Terms of Reference: Research Consultant for Climate-related Disaster Risk Political Economy Analysis of the Government, Private and Religious Sectors in Fiji

1. Background:

Given the various hazards impacting the region, the diverse actors working towards resilience, and the dynamic mechanisms at various societal levels, there is a critical need to understand the complex ecosystems, stakeholders, and rapid changes occurring in Fiji’s disaster risk and climate change sector.

The Asia Foundation will conduct a study to enhance the understanding and analysis of Fiji’s climate change-related disaster capacities and needs through a political economy analysis (PEA) lens. This study will focus on the government, private, and religious sectors and be guided by the framework below:

The key questions that the PEA will hope to answer are:

1. What are the main constraints to climate change-related disaster resilience in the government, private, and religious sectors?
2. What are the primary barriers to implementing climate change and disaster risk reduction policies?
3. How does governance and policy coordination between different levels of government impact the implementation of climate change and disaster risk reduction policies and strategies in Fiji?
4. What are the underlying structures and relevant formal and informal institutions (rules of the game) that shape power relations and outcomes in Fiji’s climate change and disaster risk management sector?

5. Who are the key actors in the climate change and disaster risk context (international, regional, subregional, national, and community), and how do their influence, interests, and incentives shape their roles and actions?

6. What is/are the trend(s) for climate change and disaster risk resilience?

The Asia Foundation is looking for a consultant to conduct a study on climate change-related disaster capacities and needs in Fiji, focusing on the government, private sector, and religious institutes using the PEA lens. This terms of reference document provides further information on the objectives, scope of work, timelines, and key competencies.

2. Objectives

The objectives of the PEA will be:

- To understand the context and structures of climate change-related disaster management in Fiji
- To identify both formal and informal rules and institutions that operate in the sector
- To map key stakeholders and organizations supporting government, private sector, and religious organizations in climate change-related disaster risk management.
- To understand the climate change-related disaster capacity, priorities, and needs of the government, the private sector, and religious organizations, including their preparedness and response mechanism.
- To identify potential areas for positive reform.

3. Scope of Work

Under the guidance of The Foundation, the consultant will ideally lead the process of reviewing relevant literature, gathering information, analyzing data, and drafting the report. The general responsibilities will include:

- Desktop Review
  - Compiling, reviewing, and analyzing the relevant disaster risk reduction (DRR) and climate change (CC) laws and policies in Fiji.
  - Analyzing the “rules of the game” (formal and informal rules) and the challenges and opportunities in the engagement of the private sector and religious institutions.

- Conducting a stakeholder analysis
  - Mapping out organizations and stakeholders that work with and support DRR and CC initiatives with the government, private, and religious sectors.
  - An evaluation of the target groups’ motivations, incentives, and relationship dynamics.

- Conducting interviews and focus group discussions (FGDs)
  - Organizing meetings, interviews, or focus groups (up to 30 interviewees and 3 FGDs to be finalized in consultation with the Foundation). This will also include transcribing, summarizing, and analyzing interviews.

- Evaluating and identifying the DRR and CC knowledge, capacity, and support needed by the three target groups with a high potential for positive change.
Meeting, interview, and FGD costs (including logistics) will be reimbursable costs covered by the Foundation.

4. Deliverables

The consultant is expected to produce the following deliverables:

- Develop a study plan. The plan will build on the proposed approach and be guided by the Foundation. It should highlight the approach, methodology, responsibilities, target groups, and timeline.
- Develop a summary document highlighting the context of climate change-related disaster management in the country from the desktop review.
- Develop a draft report, including an evidence matrix of findings and recommendations for each research question.
- Develop a final report. The report will address any comments from the Foundation and key stakeholders from the draft report.
- Present the key findings and recommendations to key staff and stakeholders.

The Foundation will provide the necessary reporting template and guidelines.

5. Experience and Competency Requirements

Aside from expertise and experience in disaster risk reduction (DRR) and climate change (CC), the consultant should possess the following:

- Demonstrated understanding of Fiji's DRR and CC laws, policies, and systems.
- Demonstrated experience working with government (national and subnational levels), private sector, or religious sectors in DRR and CC in Fiji?
- Demonstrated capacity to write clear, concise, and well-constructed reports in accordance with agreed terms of reference and within the specified time.
- Ability to collaborate and coordinate with relevant organizations or authorities to gather information.
- Experience conducting PEA is desirable.

This consultancy position is reserved for Fiji nationals.

6. Timeline and Level of Effort:

The consultancy is expected to be 30 input days/level of effort and to take place between August 1, 2024, and November 15, 2024, with key milestones as follows:

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<th>No.</th>
<th>Deliverable/Milestone</th>
<th>Proposed Target Completion Date</th>
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<tr>
<td>1</td>
<td>Signing of contract, inception meetings, and completion of study plan.</td>
<td>July/August 2024</td>
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<tr>
<td>2</td>
<td>Completion of desktop review – context analysis and stakeholder mapping and submission of a summary document.</td>
<td>August 2024</td>
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3. Completion of interviews, transcriptions, and analysis. Including evaluating changes and trends in the sectors. | September 2024

4. Submission of the draft report | October 2024

5. Presentation of study to key stakeholders for comments. Submission of final report | November 2024

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7. **Consultant Submission:**

Interested consultants are invited to submit the following:

a) **CV** - highlighting relevant experience.

b) **Proposal** - highlighting key competencies, proposed approach, and work plan.

c) **Proposed budget** - breakdown of professional fees aligned to milestones and input days.

Please include the following in the subject line: *Application: DRR/CC PEA Fiji Consultancy.*

**Proposals should be submitted to** recruitment.pacificislands@asiafoundation.org **by** SUNDAY, July 28, 2024 (11:59 PM / GMT+12)

8. **Selection Criteria:**

The selection of the consultant will be based on:

**Capacity**

a) An overview of the individual’s capacity to deliver the scope of services.

b) Relevant examples of engaging or working with the target sectors—highlighting key stakeholders and contacts.

c) Preference will be given to Fiji nationals.

**Approach**

a) A clear and concise proposed approach to conducting the political economy analysis.

b) Practical and realistic work plan

**Financial proposal**

a) A fee structure.

b) Proposed milestone payments.

9. **Further Information**

All questions can be directed to recruitment.pacificislands@asiafoundation.org