**TERMS OF REFERENCE**

**CONSULTANCY FOR DEVELOPING A CITY-WIDE ASSESSMENT FOR COMMUNITY RESILIENCE**

**Background:**

Cities are facing increased risk of disasters, and the potential of economic and human losses from natural hazards is increasing due to the rapid and often unplanned development and expansion of cities. Lack of proper infrastructure, weak urban planning, less preparedness and pressure on existing resources make cities more vulnerable to disasters. Climate change is already increasing the frequency and intensity of current hazards and the probability of extreme events, along with emergence of new hazards (e.g. sea level rise) and new vulnerabilities with different spatial and socio-economic impacts. It brings additional challenges with a growing number and variety of impacts on cities, their critical systems, and livelihoods.

Poor communities living in the outskirts of the main urban areas and in informal settlements within cities are more vulnerable to natural hazards due to their tendency of residing in high-risk areas and not having adequate housing and access to basic and emergency services, and prevailing poverty. Better urban risk assessment and management is critical for identifying and reducing disaster and climate change risks to make cities safer.

The Global Disaster Preparedness Center (GDPC) is a joint venture between the International Federation of Red Cross and Red Crescent Societies (IFRC) and the American Red Cross with the aim to expand and enhance disaster preparedness (DP) capacities of the global Red Cross Red Crescent (RCRC) network through a service oriented, demand-driven approach. The GDPC focuses on three areas of services, knowledge management, technical assistance and research, which complement and support relevant efforts being under taken by RCRC National Societies.

**Purpose:**

The GDPC in collaboration with the IFRC and American Red Cross has received an award from USAID/OFDA to design and test a set of tools and services to assist RCRC National Societies and their partners to create effective city coalitions on community resilience, targeting climate smart resilience and coastal risk reduction in particular. The goal is that the RCRC National Societies convene relevant partner organizations in lasting coalitions to focus city-wide expertise, capabilities, and resources on priority risks facing vulnerable communities in the city. The coalitions are intended to complement existing urban governance processes led by the local governments and draw wider support from the business community, universities, civil society organizations, and other stakeholders into city-wide civic engagement on community resilience.

One of the key elements and tools for the project is the development of a community resilience assessment component within city-wide risk assessments to inform community resilience solutions and actions. The city coalitions would organize themselves to undertake a city wide assessment of community resilience, bringing together key stakeholders both from the government and non-government including academia and research to a common platform to identify the key risks facing the city and affecting community resilience. By focusing on priority community risks through analyzing both current and emerging risks, the coalition can target those risks and threats of greatest concern.

This community resilience assessment component is intended to complement the comprehensive city risk assessments that are often conducted by local governments and cover a wide range of risks to public infrastructure and facilities, the building stock and potential impact on local development plans. The community resilience component will provide a lens for more closely examining community capacities and impacts on community resilience that may occur in wider patterns across the city and factoring that analysis into existing comprehensive city risk assessment processes and plans for city-wide solutions. Further, this approach will help to identify most vulnerable neighbourhoods or non-geographical communities where more intensive assessments like the RCRC’s Vulnerability and Capacity Analysis should be conducted.

The assessment will include both immediate risks and longer-term risks, especially looking at climate change and urbanization trends. The stakeholders will identify a) the range of risks affecting community resilience in the city, b) the top 3 priority risks and b) the most vulnerable wards, neighbourhoods, or communities of interest that require further community level assessment.

The intention is to make this methodology for undertaking the community resilience assessment component within city-wide risk assessment accessible and user-friendly for local government, civil society agencies and National Societies of the RCRC movement and to complement the more resource intensive city risk assessments that local governments undertake. It would help stakeholders get an overview of the impact of the city’s risk and vulnerabilities on local communities and help identify the areas, groups, and networks within the city which would require more focused attention and interventions.

**Scope of Work:**

The GDPC seeks consultancy services to contribute to the overall design and implementation of the toolkit and related training course / learning program for city-wide risk assessment. This role will be focused on the development and rolling-out of tools and services.

The consultant(s) will deliver the three following outputs:

1. Development of a methodology for conducting an assessment which
   1. focuses on community resilience as defined by the International Federation of Red Cross and Red Crescent Societies[[1]](#footnote-1),
   2. complements existing assessment processes local governments and other organizations may already undertake,
   3. draws on available secondary data and integrates it with community and neighbourhood level assessment processes and results, and
   4. takes into account evolving risk patterns related to the changing climate and coastal risks in particular.
2. Development of a do-it-yourself (DIY) toolkit which would help Red Cross Red Crescent National Societies, local government leaders and communities learn about, organize, and undertake this city-wide assessment on community resilience (either with or without external facilitation), including links to relevant existing resources and examples
3. As a complement to this DIY toolkit, development and piloting of a set of training materials (including course and facilitation materials) on city-wide risk assessment on community resilience. The training materials and associated course will be piloted through a training of stakeholders in four pilot city locations – two each in Indonesia and Vanuatu (with participants to be selected by the RCRC National Societies in consultation with GDPC, American Red Cross, and IFRC).

**Specific outputs will include:**

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| **Deliverable** | **Timeline (from project start)** |
| 1. Inception report to better define the above mentioned deliverables | Within 2 weeks |
| 1. Review of existing tools and methodologies available, some of which should serve as building blocks | Within 3-4 weeks |
| 1. Drafting and revision of the city-wide assessment methodology to be used in the pilot, in consultation with a peer review group to be convened by the GDPC | Within 6-8 weeks |
| 1. Design and pilot delivery of training of the city-wide assessment (with piloting in 2 cities in Indonesia and 2 cities in Vanuatu) | Within 7-11 weeks |
| 1. Review of findings from training including possible improvements/revision to toolkit | Within 12 weeks |
| 1. Design of guidance and materials – the Do-it-yourself kit | Within 12-14 weeks |

**Other consultancy specifications:**

**Duration**: total 3 – 3.5 months, starting mid-September

**Work station**: Primarily home-based, with travel for piloting to Indonesia and Vanuatu

**Reporting to**: Ian O’Donnell, Sr. Urban Planner, Global Disaster Preparedness Center

**Requirements/Skills and experience sought:**

The GDPC seeks expertise and knowledge of urban risk assessment and management

The qualified consultant will have

* Demonstrated success in developing/participating in collaborative risk assessment methodologies involving diverse stakeholders, especially in urban contexts.
* Experience in development of user-friendly training tools and methodologies, including the use of interactive, online, and multi-media methods which would promote National Society engagement for city-wide risk assessment.
* Demonstrated knowledge of community resilience in urban areas, including knowledge of existing resilience approaches, frameworks and tools currently available.
* Demonstrated knowledge and/or use of systems thinking in order to adequately link the city-wide assessment to processes that have policy implications on the city.
* Demonstrated knowledge of the built environment and its influence on governance, social and economic activities, institutions and processes.
* Willingness to advance the development of easy-to-use / do-it-yourself tools, that can be used by local organizations to self-organize city risk assessments for community resilience, especially in situations where little or no external facilitation is available
* Familiarity with work of the Red Cross and Red Crescent movement and the international humanitarian relief sector preferred

All activities related to this project will be subject to the principles and values of the Red Cross /Red Crescent movement.

**Selection Process:**

Consultants who meet the above requirements should submit a proposal, which must include the following: (i) a background statement on the organization or individual; (ii) a statement on the proposed deliverables, including a detailed work plan; (iii) a financial proposal, including cost breakouts per major activity, and (iv) updated curriculum vitae for key staff showing qualifications and experience. The attached template should be used to organize the elements of the proposal.

The last date of submission is 23 August 2016. Please send your application with required supporting documents to the following email addresses ([ian.odonnell@redcross.org](mailto:ian.odonnell@redcross.org) and colin.fernandes@redcross.org) with the subject line CITY-WIDE ASSESSMENT FOR COMMUNITY RESILIENCE **(Name and organization)** by23 August 2016.

For questions, please contact Ian O’Donnell ([ian.odonnell@redcross.org](mailto:ian.odonnell@redcross.org)) and Colin Fernandes (colin.fernandes@redcross.org).

**Payment Terms:**

Payments are all-inclusive and are contingent upon the receipt and approval of above stated deliverables. Payments will be staged based on completion of the deliverables according to the following schedule: completion of draft methodology (Deliverable #3) – 30% payment; completion of design and pilot delivery of training (Deliverable #4) – 40% payment; completion of final revisions to full set of guidance materials (Deliverables #5 and #6) – 30% payment.

1. <http://www.ifrc.org/Global/Documents/Secretariat/201501/1284000-Framework%20for%20Community%20Resilience-EN-LR.pdf> [↑](#footnote-ref-1)