



## TERMS OF REFERENCE (ToR)

### Consultancy to Monitor and Assess the progress of the Sendai Framework for Disaster Risk Reduction (2015–2030)

#### Regional Assessment with Case Studies: 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. At the same time, this weakens the ability of individuals and society to adapt to crises.

Climate change disproportionately affects vulnerable groups particularly persons with disabilities by exacerbating pre-existing inequalities and creating new vulnerabilities, leading to increased risks from extreme weather, reduced access to essential resources like food and water, and heightened dangers during disasters. Studies have shown that persons with disabilities especially women and girls with disabilities are at a disproportionately higher risk of death in disasters as they face barriers to evacuation, information, and support during emergencies. These are exacerbated by societal discrimination which create structural, institutional, and socioeconomic barriers.

The Sendai Framework for Disaster Risk Reduction (SFDRR) 2015–2030 provides a global blueprint for reducing disaster risk and losses in lives, livelihoods, health, and economic, physical, social, cultural, and environmental assets. Its implementation requires strong national coordination, inclusive governance, data-driven monitoring, and alignment with national development and climate frameworks.

There is growing recognition of the importance of Disability-Inclusive Disaster Risk Reduction (DIDRR) as a critical component of effective and equitable DRR. Inclusive approaches ensure that disaster risk reduction efforts leave no one behind and that national and regional DRR systems are responsive to the needs and capacities of all population groups. The Sendai Framework is structured around four Priorities for Action:

1. Understanding disaster risk, including the collection, analysis, and dissemination of disaggregated data;
2. Strengthening disaster risk governance to manage disaster risk at national, regional, and local levels;



3. Investing in disaster risk reduction for resilience, through public and private investment in structural and non-structural measures; and
4. Enhancing disaster preparedness for effective response and to “Build Back Better” in recovery, rehabilitation, and reconstruction.

It also outlines seven global targets focusing on reducing disaster-related mortality, the number of affected people, economic losses, and damage to critical infrastructure, while increasing the availability of DRR strategies, international cooperation, and access to multi-hazard early warning systems.

A core principle of the Sendai Framework is inclusivity and whole-of-society engagement. It explicitly calls for the participation of persons with disabilities and their representative organizations in DRR decision-making, planning, and implementation. It emphasizes accessible early warning systems, inclusive risk communication, and the recognition of persons with disabilities not only as beneficiaries but also as agents of change in disaster risk reduction.

Monitoring progress under the Sendai Framework is conducted through national and global mechanisms, including the Sendai Framework Monitor, which requires countries to report against agreed indicators. However, in many contexts, including Southeastern Africa, challenges persist regarding data quality and disaggregation, institutional coordination, and the translation of monitoring data into policy and practice improvements

### **Sendai Framework in the Southeastern Africa Context**

Countries in Southeastern Africa have committed to implementing the Sendai Framework and aligning it with other global and regional frameworks, including the Sustainable Development Goals (SDGs), the Paris Agreement, and SADC disaster risk reduction strategies. Despite these commitments, implementation across the region remains uneven, with persistent challenges related to governance coordination, financing, data availability, localization of DRR, and inclusive participation, particularly for persons with disabilities, women, youth, and local communities.

Regional bodies such as SADC play a critical role in promoting policy harmonization, coordination, and peer learning on DRR. However, there is a continued need for evidence-based regional assessments that go beyond the existence of policies to examine how Sendai commitments are operationalized in practice, and how inclusive approaches such as Disability-Inclusive Disaster Risk Reduction (DIDRR) are implemented on the ground.

While many countries in the region have developed national DRR strategies and institutional arrangements aligned with the Sendai Framework, implementation at sub-national and community levels remains uneven. Limited financing, weak inter-sectoral coordination, and insufficient inclusion of marginalized groups continue to undermine the effectiveness of risk reduction efforts. These gaps are particularly evident in the limited integration of disability inclusion within DRR policies, early warning systems, and preparedness planning



## Relevance of DIDRR Case Studies to Sendai Implementation

The Southern Africa Federation of the Disabled (SAFOD) is a leading network of organizations of Persons with Disabilities (OPDs) in the Southern Africa region. SAFOD plays a critical role in coordinating the efforts of national OPDs, strengthening their capacity to engage in advocacy, and ensuring the inclusion of persons with disabilities in disaster risk reduction (DRR) policies and programming. By influencing regional and national policies, SAFOD contributes directly to the implementation of global frameworks such as the Sendai Framework for Disaster Risk Reduction, supporting member countries to integrate disability-inclusive approaches into DRR strategies, governance, and early warning systems.

SAFOD is implementing a Disability-Inclusive Disaster Risk Reduction (DIDRR) project in Zimbabwe and Zambia, these 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 project implemented in collaboration with Christian Blind Mission (CBM), committed to improving the quality of life of persons with disabilities in the poorest communities of the world. The project is implemented with four 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. 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.

Zimbabwe and Zambia are both signatories to the Sendai Framework and have committed to integrating disaster risk reduction (DRR) into national policies, sectoral strategies, and local governance systems.

The two countries have made important strides in aligning national systems with the Sendai Framework, particularly in policy development, institutional strengthening, early warning, and inclusive DRR pilots. Despite this notable progress, Zimbabwe and Zambia face several challenges in fully implementing the Sendai Framework. Implementation at sub-national and community levels remains uneven, limiting the reach and effectiveness of DRR strategies. Financing gaps continue to constrain DRR activities, restricting the scale and sustainability of programs and investments in resilient infrastructure. Weak institutional coordination across sectors undermines coherent planning and hampers the integration of DRR into broader development agendas.

In addition, data collection and monitoring remain significant obstacles. In many cases, data is incomplete, inconsistently disaggregated, or not readily available, which affects reporting to the Sendai Framework Monitor and limits evidence-based decision-making. Finally, the inclusion of persons with disabilities, women, youth, and other vulnerable population is still not systematically ensured in DRR planning, implementation, or monitoring, outside of targeted initiatives such as this project. These challenges collectively hinder the full operationalization



of Sendai priorities and highlight the need for strengthened, inclusive, and well-resourced approaches to DRR.

Therefore, these two countries will provide practical and relevant case studies to examine how Sendai Framework commitments, particularly those related to inclusion, governance, and localization are being translated into action.

It is against this backdrop that SAFOD will commission a consultant, to conduct an independent assessment of progress, gaps, and opportunities in the implementation of the Sendai Framework in Zimbabwe and Zambia, with a view to strengthening national and regional DRR programming, policy influence, and accountability and also generating regional insights and lessons that can inform inclusive disaster risk reduction across South Eastern Africa.

### **Purpose of the Consultancy**

This consultancy will undertake a regional assessment of the implementation of the Sendai Framework in Southeastern Africa, using Zimbabwe and Zambia as in-depth case studies. The assessment will generate evidence-based insights on regional trends, progress, gaps, and good practices, while drawing lessons from DIDRR programming that can inform broader regional advocacy, policy influence, and future DRR investments.

### **Specific Objectives**

The consultancy will aim to:

1. Assess the level of operationalization of the four Sendai Framework priorities in Zimbabwe and Zambia at national and sub-national levels, using defined indicators to measure the extent of inclusion of persons with disabilities, with specific attention to women and girls with disabilities.
2. Analyse progress against selected Sendai global targets (A–G) by reviewing national and sub-national data, policies, and practices, and assessing the integration of disability-inclusive and gender-responsive approaches in implementation and monitoring.
3. Identify and document institutional, policy, financing, and capacity gaps that constrain effective and inclusive DRR implementation, with a focus on structural and practical barriers affecting persons with disabilities, particularly women and girls.
4. Assess the quality and consistency of participation of persons with disabilities and other marginalized groups—including women, girls, youth, and local communities—in DRR planning, implementation, and monitoring processes at national and sub-national levels.
5. Document and validate good practices, lessons learned, and replicable DIDRR approaches from Zimbabwe and Zambia that demonstrate effective disability inclusion and gender responsiveness in Sendai Framework implementation.



6. Generate comparative, transferable lessons and practical recommendations based on the case studies to strengthen inclusive DRR systems, policy influence, and advocacy at national and Southeastern Africa regional levels

## Scope of Work

The consultant will conduct a regional assessment of Sendai Framework implementation using Zimbabwe and Zambia as case studies, with a focus on disability inclusion and gender responsiveness. The scope of work will include the following tasks:

### 1. Inception and Assessment Design

- Develop an Inception Report outlining the assessment framework, methodology, work plan, and data collection tools.
- Develop or adapt assessment indicators and analytical frameworks aligned to:
  - The four Sendai Framework priorities;
  - Selected Sendai global targets (A–G); and
  - Disability-inclusive and gender-responsive DRR principles, with specific attention to women and girls with disabilities.
- Validate the proposed methodology and tools with SAFOD and key stakeholders.

### 2. Desk Review and Policy Analysis

- Conduct a comprehensive review of:
  - National and sub-national DRR policies, legislation, and strategies in Zimbabwe and Zambia;
  - Sendai Framework monitoring reports and Sendai Framework Monitor submissions;
  - Relevant sectoral policies (e.g., climate change, health, infrastructure, social protection);
  - Regional frameworks and commitments relevant to DRR in Southeastern Africa; and
  - Relevant DIDRR project reports, including those implemented by SAFOD, to understand inclusive approaches and lessons learned in practice.
- Analyse the extent to which disability inclusion and gender responsiveness are reflected in these frameworks, policies, reporting mechanisms, and DIDRR initiatives.

### 3. Assessment of Sendai Framework Priorities and Targets

- Assess the level of operationalization of the four Sendai Framework priorities at national and sub-national levels in Zimbabwe and Zambia.
- Analyse progress against selected Sendai global targets (A–G) using available quantitative and qualitative data, policies, and implementation practices.



- Assess how disability-inclusive and gender-responsive approaches, including lessons from DIDRR programming, are integrated into planning, implementation, monitoring, and reporting processes.

#### **4. Stakeholder Mapping and Data Collection**

- Map key DRR stakeholders at national and sub-national levels, including government institutions, OPDs, women-led and disability-focused organizations, civil society, UN agencies, and development partners.
- Conduct key informant interviews (KIIs) and, where appropriate, focus group discussions (FGDs) with:
  - Government officials responsible for DRR;
  - OPDs and representatives of persons with disabilities;
  - Women and girls with disabilities;
  - Community-level actors and local authorities.
- Ensure data collection processes are inclusive, accessible, and gender responsive.

#### **5. Analysis of Inclusion, Participation, and Localization**

- Assess the quality and consistency of participation of persons with disabilities and other marginalized groups in DRR planning, implementation, and monitoring.
- Analyse barriers to meaningful participation, including institutional, structural, cultural, and practical constraints, with specific focus on women and girls with disabilities.
- Examine the extent to which DRR initiatives are localized and responsive to community-level needs and capacities, including DIDRR approaches.

#### **6. Identification of Gaps and Constraints**

- Identify and document institutional, policy, financing, and capacity gaps that constrain effective and inclusive DRR implementation.
- Analyse how these gaps affect the operationalization of Sendai priorities and targets, particularly regarding disability inclusion and gender responsiveness.

#### **7. Documentation of Good Practices and DIDRR Approaches**

- Identify, document, and validate good practices, lessons learned, and replicable DIDRR approaches from Zimbabwe and Zambia, including SAFOD's project experience.
- Assess the effectiveness of these practices in advancing inclusive, gender-responsive DRR aligned with the Sendai Framework.

#### **8. Comparative Analysis and Regional Learning**

- Conduct a comparative analysis of findings from Zimbabwe and Zambia to identify similarities, differences, and transferable lessons.



- Generate comparative and transferable lessons that can inform inclusive DRR policy, programming, and advocacy in other countries across Southeastern Africa.
- Identify opportunities for regional collaboration, peer learning, and policy harmonization.

## 9. Reporting, Validation, and Dissemination

- Prepare a Draft Assessment Report presenting findings, analysis, good practices, and recommendations.
- Facilitate validation sessions with key stakeholders at national and/or regional levels.
- Finalize the Consolidated Regional Assessment Report, incorporating feedback from validation processes.
- Develop policy-oriented summaries and presentation materials to support national and regional advocacy and dissemination.

Deliverable	Description
<b>Inception Report</b>	The consultant will submit an inception report outlining the overall methodological approach, detailed work plan, and data collection tools for the assessment. The report will describe how the four Sendai Framework priorities and selected global targets (A–G) will be assessed at national and sub-national levels, and how disability-inclusive and gender-responsive approaches, with specific attention to women and girls with disabilities, will be integrated throughout the assessment. The inception report will also confirm data sources, stakeholder engagement plans, and analytical frameworks.
<b>Inception meeting with SAFOD</b>	Present inception report and a detailed work plan including methodological approach, detailed work plan, and data collection tools for the assessment.
<b>Assessments, analysis of the Sendai framework</b>	The consultant will assess progress in operationalizing the Sendai Framework, analyse inclusion of persons with disabilities in DRR systems, identify institutional, policy, financing, and capacity gaps, and document good practices and DIDRR approaches emerging from both countries
<b>Draft Assessment Report for Zimbabwe and Zambia</b>	A comprehensive draft assessment report presenting findings from the desk review, stakeholder consultations for Zimbabwe and Zambia. The report will assess progress in operationalizing the Sendai Framework, analyse inclusion of persons with disabilities in DRR systems, identify



	institutional, policy, financing, and capacity gaps, and document good practices and DIDRR approaches emerging from both countries.
<b>Country Briefs</b>	Two concise country briefs (one for Zimbabwe and one for Zambia) summarizing key findings, challenges, good practices, and actionable recommendations related to inclusive Sendai Framework implementation. The briefs will be tailored for different stakeholders.
<b>Submit Final Regional Report</b>	A final consolidated report incorporating feedback from SAFOD and key stakeholders. The report will synthesize findings from both country case studies, highlight comparative and transferable lessons, and provide evidence-based recommendations to strengthen inclusive DRR systems, policy influence, and advocacy at national and Southeastern Africa regional levels.
<b>Submit Power Point Presentation</b>	A professionally designed presentation summarizing the methodology, key findings, good practices, lessons learned, and recommendations.

### **Application for Consultancy**

Interested candidates should submit a financial proposal, with estimated costs and technical proposal. The technical proposal should include the following:

- Brief description of the understanding of the assignment.
- Methodology, approach and a work plan
- Detailed CV and references of similar assignments

### **Qualifications and experience**

- Master's degree in Monitoring and Evaluation, Disaster Risk Reduction, Climate Change, Development Studies, Humanitarian Studies, or related field.
- Minimum seven years' experience in DRR monitoring and evaluation
- experience in facilitating and documenting multi-stakeholder consultations and drafting guidance notes
- Strong knowledge of the Sendai Framework and UNDRR monitoring processes international disability standards.
- Experience conducting field assessments and stakeholder consultations in Southern Africa.
- Excellent analytical, writing, and communication skills.
- Demonstrated Understanding of disability issues and DRR
- Previous experience working with organizations of persons with disabilities



- Demonstrated previous experience working in the SADC region

### **Selection process**

Applications will be evaluated based on:

- Relevant qualifications and experience.
- Understanding of the scope of work.
- Quality and feasibility of the proposed work plan.
- Previous experience and sample work.

### **Ethical Considerations**

The consultant must adhere to principles of inclusion, non-discrimination, and accessibility, ensuring that persons with disabilities are meaningfully consulted throughout the assessment.

Applications should be submitted to [procurement@safod.net](mailto:procurement@safod.net) by **1<sup>st</sup> March 2026**.

**Only short-listed candidates will be contacted.**

