

## **Terms of Reference**

### **Final evaluation of “Expanding Cross-Pillar Early Warning Early Action for Climate-related Hazards” project**

#### **Summary**

##### **1.1 Purpose**

This final project evaluation will assess the extent to which the International Federation of Red Cross and Red Crescent Societies (IFRC) “Expanding Cross-Pillar Early Warning Early Action for Climate-related Hazards” project was able to deliver on its ambition to support a more integrated approach to early warning early action programming across the Early Warning System (EWS) pillars and aligned with other key relevant areas of work, notably related to disaster risk governance and National Society Preparedness for Effective Response. This evaluation will focus on looking at Relevance/Appropriateness, Coherence, Effectiveness and Sustainability of this project. The purpose of the evaluation is to determine what lessons can be learned, both successes and challenges, that can be used to improve the programmatic approach for future similar interventions.

##### **1.2 Audience**

The recommendations from this evaluation will primarily be used by the IFRC Secretariat and relevant National Societies to improve together the design and implementation of early warning early action (EWEA) related projects/activities in the future, in the same countries and regions or in others. The report may also be useful for National Societies developing EWEA-related projects/activities, Government partners and other agencies

##### **1.3 Commissioners**

This evaluation is being commissioned by the Global Lead for Disaster Risk Reduction and Resilience in IFRC’s Climate, Environment and Resilience Unit.

##### **1.4 Reports**

The evaluator will report to the Evaluation Management Team which is comprised of:

- a representative from the IFRC Climate, Environment and Resilience Unit in Geneva
- a representative from one of the target regions (Europe and/or the Americas)
- a representative from the IFRC Planning, Monitoring, Reporting and Evaluation Team in Geneva

All members do not have a vested interest in the IFRC project being evaluated.

##### **1.5 Duration**

35 working days

##### **1.6 Timeframe**

October 2024 – January 2025

##### **1.7 Location**

This evaluation will involve visits to IFRC's Regional Offices in LAC and Europe, and to two of the five target countries (Paraguay and Bosnia and Herzegovina). Paraguay and Bosnia and Herzegovina have been selected for the field visits to allow for regional representation. Information from the other countries (Serbia, Armenia and Uruguay) will be taken from the desk review.

## **2. Background**

The "Expanding Cross-Pillar Early Warning Early Action for Climate-related Hazards" project was launched at the beginning of November 2023 and comes to an end in December 2024 (13 months). As short-term climate funding from the Government of Ireland, this project was designed to advance 'starter'/'foundational' activities to 1) scale up people-centered early warning and early action for weather- and climate-related hazards, and 2) advance locally-led adaptation to help build climate resilience in vulnerable countries.

A key aim of the project was to enhance the holistic approach of IFRC's early warning early action work, including ensuring better integration and alignment across its core EWEA approaches across the EWS pillars and ensuring better alignment and synergy with other relevant areas of work and activities which are not systematically integrated in IFRC EWEA-related projects but are crucial for comprehensive disaster risk management (i.e. Preparedness for effective response, disaster risk governance, climate risk assessment/screening).

The project sought to address the common issue where funding from donors is often allocated specifically to activities within a particular pillar of EWS. This compartmentalization results in fragmented efforts. Moreover, some relevant areas of work are spread across different teams and departments within IFRC which in the past has also caused some fragmentation. Furthermore, new initiatives by IFRC, such as the Climate Action Journey, have not yet been fully integrated into other existing approaches. IFRC has recently made progress in developing a holistic programmatic framework that outlines relevant activities across the different EWS pillars. This project is testing that newly developed cohesive approach. By focusing on a more integrated strategy, the project aimed to ensure that all related activities work in concert to enhance the overall effectiveness and resilience of EWS and associated disaster risk management practices.

In summary, the project supported the implementation of the following IFRC activities across the EWS pillars:

- Pillar 1 / disaster risk knowledge: Initiation of Climate Action Journey (national climate risk assessment and climate screening of NS projects, multi-year climate strategy, training on locally-led adaptation), with support from the Climate Centre; Training on Enhanced Vulnerability and Capacity Assessment (EVCA) (and roll-out where possible)
- Pillar 3 / warning dissemination and communication: Contextualization of IFRC's PAPE messages
- Pillar 4 / preparedness to respond to warnings: Assessment of NS Preparedness for Effective Response (PER); Training on anticipatory action; Feasibility study for Early Action Protocol (EAP) development
- Cross-cutting: Study on disaster risk governance with a focus on integration of EWEA in laws, policies and plans; Training on Community Early Warning Systems (and roll-out where possible)

Given the short-term nature of this climate funding, and indications of potential additional funding being available for 2025, the project was designed to establish foundations for the National Society to be very well positioned at the end of 2024 to scale up EWEA in a holistic manner, in the context of a



clear multi-year Climate Strategy. Follow-on funding would therefore be able to support activities to strengthen locally-led adaptation (LLA) and end-to-end early warning and early action (EWEA), from the national level (e.g. supporting the government to strengthen the integration of EWEA in DRM laws and policies and enhance dissemination of actionable alerts for the public, and developing a national-level Early Action Protocol for a weather- or climate-related hazard) to the community level (e.g. implementation of key LLA and EWEA activities at the community level identified in risk-informed community action plans).

The project has been implemented in Bosnia and Herzegovina, Serbia, Armenia, Paraguay and Uruguay in the Europe and Americas regions, based on the following criteria:

- Vulnerability to climate change
- Part of the 100 countries included in the IFRC Global Climate Resilience Programme
- Expressed interest to scale up climate action
- Strategic in terms of EWEA
- National Society implementation/absorption capacity
- Underfunded countries and regions – no other climate investment

Again, acknowledging the short timeframe for the project and National Society absorption considerations, only the two National Societies in the Americas region (Paraguay and Uruguay) implemented the full suite of project activities, including community-level activities, while the three National Societies in the Europe region focused on strengthening their capacity and positioning, and advancing foundational activities, at national level.

### **3. Evaluation Purpose & Scope**

#### **3.1 Purpose**

The evaluation is being commissioned as the project finishes at the end of December 2024. The evaluation purpose is to identify lessons learned regarding the effort to enhance the holistic approach to IFRC's EWEA programming (recognizing the scope of the project was only starter/foundational activities) and provide recommendations that IFRC and National Societies can apply to improve the design and implementation of similar projects/activities in the future, as well as to the potential continuation of this project in the five current countries from 2025 onwards.

This evaluation will look at the Relevance/Appropriateness, Coherence, Effectiveness and Sustainability of this project.

The main purpose of the evaluation is to determine whether the IFRC's approach and methodology for strengthening the cross-pillar/holistic approach to EWEA programming was effective and where improvements can be made with a view to future replication. The evaluation will assess the extent to which the project effectively integrated the different tools, methodologies and approaches to strengthen the capacity of the IFRC and its National Societies in early warning early action for climate related hazards (see background section). The evaluation will look at how these various approaches were integrated and aligned at the global, regional and National Society levels and whether the approaches led to cohesive action.

**3.2 Scope:** The project will not evaluate any long-term impact of the interventions given the relatively short project time frame. Information from the communities will only be used to inform the evaluation, as community level activities were only implemented in LAC (not Europe).

### 3.2 Evaluation Methodology

The evaluation team will carry out this final evaluation through a series of approaches:

-Secondary data analysis (Project documents, in-country documents, mission reports, meeting reports, past evaluative initiatives etc).

-Key informant interviews with RCRC and external stakeholders in country, country cluster, regions and global.

-Focus group discussions with select communities, volunteers, local partners etc.

Preliminary findings will be presented to the relevant IFRC network team in each of the countries visited before the departure of the evaluation team. A global preliminary findings presentation will also be planned on the overall preliminary findings of this final evaluation.

The Evaluation Team is encouraged to use creative and cost-effective methods for obtaining information on outcomes and lessons learned from the operation.

## **4. Evaluation Criteria and Questions**

### **4.1. Evaluation criteria**

The following criteria from the IFRC Evaluation Framework are relevant for this evaluation: **Relevance/Appropriateness, Coherence, Effectiveness and Sustainability.**

### **4.2. Evaluation questions**

#### **Relevance/Appropriateness**

- To what extent does the project align with the specific needs and priorities of the National Societies and communities in the targeted countries in the area of early warning early action for climate-related hazards?
- How well does the project address the gaps and opportunities in National Society and community approaches to early warning and early action for climate-related hazards in the selected countries?

#### **Coherence**

- To what extent does the project foster a more integrated approach to early warning early action programming across the Early Warning System (EWS) pillars and aligned with other key relevant areas of work, notably related to disaster law/disaster risk governance and National Society Preparedness for Effective Response?
- How well does the project complement and align with existing national and regional initiatives, policies and strategies related to disaster risk management, climate change adaptation and early warning systems in targeted countries?

#### **Effectiveness**

- To what extent did the project achieve its objectives?
- What are the key factors which have facilitated or hindered the achievement of the project's outcomes? How were they addressed during implementation?



- Were there any notable strengths or limitations in the project planning, management and implementation of this project?
- What was done in an innovative way?

### **Sustainability**

- Can the project in its current form be replicated or scaled up? If not, what changes should be made?

## **6. Deliverables**

The evaluation team will deliver the following:

- **Inception report**: The inception report will iterate the parameters and the work plan to operationalize and direct each aspect of the evaluation and data collection plan, including the tools and methods to be employed. The inception report should outline the structure of the report to be submitted by the consultant and include the consultant's expectations as to what extent the purpose of the evaluation can be achieved. The Inception Report will elaborate on these terms of reference:
  - Agreeing on specific evaluation questions
  - describing how the evaluation and data collection will be carried out.
  - refining and specifying the expectations.
  - detailing the methodology.
  - drafting data collection tools (interview guides, guidance for the FGDs, etc.).
  - clarifying roles and responsibilities of the team; and outlining the timeframe and activities for the evaluation.
- **Preliminary Findings**: The team will present its preliminary findings to relevant stakeholders before leaving the country as well as to stakeholders at the Regional and Global level. This will allow all levels to make any pertinent comments and/or make any corrections and/or additions to the findings before the finalization of the report.
- **Draft report**: A draft report identifying key findings, conclusions, lessons learned and recommendations will be submitted by the consultancy team within two weeks of the team's return from the field visit. This report will be sent to key stakeholders for feedback and comments.
- **Final report**: The final report will contain a short executive summary (no more than 500 words) and a main body of the report (no more than 5,000 words) covering the background of the intervention evaluated, a description of the evaluation methods and limitations, findings, conclusions, lessons learned, and clear recommendations. Recommendations should be specific and feasible. The report should also contain appropriate appendices, including a copy of the ToR, cited resources or bibliography, a list of those interviewed, the data collection tools used, and any other relevant materials. The final evaluation report will be submitted five days after receipt of the consolidated feedback from IFRC.
- **Final global presentation**: A global presentation on the final report to all relevant stakeholders.

All products from this final evaluation survey and report are owned by IFRC. The consultancy firm is not allowed, without prior authorization in writing, to present any of the analytical results as their own work or to make use of the survey results for private publication purposes.

To uphold accountability and learning, this evaluation report will also be made available on [IFRC's Evaluation and Research Databank](#).

## **7. Proposed Timeline**

The proposed timeframe for this evaluation is a maximum of 35 working days, which includes an estimated 10 days in the regions. The consultant will submit a proposed timeline in the inception workplan, including for the field visit(s).

<b>Task/output</b>	<b>Estimated consulting days to complete</b>
Short inception workplan including development of methodology and data collection tools	3 days
Interviews and consultations with key stakeholders in IFRC Geneva/RO/Delegations and National Societies not targeted by field visit	4 days
Data collection	10 days
Findings presentation (2 in country, 1 global)	3
Data analysis	4 days
Draft report	5 days
Final report	5 days
Report presentation Workshop (hybrid)	1 day
<b>Total days</b>	<b>35</b>

## **8. Evaluation Quality & Ethical Standards**

The evaluators should take all reasonable steps to ensure that the evaluation is designed and conducted to respect and protect the rights and welfare of people and the communities of which they are members, and to ensure that the evaluation is technically accurate, reliable, and legitimate, conducted in a transparent and impartial manner, and contributes to organizational learning and accountability. Therefore, the evaluation team should adhere to the evaluation standards and specific, applicable practices outlined in the IFRC Evaluation Framework accompanying this TOR.

The IFRC Evaluation Standards are:

1. **Utility:** Evaluations must be useful and used.
2. **Feasibility:** Evaluations must be realistic, respectful, and managed in a sensible, cost-effective manner.
3. **Ethics & Legality:** Evaluations must be conducted in an ethical and legal manner, with particular regard for the welfare of those involved in and affected by the evaluation.
4. **Impartiality & Independence;** Evaluations should be impartial, providing a comprehensive and unbiased assessment that takes into account the views of all stakeholders. Independence refers to external evaluations, for which evaluator/s should not be involved or have a vested interest in the intervention being evaluated.
5. **Transparency:** Evaluation activities should be conducted in an open and transparent manner.
6. **Accuracy:** Evaluations should be technical accurate, providing sufficient information about the data collection, analysis, and interpretation methods so that its worth or merit can be determined.
7. **Participation:** Stakeholders should be consulted and meaningfully involved in the evaluation process when feasible and appropriate.
8. **Accountability:** Evaluations should be conducted upholding accountability standards by adequately documenting the evaluation process and products, aligning evaluation practice with an equity approach, and with the development of recommendations that are detailed and actionable.



It is also expected that the evaluation will respect the seven Fundamental Principles of the Red Cross and Red Crescent: 1) humanity, 2) impartiality, 3) neutrality, 4) independence, 5) voluntary service, 6) unity, and 7) universality. Further information can be obtained about these principles at: [www.ifrc.org/what/values/principles/index.asp](http://www.ifrc.org/what/values/principles/index.asp)

## **9. Evaluation Team & Qualifications**

It has been recommended to have a hybrid team made up of 1 external team leader and 2 to 3 members from the International Red Cross and Red Crescent Movement.

### **Team leader (external consultant)**

#### **Education**

- Minimum qualification of relevant master's degree or equivalent combination of education and relevant work experience

#### **Experience**

- Demonstrable experience in leading evaluations of CCA/DRR/EWEA-related programmes
- A minimum of 7 to 10 years of experience in evaluations
- Knowledge of strategic and operational management of CCA/DRR/EWEA programs and proven ability to provide strategic recommendations to key stakeholders
- Strong analytical skills and ability to clearly synthesize and present findings, draw practical conclusions, make recommendations and to prepare well-written reports in a timely manner
- Experience in qualitative data collection and data analysis techniques
- Knowledge and experience working with the Red Cross Red Crescent Movement and knowledge of the IFRC's disaster risk management systems
- Fluent in both spoken and written English. Advantageous to have both spoken and written Spanish language skills.

#### **Knowledge, skills and languages**

- High capacity to organize and fulfil on deadlines
- Demonstrated capacity to work both independently and as part of a team
- Knowledge of the LAC and Europe region (preferred)
- Technical knowledge about early warning and early action will be an asset
- Excellent English speaking, writing and presentation skills

Should not have been involved or have a vested interest in the project being reviewed.

### **Team Members**

- Knowledge about early warning and early action programmes.
- Five years of experience working in monitoring and evaluation.
- Knowledge and experience working with the International Red Cross Red Crescent Movement and knowledge of the IFRC's disaster risk management approaches
- Experience in qualitative data collection and data analysis techniques
- Strong analytical skills and experienced with visual designs. Demonstrated capacity to work both independently and as part of a team
- Fluent in both spoken and written English. Advantageous to have spoken and written Spanish language skills.
- Should not have been involved or have a vested interest in the project being reviewed.



## **10. Application Procedures**

If you have the required qualifications and are interested in this contract, please submit your proposal that includes the following:

- i) CV including names of 3 references.
- ii) Two examples of evaluations recently completed in which you were the primary or sole author/researcher, ideally similar to that described in this TOR.
- iii) A short proposal, no more than 5 pages, detailing:
  - a. Understanding of the consultancy;
  - b. Your proposed approach to meet the objectives and specifications described above;
  - c. How the applicant meets the qualifications and experience requirements; and
  - d. Estimated budget, including professional fees and all expenses.

Your financial proposal should be based on a Lump Sum Amount. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the Individual Consultant's duty station) and any other applicable cost to be incurred by the Individual Consultant in completing the assignment.

Applications should be sent by 6 October 2024 EOB CET to [pmer.support@ifrc.org](mailto:pmer.support@ifrc.org). Only shortlisted candidates will be contacted.