Are you currently employed or engaged in consultancy assignment?

Annex 1. Technical & Financial Proposal Template

To be filled-in by the candidates, in compliance with the following instructions

A. TECHNICAL PROPOSAL

1. Rationale (max. 1 page)

Any comments on the Terms of Reference of importance for the successful execution of activities, in particular its objectives and expected results, thus demonstrating the degree of understanding of the contract. Any comments contradicting the Terms of Reference or falling outside their scope will not form part of the final contract.

An opinion on the key issues related to the achievement of the contract objectives and expected results

(Optional: An explanation of the risks and assumptions affecting the execution of the contract)

2. Proposed Methodology (max. 3 pages)

An outline of the approach proposed for contract implementation;

A list of the proposed activities considered to be necessary to achieve the contract objectives;

The related inputs and outputs.

3. Timetable of activities (max 1 page)

The timing, sequence and duration of the proposed activities, taking into account mobilisation time

B. FINANCIAL PROPOSAL

(max 1 page)

	Unit cost (in EUR)	Description/ Number of days	Total (in USD)
Consultancy fees	(per day)		
Travel			
Incidentals			
Accommodation / DSA	(per day)		
Materials/Interpreter			
[Xx] (please fill in if needed)			