

Terms of Reference

IGAD Climate Prediction and Applications Centre (ICPAC)

Project Name: Scaling Coordinated, multi-hazard and conflict-sensitive Anticipatory Action for Improved disaster preparedness and humanitarian response in the Greater Horn of Africa (SCALAA-GHA) project

Project Implementation Unit: IGAD Disaster Risk Management Unit (DRM)

Terms of Reference for

Consulting Services to Support ICPAC in Undertaking a Regional Mapping and Baseline Survey of Anticipatory Action Initiatives in Eastern Africa Region.

Reference Number: KE-ICPAC-001-CS-LCS

Client

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1. Introduction

The Intergovernmental Authority on Development (IGAD) together with governments and various partners have been working to strengthen Anticipatory Action (AA) as a key component of disaster risk management (DRM) in Eastern Africa. While several initiatives on AA undertaken by various actors are ongoing in the region, collaboration and coordination among these actors remain limited, partly due to the absence of consolidated documentation of these initiatives. The IGAD Regional Roadmap for AA highlights the need for systematic mapping of AA initiatives to enhance coordination, financing, evidence generation, and integration of AA into national DRM frameworks. Further, successful implementation of the AA regional roadmap partly depends on a clear understanding of the regional AA landscape. This mapping exercise will provide a comprehensive overview of ongoing AA initiatives across the Eastern Africa region and will provide critical insights to support strategic decision-making for scaling up AA

2. Objective of the Assignment

The primary objective of this regional mapping exercise is to assess the status of AA initiatives across the Eastern Africa region, covering Djibouti, Burundi, Ethiopia, Kenya, Rwanda, Somalia, South Sudan, Sudan, and Uganda.

The exercise will document the various ongoing AA initiatives aligned with each pillar of the IGAD AA Roadmap, identify the types of hazards covered, examine the range of organizations involved, assess the level of government engagement, assess the financial support available for AA activation and analyze trends in progress across the pillars from 2023 to 2025.

The findings will inform implementation of the IGAD Regional Roadmap for AA¹, supported by the Regional Technical Working Group for AA (RTWGAA). Specifically, the findings will inform regional harmonization, feed into an interactive dashboard on AA initiatives across the region, guide investment priorities, and inform policy decisions on anticipatory action.

3. Scope of services and specific tasks

The mapping will cover the countries listed above and will focus on the six pillars of the IGAD Regional Roadmap for AA. It will assess the types of hazards covered (e.g., drought, floods, pests and diseases, conflict, displacement etc.), focus on national and transboundary hazards, the range of organizations engaged in AA (e.g., Governments, UN agencies, donors, NGOs, community-based organizations, private sector etc.), levels of government and inter-governmental organization involvement, existing capacity and gaps, tools and systems like AA Plans and Protocols and number of AA activations done during 2020-2025 period.

Mapping across the pillars of the regional AA roadmap will focus on specific tasks below.

3.1 Specific Tasks

3.1.1 Harmonized Approach to Triggers and Thresholds

- Inventory of existing EWS for fast and slow onset hazards

¹ [IGAD Regional Roadmap for Anticipatory Action](#)

- Inventory of existing triggers and thresholds across different hazards, food insecurity, protection risks etc.
- Impact-based forecasting approaches developed in the region and how they have been used
- Trigger development processes within the institutions for the past 5 years
- Key challenges and opportunities with trigger development

3.1.2 A Harmonized Approach to Designing Anticipatory Actions:

- Types of AAs (i.e. the pre-agreed risk reduction/ prevention interventions) designed and implemented for climate and non-climatic hazards per country within different targeted sectors
- Methodologies applied to prioritize impacts and design AAs.
- The role of different stakeholders, including at-risk communities, in the process of designing AAs and the systems for delivery of AAs
- Level of alignment between Anticipatory Action Plans (AA Plans)/ Early Action Protocols (EAPs) and national DRM/DRR frameworks
- Number of AA activations in the region and range of coverage of hazards, number of people, geographical locations, amount and sources of AA activation (fuel) funds
- Types of beneficiaries covered by the AA Plans/EAPs
- Key challenges, lessons learnt and design improvements needed of Actions

3.1.3 Enhanced Access to AA Financing Mechanisms:

To investigate the key points below, the study should consider the current funding landscape, and the ongoing humanitarian reset efforts.

- Mapping of donors/ actors and existing/ potential financing instruments/funds actively covering AA in Eastern Africa on both AA systems development (build funds) and AA activation (fuel funds)
- The level of commitment of National governments in allocating or making efforts towards pre-arranged finance for AA. This will include changes in policy, strategies such as on Disaster Risk Financing among other kinds of commitments.
- The level of commitment of donors and Development banks in allocating or making efforts towards pre-arranged finance for AA
- Mapping of build funds to support AA in Eastern Africa including funding to improve relevant systems such as Early Warning Systems, forecasting systems, delivery capacities etc.
- Key challenges and opportunities for pre-arranged financing mechanisms for AA specific to this region; Specific recommendations for governments, donors, and humanitarian and development actors
- Scenarios/ possibilities for AA financing trajectory going forward and recommendations for layering the financing and tapping into the financing instruments

3.1.4 Communication and Advocacy:

- Mapping of knowledge-sharing platforms and advocacy efforts
- Number and types of communication strategies used
- Key challenges and opportunities for regional and national-level advocacy

3.1.5 Research, Evidence, and Learning:

- Availability of documented emerging, promising and good practices and lessons learned

- Inventory of research studies conducted on AA effectiveness and key findings including on evidence of return on investment to AA (RoI)
- Trends in AA evidence generation, challenges and opportunities
- Use of learning for accountability to affected populations and programmatic improvement
- Analyzing lessons learned from past anticipatory action projects and their impact,

3.1.6 Coordination and Legal Frameworks:

- Mapping and level of integration of AA into national policies (DRM, social protection, climate etc) and humanitarian system
- AA coordination mechanisms at national and sub-national levels and stakeholders involved
- Coordination between (i) regional, national and sub-national actors; and (ii) across key thematic areas of work e.g. AA and DRF, AA and cash etc
- Trends in government engagement in AA coordination
- Key challenges and opportunities for AA coordination and institutionalisation/mainstreaming
- Engaging stakeholders, including governments, humanitarian agencies, and development partners

5 Duration and Location of the assignment

The assignment is expected to be completed within **six (6) calendar months** from the contract commencement date.

6. Reporting requirements and timelines for submission of deliverables/reports

The expected deliverables for the consultant shall cover the following crucial outputs (see table below) aimed at assessing the status of AA initiatives across the Eastern Africa region (Djibouti, Burundi, Ethiopia, Kenya, Rwanda, Somalia, South Sudan, Sudan, Uganda).

Table 1: Expected Deliverables

	Deliverables	Number/Format of reports presentation
1	Inception Report: A detailed work plan, methodology, data collection tools and timeline etc.	Electronic copy to supervisor and TWG
2	Country-specific reports summarizing the status of AA across each pillar in each country	Electronic copy to supervisor and TWG
3	Regional synthesis report which will include: <ul style="list-style-type: none"> • A comparative analysis across countries, • Overall regional trends per pillar, • Concise recommendations for practitioners and policymakers 	One copy

4	A catalogue of prioritized impacts, AA actions and hazard scenarios based on findings	One electronic copy
5	Policy brief with recommendations for strengthening AA coordination	One electronic copy
6	Presentation of findings to regional TWG, DRM TAC for validation	A detailed presentation slides summarizing the findings

7. Team Composition, Qualification and Experience for Key Experts

- A team of consultants (3 Experts) is desired with clear detailed roles for each expert as well manhour distribution.
- The consultants shall have a mix of expertise to deliver specific aspects of the assignment
- **The team shall consist of expert(s) with at least**
 - A degree or higher in: Disaster Risk Management (DRM) , Environmental Science, Development Studies, Geography, Social Sciences, Economics (with a focus on risk financing) or any Other relevant fields
 - At least over five years extensive experience in **Anticipatory Action, climate resilience, Disaster Risk Reduction.**
 - A proven track record in **policy analysis, stakeholder engagement, Quantitative and qualitative research skills**, Data collection and Analysis
 - Experience working with multi-sectoral and multi stake-holder initiatives and Governments within the Eastern Africa region
 - Experience working with regional or international organizations

8. Reporting and Supervision

The consultant shall report to the IGAD Head of DRM based at ICPAC. The consultant is expected to coordinate closely with Regional Technical working group, DRM TAC and ICPAC staff. Regular progress updates will be required throughout the assignment.

9. Obligations of IGAD

- a) **Provision of Necessary Documentation and Information:** IGAD will provide the consultant with any relevant background materials and information, while also facilitating access to member states critical contacts and other key stakeholders for gathering critical information.
- b) **Facilitation of Stakeholder Engagement:** IGAD will coordinate meetings, workshops, and consultations with key stakeholders such as government agencies, and regional partners, while also providing logistical support, during consultations and country visits.
- c) **Administrative and Logistical Support:** IGAD will cover reasonable travel and accommodation costs for the consultant, in accordance with IGAD's travel policy, ensuring that the consultant has access to stakeholders to facilitate smooth exercise as appropriate.
- d) **Timely Feedback and Approval Processes:** IGAD will ensure that feedback on submitted deliverables (section 5) is provided in a timely manner to avoid unnecessary delays.

- e) **Final Acceptance and Payment:** IGAD will review and provide final acceptance of deliverables, ensuring that all terms are met as per the scope of services.

10. Obligations of the Consultant(s)

- a) **Conduct of Feasibility Study:** The consultant will carry out a detailed feasibility study on local pesticide production within the IGAD region, focusing on the technical, economic, regulatory, and environmental aspects.
- b) **Stakeholder Consultation and Engagement:** The consultant will actively engage with relevant stakeholders to gather data and insights necessary for the study, ensuring that the views of diverse groups are taken into account. The consultant is required to take advantage of platforms such as GHACOF, NCOF, TWG, DRM TAC amongst others ways etc to engage the stake-holders and gather information as much as possible. It will not be possible to organize a separate stake-holder discussions due to budget limits.
- c) **Preparation of Reports and Documentation:** The consultant will prepare and submit relevant reports and documentation as stipulated including a detailed methodology, work plan, and timeline of each activities, followed by interim progress reports, and final report, all of which will be comprehensive, well-structured, and supported by data analysis, and actionable policy recommendations.
- d) **Adherence to Timelines and Quality Standards:** The consultant will adhere to the agreed timelines and milestones, delivering high-quality, professionally presented outputs that are technically sound and aligned with the ToR herein.
- e) **Regular Communication and Reporting:** The consultant will attend, relevant IGAD stake-holder workshops and events, and review sessions as requested by IGAD, maintaining consistent communication with IGAD DRM to provide updates on progress, address challenges, and suggest any necessary adjustments to the work plan.

11. Methodology

The mapping exercise will employ a mixed-methods approach, including:

- Desk review of existing policies, reports, and databases on AA
- Key informant interviews with government agencies, humanitarian organizations, donors, community of practice, and technical experts
- Engagement with stakeholders at Fora such as GHACOF, TWG members, FSNWG, IAWG, NCOFs
- Online surveys to capture quantitative and qualitative data from stakeholders
- Focus group discussions to validate findings and identify best practices
- Case studies drawing on qualitative methods such as Outcome Harvesting and most Significant Change on to demonstrate key learning from AA implementations in the region
- Stakeholder consultations through interviews and workshops
- Data analysis to identify trends, gaps, and best practices

12. Time Period

The mapping exercise is expected to be completed within 6 months, with the following timeline:

- **Month 1:** Inception phase (desk review, stakeholder engagement, finalization of methodology)
- **Months 2-3:** Data collection and analysis (surveys, interviews, case studies)
- **Month 4-5:** Review and incorporation of feedback prior to validation of findings.

- **Month 5-6:** Drafting, validation of country reports and regional synthesis
- **Month 6:** Dissemination of findings at regional and international platform

13. **Payment Schedule**

The proposed payment schedules based on satisfactory performance of the contract which will be negotiated with the successful consultant is presented in Table 3 below.

Table 3: Proposed payment schedule

s/n	Deliverables	% the contract amount
1	Submission and acceptance the inception report and Presentation, submission and acceptance of progress on Country, regional reports	30
3	Submission and acceptance of progress of AA Catalogue and Policy Recommendations	40
4	Submission and Acceptance of final reports(Regional, Countries, AA Catalogue and Policy Recommendations)	30