TERMS OF REFERENCE

PRE CRISIS-MARKET ANALYSIS (PCMA) FOR

ASIA COMMUNITY PREPAREDNESS AND TRANSFORMATION (ACT)

PHASE 2 IN INDONESIA

Project Name	ASIA COMMUNITY PREPAREDNESS AND TRANSFORMATION (ACT) PHASE 2 IN INDONESIA
Project Implementation Period	January 2024 – December 2026
Partners Organization	CIS TIMOR
Project Locations	East Nusa Tenggara Province, Indonesia 1. Bena Village, Timor Tengah Selatan District 2. Meusin Village, Timor Tengah Selatan District 3. Motaulun Village, Malaka District

A. INTRODUCTION

The Asia Community Disaster Preparedness and Transformation (ACT) is a multi-country project that implemented in the Philippines, Indonesia, Nepal, and Bangladesh. This project aims to ensure that local humanitarian actors in vulnerable communities have enhanced capacities for disaster preparedness and effective early warning systems (EWS) that enable them to reduce the impact of disasters and are better equipped to lead response and recovery efforts in the event of emergencies in coordination with local authorities. Currently, this project is entering its second phase since January 2024 as the continuation of its first phase that was implemented in 2020-2023.

In Indonesia, Penabulu, together with CIS Timor, will mainly implement activities of ACT phase 2 or ACT 2 in same locations with the phase 1, which are in three villages of East Nusa Tenggara province. This program will achieve three principal outcomes, each of which is designed to address the underlying causes of vulnerability of communities and shortcomings in the humanitarian preparedness and response systems.

This global program has four below main outcomes while Penabulu contributes to all the outcomes:

Outcome 1: Vulnerable communities and Penabulu's local humanitarian partners are able to carry out disaster risk reduction activities (from preparedness to anticipatory action and response) to save lives and livelihoods in the event of disasters.

Outcome 2: Vulnerable communities have access to alternative livelihoods to mitigate the impact of disasters, and support to access local market systems to reduce their dependency on external resources.

Outcome 3: Knowledge of disaster preparedness and anticipatory action gained through the project is shared with national and international actors and among peers through exchanges and learning events between countries.

Outcome 4*: By the end of the project, local actors have enhanced their capacity to lead on anticipatory actions and response to small-scale disasters through access to the Emergency Response Fund (ERF), to ensure that populations affected by these crises receive timely and effective humanitarian assistance.

*) Activities to support outcome 4 and access to the ERF will depend on the disasters that occurred during the project period and approval from the steering committees and relevant stakeholders

Indonesia Context and Project's Objectives

During phase 1, Penabulu and CIS Timor had assessed and supported the community's readiness to response capacity and its support system for contingency planning as well as improved the SOPs as relevant and tested through simulations/drills towards ready community for future disasters. CIS Timor also supported and engaged with community disaster committees (CDC) to enhance standard operating procedures (SOPs) on humanitarian response with inputs from community organizers, leaders, women leaders, and civil society organizations. The program also generated knowledge and evidence in DRR to better inform good practice and enhance the impact of interventions.

In phase 2, this project will continue to support communities, including CDC, farmers groups, women groups, and local government in East Nusa Tenggara Province, specifically in the three villages (1) Bena Village, Timor Tengah Selatan (TTS) District; (2) Meusin Village, TTS District; and (3) Motaulun Village, Malaka District. The project location is mostly comprised of remote and off-the-radar areas, as well as highly exposed to recurring natural hazards with high levels of poverty and vulnerability.

In addition to continuing to what already existed, in ACT phase 2, CIS Timor will also focus on the Anticipatory Action (AA). Penabulu will strengthen the capacities of local partners, governments, and private sector actors for DRR and AA through the establishment of community-based data collection and weather forecasting technology/mechanisms, including connections with regional and national weather forecast institutions, to ensure that responders can make early decisions and react in a timely and pre-emptive manner by updating contingency planning and prepositioning stocks in warehouse facilities. This will also include the use of cash and voucher mechanisms, where appropriate, to mitigate the impact of an emergency and deliver timely humanitarian assistance before a crisis occurs. Special emphasis will be placed on integrating people with disabilities and other socio-demographic groups that have been excluded from these processes to date. Where necessary, we will also make adjustments in approach, strategy, and activities to ensure the inclusion of people with disabilities in Community Disaster Committee *(CDCs) and project activities as relevant to attain the three outcomes mentioned above.

B. OBJECTIVE of PCMA STUDY

• Provide a clear understanding of (2-3) market systems critical for the most vulnerable groups / population targeted by the project to inform appropriate program design, support access to food, Hygiene Kits, and livelihood security for displaced people and families affected by natural disasters.

• Consolidate existing information on market systems for selected critical markets, ensuring the inclusion of data generated in past and present projects to determine its current state and capacity to respond to demand in selected areas

• Understand existing levels of functionality and to anticipate how markets will respond after a shock occurs. It allows humanitarian agencies to map the functionality of current market systems and assess their capacity to cover the needs of affected people in an emergency. This is key to feeding into preparedness and contingency plans by informing the design of appropriate emergency response interventions, as well as to recommending mitigation measures to be implemented before the shock occurs.

Issue to consider:
Specific analytical questions to be addressed by the studies will be further developed during preparation and implementation. Here we do present a frame of questions the studies will narrow:

- What are the main livelihoods characteristics of the population living in project area?
- What are the disasters (i.e. type, severity, frequency) that are chronically affecting this population?
- What are the most vulnerable groups affected by those disaster? Within the most vulnerable groups, what are the differences in how men and women, young and elderly are affected by disasters?
- In time of disaster, what kind of virtuous coping strategies and alternative livelihoods opportunities arise for women, men and the different socio-economic groups? How can humanitarian and development agencies support it?
- What is the current demand for the (relevant good or service - for example, Hygiene kit items, Food), and how is this demand impacted during periods of flooding?
- What is the impact of disaster on people's access to the (relevant) market system?
- What is the capacity of the (relevant) market system to cover the needs of the target groups? How would it be affected during an emergency?
- What would be the most appropriate interventions to ensure that the target groups can access a sufficient quantity and quality of the (relevant good or service) from the market system? How can this system contribute to the emergency response?
- In case of further natural disasters (scenarios should be defined) what actions are the most appropriate to mitigate impacts and build resilience of critical incomes and supply systems for the population targeted by the project?
- Are there any livelihoods diversification activities that should be promoted by the program in order to build resilience to natural disasters for targeted group?

C. SCOPE OF THE ASSIGMENT

This proposed assignment will carry out in depth analysis of the market system in ACT Phase 2 project areas considering normal and crisis scenario. The normal scenario, which will be the baseline scenario for the study will be identified jointly.

The assessment will use an appropriate market assessment tool for this study but ensure that all three elements: market environments, market actors, infrastructure/inputs/services.

D. CONSULTANCY DELIVERABLES

The consulting team will support Penabulu and CIS Timor program framework for this DRR/Disaster Preparedness project implemented in Indonesia as presented above. The consultation objectives are as follows:

1.Conduct Pre Crisis Market Analysis

- Determining focus area of study.
- Determining the crisis scenario for PCMA
- Critical Market system selection (Staple Food, Hygiene kit item, Livelihood support items)
- Propose detailed methodology and tools to be used in the data collection.
- Hire and train local enumerators/facilitators.
- Supervise the data collection process and the quality of the data collection, analyze the data and report it.
- Analyze and synthesize data collected by project team members.
- Oversee the quality of the PCMA process and write a clear report using data visualization techniques, collecting explanatory information in the data and other tools.

2. Full report on study in Indonesia and English (electronic version only, no print copies)

Content of the PCMA report	Description	Suggested # of pages
Acknowledgements		1
List of Acronyms		1
EXECUTIVE SUMMARY		3-5
SECTION 1: CONTEXT AND METHODOLOGY	Context, Rationale, Objectives of the PCMA, Methodology	3
SECTION 2: SCOPE OF THE ASSESSMENT AND CRISIS SCENARIO SELECTION	Geographical Focus, Crisis Scenarios, Target Population Characteristics, Seasonal Calendar of the Target Population	3
SECTION 3: CRITICAL MARKET SYSTEMS	Critical Market Systems Selection, Key analytical questions	3
SECTION 4: EMERGING TRENDS	Market environments, inputs and infrastructures, Scenario Trends	3
SECTION 5: Staple Food (Rice, Sugar, Cooking Oil) MARKET SYSTEM	Current market situation, Crisis situation	3
SECTION 6: Hygiene Kit (Body Soap, Laundry Soap, Sanitary Napkin) MARKET SYSTEM	Current market situation, Crisis situation	3
SECTION 7: Livelihood support (agriculture equipment, paddy seeds, fertilizer) MARKET SYSTEM	Current market situation, Crisis situation	3
SECTION 8: Staple Food (Rice, Sugar, Cooking Oil) MARKET SYSTEM: ANALYSIS AND RECOMMENDATIONS	Gap Analysis, Market Capacity Analysis, Response Recommendations, Choice of Cash	3

	Transfer Modality	
SECTION 9: Hygiene Kit (Body Soap, Laundry Soap, Sanitary Napkin) MARKET SYSTEM: ANALYSIS AND RECOMMENDATIONS	Gap Analysis, Market Capacity Analysis, Response Recommendations, Choice of Cash Transfer Modality	3
SECTION 10: Livelihood support (agriculture equipment, paddy seeds, fertilizer) MARKET SYSTEM: ANALYSIS AND RECOMMENDATIONS	Gap Analysis, Market Capacity Analysis, Response Recommendations, Choice of Cash Transfer Modality	3
SECTION 11: ANNEXES	Workplan, list of informants, data collection tools, list of documents reviewed, other relevant references	10
Total		**47**

E. INDICATIVE TIMEFRAME

A total of 25 days is allocated for the PCMA and within which firm/consultant must complete entire document review, field activities and report submission.

Activities	Output	Estimated Working Days	Indicative Period
Project document review, Methodology: finalize data collection tools and some key documentation, including coordination with partners and the Oxfam team	Inception Report Submission.	5	September 2025
Train local enumerators/facilitators and test the tools	Training to local enumerators/facilitators conducted and test question list final	2	September 2025
Data collection and analyzing		7	September 2025
Draft the PCMA report and preliminary finding presentation	Draft report in Indonesia and English and presentation or debrief session conducted to collect feedback	6	Oktober 2025
Submit final report	Final report in Indonesia and English with feedback integrated	5	Oktober 2025
Total Days		**25**	

F. CONSULTANT EXPERIENCE AND QUALIFICATION

The Consultant must possess demonstrated ability in data gathering, writing, editing, management and coordination, open for collaborative work; and ability to deliver time sensitive outputs with minimal supervision, and strive for creative and technical excellence in the conduct of this assignment. Specifically:

- University degree in data analytics, statistics and/or social sciences or possess equal composition of qualified academic background, knowledge, experience, and capacity to manage the research study.
- At least 3 years of experience in conducting PCMA with demonstrated competencies in the applications mentioned in ToR;
- Excellent understanding on disaster risk management and related policy and development issues.
- Experience work on data collection and analysis in a humanitarian or development context, in Disaster Risk Reduction and Disaster Preparedness.
- Excellent communication skills to work across two teams based in Asia and to write clear and concise reports writing, both in Indonesia and English.
- Experience of working with participatory methodologies.
- Solid skills in data analysis and using mobile data collection tools and other programs/software to tabulate and analysis qualitative and quantitative data.
- Must have good reference from other INGO/UN clients in relation to PCMA.
- Experience to maintain data security for research purpose and ensuring data protection requirement in place.
- Experience to maintain safeguarding protocol to manage data collection process is meet with safeguarding aspect in properly manner.

Preferable

- Ability to comply with specific requirements and strict deadlines (preferable).
- Good knowledge and understanding of the study areas in NTT Province (preferable).
- Domiciled or having team members in the study area will provide added value.

The interested candidates should submit:

- A technical proposal explaining, their comprehension of the ToR, and how they would approach this assignment, including timeline to conduct overall evaluation assignment and how to ensure safeguarding principles on the data collection process.
- Team composition, including the division of roles and responsibilities with CV of all team members.
- A financial proposal outlining their expected fees and other related costs for travel and all necessary activities. The budget should include the tax calculation of the services and payment term.
- Availability period to work.
- Samples of similar previous assignments.