SAMPLE RERA CONSULTANT TERMS OF REFERENCE

AT A GLANCE

- A terms of reference template that is adaptable for use by USAID or Implementing Partner to recruit RERA Team members (consultants).

TEMPLATES INCLUDED

- Sample RERA Consultant Terms of Reference

HOW TO USE THIS TOOL

- Download, revise, and complete the RERA terms of reference for each RERA Team member recruited.
TERMS OF REFERENCE
REGIONAL CONFLICT SPECIALIST
(SHORT-TERM CONSULTANCY)
USAID RAPID EDUCATION RISK ANALYSIS

Background
USAID/X is seeking a short-term consultant to form part of a team in conducting a rapid education and risk analysis (RERA). A RERA is a “good enough”\(^2\) situation analysis of educational institutions, learners, and their communities as a dynamic system of relationships involving assets and multiple contextual risks. A RERA integrates key methodological elements of a rapid education needs assessment and contextual risk analyses, such as conflict analysis, disaster risk assessment, and resilience analysis, to inform USAID strategy and programming. Importantly, a RERA investigates how risks impact the school community, how education influences risks, and how contextual risks influence each other.

Introduction
[Insert brief background on country context, relevant strategies, and programming.]

Purpose
[Explain the purpose for carrying out the RERA, the window of opportunity it presents, and any specific approach the Implementing Partner/Consultant should pursue in addition to the guidance in the RERA Toolkit.]

The Implementing Partner/Consultant will carry out a RERA in accordance with the USAID RERA Toolkit [add hyperlink] and in consultation with [insert USAID/country or organization name] education staff [specify]. Importantly, this task includes provisions for recruiting an appropriately skilled and qualified RERA Team.

The overarching research questions for a RERA are as follows:

- How does the education sector relate to the country’s broader political, economic, social, security, and environmental situation?
- What are the causes, characteristics, consequences, and interactions of the main contextual risks in the country?
- What is the two-way interaction between contextual risks and the education sector, particularly at the school and community levels?
- What are the resilience factors that positively influence access to as well as safety and quality of education? How can these factors be strengthened?

\(^2\) The phrase good enough references the methodology applied to data collection, processing, and analysis of both primary and secondary data. The methodology may not be as rigorous as that employed for a long-term research investment or evaluation, but it is sufficiently systematic to allow informed preliminary decisions about education programming, if decision makers recognize that the activity may be taking place in a fluid context.
Tasks and Level of Effort

- Provide written recommendations for customizing the RERA methodology to [country’s] context, particularly relating to contextual risks
- Provide written background analysis on the conflict and its relationship to disaster risks and the education sector
- Draft a [country]-specific conceptual framework for the RERA, focusing on conflict, disaster risk, and the education sector
- Provide written recommendations relating to conflict in [country] to support adaptation of the RERA methodology, desk review literature list, identification of informants and partners, data collection and analysis, and synthesis and report writing
- Conduct desk review of existing literature
- Facilitate and/or participate in informant interviews and focus groups and report on data
- Provide advice on strategies to engage key informants and stakeholders
- Provide inputs into final report, summary report and briefings, and lessons learned report
- Participate in team meetings and external briefings

Total Level of Effort: 20 days

Location: The consultancy will have two phases: (a) desk planning and research, which will take place from [XX to XX]; and (b) field implementation of the RERA from [XX to XX], based in [city, country]. Field-based research will involve desk study and field research with stakeholders, including travel within [capital city] and [outside of the capital].

Timing: The consultancy will run from [XX to XX]. Desk-based planning will be carried out from [XX to XX]. Field implementation of the RERA will run from [XX to XX].

Reporting: The regional conflict specialist reports to the team leader and will work closely with all other team members.

Deliverables:

1. Written recommendations for adaptation of the RERA methodology to [country’s] context
2. Background document on the conflict in [country] and its two-way relationship with the education and disaster vulnerabilities in [country]
3. List of names and, if possible, contact information for key informants
4. List of key resource documents for the desk review
5. Coded interview notes
6. Participation in in-person meetings (with USAID and partners) on the RERA
7. Conceptual framework for [country] RERA
8. Written inputs to and review of:
   a. RERA key informant list
   b. RERA questions and data collection protocols
   c. RERA desk review
   d. RERA stakeholder/partner briefings
   e. RERA final report
   f. RERA lessons learned report

The deliverable timetable will be jointly developed with the team leader.

Qualifications

- Minimum of seven years’ professional experience in peacebuilding, conflict prevention, or similar programs, including leading or participating in conflict analysis
- Minimum of three years’ experience in a leadership role in peacebuilding or conflict prevention programs in [country] or the [region]
- Established relationships with networks, research/academic institutions, and implementing organizations in the field of peacebuilding and conflict prevention
- Skilled in working under pressure in volatile and high-risk situations
- Skilled in working in a collaborative, multicultural environment involving multiple stakeholders
- Fluency in written and spoken [local language] and English; master’s degree in a related field; PhD preferred