**Call for Offers / Terms of Reference (TORs)**

Disclaimer: This document is a working aid for developing a TOR for a context analysis in the framework of a CEDRIG training. We accept no liability whatsoever. We do not guarantee that the documents are complete or cover every eventuality.

The *blue*text passages contain instructions and/or suggestions and can be overwritten or deleted when not needed anymore.

**Title: Regional assessment on climate change, disaster risk and environment C/D/E in the context of the CEDRIG training in [*insert name of context*].** *[Note that the reference to CEDRIG is included here under the assumption that the context analysis will be used for a CEDRIG training.]*

**Organization:** *[insert further information*]

**Duration:** [*insert intended duration*]

**Number of days**: *15-30 days [specify according to the desired level of detail of the C/D/E assessment]*

**Contract Type:** Consultancy

**Closing date:** *[insert closing date]*

**Basis:**

*[Include relevant references. For example:*

* *Swiss Cooperation Programme of the respective context*
* *SDC Climate foresight analysis: Global and regional risks and hotspots. Draft Update 2023*
* *Context-relevant information which the consultant will need to gather himself. (could include IPCC AR 6)]*

1. **Background**

[*Insert background on the targeted context.*]

[*Insert background on the Swiss Cooperation Programme in the targeted context, incl. its overall goal and priority domains.*]

Switzerland’s current International Cooperation Strategy includes a specific strategic objective on protecting the environment and combating climate change. To this end, the Swiss Agency for Development and Cooperation SDC strives to systematically consider and incorporate C/D/E into its cooperation programmes (strategic level) and at the level of operational work (projects and programmes). The integration of such risks encompasses two mutually reinforcing perspectives: (1) the risk perspective needs to look at how the development endeavour might be negatively impacted by natural or environmental hazards, or the consequences of climate change; and (2) the impact perspective needs to consider how the work supported might negatively contribute to further aggravating the environmental situation.

To support the SDC in the task, the [**Climate, Environment and Disaster Risk Reduction Integration Guidance (CEDRIG)**](http://www.cedrig.org/) tool was developed. CEDRIG helps development and humanitarian actors systematically integrate C/D/E into development cooperation and humanitarian aid so that interventions can enhance the overall resilience of systems and communities. The systematic integration of C/D/E the project and strategic level **depends on a sound analysis of the national (or sub-national) context in which the project/strategy operates.** This analysis includes information on the general hazard context, the exposure and vulnerability of targeted domains and sectors, and risks. Furthermore, it implies an understanding and a general assessment of existing national or local strategies, policies, interventions and actors.

1. **Objectives**

These TORs provide the framework for an assessment on C/D/E in [*insert context*]. The findings of this **context analysis** will provide the technical and contextual basics for a CEDRIG workshop and will allow to identify entry points for climate adaptation and mitigation opportunities for the SDC Cooperation Programme. It can, however, also be used more generically and outside of SDC.

The analysis has to fulfil the following objectives:

Identification of the specific challenges and opportunities associated with **C/D/E in *[insert context*]**. This includes an overall perspective of current and expected climate, disaster and environmental risks and impacts, governments’ strategies and plans to react to those, the role of relevant national and international actors, funding, and more.

*[Include optionally: Analysis of the priority domains of the**current* ***Swiss Portfolio*** *in terms of their (a) integration of C/D/E, (b) possible unintended impacts on the climate or the environment, and (c) their vulnerability to climate change (e.g. in view of the following point below).]*

*[Include optionally: Identification of* ***entry points for climate change adaptation and mitigation activities*** *in the existing portfolio at the project level, as well as for the next Regional Cooperation Programme [insert context] at the strategic level (e.g. concrete recommendations on how the portfolio and the domains can integrate climate adaptation and mitigation activities in the future).]*

The consultant(s) should take into consideration and build on existing data, information, experiences, strategies and previous/existing projects supported by the teams in [*insert context*] as well as from other relevant stakeholders.

1. **Guiding questions**

In line with the above-mentioned objective, the analysis should address the following non-exhaustive questions. The questions can be further refined during the inception phase in consultation with SDC. *[Select/add questions according to your needs. The following are examples to be used.]*

***[C/D/E situation***

* *Current natural hazard situation: Which natural hazards are dominant in the context? Which natural hazards lead to the most frequent damage? Which lead to the greatest damage?*
* *Current environmental hazard situation: Which environmental hazards are dominant in the project context? Which environmental hazards lead to the most frequent damage? Which lead to the greatest damage?*
* *Primary causes of environmental degradation, pollution, and greenhouse gas emissions: What are the primary causes of greenhouse gas emissions? How are they expected to change in the near future? What are the main causes of environmental degradation or pollution, and what trends are expected to continue?*
* *Climate change trends and projections: How are hazardous events and environmental issues expected to evolve in the future? What are the climate change scenarios? How is climate change expected to affect the hazard and the environmental characteristics? Are any other trends relevant?*

***Exposure and vulnerability of targeted domains and sectors***

* *What is the potential exposure of people, property, systems and critical infrastructure to the identified hazards?*
* *What are the overall vulnerabilities (incl. physical, social, economic and environmental factors) in [context] with regard to the hazards?]*

***Risks***

* *Based on the previously identified hazards, exposure and vulnerabilities, what are the relevant risks? Conduct a qualitative assessment of the risks in [context].*

***National/local strategies, policies, interventions and actors***

* *Strategies and policies: What are official policies, strategies, and plans related to climate change, DRR and the environment and regarding [add domain(s)] both at national and the relevant sub-national level.*
* *Interventions and lessons learned: What are the completed or ongoing interventions in climate change, DRR and the environment with relevance to [add domain(s)]? What do you know about lessons learned regarding good practices or challenges from other development interventions in the relevant field?*
* *Actors: Who are the major actors in the areas of climate change, DRR and the environment relevant to the present context analysis? What are their priorities? How are they funded? Is there a potential to join forces or create synergies with existing projects, initiatives or funding mechanisms?]*

1. **Suggested Methodology**

The assessment methodology will be guided by the objectives, while exhaustively addressing the key questions mentioned in the following section. Most of the assessment will be done virtually and through desk studies. The assessment is expected to provide qualitative and quantitative information through: *[Choose appropriate methods from the following options:*

* *Review of existing climate-related context studies (UN, NGOs, others) concerning the countries covered by the Swiss Cooperation Programme [insert context].*
* *Review of the programme, including cooperation strategy (results framework), annual reports, portfolio reviews, entry and credit proposals of projects and other relevant documentation.*
* *Interviews to gather primary data from key stakeholders (project implementing partners, government partners, donors, communities) using a structured methodology where necessary.*
* *Interviews with regional SDC staff members from [context].]*

1. **Deliverables and Timeline**

The following **deliverables** are expected from the C/D/E-focused context analysis:

1. A detailed **work plan** with time frame and allocation of days needed to be developed by the consultant, discussed and approved by SDC during the kick-off exchange.
2. A **draft report** (max. 20 pages, excl. executive summary and annexes) including an analytical review. The report should answer the guiding questions *[optional: and formulate concise, specific recommendations]*.
3. A [*virtual / face-to-face*] **presentation** of the preliminary results during the CEDRIG workshop in [*add location if taking place face-to-face*] on [*date*]. For this purpose, the consultant shall prepare a PowerPoint presentation.
4. A **final report** after the workshop. The consolidated, concise report should not exceed 35 pages, excl. executive summary and annexes.

**Timeline**

The mandate should be concluded until [*insert end date of mandate, i.e. around 2 weeks after the workshop*].

Until [*date*], the consultant conducts a **context analysis** covering all the objectives mentioned in the previous section, with a geographical focus on [*context*] [*optional*: , as well as a thematical focus on the domain(s) [*insert domain(s)*]]. The report will serve as a key knowledge and context document for the preparation of the CEDRIG workshop.

In the **CEDRIG workshop (**[*insert date*]**)**, the consultant will participate as an expert (presentation and validation of findings) and resource person for technical questions on climate change, disaster risk and environment on a regional and local level.

After the workshop, the consultant will integrate any necessary changes to the context analysis resulting from the workshop and provide a **final context analysis** by [*insert date*].

1. **Consultant Profile**

The entire exercise shall be conducted either by a single consultant or a by a team of consultants (maximum 2) fulfilling the following requirements:

* Master’s degree, or equivalent in relevant field
* Proven knowledge of the climate change, disaster risk and environment situation as well as the social and political context of [*context*].
* At least seven years of experience in climate change and development work, especially in identifying adaptation and mitigation entry points and climate change integration/mainstreaming at both project and strategic levels.
* Strong analytical capacity combined with ability to synthesize/communicate findings.
* Robust skills in assessment methodologies incl. writing of assessment reports and professional experience in conducting evaluations.
* Excellent command of oral and written *[English / other languages]*.

1. **Time Frame and Logistics**

The maximum time frame for this assessment by the consultant is **15**-**30 working days** *[adjust to the specific assignment]*. The allocation of working days to inception, analysis, participation in the workshop and report writing will be agreed on the basis of the inception report.

The assessment is scheduled to take place between [*insert timeline*] along the following deliverables:

|  |  |
| --- | --- |
| **Timeframe** | **Deliverables** |
| [*insert dates*] | Announcement |
|  | Deadline of submission |
|  | Awarding of mandate |
|  | Submission of detailed work-plan with timeframe outlining the activities/steps to be undertaken during the consultancy |
|  | Kick-off exchange and briefing session with SDC |
|  | Carry out assignment (desk review, interviews, field visit if needed)  Elaboration and delivery of draft context analysis report in English to SDC for review and feedback |
|  | Participation in CEDRIG workshop facilitated by SDC (in [*location]* or on *[insert virtual platform, such as MS Teams]*), presentation of the draft context analysis |
|  | SDC to provide feedback on the draft report |
|  | Delivery of final report to SDC integrating all comments and feedbacks |

*[Specify requirements on logistics (e.g. on computer, mobile phone, transportation, accommodation, visa) as needed and appropriate.]*

*Procurement is carried out in accordance with the contracting entity’s guidelines (e.g. with award criteria – a list of potential criteria can be obtained from SDC on request).*