



ADAPTATION FUND

PROJECT: " INTEGRATING FLOOD AND DROUGHT MANAGEMENT AND EARLY WARNING FOR CLIMATE CHANGE ADAPTATION IN THE VOLTA BASIN" (VFDM)

**TERMS OF REFERENCE FOR LOCAL PARTNERS
RECRUITMENT TO IMPLEMENT LOCAL COMMUNITY FLOOD
AND DROUGHT MANAGEMENT INITIATIVES IN THE VOLTA
BASIN**

Partenaires d'exécution

Novembre 2020



**WORLD
METEOROLOGICAL
ORGANIZATION**



**Global Water
Partnership
West Africa**



1. CONTEXT AND JUSTIFICATION

The World Meteorological Organization (WMO), a specialized United Nations Agency, the Volta Basin Authority (ABV) and the Global Water Partnership in West Africa (GWP-AO) are implementing the project "Integrating Flood and Drought Management and Early Warning for Adaptation to Climate Change in the Volta Basin (VFDM)" funded by the Adaptation Fund. Project activities started in June 2019, continue and will take end by mid-2023. The implementation of the VFDM project involves active participation of National Structures and Agencies (in charge of meteorology, hydrology, water resource management, water protection, civil protection, etc.) and WMO partners, such as the CIMA Research Foundation and CERFE.

The project integrates the implementation of local community flood and drought management (CFDM) initiatives in six (06) selected pilot communities (one per country) in the Volta Basin, including building their capacity to cope with hydrometeorological events, developing early warning channels and improving end-user response.

To do this, the project delivery partners (WMO, ABV and GWP-AO) planned to select a Local Partner at the level of each Volta Basin country to support the implementation of local community flood and drought management (CFDM) initiatives on the ground.

CFDM's local initiatives follow the community-level vulnerability and capacity mapping mission in the Volta Basin, which aims to identify multidimensional factors (social, economic, ecological, cultural, political and infrastructure determinants) of vulnerability in areas of the Volta Basin that are highly exposed to hydrometeorological risks, such as floods and drought. This mapping was conducted at the scale of 60 communities located in ten (10) areas of the basin.

These terms of reference are developed to specify the objectives, the expected results as well as the tasks to be carried out by the local agencies and the terms of their selection.

2. OBJECTIVES OF GCIS'S ACTIVITIES

The overall objective of CFDM's local initiatives is to build capacity and build community resilience in selected vulnerable areas of the Volta Basin where floods and drought pose major risks. Community self-help capabilities, which will be strengthened as part of the VFDM project, will improve the effectiveness of preparedness and response measures implemented through the National Forecasting and Warning Services (VOLTALARM).

The specific objectives of GCIS's local initiatives are:

- ≈ Improve communities' capacity to manage flood and drought risks to build resilience, particularly in prevention, preparedness, flood response (for urban or river areas) and drought;
- ≈ Strengthen the self-help capacity of communities (women's groups, associations, NGOs) in terms of their participation and engagement in the chain of the end-to-end early warning system for flood forecasting (E2E-EWS-FF);
- ≈ To facilitate community access and awareness of flood and drought management programs and activities at the local and national levels.

3. GCIS RESULTS AND ACTIVITIES IN THE VOLTA BASIN COUNTRIES

At the end of the implementation of CFDM's local initiatives, the following results are expected:

- ≈ six (06) sites (one per country) in the Volta Basin are selected for the implementation of CFDM's actions;
- ≈ the capacities of communities at selected sites are being developed to improve climate risk management through building resilience, particularly in prevention, preparedness, response to floods (for urban or river areas) and drought;
- ≈ the self-help capacity of communities (women's groups, associations, NGOs) are being strengthened in terms of their participation and engagement in the chain of the end-to-end early warning system for flood forecasting (E2E-EWS-FF);
- ≈ communities have access and awareness of flood and drought management programs and activities at the local and national levels.
- ≈ the implementation of CFDM' s activities will fully enhance and enhance the efforts and results of current and ongoing projects/programs.
- ≈ the main objective as well as the specific objectives of the activity will be achieved through the following activities structured around two (2) major components.

Component 1: Conceptualization and implementation planning

Activity 1.1: Choosing pilot sites and planning CFDM activities

It starts with the selection of vulnerable areas and communities (at least one in each country) for the implementation of CFDM initiatives.

The selection of pilot areas or communities will be based on the results of community-level vulnerability and capacity mapping at the 60 pilot sites in the Volta Basin. Based on the data collected and analyzed, a community with the highest index of vulnerability to flooding or drought will be selected by Volta Basin country to implement various activities described below.

Once the community is identified, the local implementation partner will develop the business execution plan and implementation strategy with the participation and engagement of the various stakeholders (at national and local levels). A consultation meeting will be held with all stakeholders to mobilize their commitment to the implementation of the activities. The development of the execution plan should also enhance the results of mapping the site's vulnerability.

Component 2: Building target/pilot community capacity for CFDM

Activity 2.1: Awareness and training on CFDM

It consists of organizing awareness and training sessions at the local level (including gender integration) in selected pilot areas, if any, on relevant aspects of both flood management such as E2E-EWS-FF and drought management:

- the installation: (i) of preparation equipment such as low-cost hydrometeorological stations, (ii) equipment that can facilitate the dissemination of climate information through loudspeakers and local radio, (iii) non-structural preparation tools such as marking vulnerable homes for rapid response, (iv) flood level marking plates to mark previous year's floods useful for the future construction of resilient homes;



- a knowledge dissemination and awareness session on disaster risk reduction, ecosystem services, climate change adaptation and drought indicators, etc.

Activity 2.2: Setting up the IG CFM or CDM) Committees

It consists of setting up Community Flood or Drought Management Committees CFMC or CDMC, building on existing structures/arrangements with a sub-team dedicated to early warning and dissemination of information, intervention and other support teams. The methodological approach to setting up the Committees will be developed by the local partner and then validated by local actors with the roadmap for its operationalization. The ABV will ensure the implementation of this roadmap for the establishment of each Committee. The Committee will be set up during an installation session of its Executive Office. The Verbal Trial of the Installation Session of the Committee's Executive Board will be shared with the Project team. Prior to the establishment of the Committee's Executive Board, the local partner will work with the members of the Committee to develop the rules for the committee's operation.

Activity 2.3: Developing a Community Flood or Drought Management Plan (CFMC or CDMC)

It is a planning tool for community flood or drought management. It will be implemented by the GSC or CGCS. It must include the emergency contact information of members, the list of vulnerable people in communities and the mechanism for disseminating information. The plan covers relevant aspects and activities required to be undertaken before, during and after floods and/or drought under E2E-EWS-FF at the local level including safety and safeguard measures for the preservation of natural habitats, land and soil conservation, biodiversity. It should be used in an emergency and then updated with lessons learned and experiences after each flood or drought

The identified local partner will work with all stakeholders, including the CFMC or CDMC, to define the plan's activities on the basis of a rapid and participatory diagnosis of local flood and/or drought management, including capacity assessment and the needs of local stakeholders. The developed plan will be validated and then adopted by the local municipal council for its implementation. If necessary, this plan can be popularized with other technical and financial partners to canvass their contribution to its implementation.

Activity 2.4: Capacity Building of the FMC/DMC)),

The aim is to prepare and conduct training (simulation exercises) for CFMC or CDMC, members and citizens by identifying strengths, weaknesses, gaps and scope of improvements for better management of flood or drought risks.

The Volta Basin Authority will propose the draft of reference terms for the training workshops as well as communication and work materials that will be finalized by the local partner. A working session will be organized with local partners to enable them to better take ownership of the communication media as well as the tools offered for the training.

The workshops will be facilitated by the local implementation partner.

Activity 2.5: Sharing knowledge about CFDM

The main aim is to link community organizations with institutions involved at the local and national level in early warning forecasting and dissemination, disaster management and other relevant areas. This includes improving the technical and institutional means of communication.

Activity 2.6: Plan Implementation



The aim is to test the device provided in the **CFDM** by the CFMC/CDMC and community members for flood and/or drought risk management and then to identify gaps, lessons learned, etc. during the implementation of the activities.

The local partner will provide close support to the CFMC or CDMC) to test the device.

The aim is to validate the proposed approach and apply the methods and activities on the basis of direct community engagement. The lessons learned are then used to improve the plan and concepts for flood and drought management.

Activity 2.7 Capitalization and dissemination of CFDM's best practices through "Voices of the Field: Examples of Success"

It's about documenting the initiative by highlighting the best practices that come out of it and then holding meetings to share knowledge and experience as well as the added value of local measures or equipment. A documentation framework will be proposed by WMO and ABV, validated by the other implementing partners and then provided by the local implementation partner.

This manual will be provided to municipal councils, municipalities, agencies and organizations involved in flood and/or drought management in Volta Basin countries where similar problems and needs are identified.

4. MISSION DURATION

The mission will take one year and half to implement and are scheduled to run from April 2021 to June 2022.

5. BUDGET OF THE ACTIVITY

The budget allocated to conduct the activity is \$25,000 USD.

6. LOCAL PARTNER SEARCH PROFILE

6.1. Local Partner Eligibility Terms

To be selected, the Local Partner (PL) must be a national of the states bordering the Volta basin (Benin, Burkina Faso, Ivory Coast, Ghana, Mali and Togo). It must be a private structure or civil society organization (NGOs, associations, networks of organizations, faith structures, etc.) officially recognized and intervening in the national portion of the Volta basin in the origin country.

The Local Partner must commit to carrying out all the activities listed above by taking into account cross-cutting aspects (gender, youth, governance, etc.) and with a view to building capacity for the sustainability of achievements.

The local implementation partner must also have the following skills:

6.2. Technical and Financial Skills

Technically, the Local Partner must have at least five (05) years of experience working in the community and in implementing local climate risk management initiatives (floods, drought, high winds, etc.). It must have at least one project manager with experience in climate risk management and a sociologist with experience in rural animation.

The Local Partner must have proven and successful experience in coordinating and managing multiple subcontractors and reporting activities.

7. RECRUITMENT MODALITIES OF THE LOCAL PARTNER

The selection of only one partner per country will be made. Interested structures, meeting all of the above requirements and having the required mission-related skills, are asked to submit their application files, which will include, among other things, the following:

- A dated and signed letter of submission;
- A sign sheet of the structure detailing service records and areas of intervention over the past three years;
- Understanding and commenting on the mission's terms of reference;
- A technical offer including the proposed methodology for each activity, the work schedule, the NGO's areas of intervention, the human resources available with their CVs (technical skills) and the logistics available in the field;
- A financial offer in line with the proposed methodology and indicating the detailed costs of the activities including the necessary human resources and management fees;
- A copy of the structure's fundamental texts (statutes, internal regulations) and business and financial reports from the past three years;
- Proof of the structure's experience in the aforementioned field (Certification of good execution, letter of recommendation);
- Certified audit/financial reports from the past three years.

The application files, written in French and English, are to be transmitted by **2021 March 23rd, at 5 p.m.**, Burkina Faso Local Time to e-mail addresses:

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| - ABV : secretariat@abv.int |
| - GWP-AO : gwp.westafrica@gwpao.org |
| - WMO : support@vfdm.info |

8. ALLOTISSEMENT

This expression of interest covers six (6) lots or sites spread across the six (6) Volta countries, according to the table below. In other words, in each country, a local provider will be chosen. The latter will deal specifically with the chosen site in the country concerned.

N° Lot	Country	Potentiels sites of intervention
1	Benin	Tabota (Commune de Boukoumbé) or Tatouta (Commune de Boukoumbé)
2	Burkina Faso	Badara (Province du Houet, Commune de Bama) or Kongoussi (Province du Bam, Commune de Kongoussi)
3	Côte d'Ivoire	Sangabali (Commune de Bondoukou) or Poliedou 2 (Commune de Bouna)
4	Ghana	Kunkua (quartier Bongo) or Yarigungu (district de Binduri)
5	Mali	Kandé (Commune de Bankass) or Oula (Commune de Bankass)
6	Togo	Daoude (Commune de Assoli) or Katchamba (Commune de Dankpen)



4. ADDITIONAL INFORMATION

Interested applicants can obtain additional information about the reference documents by writing to the following email addresses.

secretariat@abv.int; secretariat.abv@gmail.com; gwp.westafrica@gwpao.org