Job Advertisement

The International Federation of Red Cross and Red Crescent Societies (IFRC) seeks to appoint a:

Title: Consultant for Endline study of the Regional Resilience Initiative (RRI)
Reports to: DRR Senior Project Manager
Duration: July 2017 to March 2018 (Maximum of 83 days)

Purpose:

IFRC globally and in Asia Pacific

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world’s largest humanitarian network, reaching 150 million people each year through its 190 member National Societies. The Organization acts before, during and after disasters, crises and health emergencies in order to meet the needs and improve the lives of vulnerable people.

Our work is guided by our Movement’s seven fundamental principles (humanity, impartiality, neutrality, independence, voluntary service, unity and universality), policies and by Strategy 2020, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade.

The IFRC Secretariat has a decentralized structure: five regional offices (each with several Country Cluster Support Team and country offices reporting to it) covering the globe and responsible for frontline delivery through National Red Cross and Red Crescent Societies, backed by the Secretariat based in Geneva.

The Regional Resilience Initiative (RRI)

Since April 2014, the IFRC launched the Regional Resilience Initiative (RRI), which is a 4-year endeavour funded by the Canadian Government and the Canadian Red Cross. This project is supporting the eleven National Red Cross and Red Crescent Societies in Southeast Asia with the overarching goal of reducing the impact of natural disasters on vulnerable communities. Specifically, the initiative seeks to enhance skills and capacities within National Societies so that they can advocate more strongly at national and regional levels for the needs of communities in disaster risk reduction. This is complemented by the strengthening of regional partnerships, both within Red Cross Red Crescent networks and with key partners such as the ASEAN secretariat and other bodies.

The initiative was designed to maximize the valuable and unique role of the Red Cross Red Crescent National Societies. With their network of community-based volunteers, their presence in-country is unlike any other humanitarian organisation. Combined with their mandate as an auxiliary to public authorities, this presents a unique opportunity to influence decision makers (both national and regional) and raise concerns on issues of disaster risk reduction and gender, or disaster risk reduction and environment, or disaster risk reduction and disaster law.

Throughout its implementation, the initiative seeks complementarities within various technical teams in achieving the three following outcomes:
**Outcome 1** brings together Disaster Risk Reduction (DRR), Disaster Law, Communication and Humanitarian Diplomacy experts to build capacities of National Societies to promote DRR issues at national level.

**Outcome 2** supports DRR and Organizational Development / Human Resources departments of National Societies in the inclusion of gender and diversity within DRR policies, programmes and tools.

**Outcome 3** combines DRR and Humanitarian Diplomacy in fostering an increased DRR cooperation between the RCRC Movement, ASEAN Secretariat and other regional partners.

**Alignment to the IFRC’s objectives and strategy**

*IFRC’s Strategy 2020*

In 2009, the Southeast Asia National Societies agreed to employ the risk reduction framework, Reducing the Risks: A Framework for DRR in Southeast Asia, as their working document for advancing DRR, nationally and regionally. This Framework builds into the IFRC Framework for Community Resilience released in 2014 and aligns with IFRC’s Strategy 2020: Saving lives Changing Minds. In line with Strategy 2020, National Societies work on Disaster Risk Reduction and Disaster Management aligns with the IFRC Strategic Framework for Gender and diversity issues 2013-2020 and the IFRC Strategic Framework on Violence Prevention Mitigation and Response.

IFRC Asia Pacific region has developed the Operational plan for 2017 in line with the overall strategic direction of the IFRC’s eight Areas of Focus (AoF) and four Strategies for Implementation (SfI) of the plan and Budget 2016 – 2020. In addition, IFRC Asia Pacific regional office and the country cluster support team (CCST) office in Bangkok have been working together in enhancing the cooperation and coordination in Asia Pacific.

The “Asia Pacific (AP) Region - Disaster & Crises, Prevention, Response and Recovery – DCPRR Team” comprises of the Disaster Management, DRR and DRM Coordinators and delegates based in country offices and country cluster support teams, supported by the Asia Pacific DCPRR Unit in Kuala Lumpur. They work under the concept and technical guidance called “One DCPRRR Team approach”.

The RRI is fully embedded in the Operational Plan 2017 of the CCST office in Bangkok, under the AoF 1 (DRR), AoF 6 (Social Inclusion) as well as SfI 1 (Strengthen National Society capacities and ensure sustained and relevant Red Cross and Red Crescent presence in communities), SfI 2 (Ensure effective international disaster management) and SfI 3 (Influence others as leading strategic partners in humanitarian action and community resilience).

** Desired outcomes**

The consultancy aims to provide evidence of achievements of the outcomes of the RRI with a specific focus on the endline study, including the following objectives:

1. To reconstruct or validate baseline data of some outcome indicators.
2. To collect end-line data of majority of outcome indicators using the same methodologies as data collection for the baseline data of respective indicators.
3. To gather complementary qualitative information of respective indicators and/or data about progress towards achievements of immediate and/or intermediate outcomes through collection of stories of change

**Consultancy outputs**
1. Produce an inception report that outline the approaches, methods, work plan and budget for the overall endline study, based on:
   - The annex 1 on required data collection per indicator
   - Review of relevant project documentation
   - Orientation sessions with key project staff members
2. Lead the overall data collection phases from tools development to data analyses and reporting
3. Produce up to twelve (12) illustrations based on the initiative outcomes with the format decided by the RRI team (i.e., case studies, infographic, or other)
4. Facilitate a 2-day lessons learnt workshop with all project stakeholders in order to discuss and validate the findings of the study
5. Produce a detailed and evidence-based consolidated report providing an overall picture of the achievements to date in terms of both intended outcomes, progress towards, and contribution of the project to these achievements. Data collected on each indicator should be used in the analysis to assess achievements, progress on or toward expected outcomes, in comparison to baseline data and targets; and used as evidence of such achievements in the narrative as well as in the completed indicator tracking table. Any unexpected outcomes of either negative or positive change that is not part of the logic model but can be linked to the project should also be reported. A concise executive summary should also be provided with emphasis on evidence gathered and impact achieved.

**Method of delivery and reasons for selecting that method**
The data collection methods will largely focus on literature or document reviews and key informant interviews of the project stakeholders. Selection of these methodologies of this end-line study is guided by the following principles:

- **Non-intrusive:** Stakeholders of the project recently participated in the data collection of the M&E consultancy and will engage in the final evaluation commissioned by GAC. Therefore, primary data collection with the RRI non-project staff will be done only if it is necessary. It is expected that the triangulation of the findings with the RRI non-project staff will be done by the GAC commissioned final evaluation.
- **Utility:** data collection will be done based on clear intention of how the data will be used to provide evidence of achievements of the RRI program.
- **Feasibility:** data collection methods proposed should take into account what is feasible given resources and conflicting priorities given the ongoing implementation of the project activities until December 2017

**Below is a proposed and indicative timeframe for the consultancy**
**Step 1:** Initial meeting with key stakeholders within the CCST office in Bangkok as well as CRC colleagues to:
   a) Agree on specific consultancy outputs, methodology and agenda
   b) Review the RRI documentation
   c) Draft the inception report
**Indicative timeframe:** July-Aug 2017 (5 days)
Step 2: Data collection including:
   a) Literature review (25 days)
   b) Key informant interviews (up to 30 interviews – 15 days)
This step includes potential travel to ASEAN countries to meet informants during planned events of the project
**Indicative timeframe:** July-Oct 2017 (40 days)

Step 3: Drafting of report and up to 12 illustrations that are evidence based on progress towards outcomes (800 words max per illustration)
**Indicative timeframe:** August to December (22 days)

Step 4: Facilitate a two-day lessons learnt workshop in one of the ASEAN countries with project stakeholders to discuss and validate findings
**Note:** logistics and administration of the meeting will be managed by IFRC
**Indicative timeframe:** January-February 2018 (6 days)

Step 5: Finalize all outputs of the consultancy after compiling all the feedback from the stakeholders
**Indicative timeframe:** February-March 2018 (10 days)

**TOTAL timeframe:** Max 83 days (July 2017 to March 2018)

**Support to be provided to the consultant**
The consultant / team of consultants will be required to travel to a few countries within Southeast Asia (to be agreed upon as part of the inception report under step 1 above) and the travel regulations of the IFRC will apply (transportation, accommodation, per diem, etc.).

IFRC will also facilitate the access to key documents and stakeholders (including National Societies and project partners) to ensure data collection is effective.

**Management of consultancy**
This consultancy will be commissioned by the Head of CCST office in Bangkok.

The consultancy will be overseen by a team composed of the IFRC project manager and PMER officer as well as CRC project manager and evaluation manager. Day to day management will be handled by the IFRC project manager.

**Expected Qualifications**
In order to fulfil the services as detailed above, the IFRC seeks the services of an individual (or a team of individuals or company(s) ) with the following qualifications:
- Demonstrated experiences of M&E work on advocacy initiative.
- University degrees at the post-graduate level in relevant field of study.
- Proven track record of conducting qualitative evaluation for advocacy initiative including the development of data collection tools, collect, analyse and report of the qualitative.
- Proven track record in story of change related M&E methods (e.g., Most Significant Changes, outcome harvesting, etc.).
• Proven track record in data collection, data management and analysis as well as policy reviews.
• Experience in building capacities of staff and organizations related to data management and M&E.
• Knowledge and experience in working with the Red Cross Red Crescent Movement preferred.
• Familiarity with trends and developments themes such as regional cooperation, capacity building, ASEAN, Disaster Risk Reduction, Gender and Diversity and Organizational Development support preferred.
• Excellent written and spoken English skills and excellent analytical, writing and presentation skills.
• Demonstrated capacity to work both independently and as part of a team.
• Strong interpersonal and communication skills.
• Knowledge and experience in the Southeast Asia region preferred.
• In the case of a team, specific attention to gender and diversity in the composition of team members should give. Also, having at least one national consultant from South East Asian region is preferable

Application Procedures
Interested candidates should submit their application to anchalee.limpiponpaiboon@ifrc.org and include:
1. Curricula Vitae (CV) for all members of the team applying for consideration.
2. Cover letter clearly summarizing your experience as it pertains to this assignment, daily fee (Swiss Franc – CHF) – maximum of 83 days, and three professional references.

Application material are non-returnable, and we thank you in advance for understanding that only short-listed candidates will be contacted for the next step in the application process.

Closing date: 27 June 2017

More information about IFRC, please see www.ifrc.org.
### ANNEX 1: mapping of data availability and gaps according to each indicator

<table>
<thead>
<tr>
<th>Outcome area and #</th>
<th>Indicators</th>
<th>Baseline</th>
<th>Existing data as of April 2017</th>
<th>Data gap</th>
<th>Proposed methodology / timeline (calendar year)</th>
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</thead>
<tbody>
<tr>
<td>Intermediate Outcome 1100</td>
<td>Level of Red Cross Red Crescent contribution into national Disaster Risk Reduction (DRR) policy, plans and programs</td>
<td>5-level of contribution. Some ranking are subjective.</td>
<td>National policies and laws. Policy and institutional mapping reports by partners such as JICA, UNDP, etc</td>
<td>Need to validate the rankings of baseline using documentation review where possible</td>
<td>Literature review</td>
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<td>IFRC Disaster Law reports</td>
<td>NS reports to their NDMOs if available.</td>
<td>Key Informant Interview (KII) for DRR funding and feedback from governments (National Societies (NS) and National Disaster Management Offices (NDMO) 1/ Leadership meeting September (Hanoi) 2/ Workshop on global agenda in August (Bangkok) 3/ Phone calls (Q4/2017)</td>
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<td>Mapping from Geneva</td>
<td>Gap: DRR funding</td>
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<td>Survey findings from Community Safety and Resilience (CSR) Forum 2015</td>
<td>NDMO feedback on the NS contribution</td>
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<td>Report from M&amp;E consultancy on NDMO feedback (Indonesia, Viet Nam, Lao PDR)</td>
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<td>RRI reports</td>
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<td># of Hyogo Framework for Action (HFA) monitoring reports that include references to RCRC contribution to DRR</td>
<td>Review of all HFA reports before project started</td>
<td>HFA reports no more done by governments while the Sendai reporting has not started yet.</td>
<td>Should we use Sendai &quot;country profile&quot; (= baseline) or first report (if available by the end of the project?</td>
<td>Should we use Sendai &quot;country profile&quot; (= baseline) or first report (if available by the end of the project?)</td>
<td>Literature review (Q4/2017 or Q1/2018)</td>
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| Intermediate Outcome 1200 | Evidence of effectiveness of Southeast Asia (SEA) DRR cooperation | Quantitative indicator | Tracking of quantitative data (meetings held, case studies, resilience library visitors, etc.) | Need to get more stories from the quantitative data. Options below:  
1/ Use videos from CSR Forum 2015 to do a story on the forum’s added value  
2/ Story on Emergency Response and Assessment Team (ERAT)  
3/ Story on the cooperation with UNDP on Disaster Law (DL), focusing on Lao PDR, Cambodia, Myanmar  
4/ Story on the Asian Ministerial Conference on DRR (AMCDRR) 2016  
5/ One more story on Gender and Diversity (GD) at regional level  
6/ Story on the ASEAN School Safety Initiative | By end of May, completion of the story templated by IFRC / CRC colleagues  
Data verification / story writing by consultant (including KII and literature review as required) – starting as soon as June 2017 |

HFA contribution reports produced under RRI in 4 countries |
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<td>(ASSI)</td>
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<td>7/ IFRC contribution to the AHA Centre Executive (ACE) programme</td>
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<td># of references to vulnerable communities in regional forums</td>
<td>Assumption of 0 because of difficulty to reconstruct the same way as how it is tracked now.</td>
<td>Tracked references in most regional activities (either funded by the project or in which project staff / NS participate with input from the project team)</td>
<td>No particular action needed- will be covered by other indicators</td>
<td>No action required</td>
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<td>Immediate Outcome 1110</td>
<td>Level of DRR advocacy knowledge and skills</td>
<td>Use pre-tests as baseline data</td>
<td>Pre-post tests for most trainings</td>
<td>1/ Average % of pre/post test among all trainings implemented under 1111 and 1112. 2/ Qualitative survey by IFRC through post-training questionnaire to understand knowledge retention and application</td>
<td>Literature review (Q3-Q4) Consultant will (1) analyze the data gathered by IFRC among trainees / (2) collect qualitative info through KII and (3) prepare a report (Q4)</td>
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<td># of NS with relevant guidelines to support DRR advocacy</td>
<td>Incomplete data</td>
<td>Resilience library Knowledge of IFRC / RRI staff</td>
<td>Proposition to reconstruct the baseline through literature review + KII</td>
<td>Potential to use the Global Communications Forum in September in Bangkok to ask IFRC/NS colleagues to bring their documents / be interviewed (KII)</td>
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<td>Missing data:</td>
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<td>- Existing guidelines</td>
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<td>- Pre-existing RRI vs. supported by RRI</td>
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<td>Audience: Communication and DRR colleagues from IFRC and NS</td>
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<td>Potential sources of info:</td>
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<td>1/ NS-wide guidelines on communications, advocacy, resource mobilization, etc.</td>
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<td>2/ chapters on advocacy and relations with governments within DRR guidelines</td>
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<td>Immediate Outcome 1120</td>
<td># of NS that have increased use of gender inclusive DRR policies and programs</td>
<td>Baseline data shows only 1 NS has a gender policy (Cambodia) although 5 NSs integrate</td>
<td>The Project Steering Committee (PSC) meeting in 2015 validated the shift from Gender only to Gender and Diversity Tracking of support</td>
<td>Lack evidence of:</td>
<td>See above indicator 1110</td>
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<td>1/ Linkage between training of GD champions (focal points) and changes within the NS at national level</td>
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<td>- Tracked through</td>
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<td># of gender DRR interventions led by the project</td>
<td>gender within their practice</td>
<td>provided to each NS in terms of policy development, training, etc.</td>
<td>post-training survey + literature review</td>
<td>Potential use of the GD network meeting in August for KII in the Philippines (consultant)</td>
<td>Literature review (as early as possible)</td>
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<td># of gender DRR interventions led by the project</td>
<td>Baseline is 0 because this tracks activities from the projects</td>
<td>Tracking of sessions about GD as part of regional and national activities</td>
<td>Idea to show the progress from regional meeting to another, maybe through a timeline exercise.</td>
<td>Consultant work with IFRC Gender and Diversity officer (anytime in Q3-Q4)</td>
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<td>Immediate Outcome 1210</td>
<td>Frequency of regional DRR dialogue on gender and environmental issues affecting communities</td>
<td>Baseline is 0 because this tracks activities from the projects</td>
<td>Gender = tracked as part of 1120 / indicator 2</td>
<td>Track the story on capacity-building on climate change in Lao PDR, Cambodia, VN and Myanmar (through training post-survey)</td>
<td>See above indicator 1110</td>
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<td># of enhanced regional RCRC partnerships with DRR organizations</td>
<td># was replaced by a scoring system of the level of</td>
<td>Tracking by year of the partnership with 10 different organizations</td>
<td>Potential to dig more into the evolvement of the quality of some partnerships and analyze them against an</td>
<td>KII with IFRC colleagues leading on each partnership + the partners.</td>
<td>Literature review (Q3-Q4)</td>
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<td>partnership during the baseline, which provides more qualitative info about the partnership</td>
<td>interviewed during the M&amp;E consultancy</td>
<td>“engagement or partnership framework (in particular ASEAN, UN Women and UNDP / Asian Disaster Preparedness Centre (ADPC) as secondary focus)</td>
<td>Review the rating of the partnership quality (coordination, cooperation, collaboration and partnership) – maybe during the final workshop</td>
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<td>Specific detailed reports for selected events with annexed presentations and declarations (AMCDRR with its related stakeholder groups on youth, gender and school safety), Hanoi Conference, IAP meetings, Civil Military events, etc.)</td>
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<td>Joint action plans or strategies (with ASEAN, AHA Centre, ADPC, APCSS, ASSI, GiHA, etc.)</td>
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