

Terms of Reference

Learning from the *Coalition Building in Coastal Cities and Communities Project*

BACKGROUND:

Cities are facing increased risk of disasters and impacts of changing climate on their critical systems, wellbeing and livelihoods of people and straining the capacity of governance systems to manage risks effectively. In many of the cities of developing countries, poor communities living on the outskirts of urban cores and in informal settlements are more vulnerable to the growing risks due to limited access to basic and emergency services, and reduced opportunities to invest in resilience solutions due to poverty and lack of influence on decision-making. Responding to the growing need to reduce urban risk in cities, the Red Cross Red Crescent (RCRC) National Societies are diversifying their programs and partnerships and innovating to better understand and respond to complexities of urban risk and vulnerabilities.

The Global Disaster Preparedness Center ([GDPC](#)), in collaboration with the American Red Cross, received a grant (to be referred as the Coalition Building in Coastal Cities Project -the Project) from USAID/OFDA to design and test a set of tools and services to assist RCRC National Societies and their partners to create effective city coalitions on community resilience, targeting climate-smart resilience and coastal risk reduction in particular. The city coalitions are intended to complement existing urban governance processes led by local government and draw wider support from the business community, universities, civil society organizations, and other stakeholders into city-wide civic engagement on community resilience.

The Coalition Building in Coastal Cities project is being implemented across three countries and four cities in the Asia-Pacific region: Indonesia (Semarang and Ternate), Vanuatu (Luganville) and in Myanmar (Mawlamyine) in collaboration with the partner Red Cross National Societies.

The project has four components:

1. **Establishing Local Coalitions** which promote household preparedness and resilience; facilitate resilience activities by all interested communities; provide tailored assistance to vulnerable communities, through city and district-level problem-solving and Vulnerability and Capacity Assessments (VCA) and provide technical support to vulnerable communities in understanding climate related risks and designing actions that can be taken to address their risks.
2. **Creating Local Campaigns** to engage local RC branches and partners in action campaigns to strengthen community and household resilience. The activities under the campaigns will be determined by the local coalitions according to local needs and identified risks.
3. **Adapting a Do-it-Together Kit** which was developed and rolled out in the project cities (known as the City-Wide Risk Assessment: Do-it-Together toolkit for Building Urban Community Resilience) which identified the priority risks and actions for enhancing urban resilience.
4. **Implementing actions** at the local level and working through the communities at risk and the city-level coalitions.

This project has many innovative aspects such as positioning RCRC National Societies as conveners and facilitators of the process rather than direct implementers and working with diverse stakeholders to address complex issues in an urban context. In order to guide the national societies in this process, two new toolkits have been developed for community resilience under the Project: "[City-wide Resilience Assessment](#)" and "[City Coalition Building](#)."

To date, the cities of Semarang, Ternate and Luganville have completed the city-wide risk assessment utilizing these toolkits. Other ongoing project activities include development of a “Co-design process for resilience solutions” toolkit and increasing data literacy of national societies. Nearing the end of implementation cycles in Indonesia and Vanuatu, the project aims to document the innovative aspects of the Project that contribute to reducing urban risk and scaling up the urban resilience-building efforts among the RCRC family and its partners.

The American Red Cross also has an on-going learning initiative that aims to capture good examples across its preparedness and risk reduction programming that have successfully leveraged the resources and knowledge of communities, local institutions and networks to create sustainable models of community-driven solutions.

GOAL and OBJECTIVES of the ASSIGNMENT:

The ultimate goal of this assignment is to help scale up urban resilience-building efforts through demonstrating the value of building coalitions, encouraging collective action and leveraging local resources at the city level.

Specific objectives include:

- a. To capture and document the learning and innovative aspects of the Project through utilizing varied media including but not limited to narratives, visual materials, info graphics, photographs and videos.
- b. To produce diverse set of showcases for different purposes and audience including but not limited to RCRC National Societies, local governments, media, donors, private sector.

SCOPE OF WORK:

By building on the existing experiences in Indonesia and Vanuatu the work will draw out how the coalition-building processes and city-wide assessments worked. Illustrative questions to help identify key lessons learned include:

- What approaches and strategies worked well or did not work well for the coalition, and what are the reasons for these outcomes?
- What were the enabling factors for or obstacles to building city-wide coalitions?
- What was the added value that stakeholders saw in working together through coalitions and what can be future of these coalitions?
- What approaches and strategies worked well or did not work well for the implementation of the city-wide assessment, and what are the reasons for these outcomes?

The work will include a desktop review, followed by in-person stakeholder consultations to identify the key thematic areas and determine appropriate knowledge products, followed by the development / creation of these products.

A. Inception:

1. Undertake a desktop review of project documents, annual progress reports and other relevant materials to have a clear understanding of project's scope and achievements.
2. Based on the review and analysis, prepare an inception report defining the knowledge products to be developed including a clear methodology, time frame and steps to be followed to undertake the above study. The inception report also should outline the thematic areas that the knowledge products will cover.
3. Refine the methodology based on the inputs and comments and prepare a checklist of topical themes, list of stakeholders and a detailed timeline.
4. Present and obtain the approval of the American Red Cross Regional Project Coordinator for the **Inception report**.

B. In-Country consultations:

1. Undertake headquarter and field-level consultative meetings with the RCRC National Societies, American Red Cross Country Office project team and other relevant external stakeholders.
2. Through the National Society and American Red Cross project team, undertake field visits for the collection of information with local-level project implementation team of the National Society, city-level coalition members, local stakeholders, communities and institutions.
3. Through the National Society and American Red Cross project team, participate in meetings with local stakeholders and employ appropriate tools and methods (discussion, interactions, focus group discussions, key informant Interviews) to generate information at various levels.

C. Development of knowledge products:

1. After incorporating field observations and feedback from consultations, develop and submit a detailed description of all of the content of the final knowledge products.
2. The **knowledge products** should include the documentation of lessons learned and the process (how did it happen, what went right and wrong) in narrative and audio-visual forms including but not limited to info-graphics, photographs and story-telling videos and showcases for different audiences.
3. After obtaining feedback and final approval of the American Red Cross Regional Project Coordinator, finalize the development of the agreed upon knowledge products.
4. Submit ready-to-print hard and soft copies of the final knowledge package to the American Red Cross Regional Project Coordinator.

LOCATION OF WORK:

Indonesia - Semarang and Ternate
Vanuatu - Luganville

ASSIGNMENT DURATION:

Duration of this assignment is of **eight (8)** weeks including inception, consultation, field visits, and preparation and submission of knowledge products. The contract will be deliverable-based and payment will be made after approval of the deliverables as specified in the contract agreement's payment schedule.

DELIVERABLES:

1. **Inception report** with a clear study methodology and time frame, and final checklist and content of themes and topics to be documented as best practices / lessons / case stories.
2. **Set of knowledge products** including but not limited to narrative and visual case stories with key learning, photographs with captions, videos and show-cases for different audiences such as RCRC National Societies, local governments, media, donors, private sector.

Original copies of knowledge products (hard and soft) are to be provided by the consultant to the American Red Cross. **All materials to be produced under this consultancy will be property of American Red Cross.**

REQUIREMENTS / SKILLS and EXPERIENCE SOUGHT:

The qualified consultant will have:

1. Demonstrated experience in development of high-quality narrative and visual knowledge products, documentation of best practices and lessons and case stories.
2. Proven analytical and report writing skills in English is a must.
3. Demonstrated success in collaborating with a diverse set of stakeholders including community-based organizations, local governments, international organizations, academic and private sectors.
4. Familiarity with Red Cross and Red Crescent movement and the Southeast Asia region will be considered an asset.

SELECTION PROCESS:

Consultants who meet the above requirements should submit an expression of interest, which must include the following: (i) A personal statement, (ii) a brief statement outlining and describing the proposed deliverables, including a detailed work plan, (iii) a financial proposal, including cost breakouts per major activity (budgets must be all inclusive), (iv) a latest curriculum vitae for key staff or partners that would be involved in the consultancy, showing qualifications and experience, and (v) an overview of similar work and deliverables that the consultants have developed in the past.

SUBMISSION DEADLINE

The last date of submission is **Friday, December 28, 2018** (at 11:59pm, EST). Please send your application with required supporting documents to the following addresses: colin.fernandes@redcross.org and aynur.kadihasanoglu@redcross.org with the subject line "**Learning from Coastal Cities Project (Name and organization).**"