

**GRC Terms of Reference (ToR) –  
Partnership and Community Engagement Advisor  
(Consultant) on Anticipatory Action for the  
Anticipation Hub**

**Duration: September – December 2022**

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

**German Red Cross**

Contact person:

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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
GFFO	German Federal Foreign Office	ToR	Terms of Reference
GP II	Global Project II (German Federal Foreign Office Funding to German Red Cross – Thematic Funding)	WFP	World Food Programme

## 1 Background

### 1.1 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. In addition to the IFRC and National Societies, other actors such as WFP, FAO, OCHA and START Network are also implementing anticipatory action. Altogether, these organizations are working in more than 70 countries with Anticipatory Action.

After five years of successful development and implementation; and to move toward expanding the approach towards more anticipation in the humanitarian system in collaboration with development and climate actors, GRC together with IFRC and RCCC set-up the **Anticipation Hub** to support practitioners, scientists and policymakers, to do more anticipatory action, do it better and do it together, to jointly embed a culture of anticipatory action inside and beyond the humanitarian sector. The mission of the Anticipation Hub is to facilitate knowledge exchange, learning, guidance, and advocacy around anticipatory action both virtually and in-person. Since its launch, the Hub has gathered 99 partners from the RCRC Movement, UN, NGOs, government, academia, think tank and other network initiatives. In addition to serving the broader community of partners and users, the Hub will continue to consolidate the FbF approach in support of the Anticipation Unit to further developing anticipatory humanitarian action methodologies and their application within pilot projects.

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

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.

### 1.2. Main stakeholders

- Anticipation Hub Coordination Unit – including GRC, IFRC and Climate Centre focal points (please see overview presentations)
- GRC Anticipation Unit
- Anticipation Hub partners
- Anticipatory Action Task Force (IFRC, FAO, WFP, OCHA, START Network)
- GRC International Cooperation division and relevant departments / units (e.g. logistics)
- Red Cross/Red Crescent Movement
- Humanitarian organizations engaged in anticipatory action
- Scientists, practitioners, policy makers from the humanitarian, climate and development sectors working on early warning and early / anticipatory action
- Donors

## 2. Objective and Expected Outputs

### 2.1 Objectives

The objective of the consultant's assignment is to support the Anticipation Hub in the area of **Partnership and Community Engagement**, to help the Hub fulfil its mission to facilitate guidance, learning, exchange and advocacy that supports partners to jointly work with at-risk communities to collectively achieve anticipatory action through initiating and nurturing partnership, exchange and collaboration with anticipatory action stakeholders both current and new.

### 2.2 Expected Outputs

The consultant is expected to deliver the following outputs:

1. Manage engagement/ outreach with potential partners and onboarding of new partners including governments, NGOs, National Societies, universities/ research institutes and others.
2. Facilitate partners' proactive engagement in Anticipation Hub activities including in-person and virtual events (Dialogue Platforms on Anticipatory Action, Community Conversations), blogs, knowledge products and other website content (global map, early action and trigger databases, community directory) .
3. Coordinate the Anticipation Hub partner led Advisory Group and partner consultation meetings to support the implementation of the 3-year Strategy.
4. Support regional advisors to advance knowledge exchange, learning, guidance and advocacy in Regional Technical Working Groups, Regional Dialogue Platforms, and other regional/national forums with a particular emphasis on building strategic relationships with National Hydrological and Meteorological services, National Disaster Management Authorities, and other government actors.
5. Coordinate the growth and development of the Early Warning Early Action Future Leaders Network to co-develop Anticipation Hub activities to serve and support young professionals (e.g. mentoring, competitions, training) in collaboration with partners.
6. Lead Anticipation Hub engagement in key global events with the wider climate and development community including the Understanding Risk Forum 2022.
7. Support the knowledge management, planning and reporting processes of the Anticipation Hub

## 3. Implementation

### 3.1 Process & Methodology

Where applicable products will be reviewed by the Anticipation Hub coordination team of GRC, IFRC and Climate Centre and the global network of partners, as well as the teams of FbF/Anticipation at HQ and in projects in different countries. Continuous collaboration and feedback processes will be requiring a continued availability over the three and a half months of the assignment.

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 and the Consultant.

### **3.2 Proposed Timeframe**

The support should be provided starting **5 September 2022** and be finished by **16 December 2022** and thus the assignment will last 3.5 months. GRC estimates that a total of 56 workdays (or on average 16 days per month) will be 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 the workplan as well as on drafts of eventual products at each stage and provide input on desired direction and content. GRC will be available for bi-weekly calls. 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 and other destination is required and beforehand agreed.

Anticipation Hub Coordination Unit team members will be available for meetings and/or virtual calls and provide documentation.

The service will be provided by the German Red Cross Headquarter Team, in particular the Anticipation Hub Coordination Unit. 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 outputs cited in 2.2 and the drafting process for each of the products but can request inputs/contributions from GRC, IFRC and Climate Centre 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. He /she has the responsibility to revise drafts, based on the comments from GRC, IFRC and RCCC and other partners, where applicable. The consultant is always expected to work in close coordination with the team of the Anticipation Hub.

## **5. Reporting and invoicing**

GRC will analyse and discuss the outputs and draft products 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 processes and 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 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 Profile

The consultant should meet the following criteria:

### Obligatory

- Strong knowledge of anticipatory action, its stakeholders and global coordination processes
- Minimum Master level degree on a subject relevant to disaster risk reduction, climate change adaptation, development, or humanitarian assistance or comparable degrees including relevant work experience
- Experience in international cooperation or humanitarian assistance
- Ability to write analytically and communicate persuasively for a wide range of audience
- Strong organizational skills
- Experience in designing and organizing events
- Experienced in the drafting of policy and strategy documents
- Experienced in participatory processes
- Fluent in written and spoken English
- Very good skills in humanitarian diplomacy

### Preferable

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

## 8. Application Procedure

Interested consultants should submit their offers per e-mail (subject: "Tender documents") by **26 August 2022, 12:00 pm midday (CEST)** to Kara Siahaan (email: [k.siahaan@drk.de](mailto:k.siahaan@drk.de)) and the Anticipation Hub (email: [anticipation-hub@drk.de](mailto:anticipation-hub@drk.de)) .

The quote must state the **period of validity**, at least 30 days from the deadline for the submission.

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 anticipatory action, humanitarian policy and advocacy and/or partnership work)
- Sample of previous written work and organised webinars, high level panel discussions etc.
- Daily rate and financial offer indicating the (net) sum for 56 days
- Statement of availability for continuous work from 5 September to 16 December 2022
- Signed declaration of conformity

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

- Demonstrated knowledge of the anticipatory action agenda, its policy and partnership aspects (30%)
- Relevance and quality of sample previous work (30%)
- Daily Rate (30%)
- Proven record of managing agile processes, coordination and/or project management (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 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

Supplement

The bidder(s) with the highest overall score will be awarded a contract. Tender prices must remain valid at **least 30 days from the deadline** for the 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, 12:00 pm midday (CEST)**. Interested consultants should submit their offers per e-mail (subject: "Tender documents") to Kara Siahaan (email: [k.siahaan@drk.de](mailto:k.siahaan@drk.de)) ) and the Anticipation Hub (email: [anticipation-hub@drk.de](mailto:anticipation-hub@drk.de))
- 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 website: <https://www.anticipation-hub.org/>

Anticipation Hub strategy: <https://www.anticipation-hub.org/anticipation-hub-strategy-2021-2024>

Forecast-based Financing manual: <https://www.anticipation-hub.org/learn/methodology/red-cross-red-crescent-fbf-practitioner-manual>