

**Terms of Reference (ToR) for Assessing the Needs of Somali Disaster Management Agency (SoDMA) and the Ministry of Humanitarian Affairs and Disaster Management (MoHADMA) in HirShabelleon Early Warning and Early Action (EWEA) and Strengthening their Capacities for Anticipatory Action.**

1	Title	Terms of Reference (ToR) for Assessing the Needs of Somali Disaster Management Agency (SoDMA) and the Ministry of Humanitarian Affairs and Disaster Management (MoHADMA) in HirShabelleon, Early Warning and Early Action (EWEA) and Strengthening their Capacities for Anticipatory Action.
2	SCI Contracting Office	Save the Children Somalia Country Office
3	Period of	The assignment is expected to be completed within 45 days and the consultant/firm is expected to carry out all the deliverables as follows: one weeks for the inception report, four weeks for the needs assessments and capacity building training and one week for the final report.
4	Responsibility for Logistics arrangements and Costs	Save the Children will not be responsible for costs incurred during the application process. The Consultant will be responsible for the overall logistics arrangements and costs, including transportation of the assessment teams. The consultant should submit both technical and financial proposals separately. The financial proposal should detail all the expenses of the consultancy firm, while the technical should capture the methodology, key personnel, manuals and tools going to be used, and timeline for undertaking the assignment.
5	Taxation Provisions	The consultancy firm is responsible for all Taxes arising from the assignment in line with the local Tax regulations applicable at the SCI contracting office named above.
6	Travel requirements	The Consultant shall provide transportation for its teams to the project sites. Save the Children will reimburse for any travel-related expenses, such as fuel, vehicle maintenance, and driver allowances, upon submission of receipts and other supporting documentation.
7	Security requirements	Save the Children will provide security briefings and guidance to the Consultant teams. shall ensure that their teams comply with all security protocols and guidelines provided by Save the Children.
8	Qualification and Experience	The consultant/firm should possess the following qualifications:

		<ul style="list-style-type: none"> <li>• Extensive experience in disaster management, humanitarian coordination, and Early Warning/Early Action systems.</li> <li>• Proven experience in conducting capacity assessments and designing capacity-building programs.</li> <li>• Strong knowledge of anticipatory action mechanisms and experience in working with national and local government institutions.</li> <li>• Demonstrated experience in fundraising, resource mobilization, and donor engagement in the humanitarian sector.</li> <li>• Familiarity with Somalia’s political, social, and economic context, particularly within disaster management and humanitarian operations.</li> </ul>
9	<p><b>Review Criteria</b></p> <p>Valid certificate of registration from Federal Ministry of Commerce</p> <p>Valid Tax compliance certificate from FGS Ministry of Finance</p> <p>Understanding of the ToR (Objectives, deliverable and the scope of the task) and the technical areas of the assignment (15%)</p> <p>Methodology (15%)</p>	<p><b>Essential-Pass/Fail</b></p> <p><b>Essential-Pass/Fail</b></p> <p>Demonstrate a clear understanding of the objectives, deliverables, and scope of work outlined in the Terms of Reference (ToR) to assess the institutional and technical capacities of SODMA and MOHADMA on Early Warning and Early Action (EWEA) and Anticipatory Action (AA) and provide tailored training and establish coordination guidelines that enhance anticipatory action.</p> <p>Clear strategy on how to conduct a comprehensive needs assessment of SODMA and MOHADMA with focus on EAEA systems, coordination, and response capabilities and provide targeted training for SODMA and MOHADMA staff on Early Warning, Early Action, and anticipatory action mechanisms to develop and implement systems and coordination platforms that facilitate improved coordination between SoDMA, MOHADMA, and key stakeholders at the local and national levels.</p> <p>Clear guidelines on how to support SoDMA and MOHADMA in establishing inclusive leadership structures that empower local communities and ensure effective anticipatory actions and Guide both agencies</p>

		<p>in identifying and accessing funding opportunities for anticipatory action and disaster risk management.</p>
	<p>Qualification, experience and capacity of the firm/and teams (30%)</p>	<ul style="list-style-type: none"> <li>• At least 7 years extensive experience in disaster management, humanitarian coordination, and Early Warning/Early Action systems.</li> <li>• Proven experience in conducting capacity assessments and designing capacity-building programs with Governments and local institutions</li> <li>• Strong knowledge of anticipatory action mechanisms and experience in working with national and local government institutions.</li> <li>• Demonstrated experience in fundraising, resource mobilization, and donor engagement in the humanitarian sector.</li> <li>• Familiarity with Somalia’s political, social, and economic context, particularly within disaster management and humanitarian operations.</li> </ul>
	<p>Work-plan detail (10%)</p>	<p>Clear sequencing of activities, proposed timeline and responsibility of the team members</p>
	<p>Costs (Budget) (30%)</p>	<p>Provide a detailed budget breakdown for the entire need assessment including personnel costs,</p>

10	<b>Application Procedure</b>	<ul style="list-style-type: none"> <li>Interested consultant (s) who meet the consultancy requirements are requested to submit their bid and each application package should include the above required minimum requirements.</li> </ul> <p>Applications can be submitted by either:</p> <p><b>Electronic Submission via ProSave (Recommended)</b></p> <ul style="list-style-type: none"> <li>➤ Submit your response in accordance with the guidance provided in the below document:</li> </ul> <ul style="list-style-type: none"> <li>Bidders are encouraged to apply via Ariba system. Please request the Ariba link via email sending your company profile and Business registration certificate/CV. Please address your Ariba link request to <a href="mailto:css.logistics@savethechildren.org">css.logistics@savethechildren.org</a></li> </ul> <p><b>Electronic Submission via Protected Email box (Optional)</b></p> <ul style="list-style-type: none"> <li>Email should be addressed to <a href="mailto:southcentral.supplychain@savethechildren.org">southcentral.supplychain@savethechildren.org</a></li> <li>Note – this is a sealed tender box which will not be opened until the tender has closed. Therefore, do not send tender related questions to this email address as they will not be answered.</li> <li>The subject of the email should be <b>the same as the consultancy title.</b></li> <li>All attached documents should be clearly labelled so it is clear to understand what each file relates to.</li> <li>Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.</li> <li>Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.</li> </ul> <p>Applicants should also indicate the date they are available to start working on the consultancy</p> <p>All applications MUST be submitted on or before the closing date below to be considered for the assignment.</p> <p><b>Only shortlisted Candidates will be contacted.</b></p>
11	<b>Closing date for Applications</b>	<p>Interested consultants shall submit their applications through the above procedures <b>on or before 19<sup>th</sup> October 2024.</b></p>
12	<p><b>Terms of Reference (ToR) for Assessing the Needs of Somali Disaster Management Agency (SoDMA) and the Ministry of Humanitarian Affairs and Disaster Management (MoHADMA) in HirShabelle, Early Warning and Early Action (EWEA) and Strengthening their Capacities for Anticipatory Action.</b></p> <p><b>1. Background</b></p> <p>Save the Children is a non-political, non-governmental organization dedicated to promoting child rights. Our vision is to create a world where every child has the right to survival, protection, development, and participation. Since 1951, Save the Children Somalia country office has been working in Somalia implementing humanitarian and development programs in five key sectors: child poverty reduction, child survival, child rights governance, child education, and child protection.</p> <p><b>2. Introduction:</b></p>	

Natural disasters pose a significant threat to the populations in our target locations, including the Somali people in general, and can have devastating humanitarian consequences. The increase in extreme weather events caused by climate change exacerbates existing vulnerabilities and negatively impacts the livelihoods of poor communities, leading to loss of life, livelihoods, and displacement. Further impacts of the disaster are felt on infrastructure, health, and education services, and increased child protection risks. To address these challenges, Save the Children Somalia country office is currently implementing Reducing Impacts of Disasters Using the Anticipatory Action Framework project in HirShabelle State (Beletwyene Hiran Region) in collaboration with relevant agencies in line with national plans and priorities. This project is funded by German Federal Foreign Office (GFFO). The project focuses on strengthening local and national systems and capacities in early warning and anticipatory action programming. It provides valuable learning opportunities for anticipatory action, disaster preparedness, early warning systems, data collection, and trigger development for anticipatory action. The region of the project (Hiran) serve as a suitable case study to understand how anticipatory action can shift the focus from reacting to hazards to actively anticipating them in the context of a protracted crisis. To monitor the humanitarian situation throughout the year, the project utilized Household Economic Analysis (HEA) and Cost of Diet (CotD) and monitoring of early warning. By using available and updated baselines, Save the Children is currently conducting an outcome analysis across four distinct livelihood zones. This exercise aims to provide comprehensive insights into the humanitarian situation throughout the year. Following this analysis, a cost of diet exercise will be undertaken to generate impact-based forecast information, which will help inform more effective interventions. The combined data will support evidence-based decision-making to improve food security and nutritional outcomes for vulnerable populations in these areas.

Additionally, to strengthen local and national systems and capacities in early warning and anticipatory action programming, the Somali Disaster Management Agency (SoDMA) and the Ministry of Humanitarian Affairs and Disaster Management (MOHADMA) play a central role in managing and coordinating humanitarian responses and disaster management across Somalia. In recent years, the country has experienced an increasing number of climate-related hazards such as droughts and floods, coupled with ongoing political and socio-economic challenges. Early Warning and Early Action (EWEA) systems, which allow for the timely detection of risks and the proactive response to prevent or mitigate disasters, are crucial in this context.

However, the government leadership in coordinating anticipatory actions remains limited across Federal Government and Federal Members States. The need to understand the capacity of SoDMA, and MOHADMA in coordinating and executing anticipatory actions is not yet fully realised. The need for technical support needs to be grounded on an assessment of their capacity in terms of structures and systems in order to strengthen coordination systems and enhance coordination of funding for anticipatory actions. This technical ToR outlines the framework for assessing these needs, providing training, and establishing systems that ensure inclusive local leadership in managing disaster risks and facilitating anticipatory actions.

## **2. Objectives of the Assignment**

The overall objective of this assignment is to assess the institutional and technical capacities of SoDMA and MOHADMA on the coordination of Anticipatory Action (AA). This is aimed at facilitating the establishment of government-owned coordination of anticipatory action, including funding mechanisms that support anticipatory actions at the community level.

Specific Objectives are.

- Assess the structures of the government coordination that supports anticipatory actions.
- Assess the capacity of these structures and how they relate to the community levels.
- Develop strategies to strengthen SoDMA, MOHADMA, and key stakeholders at the local and national levels.

### 3. Scope of Work

The consultant firm will facilitate the assessment work within three geographic areas of Somaliland, Puntland and Southern state with focus on:

1. Southern State with a focus on Beledweyne

The Federal Government and Federal Member States agencies will focus on collaboration with the Disaster Management Agencies or Climate and Environment Ministries including but not limited to:

1. Federal Government of Somalia, primarily SODMA
2. Hirshabelle with a focus on Hiraan, especially the Ministry of Humanitarians and Disaster Management (MoHADM)

Meanwhile the local level coordination will focus primarily on the selected districts of the project. This is outlined as follows:

1. Beledweyne district

However, if the regional government structures is deemed important, the consultant will ensure that they assess the structures within the region. The following regions will be priorities for this assessment.

1. Hiraan Region

Community level coordination structures including the Community Disaster Management Committees will be assessed in terms of coordination roles, capacity and linkages with the districts, regional and or national disaster management structures.

### 4. Expected Deliverables

- **Inception Report:** Detailed work plan, methodology, and timeline for conducting the assessment and delivering the outputs.
- An analysis of coordination structures which has the potential for supporting the local leadership of anticipatory actions
- Strategy of how to improve the local leadership in coordination of the anticipatory action structures including the capacity requirements such as technical, equipment and logistical arrangements

## **5. Duration of Assignment**

The assignment is expected to be completed within 45 days and the consultant/firm is expected to carry out all the deliverables as follows; one weeks for the inception report, four weeks for the needs assessments and capacity building training and one week for the final report.

## **6. Required Expertise**

The consultant/firm should possess the following qualifications:

- Extensive experience in disaster management, humanitarian coordination, and Early Warning/Early Action systems.
- Proven experience in conducting capacity assessments and designing capacity-building programs.
- Strong knowledge of anticipatory action mechanisms and experience in working with national and local government institutions.
- Demonstrated experience in fundraising, resource mobilization, and donor engagement in the humanitarian sector.
- Familiarity with Somalia's political, social, and economic context, particularly within disaster management and humanitarian operations.