



Call for Consultant To Conduct a Risk Communication and Community Engagement (RCCE) Study

1. Background

Since last year, ADRA has implemented an anticipatory action program (forecast-based finance for anticipatory action) in four districts, namely Kupang (NTT), Bima (NTB), Sigi (Central Sulawesi) and Pandeglang (Banten). The four districts where the FFACT project has been implemented have been known as disaster-prone areas. The results of the disaster risk assessment by BNPB in 2022 show that Pandeglang Regency and Kupang Regency are high-risk areas for disasters. Meanwhile, Sigi Regency and Bima Regency are moderate-risk areas.

This program, funded by ADRA Germany and Aktion Deutschland Hilf, has three objectives, 1). Increase public awareness regarding early warning for early action, and link key stakeholders including critical service providers at the sub-national level with effective early warning systems; 2). Facilitate the development of protocols and policies to support anticipatory action and possible activation of emergency alerts at the sub-national level and testing through real event scenarios; 3). Participate in the regional early warning system process to activate emergency alerts and to capture lessons learned that will be promoted through the global ADRA network and other platforms.

One important component in implementing this program is community involvement in communicating disaster risks to the immediate environment in their community and the wider community. Community engagement in communicating this risk can be done at all stages of disaster management. However, in the context of this anticipatory action program, the engagement that is emphasized is mainly related to the early warning system and early anticipatory action against disasters.

Community engagement is a key factor in the risk communication framework. On many occasions, risks have been misunderstood by the public, when there has been insufficient involvement from providers or users. Risk communication also relies heavily on several other elements in the risk framework. Perception, awareness, and interpretation of risk will influence how successful risk communication is carried out. In some cases, the failure of early warning systems at the community level is caused by several of the elements above that are not in sync between what the information provider and the information user want.

As part of its efforts to obtain information to support the implementation needs of the FFACT project, ADRA will conduct a study on risk communication and community engagement in four districts and requires a consultant to conduct this study.

2. The purpose of the RCCE Study

This study aims to find out how risk communication is applied in anticipating various disaster risks and how the community is engaged in implementing risk communication strategies. Specifically, this study wants to get a more complete picture regarding the following aspects:

- To obtain an overview of how risk communication is practiced in early warning and disaster anticipation systems;
- to obtain an overview of appropriate communication channels and media for communicating disaster risks;
- Identify the role and contribution of communities in disseminating messages about disaster risk;
- Identify forms of institutionalization of risk communication including support for existing policies or regulations;
- Identify existing gaps in the delivery of disaster risk communication and action options to address these gaps;
- Obtain an overview of disaster risk communication materials that have a perspective on groups with special needs (people with disabilities).

3. Scope of study

- Risk communication in the context of this study is limited to those related to types of hazards that occur gradually (*slow on set*), and does not consider risk communication related to types of hazards that occur quickly and suddenly (*sudden on set*).
- Study location; Four regencies as The FFACT project has been implemented by ADRA Indonesia in Bima Regency (NTB Province), Kupang Regency (NTT Province), Sigi Regency (Central Sulawesi Province), and Pandeglang Regency (Banten Province).
- Timeline: the study will be carried out from 15 November to 20 December 2023 (effective approximately 30 working days). More details can be seen in the action plan and deliverable section.

4. Methodology

- **Data collection;** Data collection in this study combines several methods, both sourced from primary data and secondary data (deks review, FGD, interviews, distribution of questionnaires).
- **Desk review** of at least the following but not limited to it: early warning system document report including press release, policy or regulation on EWS, protocol/SOP on EWS, article/journal, etc;
- **Respondent;** determined using a purposive sampling method, where the sample is determined not based on random, regional, or stratum, but rather based on considerations that focus on the objectives of this study. Questionnaires were distributed to respondents in the four districts where this study was located. The number of respondents for each district was 20 people or a total of 80 people representing elements of the community, local government (BPBD, BMKG, PU/Perkim Agency, Agriculture Agency, Village Community Empowerment Agency), local NGOs, university, media, DRR Forum and business people/enterprise world.

- **Focus group discussion**, with agencies at sub-national government to get inputs into the content of the RCCE Study as well as the study contribution to national/sub-national strategy on EWS, anticipatory action framework, and potential collaboration with government, NGOs, private sectors, and university in 4 targeted study.
- **In-depth interview** with local key stakeholders (BPBD/PUSDALOP PB, BMKG, Agriculture Agency, community representative, DRR Forum, University, Media) to get their inputs and opinions on RCCE study as well as collaboration opportunity on RCCE.
- **Data analysis**; the collected data and information are processed, analyzed, and triangulated from various existing data collection methods;

5. TIMELINE AND DELIVERABLES

- a. **Initial report study on RCCE**; the preliminary report includes initial findings from the literature review, clear methodology (data collection, respondents, study instruments, timeline), and systematic reporting of study results.
- b. **Final report document**; The final report on study results must be submitted by the consultant after receiving feedback/revision and approval from ADRA. The final report on the results of the RCEE study is provided in two language versions (Indonesian and English). The final report deadline follows the existing timeline as explained in the next section of this TOR.
- c. **Disemination workshop**; The study findings will be disseminated through hybrid seminars (online and offline) in four districts. The Study Team will present the study results to participants. Responses and input from participants are used as input for future study activities and input for the implementation of the FFACT project managed by ADRA.

NO	ACTIVITY	OUTPUT	DEADLINE
1.	Consultant selection process	Selected individual/team consultants	10 November 2023
2.	Sign contract agreement	Contract documents are signed	14 November 2023
3.	Preparation and development of study instruments, feedback/revision from ADRA	A study instrument was developed	17 November 2023
4.	preliminary report, feedback, and revision as needed	Preliminary report of the study on RCCE	20 November 2023
5.	Collection, processing, data	Results of data and information analysis,	5 December 2023

	analysis, and report writing		
6.	ADRA review and feedback on the draft Final report on the results of the RCCE study	Draft Final Report reviewed	7 December 2023
7.	Revision and finalization of the final report of the RCCE study and duplication/printing	RCCE Study Final Report	10 December 2023
8.	Dissemination of RCCE study results in 4 districts	The workshop was held on a hybrid basis in Sigi, Bima, Kupang, and Pandeglang Regencies with a target of @50 participants	20 December 2023

6. REQUIREMENTS AND QUALIFICATIONS

The consultancy will be conducted by a consultant/consultancy firm with the minimum criteria below:

- Technical competency and knowledge of the topic of disaster risk reduction, climate change adaptation, early warning system, anticipatory action, rural community development, or derivative fields that are relevant to the objectives of this study and proven by examples of study reports/portfolios.
- Demonstration of the participation of similar studies or projects in the past 5 years. Technical competency to lead RCCE study and stakeholder analysis, project management, and data quality control;
- Have the ability and experience to work using a participatory approach;
- Have strong skills in analyzing data;
- Comply with research principles and codes of ethics;
- Experience maintaining data security for research purposes and ensuring data protection requirements are in place;
- Ability to adhere to specific requirements and tight deadlines;
- Having good knowledge and understanding of the study area (Bima-NTB Regency, Kupang-NTT, Sigi-Central Sulawesi, and Pandeglang-Banten) will be an advantage.
- Proof of education with a university degree in a relevant subject and Fluent in English.

7. PAYMENT

ADRA will make payments to the consultants selected to conduct this study in three stages, with the following details:

- First payment, 40% after the consulting contract is signed, the work plan and invoice are received.
- Second payment, 30% after a preliminary report is submitted and the invoice is received.
- Final payment of 30% after the Final Report on study results is submitted to ADRA and the invoice is received.

8. OTHERS

The deadline to submit your application is **November 10, 2023**. Only short-listed Applicants will be invited for an interview.

Please submit your Application (cover letter and latest CV) by email to: recruitment@adraindonesia.org cc to arum_mustikacitra@adraindonesia.org, and mark your e-mail subject: “**Consultant RCCE Study**”