

Terms of Reference (ToR)

DEVELOPMENT OF EVIDENCE -BASED BEST PRACTICES FOR DISASTER RISK REDUCTION CONSULTANCY IN MALAWI, ZIMBABWE AND ZAMBIA

Background

The greatest global challenge of the 21st century is adapting to the consequences of climate change and associated extreme weather events. In particular, the region of south-eastern Africa is increasingly affected by extreme weather events such as prolonged droughts, heavy rainfall, floods, and cyclones, each of which is increasing in intensity and frequency, due to the intensifying El Niño-Southern Oscillation (ENSO) phenomenon. In addition, these countries are in a tense economic and socio-political situation, which in turn exacerbates food and income insecurity (up to recurring hunger crises) for the population in the region, whose livelihoods are largely dependent on subsistence agriculture.

The Sendai Framework for Disaster Risk Reduction (2015), the Paris Agreement (2016) and other internationally recognized guidelines and guidance (see IASC, ECHO) highlight the importance of the inclusion of persons with disabilities in humanitarian aid, disaster risk reduction and climate change adaptation.

However, there is often a lack of appropriate translation into national guidelines and national action plans as well as their practical implementation. In addition, persons with disabilities and their representative organizations are often not included in the corresponding policy processes at national level and thus do not have the opportunity to adequately address and introduce their concerns. Representative organizations for persons with disabilities often lack the necessary capacities to enter dialogue with highly technical and scientific disaster risk reduction and climate change adaptation institutions and organizations. Bringing these actors together is critical, as it can support to close advocacy gaps both at national and regional level, through exchange and networking.

Introduction

Southern Africa Federation of the Disabled (SAFOD) is a leading disability-focused network engaged in coordination of activities of organizations of Persons with Disabilities in the Southern Africa region. SAFOD plays a huge role in influencing policies at a regional level and building the capacity of the national OPD's in advocacy to ensure they effectively advocate for the inclusion of persons with disabilities in DRR policies in their respective countries.

SAFOD is currently implementing a project in South-Eastern Africa, on Disability Inclusive Disaster Risk Reduction (DiDRR) in collaboration with Christian Blind Mission (CBM), an international Christian development organization, committed to improving



the quality of life of persons with disabilities in the poorest communities of the world. The project is implemented with seven other local partners, Adventist Development and Relief Agency (ADRA) and Zambia Federation of the disability organisations, (ZAFOD) in Zambia, Regional Psychosocial Support Initiative (REPSSI) and Federation of Organisations of disabled people in Zimbabwe (FODPZ) in Zimbabwe, Churches Action in Relief and Development (CARD), and Federation of Disability Organisation in Malawi (FEDOMA) and Malawi Council for Disability Affairs (MACODA) in Malawi. The three countries were selected primarily because of their similar vulnerability profiles to extreme weather events (drought, floods, cyclones) and the long-term consequences of climate change.

The objective of the project is to contribute to reducing the increased risk of persons with disabilities in climate change-related disasters by strengthening inclusive disaster risk reduction processes and climate change adaptation processes. This project is being implemented at a regional and national level in Malawi, Zimbabwe and Zambia focusing on areas such as advocacy and policy influence, capacity building and knowledge exchange. Some of the activities implemented under these areas include participation of national and regional OPDs in regional conferences and political processes, promoting exchange on inclusive disaster risk reduction (DRR) between governmental and non-governmental actors in the three countries, strengthening SAFOD's capacity for inclusive DRR and for influencing regional policy processes in DRR, and development of evidence-based best practices from the three target countries.

One of the key outputs of the project is to ensure that the **perspectives and needs of persons with disabilities are effectively integrated into disaster risk management processes, strategies, and policies at the regional level**. At present, there is a significant **knowledge gap**, as there are no documented **good practices on inclusive disaster risk reduction and climate change adaptation** from the three target countries that can be replicated or scaled in the regional context.

To address this gap, there is a **critical need to develop and document best practices** that highlight inclusive approaches, successful models, and lessons learned. These documented practices will serve as **evidence-based tools to inform policy**, strengthen programming, and **guide stakeholders**—including governments, OPDs, humanitarian actors, and development partners—in designing more inclusive and resilient disaster risk management and climate adaptation strategies.

It is against this background that Southern Africa Federation of the Disabled seeks to **commission a consulting group** to document the **achievements and good practices** realized through the implementation of the disaster risk reduction project. The assignment will focus on capturing **specific actions undertaken on the ground**, while

also providing a clear account of the **outcomes and impact** of the programme's interventions.

This documentation will serve as an **evidence base to inform future programming**, facilitate knowledge sharing, and promote the **replication and scaling up of inclusive disaster risk reduction and climate change adaptation practices** across the region.

Objective of the Assignment

The Objective of this consultancy is to **systematically capture, analyze, and disseminate knowledge and experiential evidence** to strengthen **inclusive disaster risk reduction (DRR)** interventions and enhance the **resilience of persons with disabilities** during emergencies and disasters across the region. This will involve documenting **evidence-based good practices**, successful **community-level interventions**, and **innovative approaches** that have effectively addressed the unique needs of persons with disabilities in disaster contexts.

The consultancy aims to **inform policy development, support programmatic scale-up, and contribute to regional knowledge management systems** on inclusive DRR and climate change adaptation, thereby enabling more effective, coordinated, and rights-based disaster preparedness and response.

SCOPE OF WORK

Desk Review

- Review existing project documents, reports, and relevant literature to gain a comprehensive understanding of the project context and results.
- Develop an **inception presentation** detailing the proposed methodology, tools, and work plan, including timelines and logistical considerations.
- Present the inception plan to SAFOD for validation.

Stakeholder Engagement and Data Collection

- Conduct field visits to selected project sites:
 - Muzarabani (Zimbabwe), Gwembe (Zambia), and Nsanje (Malawi).
- **Engage key stakeholders**, including:
 - Organizations of Persons with Disabilities (OPDs), SAFOD, Zambia Federation of the Disabled (ZAFOD), Federation of Disability



Organisations in Malawi (FEDOMA) , and Federation of Disability Organizations in Zimbabwe (FODPZ).

- o Project beneficiaries in the three sites.
- o Implementing partners — Adventist Development and Relief Agency (ADRA) in Zambia, Regional Psychosocial Support Initiative (REPSSI) in Zimbabwe, and CARD in Malawi.
- o Government officials and other relevant stakeholders at local and national levels.
- Use **interviews, focus group discussions, and key informant meetings** to collect qualitative and quantitative data on good practices, lessons learned, and challenges.

Documentation of Best Practices and Lessons Learned

- Identify successful interventions, innovative approaches, and enabling factors that have contributed to inclusive disaster risk reduction and climate change adaptation.
- Document lessons learned, challenges faced during implementation, and strategies used to address them.
- Highlight the specific contributions and perspectives of persons with disabilities in shaping DRR outcomes.

Production of Knowledge Products

- **Best Practices Booklet:**
 - o Compile documented practices, lessons learned, and challenges in an accessible format.
 - o Include case studies, photography, and actionable guidance for replication and scale-up.
- **Documentary**
 - o Develop a 30-minute documentary that uses storytelling to capture lived experiences, project achievements, and impact.
 - o Feature beneficiaries, OPDs, and partners to ensure authentic narratives.

Validation and Finalization



- Present draft knowledge products to SAFOD and partners for review and feedback.
- Facilitate a validation session with key stakeholders.
- Finalize and submit the **Best Practices Booklet** and **Documentary** incorporating all agreed inputs.

Knowledge Sharing and Dissemination Support

- Provide SAFOD with recommendations on effective dissemination strategies to ensure the documentation informs policy, programming, and future regional initiatives.
- Prepare short summaries or knowledge briefs that can be used for advocacy, policy dialogue, and partner engagement.

Expected Deliverables

1. Inception Meeting to present
2. Final Best Practices Booklet
3. Final Documentary
4. Presentation of findings at a validation meeting or dissemination event.

Duration

The consultancy is expected to be carried out over a period of 30-day including weekends commencing from **10th November 2025 to 10th December 2025**. A detailed work plan with milestones will be finalized during the inception meeting.

Required Qualifications and Experience

The Consultant or team should have:

- Masters degree in disaster risk management, social sciences, communications, development studies, or a related field.
- Extensive M&E expertise and experience (at least ten years)
- Extensive experience working with international and or regional organizations



- Experience working with persons with disabilities, including understanding of disability barriers and inclusion.
- Proven experience in **documentation of development projects**
- Strong storytelling, communication, and analytical skills.
- Demonstrated experience in producing **high-quality documentaries** and **knowledge products**.

9. Submission of Proposals

Interested consultants or firms are invited to submit:

- A **technical proposal** outlining their understanding of the assignment, proposed methodology, and workplan.
- A **financial proposal** indicating the cost of services.
- CVs of key personnel.
- Examples of previous, relevant work.

Applications should be sent to procurement@safod.net Cc banthati@safod.net on or before the **24th October 2025 by 1700hrs SAST**. **Only short-listed candidates will be contacted.**

Evaluation Criteria

Proposals will be evaluated based on:

- Understanding of the assignment and quality of methodology.
- Relevant experience and qualifications of the team.
- Quality and relevance of previous work.
- Cost-effectiveness