



## Child Centred Disaster Risk Reduction (CDRR) project

### Terms of Reference

### Livelihoods activities in target communities

#### Background

**Save the Children Fiji** (SC Fiji) was created in 1972 and is dedicated to drive positive change for children in Fiji. Globally, Save the Children protects the rights of children in more than 120 countries and supports millions of the most vulnerable and hardest to reach children around the world. In Fiji, Save the Children works to create long lasting, sustainable change in the lives of children by driving change from the community level through to government and policy. Save the Children works directly in more than 50 informal settlements and villages across the Northern, Western, Eastern and Central Divisions of the country and focuses on national advocacy work to ensure the rights of children are met. Key focus sectors include Child Protection, Child Participation, Education, Livelihoods and Disaster Risk Reduction.

In partnership with six Ministries of the Fiji Government and selected civil society partners, Save the Children is implementing the five-year **CDRR project**, which is focused on institutional strengthening, technical support and community-based disaster risk reduction. The project takes a child-centred approach to strengthening resilience within national and local disaster preparation and management policies and processes, and it is funded by New Zealand's Partnerships for International Development Fund and Save the Children New Zealand. Save the Children is working in line with the relevant policy and legal frameworks in Fiji and internationally.

The long-term outcome of the project will be *Children and communities are more resilient to shocks and able to recover from disasters*. The concrete resilience work in the 30 at-risk communities will advise the national level advocacy and policy work throughout the project. The project is foreseen to reach 5,594 direct beneficiaries and 40,000 indirect beneficiaries by June 2021; with the budget of 4.5 million Fiji dollars (including funds administered by Save the Children New Zealand). In order to build community resilience and to safeguard the economic and human development, the CDRR project includes a significant component on livelihoods.

#### Scope of ToR

Save the Children Fiji seeks to **tender and contract out the livelihoods component to a relevant NGO or registered group**. The expected outputs and timelines are listed below and will be further specified in the contract based on the technical proposal by the successful bidder.

#### The Objectives and Expected Outputs

While resilience building is the ultimate outcome of the livelihoods activities, it is expected to be achieved through increased family income, food security and community disaster risk management<sup>1</sup>.

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<sup>1</sup> This activity falls under CDRR Project Output 3: Target communities mainstream child centred approaches into DRM/CC.



The contracted partner will work with 30 target communities<sup>2</sup> in close collaboration with Save the Children to design and deliver climate change and disaster resilient livelihoods activities, including the following outputs:

- a) Proposal for the selection process of the most vulnerable households (20-50 households per community)
- b) Indicator baseline report of selected households<sup>3</sup>
- c) Conduct thorough livelihoods assessments in the 30 target communities; including e.g.:
  - Value chain analysis (including market chains and key actors)
  - Household Economy Analysis
  - Biodiversity and ecosystem
  - Environmental impacts of typical livelihood interventions
  - Local management and adaptive management
  - Inter-sectoral cooperation / Multi stakeholder
- d) Development of Small Grant Guidelines and management of seed funding
- e) Implementation and monitoring of the livelihood activities in the 30 communities collaboration relevant agencies (including Community Disaster Committees and/or Community Development Committees)
- f) Small business training (including financial management) and support to the participating households and groups to have access to inputs, financial services and technical expertise
- g) Technical or mentoring support for the communities as appropriate
- h) Monitoring of progress against targets and indicators<sup>4</sup> as per the CDRR project Results Measurement Table and ensure learning is captured and disseminated. The assessment of outcomes will consider the child-sensitivity<sup>5</sup>, climate change and disaster resilience and sustainability of the activities.

The results from preceding Hazard, Vulnerability and Capacity Assessment (HVCA) process and these assessments should help inform the design of the livelihoods activities , which will ultimately be decided by the participating households.

Save the Children will provide the following support:

- a) Briefing and introduction to the target communities and key government authorities<sup>6</sup>.
- b) Oversight and monitoring of the activities.

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<sup>2</sup> The communities are situated in Macuata, Ba, Lomaiviti (Moturiki), Rewa and Naitasiri provinces.

<sup>3</sup> Minimum of 20 people (5-10 households) in each of the 30 communities will be selected as core livelihood groups to participate in the livelihoods activities, and the increase in their income will be continuously monitored.

<sup>4</sup> Key indicator: 30% of households participating in livelihoods activities show a 20% increase in cash and/or in-kind income from new or improved livelihood practices.

<sup>5</sup> The approach will be child sensitive to ensure that increased income will lead to improvements in the wellbeing of children; in line with Save the Children Child Sensitive Livelihoods sub-theme <https://resourcecentre.savethechildren.net/library/child-sensitive-livelihoods-position-paper>. Children will be meaningfully involved in the activities through children's DRR clubs and consultations.

<sup>6</sup> Relevant Ministries include Ministry of Rural and Maritime Development, Disaster Management, and Meteorological Services, Ministry of iTaukei Affairs, Ministry of Agriculture, Ministry of Local Government, Housing and Environment.



- c) Technical support and advice; including through USP-PACE partnership.
- d) Payments for delivered components, as per service contract.
- e) Capacity building on disaster risk reduction, child-sensitive livelihoods, child safeguarding, Save the Children standards and MEAL system etc.
- f) Formal submission of reports to donors and other stakeholders, and accountability to communities and other stakeholders.

## Timeline

The baseline and livelihoods assessments in the 30 communities are expected to be finalized by **31 May 2018**, and a more detailed plan of activities based on these assessments must be submitted by **30 June 2018**. The implementation of the activities will take place from **July 2018 until December 2020**.

## Approach and Cross-Cutting Themes

The approach throughout the component will be inclusive and child-centred; ensuring the voices of children, persons with disabilities and the most marginalized are taken into account in decision-making. Existing gender roles within communities will be analysed, so that interventions can seek to close the existing gender inequality gap. The interventions will be implemented with and by the local community; using e.g. women's groups or youth groups as entry points.

## Budget and Seed Funding Mechanism

The maximum total budget reserved for the livelihood activities implementation throughout 2018-2020 is 450,000 FJD. This equates to FJD330,000 for implementation of activities and FJD120,000 for seed funding

Seed funding will be made available for selected households to implement DRR/CC adapted livelihoods activities. The Livelihoods Small Grant Fund will be set up and governed by the Small Grant Guidelines which is to be developed in compliance with the financial procedures and policies of SC Fiji. The guidelines will include purpose of the seed funding, selection criteria, decision making process, reporting requirements etc.

- Seed funding of F\$4,000 per community through the project has been reserved for DRR/CC adapted livelihoods projects in line with Community Development and/or Disaster Plans.
- The livelihood opportunities could include e.g. ecotourism, salt or drought resistant cropping varieties, handicrafts, seed banks, stabilization of soil and water retention through tree and shrub plantations, livelihood shifts, livestock and poultry provisions, organic inputs, container vegetable gardening.
- Target communities/groups will be assisted to develop simple business plans to secure funding and receive basic small business management training.
- The Community Development/Disaster Committees will advise the funding decisions.



- Feedback will be provided to unsuccessful proposals to enable the proposals to be strengthened and suggestions will be provided for other funding opportunities. This process will strengthen cooperation between members and facilitate access to on-going support such as micro-financing or other grant funding opportunities in order for innovations or other resilience building activities to be replicated and upscaled.

## Reporting

The implementing partner will formally report to Project Manager in Suva, to whom narrative and financial reports will need to be provided quarterly; based on the agreed outputs and financial inputs. Monthly oral updates to the Divisional Project Officers will be expected at Divisional levels.

## Code of Conduct

Save the Children's work is based on deeply held values and principles of child safeguarding, and it is essential that our commitment to children's rights is supported and demonstrated by all members of staff and other people working for and with Save the Children. Save the Children's Code of Conduct sets out the standards, principles and conditions which all people working in target communities are bound by and will need to sign before departing to the field.

## Expressions of Interest

Qualifications and Experience:

The partner must provide evidence of strong capacity in livelihoods activity implementation, capacity building, financial management and monitoring. The partner must also have sound understanding and experience of working with communities including informal settlements.

All interested organisations are required to submit a technical proposal, outlining a detailed methodology, proposed schedule and budget based on the information above with the Expression of Interest. Deadline for Expressions of Interest is **15 February 2018**.

Potentially interested partners are welcome to join our information session on **Wednesday, January 31 at 8.00-10.00 a.m.** in Pender Street 25 (or through Skype, if specifically requested in advance). No queries will be replied by e-mail or phone.