BACKGROUND

Start network aims to transform humanitarian action through innovation, fast funding, early action, and localisation. The network believes that the biggest systemic problems that the humanitarian sector faces - problems including slow and reactive funding, centralised decision-making, and an aversion to change, means that people affected by crises around the world, do not receive the best help fast enough, and needless suffering results. The Start Network plans to build a Disaster Risk Financing (DRF) system in the Philippines, that allows civil society actors in country to proactively manage disaster risks. This will be done through the scientific modelling of hazards collaborative development of contingency plans and the establishment of pre-positioned financing to enable earlier, more predictable, and better coordinated assistance to communities affected by predictable disasters.

In the development of the national DRF system, the first phase shall focus on developing the foundational building blocks from which the appropriate parametric models to monitor risks will be developed in the second phase. This initiative aims to explore more predictable trigger-based systems to manage risks that complement and build on the flexible funds on offer through the Start Fund. This program will facilitate the development of implementation channels that is compatible with the Start financing facility which shall enable START network to connect and further develop country-led efforts.

A key part of the vision of the Start Network is to provide more effective and efficient financing models for humanitarian aid. Specifically, to enable a predictable continuum of funding for when risks of different scale and severity start to materialise. The network believes that this will be achieved by layering ex-ante financial instruments to allow NGOs to develop and implement anticipatory humanitarian actions for all hazards in the Philippines.

The START Network Crisis Anticipation and Risk Finance (CARF) programme is being hosted by CARE Philippines which will be the contracting organization for this piece of work.

ROLE

The consultant will be working with the START Network Philippine CARF Team and partners in developing the DRF system’s standard operating procedures (SOP). This SOP shall guide the system’s governance and implementing consortia in implementing the DRF system.
**Job Description**

- Collect, document, and organize all processes of activating and implementing the DRF system
- Consult Start Network DRF system stakeholders on the development of its SOP appropriate for the purposes of its system activation, fund disbursement, contingency plans implementation and activation evaluation
- Identify appropriate review, decision-making, and approval channels processes identified in the SOP
- Develop workflow and illustrations that will simplify the system’s SOP
- Develop pre-risk season checklist that enables the system to be activation ready

**Deliverables**

1. Draft DRF system Standard Operating Procedures
2. Draft Governance, Technical Working Group, Implementing Consortium Pre-season checklist
3. Final Implementation Plan Template
4. Conduct SOP development workshop through an after action review
5. Final DRF SOP consulted with DRF system stakeholders
6. Final Pre-season checklist

**Schedule of Payment**

<table>
<thead>
<tr>
<th>Activities</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Jan (2023)</th>
<th>Feb (2023)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inception Report (10%)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Draft SOP, Final Implementation Plan template, and pre-season checklist (40%)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conduct of After-Action Review (10%)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final SOP and pre-season checklist (40%)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Qualification

- Minimum bachelor’s degree in social sciences, geography, development, disaster management and other relevant field; OR the equivalent combination of education and the solid/extensive relevant professional experience in a related area.
- A minimum of 5 (five) years experiences in disaster management in support of disaster risk management functions and/or development initiatives
- Experience in the standard operating procedures
- Experience in facilitating deliberative processes for formulation of public policy documents in DRR and Disaster Management.
- Experience in working with government actors, civil society actors and other stakeholders for DRR and Disaster Management.

Additional Competencies required:

- Excellent inter-personal and general communication skills
- Demonstrate experience working with government officials, I/NGOs, Civil Society within the area of disaster management (DRR, emergency response and recovery/rehabilitation reconstruction).
- Experience to formulate of strategic plans/framework.
- Demonstrate good organizational, liaison and communication skills to build and maintain strong relationship with multi-stake holder

Submission

Please submit the following documents:

- Expression of Interest addressed to:

  Carl Vincent Caro
  Disaster Risk Finance Coordinator

- CV of consultant
- Financial proposal

To: lia.gonzalo@care.org

Deadline of submission is until 22 Jul 2022, 11:59PM (Philippine Time)