**Terms of Reference**

**Consultancy for**

**Event Manager – Global and Regional Dialogue Platforms on Anticipatory Humanitarian Action in 2025**

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## 

## Abbreviations

|  |  |
| --- | --- |
| AA | Anticipatory Action |
| AH | Anticipation Hub |
| Anticipation Unit | Anticipatory Action and Risk Financing Unit of the GRC |
| CEST | Central European Summer Time |
| DRC | Danish Refugee Council |
| DRR | Disaster Risk Reduction |
| EAP | Early Action Protocol |
| EWEA | Early Warning Early Action |
| FAO | Food and Agriculture Organization |
| FbF | Forecast-based Financing |
| GFFO | German Federal Foreign Office |
| GP II | Global Project II |
| GRC | German Red Cross |
| IFRC | International Federation of Red Cross and Red Crescent Societies |
| M&E | Monitoring & Evaluation |
| MEAL | Monitoring, Evaluation, Analysis and Learning |
| PNS | Partner National Society |
| RC/RC | Red Cross / Red Crescent Movement |
| RCCC | Red Cross Red Crescent Climate Centre |
| SNS | Sister National Society |
| ToR | Terms of Reference |
| WFP | World Food Programme |
| WHH | Welthungerhilfe |

# Introduction & context

Many of the world’s disasters are predictable. The effective use of forecasts, risk analysis and early warning information, predictive analytics, pre-planning and pre-arranged financing is enabling anticipatory action (AA). Anticipatory action refers to actions taken to reduce the impacts of a forecast hazard before it occurs, or before its most acute impacts are felt. The actions are carried out in anticipation of a hazard’s predicted impacts and based on a forecast of when, where and how the event will unfold. It is becoming a widely accepted approach to reduce the loss of lives and protect livelihoods while providing more dignified, effective, and efficient humanitarian assistance. The COVID-19 pandemic has amplified the need to assess and anticipate compounding risks and the associated cascading impacts. As of now, AA is moving well beyond its initial focus on sudden-onset hydrometeorological hazards to a much wider range of risks (e.g. food insecurity, epidemics, pests, and contexts of displacement).

In 2020 the Anticipation Hub (hereinafter referred to as AH) was set up as a joint initiative by the German Red Cross (GRC) together with the International Federation of Red Cross and Red Crescent Societies (IFRC) and the Red Cross and Red Crescent Climate Centre (RCCC) with the support of the German Federal Foreign Office (GFFO), reflecting the increasing interest in and demands for more knowledge, exchange, and learning about anticipatory action worldwide. The AH supports practitioners, scientists, and policy makers within and beyond the humanitarian sector from global to local levels, e.g. the Red Cross Red Crescent Movement, universities, research institutes, NGOs, UN agencies, governments, donors, and network initiatives and seeks to bridge the knowledge gap within and among them in regards of anticipatory action. The Anticipation Hub seeks to engage with, facilitate learning and inspire actors to connect, foster collaboration, learning and partnerships between humanitarian, development and the climate sectors to capture synergies across risk reduction, early warning systems, preparedness, response and recovery related policies and interventions.

A major means to support the scale up of anticipatory action, attract new partners, and contribute to the sharing of best practices and the growing evidence base, have been the Dialogue Platforms at global and (sub-)regional level hosted by the GRC, RCCC and IFRC since 2015. As of 2019, the Dialogue Platforms have been organized under the umbrella of the Anticipation Hub. These events bring together humanitarian and development stakeholders, meteorologists, climate scientists, national governments, UN agencies, donors, and decision-makers to further support innovation of anticipatory approaches within the humanitarian and development sectors. From the beginning other anticipatory action stakeholders, such like FAO, WFP, UNOCHA, WHH and the START Network have been active part of the Dialogue Platforms and have collaborated to the organisation of these events. This year’s Global Dialogue Platform (GDP) will take place in Berlin, Germany, as a hybrid (in-person and online) event during three days from 2 to 4 December 2025.

The Anticipation Hub is seeking the services of a consultant to manage the planning, organisation and delivery of its flagship event, the Global Dialogue Platform this year in collaboration with the GDP Organizing Team (OT) - as well as to support the Regional DPs in Latin America, West and Central Africa and Asia Pacific during the second half of 2025 in collaboration with relevant stakeholders (AH regional coordinators and regional organising teams).

The assignment is part of the Global Project II (GP II: Thematic funding to German Red Cross – subcomponent Anticipation in the humanitarian system) funded by the German Federal Foreign Office (GFFO).

# Description of the consultancy

**2.1 Tasks and expected outputs**

Support and co-manage the organisation of the Regional DPs in Latin America, West and Central Africa and Asia Pacific proactively in close collaboration and coordination with the Head of the AH, regional coordinators and teams, and other relevant stakeholders.

As for the GDP, the consultant will be in charge of its overall organisation in collaboration with the OT, which encompasses the coordination of the agenda development, the development and oversight of plenary/parallel sessions’ planning, opening remarks, plenary talks, keynotes, moderation, speakers' line-up, invitation and participation; the coordination of all logistics aspects related to the event; the coordination with the AH officer for all matters related to the venue and event-procurement; the oversight of social media activities; and the organization of the Anticipation Hub’s and GRC’s interventions – all in close coordination with the GDP Organizing Team (IFRC, German Red Cross, RCCC, WFP, FAO, Start Network, UNOCHA, DRC, WHH and GREDO).

The consultant will contribute to the reporting (both qualitative and quantitative) of the event and of the Global Project II for all dialogue platforms-related aspects.

2.1.1. The consultant is expected to conduct the following tasks:

* Ensure good coordination with and proactive contribution to the Anticipation Hub team, its partners and stakeholders in relation to the GDP and Regional DPs at all times
* Revise the existing GDP 2025 project timeline in coordination with the OT and implement it
* Manage, coordinate and implement the Anticipation Hub’s Global Dialogue Platform 2025 and support the Regional/Sub-Regional Dialogue Platforms on Anticipatory Humanitarian Action in South America, West and Central Africa and Asia Pacific in their strategic outcomes, to provide a refreshing and stimulating environment for participants to engage
* Manage and coordinate proactively the GDP’s Organizing Team (OT) for all aspects perpetuating the GDP and support the Regional/Sub-Regional OTs in close coordination with the Head of the Anticipation Hub and the regional coordinators. This entails the development of concept notes, programme/agenda development and management, participants management, keynote speakers, partners’ contributions, etc.
* Develop a call for proposal for sessions and/or speakers to support the delivery of the GDP agenda and programme;
* Run preparation work with session leads and GDP collaborators;
* Coordination with and of high-level/VIPs speakers;
* Manage and coordinate volunteers’ support ahead of and during the GDP
* Manage and coordinate the RCCC’s contributions for innovation and creativity for the GDP, and support the Regional/Sub-Regional DPs in this regard
* Support the procurement of goods and services for the events. Liaise with external service providers for the venue, hotel, tech support, artworks, etc. in coordination with the AH supporting officer
* Design, administer and analyse the data from the GDP feedback surveys. Analyse and consolidate data/statistics, lessons and good practices to guide and improve the events management delivery
* Support the implementation, (technical) support and smooth delivery for the hybrid event (in-person and online), in collaboration with the external hybrid-event solution provider, incl. organization of speakers, keynotes, moderators; supporting session leads and panel discussions;
* Develop a consolidated information package for partners (speakers, facilitators, VIPs), describing roles, step-by-step guidance to develop and run a session, and details about the platform;
* Provide support to social media and outreach activities to attract new partners to attend the GDP in collaboration with the AH communication manager before, during and after the event
* Support the GDP website updates, speaker profiles, session descriptions, support to live studio locations, and management of the daily blog communicating key statements;
* Support the development of the GDP 2025 report reflecting key achievements and recommendations from the event.
* On needs basis and in coordination with the AH, support the German Red Cross to develop and deliver appropriate GDP interventions, including government and partner representatives;

**All tasks must be planned and undertaken in close coordination and collaboration with the Head of the Anticipation Hub.**

The detailed tasks and working days allocated will be agreed between the Anticipation Hub and the consultant in short briefings as and when needed according to capacity, but at least twice a month. The tasks above are therefore not exhaustive.

2.1.2. The consultant is expected to deliver the following outputs:

1. Comprehensive Organisation according to the time line, successful and detailed management of the GDP and support to the Regional/Sub-Regional DPs in South America, West and Central Africa, Asia Pacific as required
2. Support the communication before, during and after the Regional DPs and GDP,
3. Qualitative contribution to the outcome report of the Global Dialogue Platform 2025 and the GPII reporting (template will be shared by GRC)
4. End of assignment report capturing achievements, data/statistics, feedback, lessons learned and recommendations for future events
5. Revision and finalization of the “how to organize a dialogue platform toolkit”

The final deliverables will be approved by Head of the Anticipation Hub.

2.2. Process and methodology

Continuous collaboration and feedback processes will be required, as well as continued availability throughout the assignment. The consultant will develop a workplan, discuss it, and adapt it with the Head of the Anticipation Hub as deemed necessary.

There will be bi-weekly calls to discuss progress and next steps for the different outputs with the Head of the Anticipation Hub, the IFRC Anticipatory Action Global Coordinator, the GRC Anticipation Lead, the Climate Centre Head of the Anticipatory Action and the Consultant. There will also be weekly or bi-weekly calls with the GDP Organizing Team the consultant will be leading on.

# Responsibilities and duties

The Anticipation Hub will support the consultant with necessary working materials/documents. It will support the consultant in the setting up of the working contacts and arrangement of first meetings with partners and stakeholders. The AH will cover the travel costs for the consultant (travel, accommodation) in line with the German Federal Travel Expenses Act, if travel to Berlin and/or other countries is required and jointly agreed beforehand.

The Head of the AH will work and communicate closely with the consultant via online communication channels and will discuss and agree on concrete tasks in short briefings, which will take place when needed, but at least twice a month. All communication to partners and stakeholders will be coordinated closely with the Head of the Anticipation Hub.

# Time frame and reporting

4.1. Proposed time frame

The event management consultancy will be starting on **15 August 2025 and terminate on 31 December 2025**. The Anticipation Hub estimates that a total of 100 workdays (on average 25 days per month) will be necessary. The assignment will require regular availability during the consultancy period.

4.2. Reporting

The Anticipation Hub and the GRC will analyse and discuss the tasks carried out with the consultant before each payment. The deliverables will be approved by the Head of the Anticipation Hub.

The consultant shall submit for every calendar month a brief overview report (max. 3 pages) on the progress of the different deliverables, challenges encountered, proposed solutions and input/further assistance required.

The report shall be accompanied by a list of days worked (8 hours/day) detailing the content of work for each day in a bullet point and a corresponding invoice stating the total sum to be paid.

# Quality and ethical standards

The consultant should take all reasonable steps to ensure that his/her work and related outputs reflect high delivery standards, with inclusive, accurate, reliable professional standards, and delivered in a timely and professional manner.

# Terms of contract

The award will lead to a consultancy contract with GRC, which is attached to this tender as a draft.

The draft contract sent with the invitation to tender contains the specifications of GRC’s contractual relationship with the consultant and is the basis for processing the contract after its award.

**The interested bidder may ask or propose alternative contractual arrangements within the tender period. It is up to the client to decide whether the contractual arrangements are to be adapted. Amendments are only possible during the tender period. By submitting your tender, you accept the terms and conditions of the tender documents.**

In the event of the contract being awarded, the key contractual points listed in the specifications/consultancy agreement shall apply.

##### Timeframe for the services provided under the contract

GRC estimates 25 days of work per month on average depending on the capacity and agreed tasks. The total amount of working days for the period 15 August to 31 December 2025 is expected to be 100 days (8 hours equal to one working day). Remuneration will be paid based on actual days worked.

The services shall be provided following the contract award/signature of contract and last no longer than 31 December 2025.

# Application

**7.1. Qualifications**

Essential (full compliance required for admission to tender)

1. 3 years working experience in and in-depth knowledge of anticipatory action
2. Minimum 4 years working experience in event management
3. Digital literacy: experience using digital collaboration tools, databases (e.g. Airtable) and video conferencing

Preferable (not rated)

1. Knowledge of /experience with the Red Cross Red Crescent Movement highly desirable
2. Language skills in other UN languages than English is of advantage
3. Experience in designing and facilitating workshops and/or trainings

**7.2. Application**

The tender is handled via an open tender, according to § 9 Abs. 1 UVgO (Unterschwellenvergabeordnung).

This tender consist of the following documents:

* Terms of Reference
* Code of Conduct of the Red Cross and Red Crescent Movement
* Rules of Conduct for staff and volunteers on GRC missions
* Draft Consultancy Contract
* Declaration of Conformity
* Draft Data Processing Agreement
* Bidders’ questions answered by the client and corrections made by them to the tender documents

All documents are published on the GRC´s website:<https://www.drk.de/das-drk/aktuelle-ausschreibungen/>

Revisions, additions, answers to questions etc. are likewise published under the link quoted. All documents and information as well as only those documents and information published under this link are authoritative, regardless of information provided in other fora where the tender may be advertised in addition.

**7.3 Further communication**

Participants must raise questions in writing to [Team64-support@drk.de](mailto:Team64-support@drk.de) **and** Ms. Julia Mühlhauser [j.muehlhauser@drk.de](mailto:j.muehlhauser@drk.de)

**7.4. Submission of Tender**

Interested consultants should submit their complete and binding offer by email (subject: “Tender Anticipation Hub Event Manager”) by **12. August 2025, 12:00 pm midday (CEST)** to Team64-support@drk.de and Ms. Julia Mühlhauser [j.muehlhauser@drk.de](mailto:j.muehlhauser@drk.de).

**The consultant must submit the following tender documents and information in English:**

1. **Curriculum Vitae including** 
   * List of events, workshops developed and conducted (please indicate target audience, topic, date and whether this was an in-person, online or hybrid event)
2. **Letter of motivation** 
   * summarizing relevant experiences and qualifications outlined in sec. 7), especially those connected to the organisation of large-scale, high quality, hybrid events and digital literacy
3. **Technical proposal:**

To demonstrate an understanding of the consultancy’s topic, please answer the following 3 questions (max. 3 pages in total):

1. The motto of this year’s Global Dialogue Platform reflects 10 years of anticipatory action, celebrating successes but also learning from failures. What could be suitable plenary sessions to reflect this motto?
2. How will you prioritize your support to regional colleagues organising regional/sub-regional Dialogue Platforms, whilst managing the GDP and ensuring quality and consistency across platforms?
3. How do you make sure online participants feel included and engaged during the event, also in sessions you are not facilitating (break out sessions, e.g.)? Please design a rough event concept to ensure a good experience for both in-person and online participants – for break-out sessions as well as main plenary sessions.
4. **Financial proposal:**
   * The financial proposal needs to be in EURO (EUR) and shall indicate the daily net rate (8 hours equal one working day)
   * The financial proposal needs to show value-added tax (VAT) separately. Interested consultants who are registered outside Germany must not include VAT in their offer. The evaluation of all offers will consider the net price.
   * Based on the “reverse-charge procedure,” GRC will pay respective statutory VAT in Germany. Please indicate your VAT number/taxpayer ID and bank account in your offer.
   * The financial proposal shall state its validity until min. 31 August 2025
5. **Signed declaration of conformity**

GRC reserves the right to continue the further communication after submission of quotes via a combination of media (e.g. post, email, phone). All non-written communications will be recorded in writing.

# Award and contractual details procedure

**The selection of the consultant will be based on the following criteria:**

* Technical Proposal:

1. Quality of answers to the three questions (60%)
   1. Plenaries (20%)
   2. Priorization (20%)
   3. Hybrid events (20%)

* Financial Proposal:

1. Daily rate (40%)

**The following evaluation scheme will be applied:**

|  |  |
| --- | --- |
| **Score** | **Scoring Criteria** |
| **5 points** | Demonstrates exceptional understanding of the consultancy’s requirements, specifically aspects related to international hybrid events, with detailed and comprehensive understanding of anticipatory action, showing high competence in a broad range of methods and working with a very heterogenous group of partners |
| **4 points** | Shows a strong understanding of the consultancy’s requirements, including aspects related to international hybrid events, with good understanding of anticipatory action, showing good competence in different methods and working with many partners |
| **3 points** | Demonstrates sufficient understanding of the consultancy’s requirements, including aspects related to international hybrid events, with an adequate understanding of anticipatory action, showing sufficient competence in methods and working with a specific group of partners |
| **2 points** | Shows limited understanding of the consultancy’s requirements, incl. aspects related to international hybrid events, with competence in one method |
| **1 point** | Demonstrates an inadequate understanding of the consultancy’s requirements, no experience in international hybrid events, with insufficient understanding of anticipatory action |
| **0 points** | Shows no understanding of the consultancy’s requirements, with no understanding of anticipatory action |

The total number of points achieved by the respective offers calculated by determining the price point value (PPW) and the quality point value (QPW). Based on the point values calculated in each case, the total number of points is determined according to the weighting of price and quality.

For the price, the quotient of the cheapest offer and the offer to be evaluated is formed and multiplied by 100 and the percentage weighting.

*((Cheapest offer price / Offer price to be valued) x 100) x Weighting factor = Price points*

Please note that the school grading system is of course not applicable to the evaluation of the price.

Based on the given possible evaluation levels, the quality is evaluated for each award criterion as follows:

*(Points achieved x Factor 20) x Percentage weighting = Quality points*

 Calculation of the total points:

*Sum price points + Quality points = Total points achieved*

# Tentative schedule of tender process

|  |  |
| --- | --- |
| Process steps | Schedule |
| Publication of Tender | 29 July 2025 |
| **Deadline for submission of bids, password protected** | **12. August 2025, 12:00 Uhr CEST** |
| Questions by GRC to individual bids received until | 06. August 2025 |
| Information on planned award of contract | est. 18. August 2025 |
| Issuance of Contract by the GRC | est. 28. August 2025 |
| **Period of bid validity** (bids which do not stick to the bid validity period will be dismissed) | **04. September 2025** |

# Relevant background information

**Anticipation Hub**

[Home - Anticipation Hub](https://www.anticipation-hub.org/)

[Anticipation Hub on LINKEDIN](https://www.linkedin.com/company/anticipation-hub/?viewAsMember=true)

**Global Dialogue Platforms**

[Dialogue Platforms on anticipatory action - Anticipation Hub](https://www.anticipation-hub.org/exchange/dialogue-platforms#c15362)

**Anticipatory action in the RC/RC**

[GRC website on anticipatory action](https://www.drk.de/hilfe-weltweit/wie-wir-helfen/humanitaere-hilfe/) (German only)

[RCCC and anticipatory action](https://www.climatecentre.org/priority_areas/fbf-ibf/)

[IFRC and anticipatory action](https://www.ifrc.org/our-work/disasters-climate-and-crises/climate-smart-disaster-risk-reduction/early-warning-early)