

## **TERMS OF REFERENCE**

### **Writer for Resilience and Innovation Learning Hub Case Studies**

#### **About the Project**

The Resilience and Innovation Learning Hub (RILHub) Philippines seeks to help vulnerable people and communities in the Philippines, particularly women and girls, to mitigate, adapt to, and recover from different types of shocks and stresses. It will do so by working with a wide range of stakeholders in the Philippines to help create knowledge, build capacities, develop innovative solutions, and be a platform for learning and reflection.

The RILHub aims to produce case studies on Integrated Risk Management (IRM) focusing on disaster risk reduction, climate change adaptation and ecosystem management and restoration. The RILHub will share these case studies, best practices, challenges, and solutions from different communities through its website and social media platforms. The case studies are in two forms: narrative and video.

#### **About the Role and Expected Output**

The RILHub is looking for an experienced writer to develop and write case studies about the projects of CARE and its partners on building resilience to disasters in various communities in the country.

The case studies, to be written in English, can be a couple of paragraphs or more with particular focus on IRM.

The case studies will focus on a community's journey and highlight the best practices, challenges and solutions done by the communities in order to prepare for and mitigate disasters, adapt to climate change or protect the environment. Other topics may include specific innovations and interventions on IRM that give positive or significant changes in communities.

#### **Roles of the Case Study Writer**

The case study writer is expected to perform or provide the following:

- Travel to the project site or community to conduct research, interviews and take pictures
- Transcribe interviews
- Consult with CARE's Integrated Risk Management Director for technical guidance

- Coordinate with the RILHub's Project Manager or Communications focal point on the case study structure and key points to highlight
- Write a comprehensive yet reader-friendly case studies. Jargons or technical terms should be properly communicated to a wider public. The primary audience of the case studies are IRM practitioners from non-government organizations, government agencies, local government units and universities.
- All materials generated (transcriptions, photos, audio recording) should be turned over to CARE upon submission of the final output.

## **Skills and Qualifications Desired**

The case study writer should have the following qualifications:

- With more than three years of writing case studies, articles, technical reports, manuals, research studies, etc.
- Has experience writing for development or humanitarian organizations
- Preferably with knowledge in any of the areas of Integrated Risk Management (disaster risk reduction, climate change adaptation, ecosystem management and restoration)
- Has the following qualities:
  - good research skills
  - good in conducting interviews
  - high attention to details
  - able to follow a coherent outline