

TERMS OF REFERENCE

Project “Disaster Risk Management for KRI”

Monitoring & Evaluation

Mission: Project Monitoring & Evaluation

Line management: Under the supervision of Expertise France and with the support of the EF field coordinator based in Erbil, the M&E expert/team reports to the Project Manager based in Paris with the guidance of the M&E department of Expertise France HQ.

Country or Region: Kurdish Region of Iraq (KRI)

Duration of the mission: Intermittent mission.

- **Phase 1:** Preparatory work and baseline
- **Phase 2:** Project indicators follow-up and consolidation of the training satisfaction surveys
- **Phase 3:** Consolidation of the project results with a view to the final report

1. Project context description

a) Expertise France

Expertise France is France’s public agency and interministerial actor in charge of international technical cooperation, the second-largest in Europe. As a subsidiary of Agence Française de Développement Group (AFD Group), it designs and implements projects that sustainably strengthen public policies in developing and emerging countries. Expertise France works in key areas of development: governance, security, climate change, health, education, and more. Alongside its partners, it contributes to achieving the Sustainable Development Goals (SDGs).

For more information: www.expertisefrance.fr

b) The project

The “Disaster Risk Management for KRI” project, launched in November 2024 for an 18-month duration with a budget of 1.54 million EUR, aims to enhance the Kurdistan Region of Iraq's disaster response capabilities. Focusing on reducing deaths, injuries, and economic losses caused by disasters—especially water-related events and urban fires—the project will support key civil defense and emergency management institutions in KRI.

Key activities include providing specialized equipment for water rescue and urban fire training, strengthening operational capabilities through targeted training programs, and improving psychological support services for vulnerable groups affected by disasters. Additionally, the project will improve flood risk management through improved risk assessment capacities, enhanced contingency planning and awareness campaigns. By focusing on both preparedness and response, the project seeks to build a more resilient KRI that is better equipped to handle future

disasters.

2. Mission description

General objective

Flood events have become increasingly recurrent in the Kurdistan Region of Iraq (KRI), particularly during the winter and spring months when heavy rains and rapid snowmelt from the surrounding mountains exacerbate the risk. The region's vulnerability is heightened by factors such as insufficient urban planning, inadequate drainage systems, and deforestation, which contribute to soil erosion and the reduced ability of the land to absorb water.

Flooding has recently caused several casualties and significant damage to infrastructure, agriculture, and homes, displacing thousands of people and putting immense pressure on local response systems. Despite ongoing efforts to improve disaster risk management, the frequency and intensity of floods continue to challenge the region's ability to effectively prepare for and respond to such events. This underscores the urgent need for enhanced flood mitigation strategies, better early warning systems, improved response capacities and increased public awareness to reduce the devastating impacts of these recurrent disasters.

The general objective of this Monitoring and Evaluation (M&E) mission is to assess the effectiveness, efficiency, and impact of the project in achieving its goals and objectives related to the 4 main activities of the project:

1. Delivery of Civil Defence equipment
2. Capacity building on water rescue and urban fire-fighting
3. Capacity building on risk assessment and contingency planning
4. Community awareness

Description of the tasks to be assigned

Phase 1:

- Prepare and propose a table of indicators based on the project logical framework (See annex 1) and of the M&E workplan.
- Conduct a baseline survey on the population's knowledge of flood risk preparedness in the three proposed pilot areas (1 district in the 3 Governorates of Erbil, Duhok and Slemani). Propose a survey methodology, the study sample, the data collection management, quantitative data analysis, conclusion and recommendations

Phase 2:

- In coordination with the project field coordinator, collect data about the project activities, organize these data and propose analysis
- Consolidate satisfaction questionnaires after each training (See Annex 2)
- Analyze post-community awareness sessions questionnaires and evaluate the impact from a comparison with the baseline
- Consolidate a monthly follow-up of project indicators
- Conduct monthly meeting with the Project Manager at Expertise France HQ and with the Project Field Coordinator

Phase 3:

- Prepare a final M&E report for the following use:
 - Sharing with the main project beneficiaries
 - Internal reporting
 - Final donor report

Deliverables

The deliverables required from the expert/team before and after the assignment will be the following:

- M&E workplan
- Indicators table in line with the project logical framework
- Baseline survey on the public awareness in flood prone areas selected as pilot areas for the project
- Monthly M&E follow-up
- Analysis of the evaluation survey done after each training sessions
- Analysis of the impact of the flood awareness sessions (vs baseline)
- Final M&E project report
- The deliverables become the property of Expertise France as they are produced.

Specific provisions

Terms of payment:

Fixed price payment for the services provided including preparation and end-of-mission actions.

3. Required team profile

- More than 10 years of experience in M&E tools and techniques;
- Experience with practical and theoretical knowledge of survey methodologies;
- Experience in developing and delivering indicators matrix;
- Experience in data collection and data management;
- Preferred previous experience on M&E for DRR projects;
- Strong analytical skills;
- Strong communication skills
- Ability to work in multidisciplinary teams and build relationships with various stakeholders
- Written and spoken proficiency in English is required.

4. Evaluation of Application:

- Eligibility of the application:
 - Proof of registration within the Kurdistan Region of Iraq.
 - Submitting a technical proposal, including approach and methodology.
 - Applications sent after the formal bid deadline, as mentioned below, will not be considered.
 - Minimum of 10 years' experience in M&E for at least one of the applicants.

- Selection Criteria:

The selection process will allocate 80% to technical proposals and 20% to financial proposals, as outlined below:

Criteria	Weight
Quality of the technical proposal	40%
Proven experience in Field surveys	20%
Proven experience of the M&E experts	20%
Financial Proposal	20%
Total	100%

Expertise France holds exclusive authority to initiate and supervise a negotiation phase, a pivotal process that may involve one, selected, or all applicants, meticulously determined at their discretion. This strategic decision-making aligns with the specific requirements of the situation, ensuring an accurate and effective selection process.

5. Application procedure:

- All applications must include the following:
 - CVs of experts
 - Concept note including methodology and financial offer.
 - Complete and submit two specified documents—sworn statement and safety questionnaire.
 - Applicants may submit questions regarding the call submission to the provided email address (erbiloffice.ef@gmail.com) until February 1, 2025, at 11:59 PM (Baghdad time). Expertise France will respond with clarifications within five working days or sooner.
 - The application must be submitted in English by February 15, 2025, at 11:59 PM (Baghdad time) to erbiloffice.ef@gmail.com, with a clear indication of the call for proposal title, 'Monitoring & Evaluation,' in the email subject line.
 - Please be informed that our server can receive files/documents up to 9 MB. Files/documents larger than this limit will result in the failure to receive your full application.
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