



## **TERMS OF REFERENCE**

### **FOR**

## **CONSULTING SERVICES FOR THE ORGANIZATION OF THE NATIONAL FLOOD FORUM**

### **1. BACKGROUND AND CONTEXT**

In recent years, the frequency and intensity of floods have increased due to climate change and altering rainfall patterns leading to significant damage to infrastructure, livelihoods, and the environment. Additionally, urbanization and some human activities such as indiscriminate dumping of refuse in drains are adversely impacting many communities compounding the flooding challenge. Flooding is a global issue causing significant economic, social, and environmental damage and Ghana is no exception. A major disaster occurred on 3rd June 2015, when a fuel retail station at Odawna was gutted by fire amidst heavy flooding. The World Bank estimated the total post-disaster reconstruction cost at \$105 million.

Ghana Hydrological Authority, a state institution under the Ministry of Works and Housing, wishes to organize a National Flood Forum. The National Flood Forum presents a unique opportunity for Ghana to holistically address its flood-related challenges. The forum aims to address flood-related challenges, formulate flood risk management strategies, and financing options, and foster collaboration among stakeholders and related organization to enhance flood resilience in Ghana. In essence, this National Flood Forum will act as a comprehensive and inclusive platform for addressing the multifaceted challenge of perennial flooding, ensuring that strategies are well-coordinated, evidence-based, and adaptable to evolving challenges nationally and globally.

The Ghana Hydrological Authority has received an allocation of funds from the GARID Project for the organization of the National Flood Forum. To ensure the successful planning, coordination, and execution of this event; the Ghana Hydrological Authority seeks collaboration with a consultancy firm with expertise in organizing similar forums and a comprehensive understanding of flood management.

### **2. OBJECTIVE OF THE ASSIGNMENT**

The overall objective of this consultancy is to work closely with the Ghana Hydrological Authority to ensure the successful planning, coordination, and delivery of the National Flood Forum.

### **3. SCOPE OF SERVICES, TASK AND EXPECTED DELIVERABLES APPROACH TO ASSIGNMENT**

The Client for this consultancy is Ghana Hydrological Authority (HYDRO). The Client is hereby requesting technical and financial proposals from a qualified and experienced consultancy firm. The scope of services for this consultancy assignment comprises pre-forum planning including preparation of a documentary, forum facilitation, and post-forum reporting.

The Consultancy firm shall bear in mind that the list of tasks and activities can by no means be considered the complete and comprehensive description of the Consultancy firm's duties. The Consultancy firm is expected to critically review the Client's requirements as stated in this document and recommend additional innovative approaches and activities that are deemed essential to achieving the Client's stated objectives based on their professional experience and judgement.

#### 4. DETAILED TASK DESCRIPTIONS

The consultancy firm shall undertake the following assignments:

a) Pre-Forum Activities, include but are not limited to:

- i. Conduct an initial assessment to finetune the requirements, goals, and target audience of the forum concerning the concept paper for the forum attached to this ToR.
- ii. In consultation with the client prepare a detailed plan with timelines for the forum, including key milestones and deliverables and selection of an appropriate venue for the forum. The forum is expected to be held within the second quarter of 2024 – April 2024.
- iii. Design an effective hybrid format, including in-person and online participation
- iv. Support the development of a comprehensive budget for the forum, including cost estimates for various activities.
- v. Collaborate with HYDRO to develop a marketing and communication strategy to promote the forum and attract participants and stakeholders including active social media plans and outreach
- vi. Collaborate with HYDRO to prepare a documentary to be screened on the forum and subsequently on selected Television Stations.
- vii. Assist in identifying and securing potential sponsors, partners, and speakers for the forum.

b) Forum Logistics:

- i. Coordinate logistics, including venue arrangements, transportation, and catering.
- ii. Oversee the registration process for participants, including online registration systems and on-site registration procedures.
- iii. Provide guidance on audio-visual equipment, staging, and technical requirements for the forum.
- iv. Coordinate with vendors and suppliers to ensure timely delivery of required materials and services.
- v. Facilitate online participation.

c) Forum Development and Execution:

- i. Assist in developing the forum programme outline, including identifying relevant themes, topics, and sessions.
- ii. Work with HYDRO to identify and invite keynote speakers, panelists, and moderators.
- iii. Support the development of presentation materials, handouts, and other resources.
- iv. Facilitate interactive sessions, active participation, and engagement of all stakeholders including workshops to develop ideas, solutions, and action plans.
- v. Assist with the writing up of ideas and solutions developed at the forum and prepare a communique to be issued after the forum.

d) On-site Support:

- i. Provide on-site support during the forum, including managing registration, assisting with participant inquiries, ushering, and troubleshooting any logistical issues.
- ii. Coordinate with venue staff, vendors, and volunteers to ensure smooth operations throughout the event.
- iii. Oversee the setup and dismantling of event spaces and ensure proper handling of equipment and materials.

## e) Post-Forum Activities:

- i. Prepare comprehensive reports summarizing the outcomes, recommendations, and action plans generated during the forum as well as an evaluation of the forum's success and recommendations for future improvements.
- ii. Collect and analyze feedback from participants and stakeholders to gather insights and suggestions.
- iii. Support Ghana Hydrological Authority in sharing post-forum materials, such as presentations and reports, with participants and wider audiences.
- iv. Design a longer-term communications platform to share knowledge and build a community of practice with the use of modern technology to facilitate ongoing engagement among the key stakeholders and on how we can institutionalize the forum.
- v. Assist Ghana Hydrological Authority in developing a roadmap for implementing the forum's recommendations.

## 5. DURATION OF ASSIGNMENT

The consultancy engagement is expected to be four (4) months, from April to July, 2024.. The National Flood Forum is anticipated to take place in the third week of April 2024. However, post forum activities will continue beyond that time.

## 6. TEAM COMPOSITION AND QUALIFICATION REQUIREMENTS FOR THE KEY EXPERTS ESTIMATED STAFFING LEVELS, QUALIFICATION AND REQUIREMENTS

Key professional staff critical to the performance of the services for specific stages of the assignment and the corresponding staff inputs are listed in Table 1 below.

**Table 1 – Staff requirements**

Description	Key Staff
Flood Forum development, execution, and Post Forum	Team Leader / Event Coordinator
	Flood Management Expert
	Researcher and Analyst
	Communication Specialist

The minimum requirements for key staff for the assignment are provided in Table 2 below.

**Table 2 – Academic qualification and professional experience requirements**

Key Staff	Academic Qualifications	Minimum years of work experience	Relevant Professional Experience
Team Leader / Event Coordinator	Master's degree in Project Management, Event Management, Hospitality, or a related field	• 10 years	<ul style="list-style-type: none"> <li>• Experience in managing large-scale events or forums related to disaster management, environmental issues, or related matters.</li> <li>• Demonstrated experience in leading and coordinating multidisciplinary teams, event planning, budget management, and stakeholder engagement.</li> </ul>

Key Staff	Academic Qualifications	Minimum years of work experience	Relevant Professional Experience
			<ul style="list-style-type: none"> <li>• Knowledge of the subject matter and the target audience of the forum.</li> <li>• Demonstrated ability to handle logistics, venue selection, participant registrations, and other event-related tasks.</li> <li>• Familiarity with the local context and challenges in organizing events, especially forums for state institutions.</li> <li>• Excellent communication and interpersonal skills.</li> <li>• Fluency in the English language.</li> <li>• Must be a member of a recognized professional body.</li> </ul>
Flood Management Expert	Master's degree in civil engineering, hydrology, environmental sciences or related field	<ul style="list-style-type: none"> <li>• 10 years</li> </ul>	<ul style="list-style-type: none"> <li>• Practical experience in flood management, disaster risk reduction, and climate change adaptation strategies</li> <li>• Strong knowledge and experience at the intersection between urban development and flood risk management.</li> <li>• Proven expertise in delivering presentations, and workshops and facilitating technical discussions related to flood management strategies.</li> <li>• Expertise in flood modeling, flood risk assessment, and the implementation of flood management projects</li> <li>• Familiarity with the local context and challenges relating to floods.</li> <li>• Fluency in the English language.</li> </ul>
Researcher and Analyst	Master's degree in civil engineering, environmental sciences, project management or related field	<ul style="list-style-type: none"> <li>• 10 years</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in conducting research and analyzing data related to flood management and disaster risk in Ghana.</li> <li>• Proficiency in data collection, analysis, and preparation of reports</li> <li>• Proven ability to work with multidisciplinary, global, and local teams and diverse stakeholders.</li> </ul>

Key Staff	Academic Qualifications	Minimum years of work experience	Relevant Professional Experience
			<ul style="list-style-type: none"> <li>• Solid experience in framing knowledge events in technical materials preparation, communicating key messages, and knowledge event and conference reporting.</li> <li>• Solid experience in coordinating and collaborating among complex stakeholders and excelling with tight deadlines.</li> <li>• Strong knowledge and experience at the intersect between urban development and flood risk management.</li> <li>• Strong knowledge and experience in disaster risk management and climate change.</li> <li>• Fluency in the English language.</li> </ul>
Communication Specialist	Bachelor's degree in communications, journalism or related field	<ul style="list-style-type: none"> <li>• 5 years</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in documenting events, preparing comprehensive reports, and handling communication strategies for similar forums.</li> <li>• Strong experience in social media, in dynamic and innovative ways of outreach and communications</li> <li>• Ability to capture key information and recommendations in workshops/fora for dissemination.</li> <li>• Excellent technical skills, ability to summarize discussions, and proficiency in data visualization.</li> <li>• Proven ability to work with multidisciplinary, local teams and diverse stakeholders.</li> <li>• Fluency in the English language.</li> </ul>

More logistical support staff will be needed around the event dates.

## 7. REPORTING REQUIREMENTS AND TIME SCHEDULE FOR DELIVERABLES DELIVERABLES AND TIMELINES

The list of deliverables and respective timelines are provided in Table 3 below.

**Table 3 – List of deliverables and corresponding submission schedules**

<b>Report</b>	<b>Time for Submission</b>	<b>Number of Copies</b>
Inception Phase	2 weeks from Commencement Date	2 hard copies and 1 soft copy
Pre-Forum and Forum Development	4 weeks from Commencement Date.	2 hard copies and 1 soft copy
Post forum Draft Report	12 weeks from Commencement Date	2 hard copies and 1 soft copy
Final Report	16 weeks from Commencement Date.	2 hard copies and 1 soft copy

A detailed description of the required deliverables is provided in Table 4 below:

**Table 4 – Content of deliverables**

<b>Report</b>	<b>Content</b>
Inception Phase	This report shall include but not be limited to: <ul style="list-style-type: none"> <li>• the methodology and proposed work plan for the assignment</li> <li>• review of the forum concept note.</li> </ul>
Pre Forum and Forum Development	This report shall include but not be limited to: <ul style="list-style-type: none"> <li>• event plan detailing all arrangements for the forum.</li> <li>• budget, venue, and potential speakers for the forum</li> </ul>
Post forum Draft	This report shall include but not be limited to: <ul style="list-style-type: none"> <li>• detailed notes and records of presentations and discussions</li> <li>• draft comprehensive forum outcomes, recommendations, and action plans</li> </ul>
Final Report	This report shall include: <ul style="list-style-type: none"> <li>• complete record of all activities from pre-forum to post-forum in a comprehensive report</li> </ul>

## **8. QUALIFICATION AND EXPERIENCE OF THE CONSULTING FIRM**

Core Business: Events organisation, market research, mass communication and flood risk management, and fundraising

Years in Business: 10 years in the core business

Relevant Experience: Organising big events with multiple stakeholders, market research, and fundraising to support events. Experience in communicating key messages, knowledge event and conference reporting. Experience in events relating to disaster risk management and climate change. Evidence of Technical and Managerial Capability of the firm.

## **9. CLIENT'S INPUT AND COUNTERPART PERSONNEL WORKING ARRANGEMENTS**

The consultancy firm will work closely with the staff of the Ghana Hydrological Authority. Regular progress meetings will be scheduled at the offices of the Authority to review and discuss project milestones and deliverables.

HYDRO will:

- a) Ensure timely review of reports submitted by the consultancy firm and facilitate the provision of feedback.
- b) Initiate the consultation and cooperation of other agencies required to provide support to the consultancy firm for the realization of the relevant aspects of the assignment.
- c) Provide access to the concept note for the forum and reports on the flooding challenges in the country.

The Consultancy firm will:

- a) Ensure effective communication and collaboration with all relevant stakeholders throughout the assignment.
- b) Execute the duties and tasks outlined with due diligence, efficiency, and by the highest standards of professional competence, ethics, and integrity.
- c) Be responsible for the collection and analysis of all data and information to assist in the timely completion of the assignment.
- d) Submit reports and plans within the stipulated timeframes stated in the Terms of Reference for review by HYDRO.
- e) Execute the services per the laws, customs, and practices in Ghana and use the appropriate international/regional standards to prepare technical information.

**Professional and support counterpart personnel to be assigned by the Client to the Consultancy's team:**

The Consultancy firm will work closely with the assigned team and the Administrative Staff of the Authority on a day-to-day basis in executing this assignment. The overall project manager for the client in this assignment is the Authority's Chief Executive Officer.

**Confidentiality:** The Consultancy firm shall not, during the term of this Contract and within 5 years after its expiration, disclose any proprietary or confidential information relating to the Services under this Contract or HYDRO'S business or operations without the prior written consent of HYDRO.

**Ownership of Material:** Any studies reports or other material, graphic, software, or otherwise, prepared by the Consultancy firm for HYDRO under this Contract shall belong to and remain the property of HYDRO. The consultancy firm will be required to hand over all such materials upon completion of the assignment.