The Federal Republic of Somalia
Somali Disaster Management Agency (SoDMA)
Multi-National Climate Disaster Risk Financing Project
(CDRF-ADRiFi Project)

TERMS OF REFERENCE

Establish a Gender Equity and Inclusivity Oversight Function within the FGS Climate Data and Services Institutional Framework

I. Contract Overview

Item	Description
Project	Climate Disaster Risk Financing Project (CDRF–ADRiFi), Somalia
Implementing Agency	Somali Disaster Management Agency (SoDMA), through the Project Implementation Unit (PIU)
Financing Agreement	Grant No: 5550155002203 (GEF)
Assignment title	Establish a Gender Equity and Inclusivity Oversight Function within the FGS Climate Data and Services Institutional Framework
Reference No.	SO-SODMA-ADRIFI-ICS-04-2026
Selection Method	Individual Consultant (ICS)
Duty station	Mogadishu, Somalia, with consultations as required
Languages	English and Somali
Duration	Four (4) calendar months from contract commencement

II. Background and Rationale

The Federal Republic of Somalia, through the African Development Fund-financed Climate Disaster Risk Financing Project (CDRF–ADRiFi), is strengthening institutional capacity for inclusive climate data and services and disaster risk management. The Somali Disaster Management Agency (SoDMA), through its Project Implementation Unit (PIU), is responsible for coordinating this consultancy.

The approved Project Procurement Plan identifies the assignment as “Establish a Gender Equity and Inclusivity Oversight Function within the FGS Climate Data and Services institutional framework.” Importantly, SoDMA has already formally established the Gender Equity and Inclusivity Oversight Function (GEIOF) through a formal decision of the Office of the Commissioner, with immediate effect. This consultancy is therefore to support the practical operationalization, institutionalization and technical functioning of the already-established GEIOF, not to establish a new body or replace the Commissioner’s decision.

Under the establishment letter, the GEIOF is a permanent, cross-cutting mechanism under the authority of the Office of the Commissioner, responsible for governance, quality assurance, standards-setting and accountability across climate data, early warning and disaster risk management (DRM). Its remit includes gender equality, disability inclusion, social inclusion, protection mainstreaming and equity. The consultant shall follow the approved membership, authority and mandate in the letter and develop practical arrangements to make the function operational.

III. Objective of the Assignment

The overall objective of the assignment is to support the Somali Disaster Management Agency (SoDMA) in operationalizing and institutionalizing the already-established Gender Equity and Inclusivity Oversight Function (GEIOF) within the Federal Government of Somalia's Climate Data and Services Institutional Framework.

The Consultant shall support the development of practical governance procedures, institutional coordination arrangements, gender-responsive monitoring guidelines, technical standards, capacity-building activities, and an initial implementation roadmap, consistent with the existing mandate and institutional structure of the GEIOF.

Specific objectives are to:

(i) Assess readiness and existing gender/inclusion arrangements;
(ii) Translate the Commissioner's established GEIOF mandate, committee and advisory membership into functional operating procedures and coordination arrangements;
(iii) Develop national technical guidance, SADDD standards and monitoring/quality-assurance tools;
(iv) Support institutional focal-point nominations and first meetings under SoDMA leadership; and
(v) Provide capacity building and a validated initial operationalization roadmap

IV. Scope of Work and Responsibilities

Task 1. Inception, documentary review and operational-readiness assessment

Review SoDMA's official GEIOF establishment decision as the primary institutional instrument, along with relevant project documents, national DRM and climate data policies, existing gender/inclusion frameworks, institutional mandates and data-management procedures. Identify how the letter's mandate can be implemented without altering its legal or administrative authority.

Map the status of nominations, focal points, committee and advisory participation, existing data and reporting practices, and operational gaps; identify practical steps needed for the GEIOF to convene, review products and record follow-up decisions.

Consult SoDMA and the relevant institutions identified in the official GEIOF establishment decision, as well as Federal Member States and other relevant stakeholders, as appropriate.

The Consultant shall prepare and submit an Inception Report, Stakeholder Engagement Plan, and detailed implementation schedule outlining the proposed activities, deliverables, and allocation of consultant working days over the four (4) calendar-month contract period, with an estimated level of effort of up to sixty (60) working days.

Task 2. Operationalize the officially established governance and coordination structure

Prepare practical operating arrangements for the GEIOF Strategic Oversight Committee chaired by SoDMA. The core government institutions named in the establishment letter are the Ministry of Environment and Climate Change (MoECC), Ministry of Energy and Water Resources (MoEWR), Ministry of Finance (MoF), Ministry of Family and Human Rights Development (MoFHRD), Somali National Disability Agency (NDA), and Somalia National

Bureau of Statistics (SNBS). Do not change this established composition without a separate decision of the competent authority.

Reflect the letter's technical and advisory members: relevant United Nations agencies, Gender in Humanitarian Action (GiHA) Working Group, WLO/WRO Drought Coordination Committee, and national climate, DRM and data specialists. Prepare a committee operating manual or internal procedures setting out meeting arrangements, secretariat support, agendas, minutes, decisions, follow-up tracking, consultation, reporting and escalation, all consistent with the Commissioner's letter.

Prepare draft focal-point nomination templates, role/responsibility matrix, annual meeting calendar, committee reporting templates and an initial twelve-month work plan. These are operational instruments under the existing establishment letter, not proposed substitute establishment instruments.

Support SoDMA, under the Commissioner's authority, to follow up nomination requests, organize an inaugural or initial operational meeting (subject to member availability and nominations), document confirmed representatives and resolutions, and track decisions and outstanding actions. The consultant does not appoint members or exercise governmental approval powers.

Task 3. Implement the GEIOF's established technical mandate

Develop practical national guidance for gender-responsive climate and DRM data systems, including sex-, age- and disability-disaggregated data (SADDD) standards, ethical data handling and quality-assurance measures, consistent with the GEIOF mandate in the establishment letter.

Prepare indicator definitions, review checklists and reporting templates supporting the quality assurance of inclusion indicators, review of early-warning products for inclusive dissemination pathways, and institutional compliance monitoring across federal and state systems. Provide practical recommendations for inclusive anticipatory action and response planning, and accountability to women, persons with disabilities, youth and other at-risk groups.

Integrate proportionate confidentiality, safeguarding, accessibility and sensitive-data protections into all operational tools. Propose a realistic system for feedback, tracking recommendations, responsible officers, review frequency and action follow-up; no software development is expected.

Prepare a cost-conscious first-year implementation roadmap, including indicative resource needs, responsibilities, sequencing and measurable implementation milestones. Recommendations requiring formal policy or budget approval shall be identified as such.

Task 4. Orientation, validation and initial operationalization

Prepare and deliver one orientation and capacity-building workshop for confirmed or nominated GEIOF Committee members and relevant institutional focal points. The workshop shall cover the established GEIOF mandate, governance and oversight responsibilities, operational procedures, institutional coordination mechanisms, sex-, age- and disability-disaggregated data (SADDD) standards, inclusion indicators, inclusive early-warning review procedures and accountability requirements.

The Consultant shall submit a complete capacity-building workshop package, including the workshop agenda, training materials, presentation slides, attendance records, participant evaluation results and a workshop completion report. The report shall summarize the activities undertaken, key outcomes, lessons learned and recommendations for follow-up capacity development.

Facilitate one stakeholder validation workshop to review the proposed operational procedures, national technical guidance, monitoring tools and roadmap. The establishment decision and official committee composition shall be treated as already effective and are not subject to re-validation by the workshop.

Document comments and a response matrix, revise materials consistent with the official letter and applicable institutional decisions, and prepare a final operationalization package for SoDMA acceptance.

Assist SoDMA with preparation and documentation of an initial GEIOF committee meeting, first-year meeting calendar, decisions and action tracker; report the function's operational status, nominations received and any remaining institutional dependencies. The consultant shall submit the meeting invitation and agenda, minutes or documented attempt to convene, available attendance and nomination confirmations, decisions (where made), and a dated action tracker showing responsible institutions and follow-up dates. The consultant may facilitate but cannot guarantee nominations or decisions by other institutions.

V. Deliverables, Timeline and Payment

The assignment shall be implemented over a period of four (4) calendar months from the contract commencement date.

The Consultant shall prepare a detailed implementation schedule indicating the allocation of working days across the assignment's activities and deliverables. The schedule shall accommodate institutional consultations, stakeholder coordination, technical reviews, the orientation and capacity-building workshop, the stakeholder validation workshop, support to the initial GEIOF meeting, and finalization of all required outputs.

The milestones shall be expressed in elapsed calendar days from contract commencement, with the final deliverable due no later than the end of the four-month contractual period.

Payments shall be made upon satisfactory completion and written acceptance of the corresponding deliverables by the authorized SoDMA/PIU representative, in accordance with the signed consultancy contract.

For acceptance of Deliverable 3, SoDMA/PIU shall assess the completeness and usability of the final package and the documented support provided to launch GEIOF operations. Acceptance shall not depend on governmental nominations, approvals or committee decisions outside the Consultant's control.

Deliverables and acceptance evidence	**Deadline**	**Payment**
Deliverable 1 – Inception and Operational-Readiness Report: Review of the establishment letter, institutional and nomination mapping, stakeholder engagement plan, operational-readiness assessment, identified gaps, initial operationalization approach and detailed implementation work plan.	By Day 20	20%
Deliverable 2 – Draft GEIOF Operationalization Package and Completed Capacity-Building Workshop: Draft committee operating procedures; nomination and focal-point tracking templates; institutional roles and responsibilities matrix; draft SADDD standards; inclusion monitoring and quality-assurance tools; draft first-year meeting calendar and operationalization roadmap; and one completed orientation/capacity-building workshop evidenced by the agenda, slides/training materials, attendance records, participant evaluations and workshop completion report.	By Day 75	40%

Deliverable 3 – Final Validated GEIOF Operationalization Package: Stakeholder validation workshop report and comments-response matrix; finalized governance procedures, SADDD and technical guidance, quality-assurance and monitoring tools; first-year meeting calendar, institutional action tracker and cost-conscious implementation roadmap. Final operational-status report with evidence of support to the initial GEIOF committee meeting (invitation/agenda, minutes or documented effort to convene, attendance and nomination records where available), decisions taken, responsible officers, follow-up dates and remaining dependencies beyond the consultant's control.	By the end of month 4	40%

Each payment is conditional upon satisfactory completion and written acceptance of the corresponding outputs by the authorized SoDMA/PIU representative in accordance with the signed contract. The Consultant shall address consolidated technical comments. Contract extension or modification, if necessary, shall follow the applicable contract and AfDB approval requirements.

VI. Reporting and Institutional Support

The Consultant shall report to the designated SoDMA/PIU Project Coordinator or authorized representative and shall work with the Commissioner's Office and the SoDMA-designated GEIOF secretariat/focal point. The GEIOF Strategic Oversight Committee is chaired by SoDMA and operates under the authority of the Office of the Commissioner, as provided by the establishment letter. SoDMA/PIU shall consolidate technical comments and identify the authorized person for written acceptance of deliverables.

SoDMA/PIU shall facilitate access to relevant documents, stakeholder contacts, consultations and institutional decision-makers. Unless the signed contract and priced budget expressly provide otherwise, SoDMA/PIU shall arrange and finance workshop venues, invitations, participant travel, interpretation and other workshop logistical costs from approved project resources. The Consultant shall prepare and facilitate the technical content and reporting of the workshops.

VII. Consultant Qualifications

General Professional Experience

Minimum seven (7) years of professional experience in gender equality, disability inclusion, social inclusion, institutional governance, or institutional capacity strengthening, preferably in government institutions, development programmes, or international organizations. The same experience shall not be awarded points under different evaluation criteria.

Mission-Specific Technical Experience

Minimum three (3) years of directly relevant professional experience in climate services, disaster risk management, climate-related early warning systems, or gender-responsive climate and disaster risk governance. **These three (3) years may be included within the seven (7) years of general professional experience required above.** This is a mission-specific minimum requirement and does not require three additional years of professional experience.

Demonstrated experience supporting the operationalization of inter-institutional committees, coordination mechanisms, or institutional oversight functions, including the development of operating procedures, governance arrangements and accountability frameworks.

Proven experience developing gender-responsive monitoring and evaluation frameworks, inclusion indicators, and sex-, age- and disability-disaggregated data (SADDD) collection, analysis and reporting tools.

- Demonstrated experience facilitating institutional consultations, technical workshops, capacity-building activities and stakeholder validation processes.
- Strong written and verbal communication skills in English and Somali.
- Demonstrated ability to prepare high-quality technical reports, institutional guidelines, operational procedures and policy-related documents.
- Strong ability to engage and coordinate across Federal Government institutions, Federal Member States and technical stakeholders, with an understanding of Somalia's climate and disaster risk management institutional context.

Experience working on projects financed by multilateral development banks, including the African Development Bank, or other international development partners will be considered an advantage.

VIII. Selection and Contractual Provisions

The Consultant shall be procured through Individual Consultant Selection, as confirmed in the approved Project Procurement Plan, in accordance with the applicable African Development Bank procurement framework and project financing arrangements. The scope concerns operationalization of the GEIOF already formally established by SoDMA under the authority of the Office of the Commissioner; selection shall use pre-established, documented qualification criteria and applicable eligibility and conflict-of-interest safeguards.

Candidates shall first be screened against the mandatory minimum qualifications and eligibility requirements in Section VII and the applicable procurement framework. Only candidates meeting those minimum requirements will be technically scored using the matrix below. The maximum score is 100 points; the recommended minimum technical qualifying score is 70 points out of 100, subject to SoDMA/PIU confirmation under the applicable AfDB procedures. Candidates meeting the threshold shall be ranked by their technical scores, with selection and negotiations undertaken in accordance with the approved procurement arrangements.

Evaluation criterion	**Maximum points**
Educational Qualification	15
General professional experience (minimum 7 years)	20
Climate services, DRM, early warning or gender-responsive climate/DRM governance (minimum 3 directly relevant years)	20
Operationalization of inter-institutional committees, coordination mechanisms or oversight functions	20
Gender-responsive M&E, inclusion indicators and SADDD standards/tools	15
Stakeholder consultations, workshops and institutional coordination in relevant settings	10
TOTAL	**100**

Eligibility, conflict-of-interest safeguards, reference checks and verification of professional experience shall follow the applicable AfDB framework. English and Somali communication skills are mandatory as specified in Section VII and should be verified before award. Scores must be recorded in a signed evaluation sheet with concise evidence-based justification for each criterion.

The Consultant shall personally provide the substantive services and comply with confidentiality, ethical conduct and appropriate handling of sensitive data. Ownership and use of outputs, taxes, insurance, reimbursables, termination and other legal conditions shall be specified in the signed consultancy contract.

IX. Quality Standards and Acceptance

Deliverables must align with the establishment letter, preserve the GEIOF authority and approved committee/advisory composition, and be practical for Somalia's climate data and DRM institutions. Each output shall distinguish existing decisions from recommendations requiring approval, identify responsible institutions and feasible resource implications, and be submitted in editable electronic formats and publication-ready PDF. The complete establishment letter shall be provided to the Consultant as a mandatory reference document.