

TERMS OF REFERENCE
Technical Writer
Start Ready Philippines

Position	Technical Writer
Project	Writing a white paper about the implementation of Start Ready in the Philippines
Duration	2 months (Nov-Dec 2023)
Location	Remote work
Reporting to	Communications Consultant, Country Crisis Advisor, Start Network

Background

About the Start Network

Start Network is made up of more than 80 humanitarian agencies working across five continents to tackle what we see as the biggest systemic problems in the global humanitarian system. Start Network is an independent charity.

Start Network’s vision is for a locally led humanitarian system that is accountable to people affected by and at risk of crises. We aim to achieve this vision by making system-level shifts in how humanitarian assistance is approached and delivered.

OUR SOLUTIONS

- **DECENTRALIZING & LOCALLY-LED ACTION:** Shifting power and resources and decentralizing decision-making to locally-led networks and organizations.
- **EARLY & RAPID FINANCING:** Building a global financing system that reduces risk, anticipates, and acts ahead of predictable crises.
- **COMMUNITY-LED INNOVATION:** Incentivising innovative, locally-led, and contextual solutions and learning from them together with people affected by crises.

Start Ready in the Philippines

In the Philippines, Start Network is implementing Start Ready, a Disaster Risk Financing (DRF) system that allows local NGOs and civil society organizations in the country to manage disaster risks proactively. This requires scientific modelling of hazards, development of contingency plans, and establishment of pre-positioned financing to enable earlier, more predictable, and better-coordinated assistance to communities affected by predictable disasters. The implementation of DRF system in the Philippines is grounded on five key principles—locally-led DRF system, data-driven actions, comprehensive contingency plan, effective and efficient operations, and scalable system.

Start Network aims to produce a white paper about the implementation of Start Ready in the Philippines. The white paper will cover existing reports about challenges in disaster response, financing flow in the Philippines, strategies, and case studies from recent Start Ready activation. The final output is intended to be used for further media publications.

Scope of Services

Start Network requires the services of a Technical Writer who will:

- Review existing reports and other relevant documents related to previous meetings and contingency plannings, beneficiary and partner interviews, focus group discussions, workshops, and training activities of the Start Network consortium
- Convert the data and information collected from reports and field activities into a coherent, and easy-to-understand document, which will be used for further media publications
- Write a short white paper about the implementation and ways forward of Start Ready in the Philippines

Qualifications and Experiences

The Technical Writer should possess the following qualifications, experience, skills, and competencies:

- Educational background in development communications, or relevant professional experience in a similar discipline
- Excellence in writing white papers, briefers, or technical reports in development or humanitarian aid programs
- Capability to produce high-quality written output for a range of purposes and audiences
- Proficiency in written and verbal communication
- Ability to work collaboratively with the Start Network team and independently with limited supervision

Project Timeline

Work item	Duration	Output Needed
Selection and onboarding of successful applicant	1 week	Onboarding call
Submission of work outline Gathering of existing materials from meetings, reports, and trainings	1 week	White paper outline in doc format
Submission and review of first draft	2 weeks	1st draft in doc format for review
Revising and submission of final output	2 weeks	Final output in doc format
Total	6 weeks	

Schedule of Payment

1 st tranche (30%)	Submission of outline
2 nd tranche (40%)	Submission of first draft
3 rd tranche (30%)	Delivery of final output

Application

Please send your CV, sample work, and proposal, including your rate to: acantillanawork@gmail.com and CC arvincaro@startnetwork.org with the subject: **Technical Writer_StartReady_Surname** on or before October 20, 2023.