



## TERMS OF REFERENCE

# CONSULTANT – MIDLINE STUDY FOR STRENGTHENING HARMONIZED ACTION FOR DISASTER RISK REDUCTION, RESPONSE AND EARLY RECOVERY PHASE 2 (SHARPER 2.0)

### 1. PURPOSE AND BACKGROUND

Oxfam Pilipinas partnered with four (4) local civil society organizations in the Philippines — the Center for Disaster Preparedness (CDP), People’s Disaster Risk Reduction Network (PDRRN) Inc., Grameen Philippines, and *Sentro sa Ikauunlad ng Katutubong Agham at Teknolohiya* (SIKAT) — to implement the second phase of the Strengthening Harmonized Action for Disaster Preparedness, Response, and Recovery (SHARPER) project. The project aims to ensure that local humanitarian actors operating within thirty-two (32) vulnerable communities have enhanced capacities for disaster preparedness, anticipatory action, and effective early warning systems to reduce disaster impacts, and that they are better equipped to lead response and recovery efforts in coordination with local authorities.

Following the baseline study conducted at the start of SHARPER 2, the midline study is proposed to assess progress made towards achieving the project’s four (4) outcomes, MACP and country-specific indicators, and to provide updated insights that can guide the project’s remaining implementation period.

The midline study will build on the systematic tracking of disaster preparedness and country-specific indicators using the donor-defined rubrics — a process initiated in SHARPER 1 and sustained in SHARPER 2. This continuity is vital for measuring progress toward building disaster-ready communities and for generating standardized, comparable data across implementation areas, in line with the MACP Disaster-Ready Communities framework. The use of these rubrics also supports the identification of emerging lessons, informs adaptive project management, and ensures coherence with the donor’s accountability and learning expectations. It seeks to provide an updated understanding of:

- The capacities of local DRR and humanitarian actors, including women’s leadership and participation.
- The functionality of DRR governing bodies and relevance of local DRRM plans in addressing the needs of vulnerable groups.
- The extent to which local DRR and anticipatory action systems are supported and enabled.
- The progress of communities in securing access to critical goods and supplies during emergencies, and in establishing resilient and nature-based livelihood strategies.
- The systematization, sharing, and uptake of DRR and anticipatory action knowledge.

In addition to tracking progress, the midline study will contribute to SHARPER 2’s broader learning agenda. It aims to examine how emerging practices and dynamics contribute to or hinder resilience at the community level. As such, the study will also respond to key learning questions grouped into thematic areas. These questions will guide the study design and tools and will be further refined as needed during the inception phase.



These learning questions will serve as an interim analytical framework to guide both the study design and the consultant's data analysis approach and may be further refined during the inception phase.

In view of this, Oxfam Pilipinas proposes to contract a consultant to further design and conduct the midline study. The present Terms of Reference (ToR) outline key parameters of the engagement.

## **2. AUDIENCE AND USE**

Main audiences for the SHARPER 2 midline study will be the four implementing partners' project teams, Oxfam Pilipinas' Resilience Portfolio and core Monitoring, Evaluation, Learning, and Social Accountability (MELSA) teams, members of community and local governments' DRRM committees, key decision-makers in partner municipal, provincial, and national government agencies, members of regional planning bodies, concerned private sector groups and social enterprises, and humanitarian organizations. A stakeholder engagement and knowledge uptake plan shall be drafted during the inception phase of the proposed midline study to identify strategies and spaces for facilitating use of the results. The plan will include sensemaking sessions and action planning with the target data or information sources (i.e., leaders and members of local DRRM governing committees or bodies).

## **3. OBJECTIVE OF THE STUDY**

The midline study aims to assess progress towards the SHARPER 2 project outcomes by tracking changes in local capacities for disaster preparedness, anticipatory action, resilient livelihoods, and access to critical goods and services during emergencies. It will provide evidence on the project's achievements against disaster preparedness and country-specific indicators, and inform adjustments needed for the remaining implementation period.

Specifically, the midline study will:

- Work with partners and the Oxfam Pilipinas team to collect, analyse, and interpret data on project progress, using tools (such as LISTO where appropriate).
- Facilitate collective learning, reflection, and action planning through sensemaking sessions with partners and local actors, to generate substantive insights that inform adaptive management and enhance project strategies.
- Develop concise and user-friendly reports, summary materials, and knowledge products (e.g., briefs, presentations, infographics) that aid decision-making and are tailored for use by program teams, local actors, and other stakeholders.

## **4. FRAMEWORK AND APPROACH**

The SHARPER 2 midline study will align with Oxfam's feminist research and MEAL guidance, grounded in inclusion, safeguarding, and learning for action. The external consultant, partner



communities, implementers and Oxfam Pilipinas will jointly ensure the research generates ethical, useful, and actionable evidence.

The study shall adopt:

- An intersectional lens, reflecting the diverse identities and lived experiences of women, men, and other genders.
- Safeguarding measures to prevent and address risks of sexual harassment, exploitation, and abuse, especially for women, children, youth, and other vulnerable groups.
- A recognition of multiple forms of knowledge and meaning making, ensuring community voices shape the research process and interpretation.
- A utilization-focused perspective, using inclusive, non-extractive methods that foster reflection and action (e.g., embedding self-reflexivity and planning in FGDs).
- An understanding that social norms and change unfold in non-linear ways—often involving regressions, pushbacks, or sudden shifts—requiring attention to deeper, systemic factors.

The study will be guided by participatory action research (PAR) strategies that promote collaborative, community-led learning.

Key approaches include:

- Training and mobilizing local MEAL teams as co-facilitators and documenters.
- Using community-generated indicators to validate and enrich the disaster preparedness indicators and LISTO tools.
- Sharing baseline findings with stakeholders to inform and ground the midline process.
- Embedding reflection and action planning in data collection activities.

## **5. GENDER PRINCIPLES**

Aside from parameters already outlined above, the external midline consultants, project partners and Oxfam Pilipinas shall work closely with partner communities and local actors to ensure the following:

- Gender, gender issues, and the differentiated and gendered experiences of potential project participants are considered in proposed tool customization's rationale, design, methods, and approaches, and rigorously analysed and reflected in the final outputs of the engagement.
- As far as practicable, and given local contexts in project areas, any required data collection shall be disaggregated by gender. Apart from requiring relevant competencies around gender sensitivity and onboarding on gendered research practice, composition of the consultants' field research or engagement team should reflect a good balance in terms of gender.

- The midline report and knowledge products should contribute to local partners' and Oxfam Pilipinas' evidence base for long-term and programmatic transformation of gendered power relations in program sites and in the country, and recommendations in enhancing SHARPER 2 design should be framed as realistic and actionable points for the project partners.

## 6. PROPOSED METHODS

As per the midline study's objectives and approaches identified in previous sections, the following outlines the proposed methods to be used for this engagement:

1	<p><b>Document review.</b> These could include available project documents and knowledge products from SHARPER's first and current phases, that could be relevant in triangulating data around the identified project indicators. These could include (but not necessarily limited to):</p> <ul style="list-style-type: none"> <li>• <b>Project documents and knowledge products</b> generated by implementing partners and Oxfam Pilipinas, including project proposals to the donor, evaluations, documentation or learning reviews, significant change stories, previous baseline, midline, and endline studies, outcome harvest results, impact evaluation results, and other project documents (e.g. Participatory Capacity and Vulnerability Assessments) shall be reviewed to generate insights, particularly on indicators that matter most to community members.</li> <li>• <b>Documents from Barangay and Municipal DRRM Committees (B/MDRRMCs):</b> <ul style="list-style-type: none"> <li>○ Capacity needs assessment results, documentation and post-activity assessment summaries or reports from recent training or capacity building activities;</li> <li>○ Hazards and risk assessments and maps, updated barangay and municipal DRRM plans, ordinances and policies based on identified local capacities and vulnerabilities, and progress reports on the implementation of local DRR and climate change adaptation plans;</li> <li>○ Membership rosters of B/MDRRMCs, with information for disaggregation according to sex, age, and disabilities, and minutes of meetings of B/MDRRMCs;</li> <li>○ Profiles of community or people's organizations and social enterprises (especially those with climate change adaptation, nature conservation, and DRR initiatives);</li> <li>○ Protocols for the operationalization of community early warning systems (EWS) and anticipatory action, and community preparedness and contingency plans;</li> <li>○ Local DRRM budget and reports regarding use of local DRRM funds;</li> <li>○ Knowledge products on DRR, AA, and CCA produced by local actors.</li> </ul> </li> </ul>
2	<p><b>Qualitative methods.</b> The midline study will employ qualitative methods such as in-depth interviews and focus group discussions (FGDs) with a diverse range of stakeholders, including members of women's self-help groups, B/MDRRMC officials, community-based organizations, representatives of vulnerable sectors (e.g., persons with disabilities, youth, elderly), local private sector actors, and relevant government officials.</p>

	<p>To address limitations identified in the baseline and further strengthen the application of less extractive, community-driven data collection practices, the following strategies shall be applied:</p> <ul style="list-style-type: none"> <li>• <b>Community Review of Baseline Results.</b> Consultant shall facilitate localized sessions to share and discuss baseline findings with BDRRMC officials, sectoral groups, and community representatives. This will support collective reflection and awareness-building on past monitoring results.</li> <li>• <b>Reflective and Dialogic FGDs.</b> Include guided reflection prompts to explore perceived progress, gaps, and enabling factors. Participatory tools (e.g., simplified rubrics or visuals) may be used for inclusive engagement.</li> <li>• <b>Community Action Planning.</b> An action planning component will be integrated into FGDs or workshops, where participants will identify practical next steps to address gaps identified in their DRR capacities.</li> <li>• <b>Integration of Learning Questions.</b> The study will integrate a set of learning questions identified by Oxfam Pilipinas, to ensure that the midline also contributes to addressing key areas of inquiry relevant to the organization's programmatic learning and adaptation. The consultant shall co-develop data collection guides with partners, ensuring they are learning-oriented and aligned with the midline's reflective and participatory purpose. This includes co-developing reflection prompts appropriate to local contexts.</li> <li>• <b>MELSA Participation.</b> Local monitoring teams will be formed and trained to co-implement the study, including roles as co-facilitators, documenters, and sensemaking participants. This supports local MELSA capacity and accountability champions.</li> <li>• <b>Community-Generated Indicators.</b> Participatory methods will be used to surface community-prioritized indicators, allowing validation and adaptation of disaster preparedness indicators and LISTO tools based on what communities themselves value most in DRR.</li> </ul> <p>These methods ensure the midline generates both rigorous evidence and strengthened community ownership and use of findings.</p>
3	<p><b>Data analysis.</b></p> <ul style="list-style-type: none"> <li>• <b>Triangulation:</b> The study will triangulate data across methods and sources (documents, interviews, FGDs, disaster preparedness indicator rubrics) to ensure robust and reliable findings.</li> <li>• <b>Disaggregation:</b> Data will be analyzed by sex, age, disability, and other relevant socio-demographic variables.</li> <li>• <b>Analytical Framework:</b> The study will use the following thematic learning questions as an interim analytical framework, guiding how data will be coded, interpreted, and connected to SHARPER 2 outcomes. These questions will also help identify gaps and generate insights beyond quantitative indicator tracking. However, consultants may suggest complementary frameworks during the inception phase.</li> </ul> <p><b>Thematized Learning Questions:</b></p> <p><b>1. Strengthening Linkages and Coordination Among Local Actors</b></p>

- In what ways have SHARPER 2 interventions strengthened linkages among local actors (e.g., B/MDRRMCs, MLGUs, CSOs, private sector, national agencies)?
- What types of connections were enhanced, and how do these differ from previous gains made under ALERT and SHARPER 1?
- To what extent have these improved linkages contributed to disaster preparedness, anticipatory action, response capacity, and overall community resilience?

## **2. Inclusive Representation and Power Dynamics in DRRM Structures**

- What is the current level and nature of engagement of sectoral representatives (e.g., women, PWDs, youth) in B/MDRRMCs?
- What good practices have enabled meaningful participation and influence of marginalized groups in DRRM decision-making?
- How do internal power dynamics affect inclusion and leadership in DRRM governance?

## **3. Resource Management, Access, and Flexible Funding**

- How are communities utilizing BDRRMF and GAD budgets for preparedness, AA, response, and WLHL?
- How can communities improve access to flexible and timely funding from government and non-government sources?
- What opportunities exist for innovative local financing mechanisms (e.g., conservation enterprises)?

## **4. Knowledge Systematization and Uptake**

- What practices effectively link knowledge systematization with uptake, especially among non-SHARPER communities?
- What types of knowledge products are most useful, transferable, and scalable?

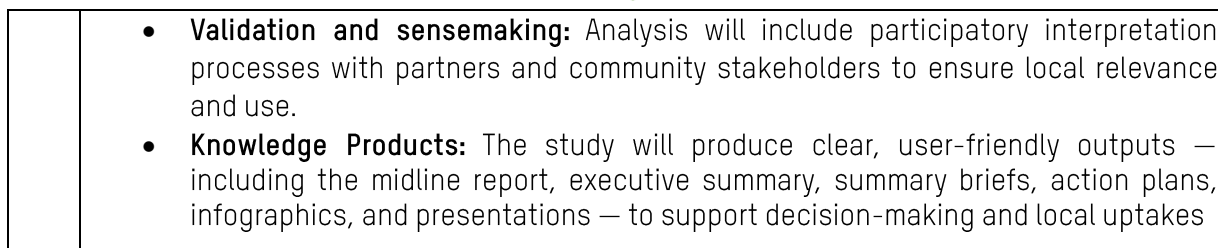
## **5. Accountability and Public Participation in DRRM Planning and Budgeting**

- Are there venues where DRR-related investments are reviewed or discussed with communities?
- What enables or limits accountability processes between communities and LGUs?

## **6. Household-Level Preparedness and Behavior Change**

- How have families applied their learning from FLP trainings?
- What changes in household-level DRR practices have been observed since the baseline?

In addition to serving as a learning framework, the consultant must ensure that the data analysis is also grounded in the disaster preparedness and country-specific indicators referenced in other parts of this document.



The list of key local actors below shall be reviewed and updated by PDRRN, CDP, SIKAT, Grameen Philippines, and Oxfam Pilipinas, and any contracted consultants based on final agreements during the inception phase regarding overall design and methods to be implemented for the midline study:

- ## 8. TIMETABLE AND DELIVERABLES

Activities	July 2025				August 2025				September 2025				October 2025				November 2025				December 2025
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1
Finalization of ToR and requisition																					

Activities	July 2025				August 2025				September 2025				October 2025				November 2025				December 2025
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1
Posting of call for consultants																					
Recruitment process																					
Onboarding of selected consultants																					
Document review and workshops preparations																					
Inception workshop with partners																					
Data collection, processing, and analyses for the study																					
Collective sensemaking with partners																					
Finalization of the midline report																					
Exit process with external consultant																					
Stakeholder engagement and uptake																					

Expected deliverables from the engagement will include the following:

	OUTPUTS	DATE DUE	FORMAT
1.	<b>Inception report.</b> Not more than ten (10) pages. It should outline partners' and consultant's understanding of the midline study's rationale, objectives, methods, and other parameters. With draft data collection tools, initial results of document review, detailed work plan, and data protection and management plan. Initial draft of report for review by project	September 05, 2025	Word file

	partners and Oxfam Pilipinas, and to be revised accordingly towards preparation of the final draft.		
2.	<b>First draft of the midline report.</b> The report should not exceed fifteen (15) pages, excluding annexes. To include an executive summary, brief background on the SHARPER 2 project, concise presentation of midline research methodology, and key midline findings, disaster preparedness & country-specific indicator ratings, analyses, and recommendations. Draft midline report should be submitted to the project partners and Oxfam Pilipinas for review and feedback, towards a final draft for submission to the ACT project management unit (PMU) and MEAL focal.	October 03, 2025	Word file
3.	<b>Final draft of midline report and KPs.</b> The final draft of the midline report should stem from feedback of project partners, the Oxfam Pilipinas program teams, and regional MEAL focals on the first draft of the report. Report should not be more than fifteen (15) pages, excluding annexed materials. Apart from the final report, consultants shall produce knowledge products to help in facilitating dissemination and uptake of the midline findings among other actors. These will include: 1) A presentation deck; and 2) A midline study brief (should not be more than 4 pages).	November 28, 2025	Word file

## 9. ETHICS AND RISKS

Safeguarding and protection cases could be a potential risk during activities and data collection in the field. Consultants' main and field teams will therefore have to be properly briefed on Oxfam Pilipinas' safeguarding and protection principles, and proper protocols if they encounter such cases on the ground. Local GBV referral focals will be notified of any field-based activity, and field teams will be provided with the contact details of these focals. Proper coordination and reporting arrangements with Oxfam Pilipinas' safeguarding and protection team will also be discussed and agreed upon.

## 10. CONSULTANCY MANAGEMENT

Oxfam Pilipinas' project focal or manager shall act as the **commissioning or hiring manager** for this midline study and shall perform all coordination functions with the SHARPER 2 partners, external consultants, local actors, and the PMU members (including regional MEAL focals). She/he will be supported on technical matters, by Oxfam Pilipinas' Resilience Portfolio Manager and MELSA team.

## 11. BUDGET

Total available budget for the whole engagement, including professional fees and operational costs, is **Five Hundred Thousand pesos (Php 500,000.00)**. The amount (less taxes) will be released in **three (3) tranches**:

50% upon submission of final inception report  
30% upon submission of draft midline study report  
20% upon submission of the final midline report and KPs

## 12. ANNEX

- [SHARPER 2 Briefer](#)
- [SHARPER 2 Learning Agenda](#)
- [Disaster Preparedness Indicators](#)