



Terms of Reference

For engagement of evaluation consultant for X-STOCK project

1. Background of the X-STOCK project

South East Europe (SEE) is seeing an increase in frequency, unpredictability and intensity of disasters. Most hazards have the potential to become transboundary events for which regional collaboration is key. The ongoing global health emergency (COVID-19) has shown how easily national and regional markets for essential stocks can collapse and hence how important it is to have adequate cross-border stockpiling and transportation strategies in place. This type of major challenge shows that efficiency in coordination and cooperation between SEE states as well as CSOs is far from being sufficient.

The specific objective of the X-STOCK project is to enhance cross-border emergency management in Bulgaria, Croatia, Montenegro, North Macedonia and Serbia by enhancing cross-border preparedness through shared management of emergency stock.

The X-STOCK project identifies existing gaps of cross-border emergency response regarding policies, emergency stocks and cross-border agreements for support with emergency items. Recommendations for improvements of procedures, policies and agreements should be outlined.

National pre-disaster agreements on emergency stocks between CPAs, RC and others will be revised.

A cross-border agreement on joint stock management will be drafted. A regional stock management strategy and a software application for joint regional stock record/management with interfaces to all partners' databases are developed & tested. Recommendations for replication and scale-up in neighbouring countries should be formulated in the evaluation report.

According to defined work packages (WP) within the X-STOCK project the Red Cross of Serbia will engage an external consultant who will conduct needed analysis and write evaluation report.

2. Results & impact

The improved and shared management of a joint emergency stock together with the development of national and regional agreements and procedures will facilitate smooth and accelerated relief and response operations involving national civil protection authorities (CPAs) and RC partners (= target groups), as well as other national actors. As a result, the cross-border interoperability regarding set-up and use of emergency stocks between the 5 participating countries will be significantly increased and thus response times for disaster affected population (may 21 mio. In all for five countries) indirect target group) considerably reduced.

3. Scope of consultant work

To understand how well the tools and products developed in WP3 meet the demands identified in WP2 and to what degree they contribute to reaching the objectives of the X-STOCK project the consultant will compile an evaluation report and formulate recommendations for replication and scale-up, including the following aspects:

- Quality, scope and findings of the conducted analysis per country in WP2 with recommendations for improvement of cooperation in preparedness activities between CPA and RC;
- Quality, scope and intended implementation of the national pre-disaster and cross-border agreements, also recommendations for improvement of the identified gaps on national and cross-border level;
- Usability and effectiveness of the software application for cross-border emergency stock management;



- Results of the 5 national and the one remote x-border TTXs with respect to tested solutions, lessons learnt and further adjustments.

4. Methodology

Throughout the process it is expected that data and information will be obtained in different ways, not limited to but including:

1. Desk Review of relevant project documents, e.g. description of the action, interim report, quarterly partner reports, developed analysis per country, software, tools and SOPs and guidelines, secondary data and key other documents.
2. Mixed online and in-person attendance and follow up of national TTXs and Cross-border TTX.
3. Interviews with key informants, such are staff directly involved in programme implementation from each partner and CPA.

It is the responsibility of the consultant to design the interviews and the supporting document. However, if a questionnaire is used, the filled questionnaires have to be submitted to AutRC/IFRC/RCS in addition to the interpretation in the report.

5. Time Frame

The duration of this evaluation process is from mid of January to mid of June 2023.

The tentative work plan is as following:

	What	When
1.	Briefing and exchange with Project Manager (AutRC), RCS representatives and IFRC office in Sarajevo.	mid-January 2023
2.	Desk review of relevant project documents, e.g. description of the action, interim report, quarterly partner reports, developed analysis per country, software, tools and SOPs and guidelines, Development of a draft working concept	January – February 2023
3.	Preparation for the meetings and consultations with project partners	until January 30, 2023
4.	Mixed online and in-person attendance and follow up of national TTXs	February – March 2023
5.	Interviews with project partners and key informants	February – April 2023
6.	Draft report: Summarizing preliminary evaluation results, provide findings, lessons learnt and recommendations specifically for the x-border TTX, and in general for the further development of the tools	30 th March 2023
7.	Attendance and follow up of regional TTX	April 2023
8.	Submit Final report	May 15, 2023
9.	2 times presentation of the evaluation findings and recommendations: 1) internal, online 2) final conference and project meeting, in person	May – June, 2023



6. Deliverables

A comprehensive draft written report (using MS Word) summarizing preliminary evaluation results, provide findings, lessons learnt and recommendations specifically for the national and cross-border TTX, and in general for the further development of the tools till 30th of March 2022. Final report is expected to be delivered till 15th of May. Report should be written in English. Draft and final report should be presented online and on final conference- project meeting in person. Presentations of these reports should be made in MS PPT.

7. Professional Qualifications

Engaged consultant should have below qualifications:

- Education:
 - Academic degree in relevant field;
- Knowledge / experience:
 - Research work and publications related to civil protection, disaster risk management and international and cross-border cooperation in disaster/emergency management area;
 - Work as consultant of conducting evaluation reports related to civil protection, disaster risk management and international and cross-border cooperation in disaster/emergency management area;
 - In Civil protection systems of countries involved in the X-STOCK project;
 - In Red Cross National societies roles and responsibilities related to civil protection, disaster risk management, emergency response and international cross-border cooperation.
- Skills:
 - Ability to work well in a multicultural team.
 - Strong coordination and presentation skills.
 - Strong analytical skills and methodical approach.
 - Treats sensitive or confidential information appropriately.
 - Strong report writing and editing skills.
 - Self-supporting in computers (spreadsheets, word-processing).
- Languages:
 - Fluently spoken and written English – mandatory;
 - Bosnian/Croatian/Montenegrin/Serbian speaking – desirable;
 - North Macedonian speaking - desirable
 - Bulgarian speaking - desirable;