**TERMS OF REFERENCE**

**CONSULTANCY FOR DEVELOPING TOOLS ON BUILDING COALITIONS AT THE LOCAL LEVEL**

**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, low level of preparedness and growing 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 the emergence of new hazards (e.g. sea level rise, ocean acidification, etc.) and new vulnerabilities with differential spatial and socio-economic impacts. It brings additional challenges with a growing number and variety of impacts on cities, their critical systems, and livelihoods.

Marginalized and 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, 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 and making 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) Movement through a service oriented, demand-driven approach. 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 American Red Cross and IFRC has received a grant from USAID/OFDA to design and test a set of tools and services to assist RCRC National Societies, other local organizations, and their partners to create effective city coalitions on community resilience, targeting climate smart resilience and coastal risk reduction in particular. The idea is that the RCRC National Societies or other local organizations would 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.

This also would connect to the IFRC larger campaign ‘**One Billion Coalition for Resilience’** (<http://onebillioncoalition.org>) which is an unprecedented commitment from individuals, communities, organizations, business and governments to mobilize the potential and scale of collective networks and to coordinate shared resources, working toward a world where people are safer, healthier and can thrive, even in the face of adversity.

It is expected that these local coalitions would identify areas to build their resilience and to address priority risks. Mobilizing support for solutions which address the identified priorities would take place through local campaigns by these coalitions to engage local communities and link the efforts of individuals, households, businesses, community and local organization, and local governments.

One of the key elements to this initiative is the identification, review and enhancement of existing tools and methodologies for supporting RCRC local branches and other local organizations to promote civil engagement to address risk through either new or existing city level coalitions.

These tools and methodologies will help local organizations to develop skills to a) conduct a stakeholder analysis of the development landscape and operating environment, b) identify and engage like-minded external partners, c) organize civic engagement on community resilience through a coalition, and d) training members of city level coalitions for continuity/sustainability. They will complement other tools on city-wide assessment and prioritization of risks and solution and campaign design that will also be refined or developed under the project.

**Scope of Work:**

The GDPC seeks consultancy services to contribute to the overall design and implementation of a methodology and a toolkit with related training modules and other types of knowledge and learning products for establishing or strengthening city level coalitions. This role will be focused on the identification, refinement/development and testing of tools and services to be adapted and used by a diverse range of RCRC and partner organizations.

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

1. Development of a set of approaches/methodologies for RCRC National Societies or other local organizations or leaders to initiate or strengthen city level coalitions which would help convening organizations to:
   1. Design and implement an initial landscape analysis, identifying where collaboration can most add value given existing actors/platforms working in the resilience space, including defining the boundaries of local systems.
   2. Identify and refine existing approaches (and culturally appropriate methodologies) to overcome barriers to collaboration with a range of stakeholders.
   3. Taking into consideration the city context and existing capacities, identify, design and implement a robust engagement process for the coalition including identifying key ‘core’ partners, champions and potential members and articulating the incentives and value added for participating in a local coalition.
   4. Design methods for identifying opportunities to position the coalition as a channel or sub-group within existing platforms if those exist (e.g. local Disaster Risk Reduction platforms sponsored by local government), to bring added focus on community resilience and ensure participation by a wide variety of stakeholders (even if those are not strong features of the host platform).
   5. Develop codes of partnership for these coalitions which would include defining the value proposition and objectives/scope; role and responsibilities; governance, operations and management structures; staff competencies, etc.
2. Development of learning and knowledge material, including a toolkit of, templates, tools, guidebooks and videos as well as a standard training package which would help Red Cross Red Crescent National Societies, local government leaders and communities to support city- and district-level collaboration and coalition building
3. Testing of the methodology, tools, and training materials in four pilot cities (two in Indonesia and two likely in Vanuatu) and further refinement of the resources based on learnings from the trainings where necessary.
4. Conceptualization and facilitation of an on-going training and mentoring / coaching strategy for regional and national support to city-level coalition members to help them run their coalitions successfully.

**Specific deliverables will include:**

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| **Deliverable** | **Time line  (from start of the consultancy)** |
| 1. Inception report to better define the above mentioned deliverables. The applicant is encouraged to suggest other/innovate ways of developing flexible products that would be adaptable to different city contexts. | Within 2 weeks |
| 1. Review of existing materials on coalition building and good practices within the RCRC Movement and external (through desk study, key informant interviews and field consultations) and captured in a review report. | Within 3-4 weeks |
| 1. Drafting and revision of the city level coalition building methodology to be used in the pilot cities, in consultation with a peer review group of RCRC National Societies and representatives from other organizations to be convened by the GDPC. | Within 6-8 weeks |
| 1. Design of a dedicated set of training and other types of knowledge and learning materials to develop coalition-building skills. | Within 7-11 weeks |
| 1. Design and delivery of a city-level coalition-building toolkit as further guidance and easy-access, do-it-yourself reference. | Within 12 weeks |
| 1. Review of findings from the pilot trainings with participants from the city coalitions to guide improvements/revision to toolkit. | Within 12-14 weeks |

**Other consultancy specifications:**

**Duration**: total 3 – 3.5 months, starting end 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 qualified consultant(s) will have

* Demonstrated success in developing partnership frameworks and modalities, involving diverse stakeholders, especially in urban contexts.
* Proven experience in leadership training, mentoring and coaching roles with a varied range of stakeholders.
* Experience in designing and creating user-friendly learning tools and methodologies, including the use of interactive, online, and multi-media methods.
* Experience in supporting [organisations](http://thepartneringinitiative.org/training-and-services/supporting-organisations/) from various sectors to partner effectively and strategically.
* Diverse project experience across a range of country and cultural contexts.
* A keen interest in learning from existing successes and capturing insights for others to self-learn and self-organize.

All activities related to this project will be subject to the principles and values of the Red Cross /Red Crescent movement, including its [Fundamental Principles](http://www.ifrc.org/who-we-are/vision-and-mission/the-seven-fundamental-principles/) and its [Principled Approach to Innovation](http://preparecenter.org/sites/default/files/the_red_cross_and_red_crescents_principled_approach_to_innovation.pdf).

**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 (7th September 2016). Please do 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](mailto:colin.fernandes@redcross.org) with the subject line **DEVELOPING TOOLS ON BUILDING COALITIONS AT THE LOCAL LEVEL (Name and organization)**

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.