

MRC-AD/MIS/2024/360

### Terms of Reference - Consultant to develop a National Level Risk Register and Assessment

Type of Contract	Individual
Duration	6-10 months
Estimated Starting Date	1 <sup>st</sup> November 2024

### 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 National Disaster Management Authority (NDMA) the lead government agency for disaster management and risk reduction.

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 output of the ERCP project will be the development of a National Level Risk Register and Assessment in collaboration with the National Disaster Management Authority (NDMA). This assessment will be important to understand the disaster and climate change risks and impacts that the country will face now and in the future.

### National Level Risk Register and Assessment

The National Level Risk Register and Assessment will be important to understand the disaster and climate change risks and impacts that the country faces now and in the future. The National Level Risk Register and Assessment will be crucial for identifying a broad range of natural and man-made hazards, assessing their potential for causing damage, and understanding the vulnerabilities of communities and infrastructure. It should take a holistic approach, considering how vulnerabilities and interconnectedness across sectors can create complex risks. This process should involve evaluating existing strengths, weaknesses, and challenges faced when conducting climate and disaster assessments. It should also examine institutional capacity, data utilization, and information dissemination.

The National Level Risk Register and Assessment will establish a standardized framework for conducting climate and disaster risk assessment within the country. This critical tool will empower government agencies, civil society organizations (CSOs), local island councils, and other stakeholders involved in disaster risk management activities.

### Scope of Assignment

MRC is seeking the services of an individual consultant to develop the National Level Risk Register and Assessment. This will enable more accurate vulnerability assessments and informed decision-making for disaster risk reduction. The consultant will be expected to:

1. Conduct a comprehensive assessment of the Maldives' current climate and disaster risk management capabilities. This evaluation should focus on both anthropogenic and natural hazards, existing hazard and disaster modeling, mapping tools, exposure databases, vulnerability analyses, and data utilization practices. Additionally, it will examine relevant legislation and policy frameworks. By identifying challenges and constraints, the consultant is expected to provide recommendations to strengthen the assessment system and address any gaps in data and resources.
2. Assessment of data management requirements, to understand (a) data needs, including earth observation data, and data requirements for gender and other social indicators such as sex, age, disability, and income; (b) mechanism for systematic collection and updating of disaster risk information; (c) appropriate data analysis, and dissemination mechanism; and (d) recommendations for the disaster information management system being developed by Maldivian Red Crescent.
3. Develop a National Level Risk Register and Assessment. This includes spatial and/or qualitative assessment which identifies areas of high, medium, low, and no risk. The assessment should also provide an overview of which hazards and regions are most at risk of disasters. Additionally, the document should include recommendations on hazard specific risk reduction and mitigation measures.
4. Consultant with relevant stakeholders and organize and facilitate a validation workshop with key stakeholders, including government agencies, NGOs, and CSOs to present the National Level Risk Register and Assessment.
5. Revise and refine the developed National Level Risk Register and Assessment based on feedback received during the validation workshop.
6. Engage with the design consultant to develop the final document.

## Expected Deliverables

The consultant hired is expected to deliver the following. *The consultant may add further deliverables and details when submitting the technical proposal.*

#	Expected Deliverables
1	Inception Report: Detailed work plan outlining the approach, the methodology for risk identification and analysis, and timeline for carrying out the National Level Risk Register and Assessment
2	Consultation meetings with relevant stakeholders to identify the requirements for the risk assessment and understand gaps in the Maldives.
3	Draft National Level Risk Register and Assessment: This includes a comprehensive assessment (spatial and/or qualitative assessment) of the Maldives disaster risk management capabilities, data management requirements, institutional map, risk evaluation, governance mechanism, recommendations.
4	Provide recommendations for the disaster information management system/ resilience portal being developed by Maldivian Red Crescent based on the assessment of data management requirements.
5	Organize and facilitate a validation workshop with key stakeholders, including government agencies, NGOs, and CSOs to present the National Level Risk Register and Assessment
6	Final National Level Risk Register and Assessment: Revised and finalized version of the documents incorporating feedback from stakeholders and project partners
7	Engage with the design consultant to ensure the final materials developed are accurate and presented in the most suitable manner

## EOI

MRC invites eligible individuals to send their expression of interest. The EOI must include 1 technical proposal and 1 financial proposal.

**Technical Proposal:** The technical proposal must specify the work plan outlining the approach, the methodology for risk identification and analysis (spatial **and/or** qualitative assessment), and timeline for carrying out the National Level Risk Register and Assessment. The technical proposal must provide a list of deliverables and a timeline for delivery, that is within 6-10 months.

The technical proposal must also specify information which demonstrates the individual qualification to perform the services (CV, technical expertise, description of any similar assignments undertaken, experience in similar conditions, appropriate skills among staff, value of those services, etc.). The technical proposal must include links to similar assignments/assessments.

**Financial Proposal:** The financial proposal must be tied to the deliverables in the technical proposal and must specify the expected fees (as a percentage of the total proposed amount) for each deliverable.

The consultant shall be selected based on the qualifications and experience, as well as based on the technical and financial proposal.

## 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- Masters in disaster management, environmental science, environmental management, sustainable development, or any other related degree
- 2- 3-5 years of related experience in risk assessment, disaster risk reduction, disaster management or similar work/projects.
- 3- Familiarity with Maldives' sociopolitical, environmental, and economic factors
- 4- Previous work with MRC or NGO experience in a similar role is highly desirable.

## Fees & Payments

The consultant will be paid based on the completion of the deliverables specified above and in accordance with deliverables and fee schedule specified in the technical and financial proposal.

## Evaluation Criteria

The consultant will be hired based on the following criteria

Details	
Education	10%
Portfolio and Experience	35%
Technical Proposal	35%
Financial Proposal	20%
<b>Total</b>	<b>100%</b>

## Code of Conduct

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

## Submission requirements

All interested should email their expression of interest to [vacancies@redcrescent.org.mv](mailto:vacancies@redcrescent.org.mv) before 2.00 pm on October 15<sup>th</sup>, 2024, along with the following documentation:

- o Letter of expression of interest (EOI)
- o National ID / Passport
- o Detailed curriculum vitae
- o Technical proposal
- o Financial Proposal
- o Copies of accredited certificates including transcripts
- o Letters of work experience
- o Portfolio/examples of similar assignments undertaken