

TERMS OF REFERENCE

Consultancy – Start Ready Simulation Exercise

Background

Start Network is made up of 84 aid agencies across five continents, ranging from large international organisations to national NGOs. Together, our aim is to transform humanitarian action through innovation, fast funding, early action, and localisation. Through the Start Network, members and partners can quickly access funding for projects to save lives before a disaster strikes through the *Anticipation Fund* under Start Fund and predictable funding through *Start Ready*.

In the Philippines, Start Network is implementing Start Ready, a Disaster Risk Financing (DRF) system that allows local and international NGOs in the country to proactively manage disaster risks, specifically tropical cyclones. 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.

Currently, Start Ready covers 11 municipalities in three provinces-Cagayan, Eastern Samar, and Surigao del Norte. The contingency plans in each area are implemented by five consortiums composed by a majority of local NGOs and led by Start Network international NGO members. These plans were co-created in collaboration with partners and local communities, with an agreed course of action for different severity levels and windows of opportunity including anticipatory actions and early response activities.

Start Network is seeking a team of consultants to conduct a full-scale simulation exercise of a Start Ready Activation within one of the project areas. The simulation exercise will test Start Ready protocols, communications, and coordination among all involved stakeholders including INGO members, local civil society organizations, local government units, and community members.

The objectives of the simulation exercise are:

- Practice Start Ready's chain of command and clarify roles and responsibilities of stakeholders involved system.
- Test the implementation of interventions outline in the contingency plans
- Identify gaps and possible bottlenecks in the system's SOPs
- Improve coordination lines and flow of information from warning to activation

The consultancy will involve the planning and development of exercise scenarios, content materials, documentation, and evaluation of the exercise. The role will also include the conduct an orientation to brief facilitators and participants on their roles in the exercise, as well as a post-exercise debriefing session to assess the results of the simulation exercise.

Scope of Services

Start Network requires the services of a Simulation Exercise Consultant who will:

1. Review Start Ready reports, studies, contingency plans, standard operating protocols, after action review, and other related documents to understand the operation of the Start Ready System
2. Conceptualize and coordinate the conduct of a full-scale simulation exercise
3. Develop necessary documentation and guidelines in conducting a full-scale simulation exercise
4. Facilitate, direct, and evaluate the conduct of a full-scale simulation of a Start Ready activation
5. Document the implementation of the simulation exercise and highlight items needed to be improved in the current operational protocols of the Philippines Start Ready System
6. Work with the CARF MEAL Officer to monitor and evaluate the process and performance of the simulation exercise
7. Conduct a post-exercise debriefing session with participants and exercise management team members;
8. Develop the final exercise report including inputs from debriefing session and evaluation findings

Deliverables

1. Exercise design, scenarios, and injects
2. Guidelines for participants and Exercise Control
3. Conduct of the Simulation Exercise
4. Final Simulation Exercise Report including evaluation findings
5. Recommendations for SOP improvement

Project Timeline: 6 months from January to June 2024

Deliverables	Jan	Feb	Mar	Apr	May	Jun
Exercise Design, Scenario, and Injects						
Guidelines for Participants and Exercise Control						
Conduct of Simulation Exercise						
Final Simulation Exercise Report including evaluation findings						
Recommendations for SOP improvement						

Schedule of Payment

1 st Tranche (10%)	Mobilization
2 nd Tranche (20%)	Submission of Exercise Design and Guidelines
3 rd Tranche (40%)	Completion of Simulation Exercise
4 th Tranche (20%)	Submission of Final Exercise Report
5 th Tranche (10%)	Submission of SOP improvement recommendation

Qualifications and Experiences

The consultants could be **an individual or a firm** that possess the following qualifications, experience, skills, and competencies:

- Advanced educational degree (Master's or above) in disaster risk reduction or related fields required
- Experience in designing and conducting national simulation exercises (table-top, functional or full-scale) related to tropical cyclones
- Experience in implementing anticipatory action projects
- Skilled in the development of exercise scenarios and injects, monitoring and evaluation of exercise process
- Strong training and oral presentation skills.
- Ability to work collaboratively with Start Network members and partners, and independently with limited supervision

Application

Please send your CVs, sample work, and proposal, including your rate to:

Lia Anne Gonzalo – CARF Officer

lia.gonzalo@care.org

cc: Arvin Caro – Country Crisis Financing Advisor

arvin.caro@startnetwork.org

Deadline of Submission: Jan. 19, 2024