



## WARDI Relief and Development Initiatives

Laami Yare Road| Wadajir District| Mogadishu  
3B AMCO Building| Limuru Rd| Parklands| Nairobi  
P.O. Box 71750-00610| Nairobi, Kenya  
Tel: +252 857358/ +254 205210730

## Terms of Reference

Terms of Reference for Establishing and Strengthening Early Warning Committees, Training, Equipping Them to Enhance Their Capacity, and Developing Community-Based Risk Reduction Plans in Afgoye and Wanlaweyn, Southwest State of Somalia.

Tender reference #: WARDI/Care - AART-2025 -DRR Consultancy Training

The contact person for this tender is:

Abshir Mohamed, [procurement@wardi.org](mailto:procurement@wardi.org)

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## 1. About WARDI

WARDI is a national non-governmental organization in Somalia with operational presence across six regions in South Central. Founded in 1993 and fully registered with the Federal Government of Somalia, WARDI's mission is to provide dignified support to people affected by crises to enable them lead a dignified and prosperous life. WARDI has offices in Mogadishu, Jowhar, Afgoi, Wanlaweyn, Beletweyne and Buloburte in South Central as well a liaison office in Nairobi. WARDI specializes in responding to humanitarian emergencies, bridging the gap between crisis and resilience as well as long-term developmental projects with a track record in implementing high-quality health and nutrition, food security and livelihood, education, protection, and WASH interventions. Our programming has the distinct attributes of applying a bottom-up approach that puts the communities, local authorities, and governments (National and Federal states) we work with at the center of our programs. Currently, CARE/WARDI is implementing Anticipatory Action and climate resilience along the transhuman corridor project, funded by DANIDA in Afgoye.

## 2. Introduction

Somalia is currently grappling with a severe and prolonged drought, a crisis that has been further complicated by ongoing conflict, widespread insecurity, disease outbreaks, and pervasive poverty. In 2023, an alarming estimate of approximately 8.25 million individuals—almost half of the nation's total population—were in desperate need of humanitarian aid and protection services.

The agriculture sector, which is vital to the country's economy and responsible for up to 90 percent of Somalia's exports, has suffered catastrophic damage as a result of the drought. This has led to widespread agricultural failure, increased displacement of rural communities, loss of livelihoods, and the tragic death of about one-third of livestock in the most affected areas. The repercussions of these losses have been profound, undermining food security and economic stability across the nation.

Despite a brief period of recovery following the last Gu season from March to May 2023, which brought some favorable rainfall, Somalia was soon hit by severe flooding connected to the El Niño phenomenon between October and December 2023. These floods have devastated infrastructure and have further strained resources in communities already reeling from the effects of drought.

Currently, these same communities find themselves facing severe drought conditions once again. Notably, several districts in the South West State of Somalia, such as Afgoye, Wanlaweyn, Burhakaba, Hudur, and Ceel Barde, have been particularly impacted by the La Niña climate pattern. This situation has resulted in below-average rainfall or even complete rain failures, leading to critical shortages of water and a lack of pasture for livestock. The cumulative effects of these environmental hardships have placed immense pressure on both human populations and the livestock sector, intensifying the need for immediate and sustained humanitarian assistance.

The AART project is acutely aware of the profound and multifaceted impacts that La Niña can impose on vulnerable communities, with a particular focus on Wanlaweyn and Afgoye districts. This climate phenomenon, characterized by heightened rainfall and unpredictable weather patterns, poses significant risks through both severe droughts and devastating flooding. These extreme weather events threaten to dismantle the fragile livelihoods of local populations, whose resilience has already been severely weakened by a series of recent crises, including conflict and economic instability.

In light of these daunting challenges, the AART project, in partnership with various local organizations, is committed to implementing an innovative and proactive strategy. The initiative centers around the development of community-based risk reduction plans, crafted specifically for the unique context of Wanlaweyn and Afgoye districts. This approach emphasizes the importance of local knowledge and customs, ensuring that the plans are not only relevant but also culturally appropriate and sustainable.

### 3. Description of the assignment.

The consultant or consulting firm will play a crucial role in enhancing the capabilities of the existing early warning systems and Natural Resource Management Committees. This enhancement will occur through comprehensive training programs focused on Disaster Risk Reduction (DRR), early warning mechanisms, and anticipatory actions. The objective is to develop tailored community-based risk reduction plans that address specific local challenges.

To achieve this, the consultant will organize a series of workshops and community meetings that encourage active participation and open dialogue among residents. These gatherings will create a platform for collaboration with local leaders and stakeholders, enabling the collection of invaluable insights and experiences from community members. By engaging in these discussions, participants will work together to identify prevalent vulnerabilities within their community and brainstorm potential responses to these risks.

A core emphasis of these assignment is to foster a strong sense of ownership among the community members regarding their disaster preparedness and response strategies. By empowering individuals and groups to take charge of these initiatives, the AART project aims to cultivate resilience within the community, encouraging proactive measures rather than reactive ones.

This initiative not only seeks to bolster the community's immediate response capabilities but also to lay a robust foundation for a more resilient future. In doing so, it will equip the people of Wanlaweyn and Afgoye with the necessary tools, knowledge, and support systems to effectively withstand and adapt to the various challenges presented by La Niña and other climate-related adversities. Ultimately, the project aspires to foster a self-sustaining culture of preparedness and resilience that can withstand the test of time, ensuring the safety and well-being of the community in the face of future environmental uncertainties.

- **The objective of the Transhumance Corridors Mapping**

The primary objective of this assignment is to empower local communities to effectively mitigate climate-related risks while enhancing their capacity to remain stable in the face of environmental challenges. By focusing on preventative measures and strategies, the initiatives aim to minimize or eliminate the adverse impacts that climate change can have on individuals, families, local groups, and their overall livelihoods.

This includes developing comprehensive plans that not only prepare communities for potential climate shocks but also strengthen their resilience against them. Specific efforts may involve creating emergency response frameworks, establishing support networks, and implementing sustainable practices that reduce vulnerability.

Ultimately, these initiatives are designed to foster a proactive approach to climate adaptation, enabling communities to recover quickly from the ramifications of climate-related events and ensuring that they can maintain their quality of life and social cohesion despite ongoing environmental changes.

- **Scope of the consultancy:**

The consultant will undertake the following tasks:

1. Conduct a consultative workshop with the existing early warning and Natural resource management committees and local administration representatives to:
  - Present the assignment objectives, activities, and expected outcomes.
  - Gather feedback and suggestions from stakeholders on the project implementation by looking at the key elements including but not limited,
  - Identify climate risk affected by communities.
  - Identify existing disaster risk reduction strategies to reduce the impacts of increasing climate-related natural disasters on vulnerable households.
  - Link community to access climate information by linking them to government and local authority.
  - Identify challenges, lessons learnt and opportunities for enhancing adaptation of community Based to climate change.
  - Develop Disaster risk reduction action plan for addressing the identified challenges and gaps.
2. Extend DRR training to communities that have not yet been reached:
  - Identify the communities that have not yet received DRR training.
  - Develop and deliver DRR training modules tailored to the specific needs and context of these communities.
  - Train community members on disaster risk management, early warning systems, and community preparedness measures.
  - Provide guidance and support to the early warning and natural resource management committees in developing their plans and strategies for disaster preparedness and response.
3. Assess the impact and gaps in the existing early warning systems and community preparedness mechanisms:
  - Review the existing early warning systems and community preparedness mechanisms in the project area.
  - Conduct a gap analysis to identify the strengths and weaknesses of these systems and mechanisms.
  - Assess the effectiveness of the early warning systems and community preparedness mechanisms in reducing the impact of climate-related disasters.
4. Develop an action plan and recommendations for strengthening the early warning systems and community preparedness mechanisms:
  - Based on the findings of the gap analysis, develop an action plan for strengthening the early warning systems and community preparedness mechanisms.
  - Provide recommendations for improving the effectiveness of these systems and mechanisms in reducing the impact of climate-related disasters.

- **Qualification and Experience**

The consultant should have expertise in DDR and present the qualification of related subjects including Bachelor's degree in disaster management, environment, agriculture and livestock or a related field of study.

At least 3-4 years of work experience in disaster risk management and recovery with an international/ bilateral/ multi-national agency/non-government organization.

Thorough understanding, technical expertise, and in-depth knowledge of disaster risk management and recovery, including the use of good practices and tools.

Excellent facilitation and training skills.

Demonstrable experience in undertaking similar assignments.

Excellent command of written and spoken English language

Experience working with locals/international organizations.

- **The consulting firm/individual will be responsible for the following:**

Engage local authorities and conduct community scoping to identify the most common weather and climate-related shocks.

Identify the existing disaster risk strategies and plans.

Create early warning and natural resource committees in target villages if there is no existing committees

Develop training materials relevant to the context (PPT)

Train early warning and natural resource management committees on DRR

Develop community-based DDR plans.

- **Consultant role and expecting deliverables**

DRR training report

DRR community plans

List of trained community committees

Engage local authorities

- **Reporting**

The consultant will be expected to maintain daily contact with the AART teams and provide feedback on daily basis during the assignment.

- **Time Frame**

The duration of the assignment will be 30 days.

- **Terms and Conditions**

Consultancy fee: The consultant will come up with his/her own rate which will be subject to negotiation within the bounds of donor requirements and set standards of WARDI, the consultant is expected to estimate all relevant costs for the exercise, including costs for data collectors, vehicle rent, venue, accommodation and travel while undertaking activities related to this assignment.

- **Application Procedure & Requirements**

- Consultant interested in this assignment are expected to provide the following documentation:
- Technical proposal with a detailed response to the TOR, with specific focus on the scope of work, methodology to be used and key selection criteria.
  - Initial work plan based on the methodology outlined, and indication of availability
  - Financial proposal detailing the daily rate expected including accommodation, transportation, enumerators, and all other data collection cost related to this assignment.
  - Company profile or CV including a minimum of 3 references
  - Detailed budget breakdown based on expected daily rates.
  - Share 1 example report of similar work. (mandatory)
  - Share PO of similar work.

#### 4. Application Process

This is tender is competitive procedure with negotiation.

##### a. Relevant dates

No	Description	Date / Days
1	Publication / sending date of the call for tender	27/01/2025
2	Deadline for the submission of the first offer	09/02/2025

These dates are fixed by WARDI, offers submitted after the deadline will not be considered.

##### b. Form of the bid

The bid must contain the following documents.

- Firm profile
- Registration
- Proof of previous experience in similar consultancies
- Technical proposal (the technical proposal must demonstrate the methodologies, technical expertise of the firm as well as the activity schedule)
- Financial proposal

Bids must comply with formal requirements; the following bids will be excluded from the tender process:

- Bids received after the submission deadline.
- Bids in which changed entries made by the tenderer are not beyond reasonable doubt
- Bids in which changes and/or additions were made to the tender documents
- Offers without prices.
- Unauthorized alternative offers

In the case that certain documents may be missing from the offer:

- The bid will be excluded from the evaluation process.

☒ The tenderer will ask the bidder to complete its offer in 3 days after notification by WARDI. If the offer is still incomplete after this deadline, the offer will be excluded from the evaluation process.

All types of documents related to the economic evaluation of the offer on the basis of the award criteria cannot be submitted or completed after the deadline for the submission. Offers missing such documents will be excluded from the tender process.

#### c. Instructions for the bidder

- All correspondence and documents related to the quotation procedure, contracts, and reporting must be made in English.
- All bids must be submitted to [procurement@wardi.org](mailto:procurement@wardi.org)
- Please send all further questions and inquiries to the following address [procurement@wardi.org](mailto:procurement@wardi.org) with the subject of tender inquiries.
- To maintain equal treatment among the bidders, all questions and answers asked before the submission deadline will be transferred to all applicants.
- The price of the offer must be indicated in USD. They should be divided into net prices and prices with all taxes and fees.
- Prices must be valid and fixed for a period of 14 days from the deadline of the offer submission.
- All submitted offers are final; no modifications will be accepted after its submission.
- This RFQ does not commit WARDI to enter into any contract or agreement for products or services with any supplier responding to it.
- The bidder can withdraw and change its offer at any time until the deadline for the submission. All offers submitted at the moment of the submission deadline are final.
- An Award of a Purchase Order (PO)/Contract: a PO/Contract will be awarded to the bidder with the most economic bid (price and technical qualifications). The successful bidder will sign a PO/Contract with the General Conditions of Contract for Procurement of Goods or Services.
- Evaluations of Quotations: Only complete bids that include full documentation will be evaluated and bids that don't fulfil all requirements listed will be excluded from the evaluation.
- The process will be a competitive procedure without negotiation. WARDI also reserves its right to accept an offer without prior negotiation.

#### 5. Requirements for the bidder / Eligibility of the bidders

Bidders must meet the eligibility criteria to be considered for the award:

Bidders, who do not meet these criteria, will be excluded from the procedure.

Additionally, bidders can be excluded at any time if it comes to the attention of WARDI that a person whose conduct is attributable to the company has been convicted of a crime by a court of law or if a fine has been imposed by a court of law on the company for a criminal act.

#### 6. Evaluation process

##### a. Other exclusion criteria

The offer will be excluded from the procedure, if:

1. It does not include all the documents as listed in 4. a, and b., and is therefore incomplete
2. The bidder does not meet all the criteria listed in 5., and is therefore not eligible for this tender.

## b. Award criteria

The Award criteria will be based on the following criteria;

No	Description	Weight
1	Best Technical proposal, profiles, registration and past experience	20%
2	Lowest financial offer/quoted	80%

The successful bidder will be informed in writing through a Notification of award that its tender has been accepted. Through this notification, the contract is concluded and becomes legally effective.

## 7. Terms and conditions

### a. The contract

By submitting your offer, you agree to its terms. Divergent contractual conditions such as delivery periods, payment modalities, etc. are inadmissible and cause the exclusion of the bidder. The conclusion of the contract occurs at the award of the bid. The signing of the contract, done after the award of the tender, is only a matter of formality.

### b. (For the delivery of service) Defects

In the event of delivery of defective or inadequate products or services, the tenderer shall be obliged to replace them within a maximum of two weeks from the date of detection of the defect and the tenderer shall be obliged to bear all costs of analysis and destruction of the defective products. The customer/organization, in turn, undertakes to report any defects to the contractor without delay after becoming aware of them.

### c. Cancellation or modification of the procedure

Changes to deadlines or the ToRs, as well as a transfer back to a previous state of the procedure, are possible at any time.

A cancellation, transfer back or modification to the procedure is possible at any time and may occur for example if:

- The bidding procedure has been unsuccessful, for example, if no Technically or financially worthwhile quotations have been received or there has been no response at all,
- The economic or technical parameters of the project have been fundamentally altered,
- exceptional circumstances or force majeure render normal performance of the project impossible or all technically compliant quotations exceed the financial resources available,
- There have been irregularities in the procedure, in particular, if these irregularities have prevented a fair competition

In the event of the quotation procedure's cancellation, WARDI will notify the contractors. If the quotation procedure is canceled before any bid has been opened, the sealed envelopes will be returned, unopened, to the contractor.

In no circumstances is WARDI liable for damages, whatever their nature (in particular damages for loss of profits) due to the modification of the procedure or the cancellation of a bid, even if WARDI has been advised of the possibility of damages. The publication of a procurement notice does not commit WARDI to implement the program or project announced.