GRC Terms of Reference (ToR) Consultant / Event coordinator – Global Dialogue Platform (GDP) on Anticipatory Humanitarian Action

as part of a German Federal Foreign Office (GFFO) funding to German Red Cross – Thematic Funding Global Project II

German Red Cross

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Abbreviations

DM	Disaster Management	GRC	German Red Cross
DREF	Disaster Relief Emergency Fund	HQ	Headquarters
DRR	Disaster Risk Reduction	IFRC	International Federation of Red Cross and Red Crescent Societies
EAP	Early Action Protocols	ONS	Operating National Society
FAO	Food and Agriculture Organization	PNS	Partner National Society
FbA	Forecast-based Action	RC/RC	Red Cross / Red Crescent Movement
FbF	Forecast-based Financing	RCCC	Red Cross Red Crescent Climate Centre
GDP	Global Dialogue Platform on Anticipatory Humanitarian Action	ToR	Terms of Reference
GFFO	German Federal Foreign Office	WFP	World Food Programme
GP II	Global Project II (German Federal Foreign Office Funding to German Red Cross – Thematic Funding)		

1 Background to the assignment

One of the German Red Cross's flagship programmes for climate-risk management is Forecast-based Financing (FbF), an innovative approach that enables the implementation of anticipatory actions to prevent and mitigate, to the extent possible, the impact of extreme weather events on the most vulnerable populations. Since 2015, with substantial support of the German government, under the umbrella of the Federal Foreign Office Action Plan on Humanitarian Adaptation to Climate Change, the IFRC, RCCC, German Red Cross and many Red Cross Red Crescent National Societies have introduced FbF to tackle weather-related hazards in over 31 countries to date. This anticipatory action approach combines forecasts with other risk data to predict the impact of extreme weather events to trigger early action.

After five years of successful development and implementation of FbF and the anchoring of the idea towards more anticipation in the humanitarian system, the German Red Cross, together with IFRC and RCCC, set up the **Anticipation Hub as a network of experts and an online exchange and learning platform** for policymakers, scientists and FbF/anticipation practitioners worldwide. The Anticipation Hub online platform was officially launched on 8 December 2020 at the Global Dialogue Platform 2020. It is a platform to facilitate knowledge exchange, learning, guidance and advocacy around anticipatory action, both virtually and in-person. It provides guidance and support connecting different specialists and users to identify solutions. To date the Hub counts 97 partners in 33 countries.

The main pillars of the Anticipation Hub are: (1) Stimulating learning, innovation and exchange, (2) providing guidance and support, and (3) promoting sustained policy and advocacy.

To further support the scale up of anticipatory action, attract new partners, and contribute to the sharing of best practices and the growing evidence base, the German Red Cross, the Red Cross Red Crescent Climate Centre and IFRC have been hosting the Global Dialogue Platform on Anticipatory Humanitarian Action since 2015. As of 2019 the Dialogue Platforms have been organized under the umbrella of the Anticipation Hub. This event gathers humanitarian and development stakeholders, meteorologists, climate scientists, national governments and decision-makers to further support innovation of anticipatory approaches within the humanitarian and development sectors. From the beginning other anticipatory action stakeholders, like FAO, WFP, UNOCHA and the START Network have been active part of the Dialogue platforms and co-hosted. This year's **Global Dialogue Platform (GDP)** will take place in Berlin, Germany, as a hybrid event during three days from **6 to 8 December 2022.**

The Anticipation Hub is seeking the services of a **consultant** with experience in event organisation, communication, climate risks and anticipatory action/FbF to support the planning and organisation of the GDP and write the outcome report of the GDP in coordination with the Anticipation Hub and other GDP stakeholders. The organization of the event will include the coordination of the agenda development, including the call for sessions; the development and oversight of planning of daily sessions, plenary talks, attendance and technical support; the support to social media activities and the live blog during the platform, and the organization of the Anticipation Hub's and GRC's interventions. The consultant would work jointly with the organizing team. An outcome report highlighting the achievements, key discussions and strategic outcomes from the GDP sessions and statements will culminate the needs for Anticipation Hub support to the 2022 GDP.

The assignment is part of the Global Project II (GP II: Thematic funding of the GFFO to GRC – subcomponent Anticipation in the humanitarian system) funded by the German Federal Foreign Office under the project reference no. G219.503.

2. Objective and expected outputs

2.1 Objectives

In collaboration with the organizing team, consisting of the IFRC, German Red Cross, RCCC and WFP; FAO, Start Network and UNOCHA, the consultant will support the continued design and development of the GDP through the overall organization of the hybrid event, including but not limited to: attendance by new and current partners; social media coverage; session design and agenda organization; as well as implementation support for the hybrid event, including: organization of speakers; supporting session leads and panel discussions; support to the Berlin hybrid venue; coordination of high-level speakers, including those from government; and support to the online blog throughout the three-days event.

In coordination with the organizing committee, the consultant will:

- Coordinate the development of the three-days agenda that supports the GDP strategic outcomes and provides a refreshing and stimulating environment for attendees to engage;
- Develop a broad call to all relevant organizations to submit session proposals in support of the GDP agenda;
- Develop a consolidated information package generic for all partners (speakers and facilitators), describing roles, step-by-step guidance to develop and run a session, and details about the event platform;
- In coordination with the Anticipation Hub, provide support to German Red Cross anticipation projects to develop and deliver appropriate GDP interventions, including government and partner representatives;
- Run preparation sessions with session leads and GDP collaborators;
- Provide social media and outreach support to attract new partners, technical, financial, etc. to attend the GDP and support with attendees management;
- Support the GDP website updates, speaker profiles, session descriptions, support to live studio locations, and management of the daily blog communicating key statements;
- Develop an outcome report reflecting key achievements and recommendations from the event.

2.2 Expected outputs

The consultant is expected to deliver the following outputs:

1. Development of the GDP agenda, updated website and successful outreach to partners.
2. Successful management of the three-days event.
3. Successful social media presence ahead of and during the event.
4. Development of an outcome report for the GDP.

The final deliverables will be approved by Kara Siahaan (Head, Anticipation Hub, GRC Berlin), Stefanie Lux (Lead Anticipation, GRC Berlin) and Gantsegseg Gantulga (IFRC Geneva).

3. Implementation

3.1 Process and methodology

Continuous collaboration and feedback processes will be required, and continued availability over the four months of the assignment will be expected. The consultant is asked to develop a work plan and to discuss and adapt the work plan according to arising priorities regularly.

There will be a weekly or bi-weekly call to discuss progress and next steps for the different outputs between the Head of the Anticipation Hub, the IFRC Anticipatory Action Coordinator, the GRC Anticipation Lead and the Consultant.

3.2 Proposed timeframe

The event coordination support will be starting **1 September 2022 and be finished by 23 December 2022** and thus the assignment will last four months. The Anticipation Hub estimates that a total of 50 workdays (on average 12.5 days per month) will be necessary. The assignment will require regular availability over the four months.

4. Responsibilities and duties

4.1 Anticipation Hub

The Anticipation Hub will support the consultant with the necessary working material/documents. It will support the consultant in the setting up of contacts and arrangement of first meetings with stakeholders.

The Anticipation Hub will cover the travel costs for the consultant (travel, accommodation) according to and in line with proper invoices and documentation if travel to Berlin etc. is required and beforehand agreed.

The service will be provided by the Anticipation Hub team. All communication to partners and stakeholders will be coordinated closely with Kara Siahaan (Head of the Anticipation Hub).

4.2 Consultant

The consultant shall lead and coordinate the work on the expected outputs but can request inputs/contributions from the Anticipation Hub and other members of the organizing team in coordination with the Anticipation Hub. The consultant shall take care that the relevant actors actively take part in the process and their views and expertise are considered in the outputs.

The consultant has the responsibility to revise drafts, based on the comments from the Anticipation Hub, IFRC and GRC.

The consultant is always expected to work in close coordination with the team at the Anticipation Hub, GRC and IFRC.

5. Reporting and invoicing

The Anticipation Hub will analyse and discuss the outputs with the consultant before the final payment of the consultant contract is approved.

The final deliverables will be approved by Kara Devonna Siahaan (Head of the Anticipation Hub).

At the end of each calendar month, the consultant will submit a brief report (max. 1 page) on progress on the different outputs, challenges encountered, and inputs/assistance required.

The report should be accompanied by a list of days worked (detailing the content of the work for each day in a bullet point) and a corresponding invoice.

The payment of the invoice for the final calendar month of the assignment will correspond to the final payment.

6. Quality and ethical standards

The consultant should take all reasonable steps to ensure that the process is designed and conducted to adhere to recognized scientific standards, and to ensure that the process is technically accurate, reliable, and legitimate, conducted in a transparent and impartial manner. The collected data must be safeguarded, respecting existing data security rules, to protect the rights of the individual.

7. Consultant profiles

The consultant should meet the following criteria.

Obligatory:

- Advanced university degree in communications or another relevant area (disaster risk reduction, climate change adaptation, development, humanitarian assistance).
- 1-5 years postgraduate, progressively responsible job-related experience in communications, humanitarian or development programmes, and workshop/event organisation, digital media, preferably in the area of anticipatory action.
- Broad knowledge and understanding of anticipatory action programmes, and organizations participating in the anticipatory action agenda.
- Experience in event organisation.
- Excellent analytical, writing, organizational and communication skills.
- Ability to coordinate and communicate with multiple stakeholders.
- Ability to think ahead, plan short-term decisions and anticipate problems.
- Excellent written and spoken English.
- Excellent time-management skills.
- Ability to solve problems while working under pressure.

Preferable:

- Knowledge/experience of the Red Cross Red Crescent Movement highly desirable.
- Knowledge of humanitarian assistance, international development and the UN system is an advantage.
- Other UN languages useful.

8. Application procedure

Interested consultants should submit their offers per e-mail (subject: “Tender documents”) by **26 August 2022, 12:00 pm midday (CET)** to dialogueplatform@drk.de The submission of the offer must be protected with a password, which should be attached to the e-mail. **Offers that are not provided with a password can unfortunately not be considered.**

Tenderers must raise questions online to this e-mail address dialogueplatform@drk.de 4 days prior to the deadline for submission of quote latest, otherwise the extension of the deadline is not feasible anymore.

GRC reserves the right to continue further communication after submission of quotes via a combination of media (e.g. post, e-mail, phone).

The consultant must submit the following tender documents:

- Curriculum vitae
- Brief letter of motivation summarising relevant experiences and qualifications for the consultancy
- Sample of previous work and organised webinars, such as high level panel discussions etc.
- Financial offer indicating the net daily rate in Euro (8 hours equals one working day) and total sum for 4 months with 12.5 days per month on average
- Statement of availability for continuous work from 1 September to 23 December 2022, 12.5 days per month (50 days in total)
- Signed declaration of conformity

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

- Expertise and experience in communications, humanitarian or development programmes, and workshop/event organisation (40%)
- Relevance and quality of sample previous work (20%)
- Availability (pre-condition)
- Daily rate (30%)
- Language skills (10%)

The following evaluation scheme will be applied:

- 0 points = Overall, there are very serious deficits in relation to the respective evaluation criterion or no information that can be evaluated.
- 1 point = There are individual deficits regarding the respective evaluation criterion.
- 2 points = The bidder meets the respective evaluation criterion, however there are minor deficits.
- 3 points = The bidder meets the respective evaluation criterion well.
- 4 points = The bidder fulfils the respective evaluation criterion very well and plausibly.
- 5 points = The bidder fulfils the respective evaluation criterion above average and exceeds expectations

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 100and 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

Supplement

The bidder(s) with the highest overall score will be awarded a contract. Tender prices must remain valid until 30 days after the deadline of submission.

9. Procurement procedure

9.1 Procedure type

The procurement is handled via an open tender.

9.2 Deadline of submission and period of validity

- Deadline of submission is **26 August 2022 12:00pm midday (CEST).** The submission of the offer must be protected with a password, which should be attached to the e-mail.
- Your quote must state the period of validity, at least 30 days from the deadline for the submission.

9.3 Further communication

- Participants must raise questions in writing 7 days prior to deadline for submission of quote latest, otherwise the extension of the deadline is not feasible anymore.
- GRC reserves the right to continue the further communication after submission of quotes via a combination of media (e.g. post, email, phone).

10. Relevant background information

Anticipation Hub

https://www.anticipation-hub.org/

Anticipation Hub on LINKEDIN

Anticipation Hub on Twitter

Dialogue Platforms

https://events.anticipation-hub.org/global-dialogue-platform-2021/

https://live.anticipation-hub.org/global-dialogue-platform

https://www.anticipation-hub.org/exchange/dialogue-platforms