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**Project: “Integrating flood and drought management and early warning for climate change adaptation in the Volta Basin”**

**(VFDM Project)**

**DEVELOPMENT OF COMMUNICATION MATERIALS ON TOOLS, POLICIES AND PLANS RELATED TO THE PROFILE, THE VOLTALARM EARLY WARNING SYSTEM AND THE REGIONAL STRATEGY FOR THE REDUCTION AND THE INTEGRATED MANAGEMENT STRATEGY FOR FLOODS AND DROUGHT RISKS ISSUED FROM THE VFDM PROJECT**

***Terms of reference of a Communication Agency***

**Implementation partners March 2024**





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1. **Background and rationale**

In response to the problems of floods and drought in the Volta Basin (VB), the World Meteorological Organization (WMO), the Volta Basin Authority (VBA), the Global Water Partnership in West Africa (GWP-WA) and relevant national institutions of the VBA Member States are implementing the project entitled “Volta Flood and Drought Management (VFDM)”[Integrating flood and drought management and early warning for climate change adaptation in the Volta Basin](https://www.adaptation-fund.org/project/integrating-flood-drought-management-early-warning-climate-change-adaptation-volta-basin-benin-burkina-faso-cote-divoire-ghana-mali-togo/)'' from June 2019 to the end of June 2024. The VFDM project, funded by the Adaptation Fund (AF), prioritizes strengthening the capacities of hydrometeorological service providers including civil protection agencies and other relevant stakeholders from the six VB riparian countries; as well as the development of an early warning system (EWS) to floods and drought for the basin.

As part of the VFDM project activities, a forecasting and warning platform for floods and drought, VoltAlarm, has been developed and information bulletins are produced by the VBA and national institutions in charge of hydrology, meteorology, civil protection, and agriculture. Floods and drought risk maps and profile for the VB were developed with recommendations targeting decision makers. A regional strategy for the reduction and integrated management of floods and drought risks (RIMFDR) was also developed, together with basin stakeholders.

As part of the implementation of the project's remaining activities and its closure by the end of June 2024, its executing partners planned, among other things, to develop communication materials on tools, policies and plans related to the profile, the ESW VOLTALARM and the regional strategy for the RIMFDR in the VB developed under the project.

To this end, GWP-WA is searching the expertise of a Communication Agency to carry out the mission entitled **“Development of communication materials on tools, policies and plans related to the profile, the EWS VoltAlarm and the regional strategy for the RIMFDR in the VB issued from the VFDM project and other related documents on the project website".**

These terms of reference present the objectives, the expected results as well as the mandate of the Communication Agency, the expected deliverables, and the methodological approach to carry out the mission.

1. **Mission Objectives**

The main objective of the mission is to develop communication sheets to strengthen the capacities of stakeholders and decision-makers on policies, strategies, plans, and tools for long-term RIMFDR at local, national, and transboundary levels in the Volta Basin.

The specific objectives of the mission are as follows:

* To take stock of tools, policies, and plans, and prepare a summary of the rationale and added values, the strategic directions, the recommendations for the development of the profile, the EWS VoltAlarm and the regional strategy for the RIMFDR at local, national, and transboundary levels in the Volta basin.
* To design, based on the summary prepared from the previous specific objective, and get validated by GWP-WA together with WMO and VBA, drafts fact sheets in French and English highlighting the rationale and added values, the strategic directions, the recommendations for the development of the profile, the EWS VoltAlarm and the regional strategy for the RIMFDR at local, national, and transboundary levels in the Volta basin.
* To finalize, then edit and print the validated versions of the fact sheets in both languages. The links to the VFDM project website will be integrated into the communication sheets.

1. **Deliverables expected from the mission**

At the end of the mission, the following results are expected:

* A summary of the rationale and added values, the strategic directions, the recommendations for the development of the profile, the EWS VoltAlarm and the regional strategy for the RIMFDR at local, national and transboundary levels in the VB, prepared from related tools, policies and plans.
* Draft and final versions of fact sheets in French and English, highlighting the rationale and added values, the strategic directions, the recommendations for the development of the profile, the EWS VoltAlarm and the regional strategy for the RIMFDR at local, national, and transboundary levels in the VB and other related documents on the VFDM project website.
* 900 printed copies of the final version of the fact sheets in French.
* 300 printed copies of the final version of the fact sheets in English.

1. **Methodology**

This mission will be carried out under the supervision of the Executive Secretariat of the GWP-WA in collaboration with the Executive Directorate of the VBA and the WMO.

The strategies, the EWS-VoltAlarm and other updated or newly developed climate change adaptation (CC) guidance documents and plans (NAP, NDC), policies and guidelines on issues related to disaster risk reduction in the VB and other relevant documents will be made available to the Communications Agency.

The Communication Agency will propose a methodological approach that will be presented and validated by the project executing partners during the inception period of the mission.

1. **Duration of the mission**

The mission will be carried out for a commitment of 15 MD from April 29th to May 31st, 2024.

1. **Required expertise**

The mission will be entrusted to a Communications Agency that has proven expertise in communications as well as the production of communication materials ad knowledge products. The Communication Agency must propose a team including two experts with proven experiences in synthesizing and transforming results of research results and development processes into knowledge and communication products in French and English. Good knowledge of disaster risk management issues and sustainable management of natural resources would be highly appreciated.

Fluency in French and English is essential.

The presence of women in the team is highly recommended and constitutes an asset.

1. **Recruitment modalities**

The Communication Agency will be recruited based on its technical and financial offers.

The offers, written in French or in English must include, among other things, the following documents:

**For the technical offer:**

* A dated and signed submission letter;
* A presentation of the Communications Agency with updated administrative documents;
* The understanding and observations on the terms of reference;
* The proposed methodology for carrying out the mission;
* The detailed time-table of activities;
* The detailed Curriculum Vitae of the Experts highlighting their experiences related to the mission and their diplomas;
* The certificates of successful completion of similar missions by the communication agency;
* A list of similar missions with references;
* The required equipment to carry out the mission.

**For the financial offer:**

* The tender letter dated and signed and indicating the amount of the offer;
* The estimated budget dated and signed.

The technical and financial offers will be sent via email with the subject “**Technical and financial offers - Mission for developing communication materials on tools, policies and plans related to the profile, the EWS VoltAlarm and the regional strategy for the RIMFDR in the VB issued from the VFDM project**” no later than April 24, 2024 at 5 p.m. GMT to the email address [gwp.westafrica@gwpao.org](mailto:gwp.westafrica@gwpao.org)

1. **Budget presentation framework (in FCFA – including tax)**

| **No. Price** | **DESIGNATION** | **U** | **Qty** | **Unit Price in CFAF** | **Total price in CFAF** |
| --- | --- | --- | --- | --- | --- |
| **1** | **Consultant fees for:** |  |  |  |  |
| *1.1* | *The literature review and the preparation of the summary* | *MD* | *11* |  |  |
| *1.2* | *The design of the fact sheets (in French and English)* | *MD* | *4* |  |  |
|  | ***subtotal 1*** |  |  |  |  |
|  |  |  |  |  |  |
| **2** | **Printing sheets** |  |  |  |  |
| *2.1* | *Printing fact sheets in French* | *U* | *900* |  |  |
| *2.2* | *Printing fact sheets in English* | *U* | *300* |  |  |
|  | ***subtotal 2*** |  |  |  |  |
|  |  |  |  |  |  |
|  | **TOTAL(tax included) 1+ 2+3** |  |  |  |  |

Done at…………………., on………………2024

**The bidder**

**(Name, first names, signature and seal)**