



## **Terms Of Reference (TOR)**

### **Disaster Risk Reduction (DRR) Consultant**

#### **BACKGROUND**

ACTED is an international NGO committed to immediate humanitarian relief to support those in urgent need and promote inclusive and sustainable growth. For the past 30 years, Acted has been going the last mile to save lives. Acted relies on an in-depth knowledge of local territories and contexts to develop relevant long-term actions, with a wide range of local and international partners, building together a “3ZERO” world: Zero Exclusion, Zero Carbon, Zero Poverty. [www.acted.org](http://www.acted.org)

ACTED has extensive regional and global experience in implementing projects focused on disaster risk reduction DRR and civil society strengthening (notably in Ukraine), positioning itself as a key development actor in the Commonwealth of Independent States (CIS) region.

ACTED have been operating in Moldova since February 2022, in response to the Ukrainian crisis. Since its establishment in Moldova, ACTED has grown considerably: it now implements several projects with a funding portfolio of over \$15 million. ACTED employs over 100 staff in two offices (Chisinau and Edinet). Globally, ACTED has gained extensive experience in implementing DRR projects, which have reached a total of 538,600 beneficiaries in 2021. Falling under the "Collaborative and Resilient Ecosystems" programmatic pillar, ACTED's approach to DRR is twofold, focusing on both ecosystems based DRR/natural resource management and local capacity building for disaster response and risk management.

#### **Purpose of the Assignment**

As part of its intervention to respond to the needs in Moldova, ACTED is leading a DRR project “Reducing vulnerability to disaster risks and building socio-economic resilience in Moldova” in consortium with IMPACT initiative and Bibliotheques sans frontieres (BSF) that seeks to consolidate the foundations of a proposed transition from emergency to development programming in Moldova aimed at empowering institutions and communities to prepare and respond to future disasters.

**SPECIFIC OBJECTIVE:** To strengthen the preparedness of local actors in the Anenii Noi raion to respond more effectively to man-made and natural disasters and to share their experience with other regions.

The action aims to strengthen the preparedness of local actors, including authorities, Local public Authorities (LPA), CSOs and rural communities, in their response to disasters through the development of a local and contextualized DRR strategy, while increasing socio-economic resilience to disasters in the Anenii Noi region.

In this context ACTED is seeking an experienced individual consultant to bring technical expertise to implement the project and support the activities in the following areas: 1) Capacity Building, 2) DRR/M strategy development and contextualization.

This consultancy is field based and requires regular travel to Anenii Noi

#### **Duties/Tasks and Expected Output**

Within the framework of the DRR Project of ACTED in Moldova, under the direct supervision of the DRR Project Manager, the consultant shall support the LPAs in Anenii Noi to develop a Local Community-based DRR (LCB-DRR) Strategy ready for implementation at Anenii Noi region.

To this end, the consultant shall undertake the following tasks:

- Perform a desk review of documents related to Disaster risk reduction in Moldova including national legal framework, policies and other relevant projects implemented in the last year.
- Deeply review the Area Based Assessment ABA and Area Based Risk Assessment ABRA reports of Anenii Noi region carried out by partners to the consortium project.
- Assist in establishing the selection criteria to determine relevant LPAs, based in part on the evidence collected during the ABA.
- Design relevant training modules considering the specific needs and challenges faced by LAs in Anenii Noi. The trainings will aim to improve participants' understanding of key concepts in the areas of DRR, as well as describe internationally recognized standards and best practices in applying DRR/M principles to the field of governance.
- Deliver the training to 50 LA staff in DRR/M in a series of five trainings.
- Lead six co-creation workshops to develop DRR/M strategies. The co-creation workshops will build upon the findings of the ABRA, during which LAs will have the opportunity to identify shared risks and adopt strategies to manage and mitigate them.
- Work individually with each beneficiary LA to co-create an evidence based DRR strategy, suitable for implementation within the communities represented and tailored to the specific risk profiles of each geographical location. Despite the variance in the strategy contents between location to another, the activity must ensure the development of:
  - Standard operating procedures (SoPs) suitable for internal distribution within the beneficiary LAs;
  - Scenario-based contingency plans that incorporate best practices in the field of DRR;
  - Integration of DRR concepts into existing policies and procedures.
- Co-facilitate a series of roundtables for each of the 26 municipalities and the Anenii Noi raion authority, to demonstrate the final strategies of each LA and to promote the benefits of the activity to a wider audience.
- Design and lead a simulation training to 100 representatives of CSOs and LPAs to test the preparedness and response of CSOs according to the DRR SOPs and plans developed.
- Assist in establishing the selection criteria to ensure broad representation of CSOs directly or indirectly engaged in DRR issues.



- Design relevant training module to streamline the integration of DRR/M in CSOs interventions and capacities within the Moldovan context.
- Deliver the training to representatives of 50 CSOs.

**Total number of days for the assignment**

- 83.5 Days (of which 70 will be in the field)

The assignment is expected to be implemented between September 2023 to February 2024. However, a detailed implementation plan is to be developed in consultation with the PM upon acceptance of the bidding offer.

## Timeline and deliverables

Task	Key Deliverables	ACTED Expected Duration
<b>Selection Criteria:</b>	Development of 2 Selection Criteria; one for the relevant LPAs and the second for the CBO	0.5 Days
<b>Training</b>	Design 5 DRR/M training modules targeting LPAs including the development of the pre-post tests for all the training modules. These modules should focus on the following concepts:  <b>1- Introduction to Disaster Risk Reduction (DRR) and Governance:</b> This module should provide an overview of DRR concepts, principles, and the importance of integrating DRR into governance practices. Key topics to cover may include understanding disaster risks, the role of LPAs in DRR, DRR international standards, and the relationship between DRR and governance.  <b>2- Assessing Local Risks and Vulnerabilities:</b> This module should focus on equipping participants with the skills and knowledge to conduct risk assessments and identify vulnerabilities within their locality. Topics may include hazard identification, vulnerability assessment techniques, and the use of data and information for risk analysis.  <b>3- Developing DRR Strategies and Action Plans:</b> This module should guide participants in the process of formulating effective DRR strategies and action plans. Key topics may include setting DRR goals and objectives, identifying priority areas, stakeholder engagement, and integrating DRR into development planning.  <b>4- Implementing DRR Measures and Interventions:</b> This module should cover the implementation aspects of DRR, emphasizing practical measures and interventions that LPAs can undertake to reduce risks and enhance resilience. Topics may include early warning systems, infrastructure resilience, community-based approaches, mainstreaming DRR, and monitoring and evaluation.  <b>5- Building Partnerships and Collaboration:</b> This module should emphasize the importance of partnerships and collaboration in DRR efforts. Topics may include engaging with local communities, coordinating with relevant stakeholders (e.g., NGOs, civil society organizations), establishing inter-agency collaboration, and fostering public-private partnerships.	6 Days
	Deliver the training to 50 LA staff in DRR/M in a series of five trainings (5 trainings X 2 Groups X 3 Days)	30 Day
	Write the post training report	2.5 days
	Design relevant training module to streamline the integration of DRR/M in CSOs interventions and capacities within the Moldovan context	1 Day
	Deliver the training to representatives of 50 CSOs (1 training X 3 days X 2 groups)	6 days
	Deliver a one day simulation training for 100 representatives of CSOs and LPAs	1 day
	Write the post training report	0.5 Days
	Lead six co-creation workshops to develop DRR/M strategies	6 days
	Bilateral support to LPAs to co-create an evidence based DRR strategy	26 Days
	Compile the final strategy products	2 days
<b>Final Report</b>	Write the assignment final report	2 days

## **COORDINATION/CONSULTATION**

- Regular contact, on weekly basis with DRR PM and the project team on the advancement of the assignment and copy the PM, the project's DPM and Senior officer on all correspondence made for the purpose of this assignment.
- Assist in the communication and coordination with representatives of LAs, and relevant institutions and community members for the provision of the material and information needed to perform the above assignment.
- Address the feedback provided by the Project team, the project's evaluator and other groups affiliated with the project in a timely manner on all deliverables.
- Coordinate with ACTED Project's team to ensure effective implementation and management of the consultancy assignment activities.
- Perform other tasks as needed for this consultancy assignment.

## **REQUIRED QUALIFICATIONS**

### **Education**

- University degree (preferably at the Master's or PhD level or equivalent) in management of multi-hazards and disaster risk reduction, environmental science, ecosystem management, and socio-ecological systems and infrastructure resilience, or in other fields closely related to the focus of the consultancy assignment.

### **Work Experience**

Three to six years of relevant professional experience focused on one or more of the areas cited below:

- Natural Hazards/geohazards,
- Environmental science and management,
- Climate change and adaptation mechanisms,
- Ecosystem resilience and social preparedness.
- Professional knowledge about, and direct experience in, Natural Hazards Risk Assessment, Disaster Risk Reduction, climate adaptation and Ecosystem-based Adaptation and ecosystem-based management and Nature-Based Solutions, ideally on multi-hazards.
- Proven track record of successful DRR projects and training implementation
- Proven track record of DRR strategy development and policy integration

### **Languages**

Fluency (oral and written) in both English and Romanian is required. Russian highly desirable.



## **DESIRABLE QUALIFICATIONS**

- Strong organizational, analytical, and problem-solving skills.
- Excellent written and oral communication skills.
- Excellent networking, partnership building and interpersonal skills.
- Good computer and other IT skills.
- Proven ability to work in a multicultural environment and as part of a team.

## **BID requirements**

Consultant(s) who meet the above requirements should submit bids, which at minimum include the following:

- Suitability statement, including commitment to availability for the entire assignment.
- Cover letter highlighting the main relative experience (in project proposal).
- Statement of the proposed consultancy methodology including a detailed work plan (in project proposal).
- Detailed financial proposal, including daily costs.
- If it a team of consultant, information on the team composition and level of effort of each team member – include updated curriculum vitae that clearly spell out qualifications and experience.
- Contacts of three organizations that have recently contracted the consultant to conduct relevant study.
- Samples of similar and/or related work done previously

Budget financial proposal must indicate all-inclusive costs for conducting the assignment.