

# Terms of Reference: Consultancy: Localising the Sendai Framework Guide

## Develop a clear step-by-step guide on localising the Sendai Framework

### 1. Background to the assignment

#### Purpose

We are looking to engage with an experienced consultant to conduct interviews with diverse stakeholders and leverage the insights gathered to develop a clear and actionable step-by-step guide for localising the Sendai Framework for Disaster Risk Reduction 2015–2030 (Sendai Framework).

#### Project background

GNDR is currently implementing a UNDRR-funded project to support the UNDRR Stakeholder Engagement Mechanism (SEM). SEM serves as a formal platform to foster structured and inclusive collaboration among stakeholders, aiding the implementation of the Sendai Framework across global, regional, and national policy processes. In recent years, significant progress has been made to decentralise SEM's activities and strengthen the involvement of regional and local stakeholders.

Insights from the Midterm Review of the Implementation of the Sendai Framework (MTR SF) emphasise the urgent need to accelerate the framework's localisation. This includes increasing the participation of local actors and practitioners while addressing the fragmentation of financial resources. Additionally, SEM has received valuable feedback highlighting the importance of further localising its efforts to support the broader agenda of the Sendai Framework's localisation.

In response to this, this initiative was launched. The resulting knowledge product will serve as a concise, step-by-step guide for localising the Sendai Framework, showcasing best practices and lessons learned. This guide is designed to assist Member States in their localisation efforts while supporting stakeholder groups by facilitating twinning exchanges to share effective practices and experiences.

## Objectives of the assignment

This assignment will focus on the following objectives:

1. Conduct a literature review to identify and document knowledge, methodologies and good practices for localising risk-informed development policies.
2. Interview a diverse range of stakeholders, with a particular focus on representatives from national and local levels, to gather insights and knowledge on effective approaches for localising risk-informed development.
3. Consolidate the findings from the literature review and interviews into a concise, user-friendly, step-by-step guide on localising the Sendai Framework, highlighting key good practices.

The work will be carried out in close coordination with the SEM grant project manager and with regular consultations with the SEM co-chairs and wider Advisory Group.

## 2. Key deliverables

The following are the deliverables envisioned during the period:

1. Collect knowledge, methodologies and good practices for localising risk-informed development policies.
  - a. Delivery 1.1  
Perform a literature review to compile and consolidate existing knowledge and best practices on localising risk-informed development policies.
  - b. Delivery 1.2  
Design and conduct informal interviews with a diverse range of stakeholders to gather insights and best practices for localising risk-informed development policies.
2. Generate an easy-to-understand and consolidated guide on localising risk-informed development policies.

- a. Delivery 2.1  
Compile the outcomes from Deliveries 1.1 and 1.2 into a clear and practical guide for localising risk-informed development policies.
- b. Delivery 2.2  
Coordinate consultations on the draft produced in Delivery 1.2 to build consensus and finalise the document.

### Expected roles of GNDR team

These expectations are in majority carried out by the SEM grant project manager.

1. Finalise and sign the contract with the consultant
2. Participate in an inception meeting with the consultant
3. Review and validate all the deliverables proposed by the consultant
4. Propose and facilitate introduction to interviewees
5. Support introductions to facilitate the consultations and consensus of the guide
6. Ensure that all payments are completed as stated in the contract

### Duration of the assignment

Deliverables-based contract within the time frame of February and March 2025.

### Management oversight

Moa Herrgard, the Project Coordinator, will be the focal point person, while Marcos Concepcion Raba, will have management oversight.

### Key sources of information:

Please view our website for further information [here](#).

## 3. Profile and qualifications of the consultant

As a diverse network, GNDR encourages mixed teams, with different backgrounds and gender.

Key qualifications should include:

- Master's degree in a relevant topic from an accredited/recognised institute, with documented experience in quantitative research within the field of development.
- 7-10 years of relevant experience in disaster risk reduction, development policy, or related fields.

- Demonstrated knowledge of risk-informed development, disaster risk reduction, and the implementation of frameworks such as the Sendai Framework.
- Proven expertise in managing multi-stakeholder projects with strong coordination and facilitation skills, effectively collaborating with government, UN entities, NGOs, and local communities.
- Strong experience in and proficiency in literature reviews, qualitative research, and creating user-friendly knowledge products.
- Proactive identification, reporting and resolution/mitigation of issues and risks.
- Fluency in English (reading, writing and speaking). Proficiency in an additional UN language would be an advantage.

The work will be completed remotely, therefore a flexibility to work across multiple time zones is also required. Applicants from any country are welcome to apply.

## 4. Application procedure

Consultants are required to submit the following documents:

- The completed technical proposal
- A financial proposal detailing costs and daily rates in USD (including VAT and any other taxes)
- CV(s) of the consultant(s) highlighting relevant experience

Please note that applicants should clearly highlight any current or previous working or personal links to GNDR, as well as any risk around conflict of interest.

Applications should be submitted by **Friday 7 February 2025** to Valeria Polazzi, HR Adviser at [valeria.polazzi@gndr.org](mailto:valeria.polazzi@gndr.org) and cc [hr@gndr.org](mailto:hr@gndr.org) and Moa Herrgard, Project Manager at [moa.m.herrgard@gmail.com](mailto:moa.m.herrgard@gmail.com). Please quote **"Localising The Sendai Framework Guide"** in the subject line.

Any questions you may have, please contact Moa Herrgard at [moa.m.herrgard@gmail.com](mailto:moa.m.herrgard@gmail.com)

**The template for submitting the technical proposal is available to download [here](#).**

## 5. Cost

The estimated budget is up to 5,800.00 USD based upon delivery of the deliverables outlined in the terms of references and this includes all costs (taxes, services, and other expenses together with general risks, liabilities and obligations, set out or implied).

## 6. Provisional calendar

### Selection process

- 7 February 2025 - Deadline for proposal submission
- Week of 10-14 February 2025 - Shortlisting applications
- Week of 17 February 2025 - Interviews and contract signing by 21st February
- 24 February 2025 - Work commences

### Proposal evaluation process

- Completeness of proposal according to the RFP (10 %)
- Accuracy and relevance of the proposed approach, methodology and similar work assignment (25%)
- Relevant exposure and experience of the team (40%)
- Relevance and capability/skill to implement/manage the assignment and relevant experience (25%)

The selection committee will evaluate the technical proposal based on the criteria listed above.