**Terms of Reference**

**Expert advisory services and development of knowledge products on anticipatory action**

(particularly in the areas of early action, MEAL and research)

Table of contents

[Abbreviations 2](#_Toc177975940)

[1. Organizational context 3](#_Toc177975941)

[2. Description of the consultancy 4](#_Toc177975942)

[3. Responsibilities and duties 4](#_Toc177975943)

[4. Reporting and invoicing 5](#_Toc177975944)

[5. Quality and ethical standards 5](#_Toc177975945)

[6. Terms of contract 5](#_Toc177975946)

[7. Application 6](#_Toc177975947)

[8. Award and contractual details procedure 8](#_Toc177975948)

[9. Tentative schedule of tender process 9](#_Toc177975949)

[10. Relevant background information 10](#_Toc177975950)

## 

## Abbreviations

|  |  |
| --- | --- |
| AA | Anticipatory Action |
| Anticipation Unit | Anticipatory Action and Risk Financing Unit of the GRC |
| CEST | Central European Summer Time |
| DREF | Disaster Relief Emergency Fund |
| DM | Disaster Management |
| DRR | Disaster Risk Reduction |
| EAP | Early Action Protocol |
| EWEA | Early Warning Early Action |
| FAO | Food and Agriculture Organization |
| FbF | Forecast-based Financing |
| GFFO | German Federal Foreign Office |
| GP II | Global Project II |
| GRC | German Red Cross |
| Hub | Anticipation Hub |
| IFRC | International Federation of Red Cross and Red Crescent Societies |
| M&E | Monitoring & Evaluation |
| MEAL | Monitoring, Evaluation, Analysis and Learning |
| PNS | Partner National Society |
| RC/RC | Red Cross / Red Crescent Movement |
| RCCC | Red Cross Red Crescent Climate Centre |
| SNS | Sister National Society |
| ToR | Terms of Reference |
| WFP | World Food Programme |

# Organizational context

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 (GFFO).

Many of the world’s disasters are predictable. The effective use of forecasts, risk analysis and early warning information, predictive analytics, pre-planning and pre-arranged financing is enabling anticipatory action (AA). Anticipatory action refers to actions taken to reduce the impacts of a forecast hazard before it occurs, or before its most acute impacts are felt. The actions are carried out in anticipation of a hazard’s predicted impacts and based on a forecast of when, where and how the event will unfold. It is becoming a widely accepted approach to reduce the loss of lives and protect livelihoods while providing more dignified, effective, and efficient humanitarian assistance. The COVID-19 pandemic has amplified the need to assess and anticipate compounding risks and the associated cascading impacts. Anticipatory action is moving well beyond its initial focus on direct impacts of sudden-onset hydrometeorological hazards to a much wider range of risks, including food security, epidemics, pests, and contexts of displacement. As such, anticipatory action presents an important opportunity to bridge the humanitarian, development and climate sectors, and capture synergies across risk reduction, early warning systems, preparedness, response and recovery related policies and interventions.

Since 2015, with substantial support of the German Government, the German Red Cross (GRC), IFRC and other Red Cross Red Crescent National Societies have introduced Forecast-based Financing (FbF), the Red Cross / Red Crescent Movement (RC/RC) methodology on anticipatory action, to tackle weather- and non-weather hazards in more than 31 countries to date. Currently, the GRC supports the implementation of anticipatory action, particularly of the FbF methodology, in more than 25 countries worldwide.

On a technical level, expert advice and diverse support services to individual projects, activities and partners are provided by the GRC’s Anticipatory Action and Risk Financing (Anticipation) Unit, in particular. In general, this includes supporting the development and implementation of AA-projects, the provision of support and advice services, the further methodological development of the AA-approach (incl. training and IEC materials), the development and conduct of trainings and other events, as well as advocacy activities.

Due to the increasing interest in and demands for more knowledge, exchange, etc. about AA worldwide, the GRC together with the International Federation of Red Cross and Red Crescent Societies (IFRC) and the Red Cross and Red Crescent Climate Centre (RCCC) set up the Anticipation Hub in 2020 as a network of experts, and online exchange and learning platform for policy makers, scientists and anticipatory action practitioners worldwide. The Hub seeks to systemise and document learnings and good practices across all AA-initiatives, with a special focus on early actions, on documentation and systematization of experiences and lessons learned and evidence-building.

The purpose of this consultancy is to support the GRC’s Anticipation Unit in the aforementioned areas as part of the GP II funding, notably by providing expert advice to practitioners of anticipatory action and FbF and the respective individual projects as well as further building and managing the early actions and the evidence data bases and documenting best practices, lessons learned in case studies, reports and research papers, thereby contributing to evidence-building. GRC will be working closely and communicating flexibly with the consultant via online communication channels and will discuss and agree on concrete tasks and products and milestones in short briefings, which will take place when needed, but at least once a month.

# Description of the consultancy

**2.1 Expected outputs**

The objective of the assignment is to provide expert advice to projects working on FbF/anticipatory action and to anticipatory action practitioners, and to contribute to the content of the Anticipation Hub and evidence-building on early action by elaborating different knowledge products and working on the repository of early actions.

The consultant is expected to conduct the following tasks:

1. Provide expert advisory services and guidance, in particular in the areas of early action and monitoring and evaluation (M&E), to FbF/AA projects and practitioners supporting e.g. the EAP development
2. Conduct research and develop different knowledge products (e.g. case studies, , research papers) pertaining to early actions and/or M&E in anticipatory action, including new/emerging hazards, lessons learned, and experiences from other FbF/AA projects.
3. Support and/or conduct evaluations/post-distribution monitoring potentially on site, if need be
4. Develop and conduct trainings, workshops on FbF/AA, in particular on early action and M&E, and develop and review training as well as guidance material
5. Represent the GRC and the Anticipation Hub at events related to early action and MEAL in respect of anticipatory action
6. Manage and develop further the evidence database and the early action repository database run by the Anticipation Hub
7. Participate in relevant meetings for coordination purposes (either online or in person)

The concrete tasks and products and working days allotted will be agreed between GRC and the consultant in short briefings when needed according to capacity but at least once a month. The tasks above are therefore not exhaustive.

# Responsibilities and duties

The Anticipatory Action and Risk Financing (Anticipation) Unit will support the consultant with necessary working materials/documents. It will support the consultant in the setting up of contacts and arrangement of first meetings with stakeholders. The Anticipation Unit will cover the travel costs for the consultant (travel, accommodation) in line with the German Federal Travel Expenses Act, if travel to Berlin and/or other countries is required and jointly agreed beforehand.

All communication to partners and stakeholders will be coordinated closely with the Head of the Anticipation Unit.

# Reporting and invoicing

GRC will analyse and discuss the tasks carried out and the draft products with the consultant before each monthly payment of the framework agreement. The deliverables will be approved by the Head of the Anticipation Unit in Berlin.

Every 3 months, the consultant will submit a detailed narrative report in a given format on the progress of the deliverables, challenges encountered, and inputs/assistance required.

The consultant shall submit every month a brief overview report (max. 1 page) on the progress of the different products and services, challenges encountered, and input/assistance required.

The report shall be accompanied by the latest draft of each product (if feasible) and a list of days worked (á 8 hours) detailing the content of work for each day in a bullet point and a corresponding invoice stating the total sum as well.

# Quality and ethical standards

The consultant should take all reasonable steps to ensure that his/her work and related outputs reflect up-to-date scientific standards, that the pedagogical approach is evidence-based, and to ensure that the development process is inclusive, technically accurate, reliable, and legitimate, conducted in a transparent and impartial manner. Any data collected must be safeguarded, respecting existing data security rules, to protect the rights of the individual. To ensure the

# Terms of contract

The award will lead to a framework contract with GRC, which is attached to this tender as a draft.

GRC will work and communicate closely with the consultant via online communication channels and will discuss and agree on concrete tasks and products in short briefings, which will take place when needed, but at least once a month.

The draft contract sent with the invitation to tender contains the specifications of GRC’s contractual relationship with the consultant and is the basis for processing the contract after its award.

**! The interested bidder may ask or propose alternative contractual arrangements within the tender period. It is up to the client to decide whether the contractual arrangements are to be adapted. Amendments are only possible during the tender period. By submitting your tender, you accept the terms and conditions of the tender documents!**

In the event of the contract being awarded, the key contractual points listed in the specifications/framework agreement shall apply.

##### Timeframe for the services provided under the framework contract

GRC estimates 14 days of work per month on average depending on the capacity and agreed tasks. The total amount of working days for the period 01. January to 31. December 2025 is expected to be 168 days (8 hours equal one working day).

The advisory services shall be provided following the contract award/signature of contract and last no longer than 31. December 2025 unless the framework contract is extended. The framework contract is extended automatically by another 12 months with unchanged conditions and prices, unless the client informs the consultant otherwise three months prior in writing. The contract can be extended up to three times. The contract can be terminated by either party

For the maximum possible duration of the framework agreement (up to 48 months, until 31. December 2028), the maximum amount of working days will be 806 days in total.

# Application

**7.1. Qualifications**

Essential (full compliance required for admission to tender)

1. Minimum 2 years working experience and in-depth knowledge of anticipatory action
2. Minimum 3 years working experience in humanitarian aid and MEAL
3. Excellent research, methodological and analytical skills (ideally linked to AA), and ability to clearly synthesize and present findings, draw practical conclusions, make recommendations, and prepare well written communication materials and reports
4. Concise writing and speaking skills in English

Preferable (not rated)

1. Knowledge of /experience with the Red Cross Red Crescent Movement highly desirable
2. Language skills in other UN languages of advantage
3. Experience in designing and facilitating workshops and/or trainings on MEAL in AA
4. Research background

**7.2. Application**

The tender is handled via an open tender, according to § 9 Abs. 1 UVgO (Unterschwellenvergabeordnung).

This tender consist of the following documents:

* Terms of Reference
* Code of Conduct of the Red Cross and Red Crescent Movement
* Rules of Conduct for staff and volunteers on GRC missions
* Draft Framework Contract
* Declaration of Conformity
* Draft Data Processing Agreement
* Bidders’ questions answered by the client and corrections made by them to the tender documents

All documents are published on the GRC´s website:

<https://www.drk.de/das-drk/aktuelle-ausschreibungen/>

Revisions, additions, answers to questions etc. are likewise published under the link quoted. All documents and information as well as only those documents and information published under this link are authoritative, regardless of information provided in other fora where the tender may be advertised in addition.

**7.3 Further communication**

Participants must raise questions in writing to Ms. Catrin Braun [c.braun@drk.de](mailto:c.braun@drk.de) and [Team64-support@drk.de](mailto:Team64-support@drk.de)

**7.4. Submission of Tender**

Interested consultants should submit their complete and binding offer by email (subject: “Tender Anticipatory Action MEAL”) by **04. November 2024, 12:00 pm midday (CET)** inclusive to Ms Catrin Braun [c.braun@drk.de](mailto:c.braun@drk.de) and Team64-support@drk.de.

The submission of the offer must be **protected with a password**, **sent in a separate e-mail**. **Offers without password must not be considered.**

**The consultant must submit the following tender documents and information in English:**

1. Curriculum Vitae including
   1. List of past publications, research guidance, case studies, etc.
   2. List of trainings, workshops developed and conducted (please indicate host, target audience, topic, date and place)
2. Letter of motivation summarizing relevant experiences and qualifications outlined in sec. 7), especially those connected to anticipatory action
3. At least 2 examples of publications, communication materials, etc. (max. 5 years old), with clear authorship by the consultant(s) mentioned in the application

Technical expertise document:

1. To demonstrate an understanding of the consultancy’s topic, please answer the following 3 questions (max. 3 pages in total):
2. There are different approaches to MEAL and anticipatory action, for example some organizations focus on cost-benefit aspects of anticipatory action or return on investment; others focus on how suffering and losses reduced by anticipatory action. Where are advantages and challenges for these two different kinds of MEAL?
3. From a research perspective, where do you see current gaps in AA-research and what would you prioritise
4. Selecting the right actions at the core of anticipatory action: Which guiding questions would you suggest to National Societies trying to identify actions for a riverine flood?

Financial proposal:

1. The financial proposal needs to be in EURO (EUR) and shall indicate the daily net rate (8 hours equal one working day)
2. The financial proposal needs to show value-added tax (VAT) separately. Interested consultants who are registered outside Germany must not include VAT in their offer. The evaluation of all offers will consider the net price.
3. Based on the “reverse-charge procedure,” GRC will pay respective statutory VAT in Germany. Please indicate your VAT number/taxpayer ID and bank account in your offer.
4. The financial proposal shall state its validity until min. 29. November 2024
5. Signed declaration of conformity

GRC reserves the right to continue the further communication after submission of quotes via a combination of media (e.g. post, email, phone). All non-written communications will be recorded in writing.

# Award and contractual details procedure

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

* Technical Proposal:

1. Quality of answers to the three questions (45%)
   1. MEAL (15%)
   2. AA research gaps (15%)
   3. Early Actions (15%)
2. Relevance and quality of submitted work samples with regards to the suitability of the consultancy (15%)
3. English language skills (10%)

* Financial Proposal:

1. Daily rate (30%)

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

|  |  |
| --- | --- |
| **Score** | **Scoring Criteria** |
| **5 points** | Demonstrates exceptional understanding of the consultancy’s requirements, specifically aspects related to Early Action and MEAL, with detailed and comprehensive understanding of anticipatory action in the RC/RC, showing high competence in a broad range of methods and working with a very diverse target audience |
| **4 points** | Shows a strong understanding of the consultancy’s requirements, including aspects related to Early Action and MEAL, with good understanding of anticipatory action, showing good competence in different methods and working with many target audiences |
| **3 points** | Demonstrates sufficient understanding of the consultancy’s requirements, including aspects related to Early Action and MEAL, with an adequate understanding of anticipatory action, showing sufficient competence in methods and working with a specific target audience |
| **2 points** | Shows a limited understanding of the consultancy’s requirements, incl. aspects related to MEAL and Early Action, with competence in one method |
| **1 point** | Demonstrates an inadequate understanding of the consultancy’s requirements, incl. Early Action and MEAL, with insufficient understanding of anticipatory action |
| **0 points** | Shows no understanding of the consultancy’s requirements, with no understanding of anticipatory action |

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*

# Tentative schedule of tender process

|  |  |
| --- | --- |
| Process steps | Schedule |
| Publication of Tender | 11. October 2024 |
| **Deadline for submission of bids, password protected** | **04. November 2024, 12:00 Uhr CET** |
| Questions by GRC to individual bids received until | 06. November 2024 |
| Information on planned award of contract | est. 15. November 2024 |
| Issuance of Framework Contract by the GRC | est. 22. November 2024 |
| **Period of bid validity** (bids which do not stick to the bid validity period will be dismissed) | **29. November 2024** |

# Relevant background information

**Anticipatory action in the RC/RC**

[GRC FbF Manual](https://manual.forecast-based-financing.org/en/)

[GRC website on anticipatory action](https://www.drk.de/hilfe-weltweit/wie-wir-helfen/humanitaere-hilfe/) (German only)

[RCCC and anticipatory action](https://www.climatecentre.org/priority_areas/fbf-ibf/)

[IFRC and anticipatory action](https://www.ifrc.org/our-work/disasters-climate-and-crises/climate-smart-disaster-risk-reduction/early-warning-early)

##### Scientific and other articles about anticipatory action in the wider humanitarian system

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

WFP [Joint PDM of anticipatory action](https://www.wfp.org/publications/joint-post-distribution-monitoring-pdm-forecast-based-anticipatory-action-project-fbaa)

[WFP Evidence base on anticipatory action](https://www.wfp.org/publications/evidence-base-anticipatory-action)

[FAO and anticipatory action](http://www.fao.org/emergencies/fao-in-action/ewea/en/)

[START Network and anticipatory action](https://startnetwork.org/start-fund/crisis-anticipation-window)

[UNOCHA and anticipatory action](https://www.unocha.org/anticipatory-action)

**Anticipation Hub**

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

[Evidence Database for Anticipatory Action](https://www.anticipation-hub.org/experience/evidence-database/evidence-list)

[Early Action Database](https://www.anticipation-hub.org/experience/early-action/early-action-database/ea-list)