

## Creating a PrEPD Toolkit

<b>Consultancy Title</b>	<b>Creating a PrEPD Toolkit</b>
<b>RFP Number</b>	<b>US5126</b>
<b>Location</b>	<b>Remote</b>
<b>Contract Duration and LOE</b>	<b>27 billable days during the period of September 2022 through March 2023</b>
<b>Clarification Questions Due Date</b>	<b>August 19, 2022</b>
<b>Proposal Deadline</b>	<b>August 26, 2022</b>
<b>Contact Person</b>	<b>Bryan James Bryan.james@crs.org</b>

### Purpose

CRS would like to engage a consultant that can support the development of a user-friendly, accessible, practical and tested Preparing for Enhanced Protection in Disasters (PrEPD) toolkit.

### Background

Catholic Relief Services launched the global Preparing for Enhanced Protection to Disasters project (PrEPD) to strengthen local capacity to integrate protection in disaster risk reduction, preparedness and response. Supported by USAID's Bureau for Humanitarian Assistance, the project is running from October 2021 to March 2023 in Philippines, Sierra Leone and Uganda. The 18-month, global project will deliver a comprehensive toolkit to guide humanitarian and DRR actors to mainstream protection and accountability in disaster preparedness.

CRS will develop a roadmap to guide humanitarian and DRR actors to mainstream protection and accountability in disaster preparedness. The toolkit will be geared towards national and local DRR actors and humanitarian organizations with the aim to be user-friendly, contextually appropriate, and culturally sensitive.

The roadmap will incorporate best practices for protection and accountability in DRR throughout PrEPD implementation, key challenges and barriers and potential strategies to overcome them.

### Activities

The consultant will streamline and repackage pilot PrEDP tools and resources into a final toolkit. The consultancy will include the facilitation of and technical support to the following activities. The approximate LOE for each activity is in parentheses.

- **Preparatory work** (2 days LOE)
  - Agree on detailed workplan with activities and sub-activities; and roles and responsibilities
  - Map existing PrEPD tools and sources materials to identify gaps as well as needs for refinement/adaptation. It will include tools that have been developed within PrEPD project.
  - Liaise with Project Team (global and Country Programs) to understand the purpose of the toolkit
  - Propose outline, structure and format of the toolkit for approval by Project Team
  
- **Toolkit development** (25 days LOE)
  - Streamlining and repackaging existing resources into a version 1.0 toolkit
  - Include relevant resources, tools and guidance/how-to notes, templates, tools for programming and concrete examples of use.
  - Organize resources for different staff levels and/or departments (e.g. programming vs. operations)
  - Share toolkit for review
  - Incorporate reviewers' feedback and finalize toolkit into version 2.0

### Deliverables

The following deliverables/outcomes are envisaged for each of the aforementioned activities; specific terms of reference to be drawn up on the basis of country support requests will determine the final scope:

Activity	Deliverables/Outcomes
<b>Preparatory work</b>	<ul style="list-style-type: none"> <li>● Detailed workplan with activities and sub-activities; and roles and responsibilities</li> <li>● Recommended content map and outline, purpose, structure and design of the toolkit</li> </ul>
<b>Toolkit development</b>	<ul style="list-style-type: none"> <li>● Draft version 1.0 of toolkit</li> <li>● Final version 2.0 of the toolkit based in feedback</li> </ul>

### Application Requirements

The consultant should have the following (combined) experiences and competencies:

1. Experience in repackaging / shape content for a wide range of audiences and adult learning
2. Ability to synthesize, edit and write clear/concise content
3. Fluency (written and oral) in English
4. Background in protection mainstreaming/protection/safeguarding
5. Knowledge of DRR as a plus

Applicants must submit the following:

1. Cover letter
2. Compensation rate per day
3. Resume/ CV that demonstrates qualifications and a list of clients/projects that he/she has supported in digital health category.
4. 2–4-page summary of approach for conducting the assignment and completing the deliverables.

5. Three professional references, with the following details about the references: (a) name, (b) position, (c) company, (d) phone number, (e) email address, and (f) city, state, country

### **Place of Performance**

The consultancy will primarily be conducted working from home. A detailed calendar of the activities will be collaboratively set with the consultant.

### **Period of Performance**

The assignment will happen between September 2022 to March 2023.

### **Proposal Deadline**

All proposals must be received by Bryan James at [bryan.james@crs.org](mailto:bryan.james@crs.org) no later than August 26, 2022 [11:59 PM EST for electronic submission]. The solicitation name "US5126: Creating a PrEPD" must be included in the subject line.

### **Q&A Opportunity**

Prospective bidders may submit any clarification questions to Bryan James at [bryan.james@crs.org](mailto:bryan.james@crs.org), by August 19, 2022. Responses will be provided to any known prospective bidders on August 24, 2022.