

MRC-AD/MIS/2024/153

Terms of Reference- Consultant to develop a contextualized Enhanced Vulnerability Capacity Assessment toolkit and guidelines

Type of Contract	Individual / Firm
Type of consultancy	National
Duration	2 person months
Remuneration	MVR 70,000
Estimated Starting Date	Week 1 May, 2024
Project Duration	Until end of September 2025

Background

The Maldivian Red Crescent (MRC) is an independent, voluntary, humanitarian organization established through the Maldivian Red Crescent Law (Law 7/2009). MRC's primary objective is to provide humanitarian aid and prevent and alleviate human suffering. Additionally, MRC'S Strategic Plan is centered around the concept of resilience. MRC's Strategic Plan 2019-2030 advocates for a shift in thinking and practice, recognizing the need for better coherence in the areas of disaster management, climate change, and development work. A key priority for MRC is working towards reducing vulnerabilities and increasing capacity to deal with frequently occurring natural hazards and the impact of natural disasters and climate change risks. This approach aims to increase the effectiveness of MRC's humanitarian role and work in Disaster Risk Management.

In alignment with MRC's Strategic Priority 1: Strengthening Emergency Response, and Priority 3: Facilitate Planning for Resilience, MRC, is currently implementing the project, Enhancing Resilience Planning and Strengthening Community Preparedness (ERCP), in coordination with key stakeholder National Disaster Management Authority (NDMA). The project is supported by United States Agency for International Development Bureau for Humanitarian Assistance (USAID BHA), with the overall goal to enhance and strengthen risk-based resilience planning at island and city levels and strengthen locally led preparedness and mitigation actions through systematic capacity building of existing resources and tools in island communities in the Maldives. The project will support the existing community-based disaster risk management (CBDRM) programs carried out within Maldives led by NDMA.

A key outcome for the ERCP project will be developing and strengthening technical and operational capacities of local communities in conducting risk-based planning at island and city levels to prepare for and mitigate disaster impacts. One of the main outputs for the project will be the development of a contextualized Enhanced Vulnerability and Capacity Assessment (EVCA) toolkit and guideline for the Maldives.

IFRC Enhanced Vulnerability and Capacity Assessment

The International Federation of Red Cross and Red Crescent (IFRC) is the world's largest volunteer-based humanitarian network, focusing on disaster response and early recovery efforts through both immediate and long-term services. IFRC's strategy for 2030 aims to help vulnerable people anticipate, respond to, and recover from crises, leading to safe, healthy, and thriving communities. To achieve this, IFRC has developed the Framework for Community Resilience, supported by the Roadmap for Community Resilience, which incorporates the Enhanced Vulnerability and Capacity Assessment (EVCA). The EVCA, integrated into the roadmap, assesses 11 dimensions of resilience, including climate change, gender, and diversity, providing guidance for urban and conflict contexts using appropriate technology.

Scope of Assignment

MRC is seeking the services of a national consultant (individual or firm) to contextualize the IFRC EVCA process taking into account sociopolitical, environmental and economic factors that affect how people think and behave in the Maldives. This will enable a more accurate vulnerability assessments and informed decision-making for disaster risk reduction and the development of Island Disaster Management Plans. The national consultant will be expected to:

- 1- Review existing VCA guidelines, tools, and methodologies of Maldives and IFRC
- 2- Undertake a comprehensive assessment of the sociopolitical, environmental, and economic factors to identify key vulnerabilities and adaptive capacities, engaging with relevant stakeholders including government agencies, local communities, and NGOs.
- 3- Review and conceptualize IFRC'S Road Map to Resilience guide to Maldives' context, taking into account international best practices and experience from similar islands nations.
 - a. For each stage of IFRC's Road Map to Resilience, identify different country specific milestones to aim for and gauge progress, identify the steps that need to be taken, create country specific tips and examples to ground guidance and share learning
 - b. Redefine the 5 landmarks, and adapt the 11 dimensions of resilience to a country specific context.
- 4- Develop a contextualized EVCA toolkit, including guidelines, templates, and training materials, tailored to the Maldivian context.
- 5- Develop an EVCA summary product (maximum 4 pages), summarizing the EVCA process, to highlight key info on the community, key capacities / key vulnerabilities, and key actions that the community will undertake.
- 6- Organize and facilitate a validation workshop with key stakeholders, including government agencies, NGOs, and CSOs to present the contextualized EVCA process.
- 7- Revise and refine the developed EVCA toolkit and guidelines based on feedback received during the validation workshop.
- 8- Develop a monitoring framework and trackers to ensure effective monitoring and assess if the EVCA process results in heightened resilience. The monitoring and evaluation framework should align with

- the National Information System for Disaster Data Management (type of data, scale, scope, terminology, frequency of data collection, etc)
- 9- Facilitate and carry out Trainings of Trainers sessions and capacity building workshops for MRC and partner organizations including government officials.
 - 10- Develop a pathway for EVCA facilitators to ensure development of volunteers and staff and create avenues for growth.
 - 11- Provide ongoing technical support and guidance to ensure the effective implementation and institutionalization of the contextualized EVCA.
 - 12- Engage with the design consultant for the final development of the toolkit and guidelines.
 - 13- Additionally, the national consultant is expected to participate in the trainings by IFRC regarding the EVCA

Deliverables

The national consultant hired is expected to deliver the following

#	Deliverables	Expected delivery	Expected Fees and Payment
1	Inceptions Report: Detailed work plan outlining the methodology, approach, and timeline for contextualizing the EVCA process. Inception report to include development of a pathway for EVCA facilitators to ensure development of volunteers and staff.	Within 10 days of contract initiation	5%
2	Draft Contextualized EVCA Toolkit: Comprehensive toolkit comprising of summary product, guidelines, tools, templates, and training materials adapted to the Maldivian context (in English and Dhivehi).	Within 4 weeks of contract initiation	25%
3	Training Materials: Development of training modules and materials for capacity-building workshops on the implementation of the contextualized EVCA process	Within 5 weeks of contract initiation	20%
4	Organize and facilitate a validation workshop with key stakeholders, including government agencies, NGOs, and CSOs to present the	Within 8 weeks of contract initiation	10%

	contextualized EVCA toolkit, guidelines and training materials		
5	Final Contextualized EVCA Toolkit: Revised and finalized version of the EVCA toolkit incorporating feedback from stakeholders and project partners	Within 1 week of feedback by relevant stakeholders and MRC	10%
6	Engage with the design consultant to ensure the final materials developed are accurate and presented in the most suitable manner	Within 6 weeks of contract initiation	5%
7	Trainings: Trainings of Trainers sessions and capacity building workshops for government officials and MRC volunteers. 2 trainings to be provided.	As mutually agreed.	20%
8	Technical Support: Provide technical support and guidance to MRC	Throughout consultancy	5%

Reporting Line

The consultant will report to Project Manager - ERCP and work in regular coordination with Project Coordinators of the ERCP Project as well as the Programmes & Services department.

Qualifications & Experience

The national consultant is expected to possess the following qualifications and expertise.

- 1- Degree in disaster management, environmental science, environmental management, sustainable development, or any other related degree
- 2- Expertise in vulnerability assessment, risk assessment and disaster risk reduction or similar projects
- 3- Expertise in development of community toolkits and guidelines
- 4- Expertise in developing and facilitating training and community engagement.
- 5- Familiarity with Maldives' sociopolitical, environmental, and economic factors
- 6- Previous work with MRC or NGO experience in a similar role is highly desirable.

Code of Conduct

During the term of consultancy, the MRC Code of Conduct must be signed and thoroughly followed by the consultant.

Evaluation Criteria

Details	Maximum Points
Educational qualification	30
Experience	30
Technical Proposal	40
Total	100

Fees & Payments

The consultant will be paid based on the completion of the deliverables specified above.

Submission requirements

All interested should email their expression of interest to vacancies@redcrescent.org.mv before 2.00 pm on 30 April, 2024, along with the following documentation:

- o Letter of Expression of Interest (EOI)
- o Detailed Curriculum Vitae / Company Profile [including CV of Team Members]
- o Technical Proposal
- o Copies of Accredited certificates including transcripts
- o Letters of work experience (experience will be evaluated based on the documents submitted)
- o Copy of National ID card / Business Registration