Consultancy Terms of Reference

National CDAC consultant, Fiji

The Communicating with Disaster Affected Communities (CDAC) Network is seeking a national consultant to lead a new project titled ‘Operationalising Localisation and the Participation Revolution: Communications Preparedness and Accountability for Disaster Response in the Fiji and Vanuatu’. The project is being implemented jointly with Ground Truth Solutions (GTS).

Note that this consultancy is specific to Fiji and the CDAC Network component of the project: Building on existing structures, a platform for communication and community engagement is pre-positioned and leads to better preparedness and response.

Background

Established in 2009, the CDAC Network is a growing platform of more than 30 humanitarian, media development, social innovation, technology, and telecommunication Member organisations, dedicated to catalysing the ability of communities to connect, access information, have a voice and leadership in humanitarian emergencies. Members include the International Committee of the Red Cross (ICRC), UNOCHA, UNICEF, WHO, Save the Children, Plan International, BBC Media Action, Internews and United Methodist Communications, among others (see Annex 1 for a complete list).

Project partner Ground Truth Solutions (GTS) is an international non-governmental organisation that helps humanitarian responders to systemically listen and respond to feedback from people affected by crisis.

In April 2018, CDAC Network and Ground Truth Solutions received joint project funding for the above project from the Australian Department of Foreign Affairs and Trade (DFAT).

The 12-month disaster preparedness project which started on 01 May 2018 and ends on 30 April 2019 seeks to address two critical needs in times of disaster or conflict:

i) That affected communities are meaningfully engaged throughout the humanitarian preparedness and response phase and have access to life-saving information and communications capacities to enable their leadership.

ii) That the humanitarian response is systematically informed by and adapts to the views, perceptions and priorities of affected communities based on an analysis – at regular intervals – of a representative sample of their views.
The overarching project aim is to assist local and regional organisations in Fiji and Vanuatu in bringing the benefits of the Participation Revolution\(^1\) to the programmes they manage, by ensuring effective communication and community engagement and making collecting and acting on feedback from communities a driver of the transition from humanitarian emergency relief to longer-term development.

The project has two outcome areas:

**Outcome 1, CDAC-led: Building on existing structures, two platforms for communication and community engagement are pre-positioned and lead to better preparedness and response.**

It will involve the pre-positioning of a communication and community engagement platform in Fiji, which will have the potential for regional influence, and one in Vanuatu with a national and local focus.

**Outcome 2, GTS-led: National and local responders are better prepared to systematically listen and respond to the perceptions of people impacted by crises and to adapt programming accordingly.**

Capacity development on systematic collection, analysis and sense-making of feedback from affected communities on key dimensions of humanitarian performance, aimed at national and local organisations in both Fiji and Vanuatu.

While both outcomes are complementary to the achievement of the project goal, CDAC Network will lead on Outcome 1 and Ground Truth Solutions will lead on Outcome 2.

**Purpose of this consultancy:**

Working with the CDAC Communication and Community Engagement Specialist, CDAC members and partners on the ground, support implementation of the CDAC Network’s project in Fiji, and support incremental progress towards the achievement of Outcome 1 over the 12-month period.

**Specific objectives:**

The consultant will work closely with the CDAC Communication and Community Engagement Specialist to:

- support the establishment of a context-appropriate communication and community engagement ‘platform’ which is locally led and has the potential to provide a service to the existing and emerging humanitarian architecture in Fiji and the region
- support agreement on a series of preparedness actions between diverse actors to ensure they are well placed to mainstream participation, communication and community engagement in a response.
- support a meaningful link between the GTS outputs on the systematic collection and analysis of feedback data to ensure it informs ‘platform’ activities and decision-making.
- support, if funds permit, peer-to-peer learning opportunities for the Fiji platform from a country(s) in the region

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\(^1\) One of the 10 Commitments made by signatories of the World Humanitarian Summit (WHS), Grand Bargain agreement in 2016
• support consultation and engagement with all key stakeholders through formal and informal processes.

The consultancy will be undertaken in a phased approach (to be adapted as necessary):

**Phase 2: Implementation Phase: July 2018 – February 2019: (Provisional activities, to be adjusted as necessary)**

- agree roles and responsibilities and ways of working with CDAC Communication and Community Engagement Specialist in Fiji and contribute to a system for determining CDAC priorities in Fiji to achieve objectives
- input to a simple project monitoring system
- support the drafting of a collective ToR for a regional or national platform
- support the convening of the first platform meeting (if not already functioning) ensuring where possible local leadership
- provide monthly updates to the CDAC Communication and Community Engagement Specialist
- contribute to 6-monthly donor reports as required
- support the development/coordination of:
  - an action plan led by local actors and supported by internationals as appropriate;
  - an assessment of the media and communications landscape in Fiji for use as baseline data in a response (including telecommunications).
  - accurate and timely information to the people affected using multi-communication channels. This could include exploring the future development of a preparedness and response message library, building on CDAC’s existing online library similar to what the Bangladesh Shongjog\(^2\) multi-stakeholder platform has done.
  - the systematic collection and analysis of overall feedback data in order to highlight trends to inform activities. This links directly with the activities undertaken by GTS, outlined above.
  - continuous mentoring and adaptation of a suite of tools, guidance, research and training opportunities from CDAC Network to best support the platforms as part of CDAC’s capacity strengthening and accompaniment services.

**Phase 3: Lesson learning and future needs March – April 2019: (Provisional activities, to be adjusted as necessary)**

The final learning phase will begin in March 2019 with a view to looking at the future sustainability of the project and making recommendations on next steps.

Additional funds will be sought to provide a continuous research angle to this project.

**Reporting and project financial management**

The National CDAC consultant will report to the CDAC Communication and Community Engagement Specialist who is based in Suva.

The CDAC Executive Director will be the secretariat lead for this project.

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**Duty Station**

The consultant will be based in Suva, Fiji. No relocation costs are available.

**Timing of Consultancy**

The consultancy will be for a nine month period from July 2018 to March 2019.

**Consultancy fees**

The contract will have a total monthly rate of up to FJ $5,500 (all inclusive) (dependent on experience and references) for an estimated 15 working days per month.

**Consultant specifications**

**Essential**

1. More than 10 years professional experience working in media, communications and/or disaster preparedness
2. Experience working with the Fiji National Disaster Management Office and/or the Fiji Meteorological Service
3. Expertise in engaging with the Government of Fiji and UN agencies at the senior leadership level
4. Demonstrated skills in leadership, coordination, consensus building, facilitation and conflict resolution
5. Strong oral and written communication skills. Fluency in Fijian or Fiji Hindi is essential, as are excellent verbal and written skills in English.
6. Ability to foster sustainable partnerships and work collaboratively to bring people together
7. Ability to start work in July

**Desirable**

1. Knowledge of Communications Preparedness and Accountability for Disaster Response.
2. Experience working on Australian Government supported projects and programs
3. Private sector links that could advance this project and enable greater humanitarian-development linkages

Send your CV and a cover letter directly to: recruitment@cdacnetwork.org by 2 August 2018. Applications will be assessed on a rolling basis so send your application as soon as possible.

Please align your cover letter with the consultant specifications above to a maximum of 2 pages.

Please include the name and contact details of two referees from recent work undertaken.
Annex 1: CDAC Network Member Organisations

Full Members

1. Action Aid International
2. Anthrologica
3. BBC Media Action
4. Community World Service Asia
5. DAHLIA
6. First Response Radio
7. Ground Truth Solutions
8. The International Committee of the Red Cross (ICRC)
9. International Media Support
10. InsightShare
11. Internews
12. International Organisation for Migration (IOM)
13. NORCAP
14. PECOJON - the Peace and Conflict Journalism Network Asia
15. Plan International
16. Smile Again Africa Development Organisation (SAADO) South Sudan
17. Save the Children
18. SIMLab (Social Impact Lab Foundation)
19. Thomson Reuters Foundation (TRF)
20. Translators Without Borders
21. United Methodist Communications (UMCOM)
22. United Nations Population Fund (UNFPA)
23. United Nations High Commissioner for Refugees (UNHCR)
25. United Nations Office for the Coordination of Humanitarian Affairs (UNOCHA)
26. World Association for Christian Communication (WACC)
27. World Vision International
28. World Food Programme (WFP)
29. World Health Organization (WHO)

Affiliate Members

30. Development Media International
31. Freeplay Energy
32. EarthX
33. Lifeline Energy
34. FdL Development
35. Film Aid
36. High Frequency Co-ordination Conference (HFCC)