

**GRC Terms of Reference (ToR)  
Policy Consultant on Anticipatory Action and Disaster  
Risk Financing for the Anticipation Hub**

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

**German Red Cross**

Contact Person: Alexandra R uth (Ethiopia)

Franziska Waldvogel (GRC HQ)

Kara Devonna Siahaan (IFRC Geneva)

## GRC – Team International Cooperation

### Abbreviations

EAP	Early Action Protocols	GRC	German Red Cross
DREF	Disaster Relief Emergency Fund	ONS	Operating National Society
DRR	Disaster Risk Reduction	HQ	Headquarters
DM	Disaster Management	IFRC	International Federation of Red Cross and Red Crescent Societies
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
GP II	Global Project II (German Federal Foreign Office Funding to German Red Cross – Thematic Funding)	ToR	Terms of Reference
GFFO	German Federal Foreign Office	WFP	World Food Programme

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## 1 Background

### 1.1 Background of Assignment

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).

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 and Red Cross Red Crescent national societies have introduced Forecast-based Financing to tackle weather-related hazards in over 31 countries to date. The anticipatory approach combines forecasts with other risk data to predict the impact of extreme weather events to trigger early action. Thus far FbF, has elicited promising pilot results in countries including Ecuador, Peru, Mozambique, Togo, the Philippines, Vietnam, Bangladesh and Mongolia.

After 5 years of successful development and implementation of **Forecast-based Financing** and the anchoring of the idea towards more anticipation in the humanitarian system, GRC together with IFRC and RCCC aims at setting-up an **Anticipation Hub as a network of experts and an online exchange and learning platform** for policy makers, scientists and FbF/Anticipation practitioners worldwide. The Hub will continue to consolidate the FbF approach, further developing anticipatory humanitarian action methodologies and their application within pilot projects.

The main pillars of the Anticipation Hub are:

- Stimulating learning, innovation and exchange
- Providing guidance and support
- Promoting sustained policy and advocacy

Further, different events are planned for end of 2020 and beginning of 2021 where the consultant will support the anticipation team with the preparation and the implementation. Public Relation work is key for the outreach of the Anticipation Hub. The consultant will support the team in drafting web-stories and summary documents after relevant meetings/conferences/webinars etc.

### 1.2 Intended sector of intervention

Forecast-based Financing, Disaster Risk Financing, Policy and Advocacy, Anticipatory Humanitarian Action, Humanitarian Assistance, Cash as an Early Action, Early Actions and Funding mechanisms, Disaster Risk Reduction.

### 1.3 Main stakeholders

#### Partners in the RC/RC Movement

- International Federation of Red Cross and Red Crescent Societies (IFRC)
- German Red Cross (GRC)
- Red Cross Red Crescent Climate Centre (RCCC)
- Regional Offices of IFRC (Asia-Pacific, Africa, Mena and North Africa and Latin America)

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- Host National Societies in high-risk countries (such as e.g. Peru, Ecuador, Bangladesh, Philippines etc.)
- Partner National Societies supporting HNS in establishing FbF or other anticipatory humanitarian systems (e.g. British Red Cross, French Red Cross, Danish Red Cross etc.)

### Further relevant stakeholders and humanitarian actors

- United Nations agencies active in anticipatory humanitarian action, e.g. FAO, WFP, UNOCHA etc.
- START Network and its partners (Welthungerhilfe etc.)
- Donors (Federal Foreign Office etc.)
- Early Action Focus Task Force

## **2. Objective and Expected Outputs**

### **2.1 Objectives**

The objective of your assignment is to support the development of different Disaster Risk Financing materials, to carry out webinars and workshops and support the GRC/IFRC/RCCC Anticipation team before and during the upcoming regional and global Dialogue Platforms. The public relation and outreach of the Anticipation Hub will be supported through articles, events and social media posts.

### **2.2 Expected Output**

The consultant is expected to deliver the following outputs:

1. Collection and organization of the policy and advocacy content of the Anticipation Hub online website
2. Support to the regional focal points in their policy and advocacy work with regional institutions and National Red Cross and Red Crescent Societies
3. Finalize the GRC anticipation strategy/vision
4. Support the Anticipation Hub planning document especially the policy/advocacy track
5. Draft policy and advocacy key messages for the Anticipation Hub
6. Draft of Anticipation Hub newsletter
7. Support to the Early Action Focus Task Force in drafting key documents on anticipatory humanitarian action
8. Support for the concept development and organization of virtual events and technical webinars on emerging topics, e.g. conflict, displacement and disaster risk financing.

Depending on the time available further products might be agreed between GRC and the consultant, and content/direction of the listed products might be adapted.

The final deliverables will be approved by Alexandra R uth (Head of Anticipation Hub, GRC Ethiopia) and Kara Devonna Siahaan (IFRC Geneva).

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### **3. Implementation**

#### **Process & Methodology**

Where applicable products will be reviewed by the GRC Anticipation Team and the global network of partners, as well as the teams of FbF/Anticipation projects in different countries. Continuous collaboration and feedback processes will be, thus requiring a continued availability over the five months of the assignment will be expected. The consultant is asked to develop a workplan and to discuss and adapt the workplan according to arising priorities regularly.

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

#### **Proposed Timeframe**

The draft products should be elaborated starting November 2020 and be finished by March 2021 and thus the assignment will last five months. GRC estimates that a total of 80 workdays (or on average 20 days per month) will be necessary. Up to 5 days might be added upon agreement if necessary.

### **4. Responsibilities and duties**

#### **4.1 German Red Cross**

GRC will support the consultant with the necessary working material/documents. GRC will support the consultant in the setting up of contacts and arrangement of interview dates with stakeholders. GRC will provide timely feedback on drafts of each product at each stage and provide input on desired direction and content.

GRC will be responsible to cover the travel costs for the consultant (travel, accommodation) according to and in line with proper invoices and documentation if travel to Berlin/Geneva etc. is required and beforehand agreed.

The service will be provided by the German Red Cross Headquarter Team. All communication to partners and stakeholders will be coordinated closely with Alexandra R uth (Head of the Anticipation Hub) and Franziska Waldvogel (Content Manager Anticipation Hub).

#### **4.2 IFRC Geneva, FbF project teams and Climate Centre**

IFRC, FbF project teams and Climate Centre will be available for (online) meetings and provide documentation.

#### **4.3 Consultant**

The consultant shall lead and coordinate the drafting process for each of the products but can request inputs/contributions from GRC and RCCC staff in coordination with GRC HQ. The consultant shall take care that the relevant actors actively take part in the process and their views and expertise are considered in the products.

He /she has the responsibility to revise drafts, based on the comments from GRC and RCCC. The consultant is always expected to work in close coordination with the team at the GRC and IFRC.

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## 5. Reporting and invoicing

GRC will analyse and discuss the draft products with the consultant before the final payment of the consultant contract is approved.

The final deliverables will be approved by Alexandra R uth (Head Anticipation Hub) and Kara Devonna Siahaan (IFRC Geneva).

At the end of each calendar month the consultant will submit a brief report (max. 1 page) on progress on the different products, challenges encountered, and inputs/assistance required. The report shall be accompanied by the latest draft of each product.

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 fourth and 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. Application Procedure

Interested consultants should submit their dossier by 12 November 2020, 12:00 am (CET) to Alexandra R uth (email: [a.rueth@drk.de](mailto:a.rueth@drk.de)) and Franziska Waldvogel ([f.waldvogel@drk.de](mailto:f.waldvogel@drk.de)).

### Consultant Profiles

The consultant should meet the following criteria:

#### Obligatory

- Experience in international cooperation or humanitarian assistance
- Ability to write clearly and analytically for a wide range of audience
- Experienced in the drafting of policy and strategy documents
- Experienced in participatory processes
- Relevant academic background
- Fluent in written and spoken English
- Very good skills in humanitarian diplomacy
- Availability (statement of availability)

#### Preferable

- Knowledge/experience of the Red Cross Red Crescent Movement highly desirable
- Language skills in French, Spanish, Portuguese of advantage
- Knowledge of humanitarian assistance, international development and the UN system is an advantage

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**The consultant must submit the following tender documents:**

- Curriculum Vitae
- Brief letter of motivation summarising relevant experiences, publications if applicable and qualifications for the consultancy (Expertise and experience in Disaster Risk Financing and/or Anticipatory Action, Humanitarian policy and advocacy work)
- Sample of previous written work and organised webinars, high level panel discussions etc.
- Daily rate and financial offer indicating the (net) sum for 80 days
- Statement of availability for continuous work from November 2020 to March 2021
- Signed declaration of conformity

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

- Demonstrated knowledge of disaster risk financing and the broader anticipatory action agenda (25%)
- Relevance and quality of sample previous work (25%)
- Daily Rate (30%)
- Proven record of managing agile processes, coordination and/or project management (10%)
- Proven record of working with national actors in developing countries (10%)

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

- 0 points = not fulfilled
- 1 point = insufficiently fulfilled
- 2 points = sufficiently fulfilled
- 3 points = satisfactorily fulfilled
- 4 points = well fulfilled
- 5 points = optimally fulfilled

The three highest ranked candidates will be invited to an online interview.

**Evaluation criteria interview:**

- Linking the experience with the task of the consultancy (25%)
- Innovative ideas in tackling the tasks/objectives (25%)
- Planning and prioritization of tasks (25%)
- Short presentation of relevant work experience (articles, policy papers, event preparation etc.) (25%)

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

- 0 points = not fulfilled
- 1 point = insufficiently fulfilled
- 2 points = sufficiently fulfilled
- 3 points = satisfactorily fulfilled
- 4 points = well fulfilled
- 5 points = optimally fulfilled

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## Supplement

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

## 8. Procurement Procedure

### 8.1 Procedure type

The procurement is handled via an open procedure (German Public Law: Unterschwellenvergabeordnung (UVgO))

### 8.2 Deadline of submission and period of validity

- Deadline of submission is 12 November 2020, 12:00 am (CET).
- Your quote must state the period of validity, at least 30 days from the deadline for the submission.

### 8.3 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).

## 9. Relevant background information

### Forecast-based Financing in general:

<https://www.forecast-based-financing.org/>

<https://manual.forecast-based-financing.org/>

<https://www.climatecentre.org/programmes-engagement/forecast-based-financing>

<https://media.ifrc.org/ifrc/fba/>

### Scientific and other articles for Anticipatory Action in the humanitarian system:

<https://www.odi.org/>

<https://www.wfp.org/publications/forecast-based-financing-factsheet>

<http://www.fao.org/emergencies/fao-in-action/ewea/en/>

<https://startnetwork.org/start-fund/crisis-anticipation-window>

[OCHA CERF – anticipatory humanitarian action](#)

[Thesaurus – working document](#)

[FATHUM](#)

### Anticipation Hub

<https://www.forecast-based-financing.org/anticipation-hub/>

[Anticipation Hub on LINKEDIN](#)

[Anticipation Hub on Twitter](#)



## Declaration of conformity

- according to procurement procedures for humanitarian actions -

The candidate

\_\_\_\_\_  
name/company

\_\_\_\_\_  
address

represented by

\_\_\_\_\_  
representative's name

\_\_\_\_\_  
address

assures that **none** of the following points apply:

- a) The candidate or company are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
- b) The candidate has been convicted of an offence related to his professional conduct by a judgement which has the force of *res judicata*.
- c) The candidate has been guilty of grave professional misconduct proven by any means which the contracting authority can justify.
- d) The candidate has failed to fulfil obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which he is established, with those of the country of the contracting organisation or those of the country where the contract is to be carried out.
- e) The candidate has been the subject of a judgement that has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the German Red Cross or European Union's financial interests.
- f) The candidate has been declared to be in serious breach of contract for failure to comply with his contractual obligations pursuant to another procurement procedure or grant award procedure financed by the German Red Cross or European Union's budget.

The Contractor shall respect environmental legislation applicable in the country where the services have to be rendered and internationally agreed core labour standards, e.g. the ILO core labour standards, conventions on freedom of association and collective bargaining, elimination of forced and compulsory labour, elimination of discrimination in respect of employment and occupation, and the abolition of child labour.

The candidate also guarantees access to the relevant financial and accounting files and documents as well as other project related information and company registration data for the purpose of financial checks and audits or due diligence testing conducted by

- the European Commission,
- the European Anti-Fraud Office (OLAF),
- the European Court of Auditors and
- by chartered accountants / consultants / auditors commissioned by the German Red Cross or the relevant donor.

Furthermore he confirms to work together with above mentioned parties when contacted directly. The refusal to share requested data and documents may lead to disqualification from tender processes and cancellation of closed contracts.

\_\_\_\_\_  
place, date

\_\_\_\_\_  
signature

**- Draft -**  
**Contract for services**

The German Red Cross, Carstennstraße 58, 12205 Berlin, Germany  
represented by Christian Reuter, Secretary General

- hereinafter referred to as the Client -

concludes the following contract with

XXXXXX

- hereinafter referred to as the Consultant -

**Art. 1 Description of services**

(1) The consultant is responsible for supporting the development of different Disaster Risk Financing materials, to carry out webinars and workshops and support the GRC/IFRC/RCCC Anticipation team before and during the upcoming regional and global Dialogue Platforms. The public relation and outreach of the Anticipation Hub will be supported through articles, events and social media posts, as laid down in the Terms of Reference (ToR), which are Annex to this contract:

**The consultant is expected to deliver the following outputs:**

1. Collection and organization of the policy and advocacy content of the Anticipation Hub online website
2. Support to the regional focal points in their policy and advocacy work with regional institutions and National Red Cross and Red Crescent Societies
3. Finalize the GRC anticipation strategy/vision
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7. Support to the Early Action Focus Task Force in drafting key documents on anticipatory humanitarian action
8. Support for the concept development and organization of virtual events and technical webinars on emerging topics, e.g. conflict, displacement and disaster risk financing.

Depending on the time available further products might be agreed between GRC and the consultant, and content/direction of the listed products might be adapted.

For more detailed Information on Responsibilities and Tasks of the Consultant and of the Client please refer to the ToRs Annex 1 to this contract.

At the end of each calendar month the Consultant shall submit a brief report (max. 1 page) on progress of the different products, challenges encountered, and inputs/assistance required. The report shall be accompanied by the latest draft of each product and a list of days worked (detailing the content of the work for each day in a bullet point) and a corresponding invoice.

The final deliverables will be approved by the Lead of the Anticipation Hub, Alexandra R uth.

### **Timeframe and working days**

The support in key processes and draft products should be provided starting November 2020 and be finished by March 2021 and thus the assignment will last five months. GRC estimates that a total of 80 workdays (or on average 20 days per month) will be necessary. Up to 5 days might be added upon agreement if necessary.

### **Art. 2 Duties of the client and the consultant**

(1) The Client shall pay a daily remuneration rate of XXX €Euro amounting to a total of XXX **Euro** for the services listed in Art. 1. according to the offer of the Consultant as of XXX. If the use of any of the additional max. five days mentioned in the ToR becomes necessary and is agreed between the Client and the Consultant, those shall be paid in addition at the daily remuneration rate of XXX Euro. Beyond that no additional remuneration shall be paid. According to the consultant no VAT will be claimed.

In addition, the Client will cover travel costs and accommodation according to and in line with proper invoices and documentation if travel to Berlin/Geneva etc. is required and beforehand agreed.

(2) The remuneration shall be payable at the end of each month (four months and four payments in total) of the assignment based on the brief progress report and the invoice prepared by the Consultant for the Client stating the total days worked in that past month. The final payment shall be at the end of the fifth and final assignment month after the deliverables were approved by Alexandra R uth (Lead Anticipation Hub).

(3) The Consultant shall bear the burden of proof to demonstrate that the contractual service has been provided to the required standard until such time as it is accepted. The Consultant must submit corresponding invoices for services listed in the offer.

(4) The Client shall appoint a main contact person from the International Cooperation team to ensure that there is an adequate flow of communication, also with partners and stakeholders, which are the Lead Anticipation Team and the Anticipation Project Manager in Berlin, Germany.

(5) If travelling to one of GRC's project countries, as a consultant, the contractor complies with

German Red Cross "Rules of Conduct for staff and volunteers of the GRC on mission", which becomes part of the contract as Annex 2.

(6) The Consultant undertakes to directly observe the instructions of the client in connection with the execution of the contract. This applies in particular to safety and security instructions when travelling to project countries. The Consultant shall immediately obey the instructions of the Client to carry out an immediate departure from a project country, if it requires the security situation after its evaluation, or if damage from the Red Cross and Red Crescent Movement can be averted.

### **Art. 3 Right of termination**

(1) Either the Client or the Consultant may affect standard termination of this contract at any time by giving the other party two weeks' notice, no grounds for termination need exist.

(2) Otherwise, the extraordinary termination of this contract for cause may be declared without notice, especially in the case of a gross violation of duty or inability to render a service to the required standard.

(3) In the case of termination pursuant to Para. 1, the Consultant shall only be entitled to a proportion of the remuneration agreed in Art. 2 Para. 1 if and to the extent to which the Client believes he/she has an interest in it and wishes to retain or take receipt of it. The level of the partial entitlement shall depend on what proportion of the project has been implemented at the time notice of termination is received. If the Consultant has received more remuneration than that to which he/she is entitled, it must be repaid.

(4) Notice of termination must be given in writing.

### **Art. 4 Extraordinary reporting obligations**

(1) If the Consultant realizes that she will be unable to provide a service at all, in the required manner, to the required standard or by the required deadline, or if she becomes aware that this is a distinct possibility, she must undertake to inform the Client accordingly without delay. The information must be put in writing together with a detailed description of the situation. If the Consultant is going to be unable to meet the agreed deadline for services, she must state the date by which it will be possible to provide the service.

(2) The Consultant must disclose immediately if a petition for the initiation of insolvency proceedings has been filed against her or if such proceedings have been instituted.

### **Art. 5 Rights of use / Intellectual property**

(1) The Consultant shall grant the Client transferable, exclusive rights of use to the services/results of services described in more detail in Art. 1, without restriction as to territory, time or subject-matter. This includes the right to replicate the results, process them in any way, develop them further, modify them or re-organise them in any way whatsoever, and to make similar use of the results created in this way.

(2) The Client is also entitled to grant the rights of use described in Para. 1 to all member associations, particularly all regional associations and the nursing staff association of the GRC, as well as to local sections, local branches, associations, enterprises and other institutions which they incorporate. This also includes all affiliated enterprises or institutions of the associations, branches and institutions as well as all associations, branches, enterprises and institutions which also include at least the name of the German Red Cross in their title.

### **Art. 6 Third-party rights**

(1) The Consultant gives her assurance that the contractual service is free of third-party rights, which might exclude or restrict the Client's use of the service pursuant to the contract.

(2) If, following the conclusion of the contract, claims are made which arise from an infringement of property rights, as a result of which contractual use of the contractual service is impaired or prohibited, the Consultant must undertake - at the Client's discretion - either to modify or replace the contractual service in such a way as to ensure that it is no longer affected by the property rights whilst still complying with the terms of the contract, or to acquire rights which entitle the Client to use the contractual service without restriction or additional cost to himself pursuant to the provisions of the contract. If the Consultant is unable to do so within a period of 20 calendar days from assertion of the infringement of property rights, the Client must grant the Consultant a reasonable extension of at least 14 calendar days in which to rectify the situation. If the Consultant fails to meet this extended deadline, the Client shall be entitled to withdraw from this contract in whole or in part, or to demand a reduction in the Consultant's remuneration and compensation or indemnification for fruitless expenditure. No extension need be granted if it is apparent that the Consultant is unable to rectify the situation or refuses to do so.

(3) The Consultant assumes sole liability as well as responsibility for any legal defence vis-a-vis the party asserting an infringement of property rights. The Consultant is entitled and obliged to conduct all legal disputes arising from these claims at her own expense, and to indemnify the Client comprehensively against any third-party claims at the latter's initial request.

(4) The Client shall inform the Consultant immediately in writing if claims are asserted against her for an infringement of property rights.

### **Art. 7 Data protection & Confidentiality**

The Consultant undertakes to observe confidentiality with respect to all GRC- and GRC affiliate's matters to which he/she has or will become privy while fulfilling this contract; this undertaking shall survive the termination of this contract.

### **Art. 8 Obligation to surrender possession**

When this contract ends, the Consultant shall be obliged to surrender to the Client all documents and data supplied to her, including any copies which have been made. These remain the property of the Client. Copies of any documents prepared by the Consultant in

connection with this commission must be given to the Client if and to the extent to which the latter requires them for the purpose of documenting or advancing the project.

#### **Art. 9 Set-off / Right of retention**

The Consultant may only offset claims if her counterclaims are undisputed or have been legally established. The Consultant shall only be entitled to claim rights of retention based on counterclaims arising from the same contractual relationship.

#### **Art. 10 Qualified clause requiring written form**

Any addendum or amendment to the contract or to an agreement to annul the same shall only be effective if confirmed in writing. This requirement may only be waived in a written declaration.

#### **Art. 11 Jurisdiction Agreement**

This agreement is governed by German law. Jurisdiction is Berlin.

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GRC Headquarters

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Consultant

**Annex 1: Terms of Reference (ToR)**

**Annex 2: GRC Rules of Conduct for staff and volunteers of the GRC on mission**