

## TERMS OF REFERENCE

# Consultant Writer: Packaging and Updating Oxfam Anticipatory Action (AA) Modules

### ABOUT THE ASSIGNMENT

Oxfam Pilipinas seeks to engage a **Consultant Writer** to package, update, and refine its Anticipatory Action (AA) modules. These modules are critical learning and training resources for staff, partners, and communities, and must reflect the latest practices, lessons, and policy developments in AA. The consultant will ensure that the modules are clear, accessible, and strategically aligned with Oxfam's evolving AA work in the Philippines and globally.

### BACKGROUND AND CONTEXT

Oxfam Pilipinas has been at the forefront of Anticipatory Action programming since 2017, beginning with the B-READY project in Eastern Samar, followed by SUPPA and SHARPER in 2019, SUPREME BARMM in 2022, and the health sector AA study in 2025. Oxfam also contributed to the passage of the Philippine Imminent Disaster Law (RA 12287) in 2025, institutionalizing AA in national disaster risk management policy.

These milestones have generated a wealth of knowledge, tools, and lessons that need to be consolidated into updated AA modules. The modules will serve as reference materials for training, advocacy, and program design, ensuring that Oxfam and partners continue to lead in advancing AA practice, localization, GEDSI integration, and policy influence.

## SCOPE OF WORK

The Consultant Writer will:

- Review existing AA modules and related documentation (training guides, reports, case studies, policy briefs).
- Update content to reflect the latest Oxfam AA initiatives (B-READY, SUPPA, SHARPER, SUPREME BARMM, health sector AA study, RA 12287).
- Package modules into clear, user-friendly formats suitable for training, advocacy, and partner engagement.
- Integrate GEDSI perspectives and localization practices into module content.
- Ensure consistency of language, style, and structure across all modules.
- Coordinate with Oxfam Pilipinas staff and partners to validate content and incorporate feedback.
- Produce final versions of updated modules ready for dissemination and use.

## METHODOLOGY

The consultant is expected to adopt a participatory and iterative approach, including:

- **Desk Review:** Analyze existing AA modules, project reports, evaluations, and policy briefs.
- **Consultations:** Conduct interviews or focus group discussions with Oxfam staff, partners, and community representatives to validate content and gather insights.
- **Iterative Drafting:** Prepare draft modules, share with Oxfam for feedback, and refine based on inputs.
- **Validation Review:** Present draft modules to Oxfam and partners for collective review and validation.
- **Finalization:** Incorporate feedback, ensure clarity and accessibility, and deliver polished modules ready for training and dissemination.

## DELIVERABLES

- **Inception Report:** Detailing methodology, work plan, and outline of modules to be updated.
- **Draft Updated Modules:** Revised content integrating lessons, innovations, and policy contributions.
- **Final Packaged Modules:** Complete, polished versions of AA modules in accessible formats (digital and print-ready).

## DURATION AND TIMELINE

The consultancy will run for **three months**, beginning the **1<sup>st</sup> week of February 2026** and concluding the **4<sup>th</sup> week of April 2026**.

- Week 1–2 (Early Feb): Inception phase, desk review, work plan finalization.
- Week 3–6 (Feb): Drafting and updating modules.
- Week 7–9 (March): Validation and incorporation of feedback.
- Week 10–12 (April): Finalization and submission of packaged modules and summary report.

## QUALIFICATIONS

The consultant should have:

- Proven experience in technical writing, editing, and packaging training modules in humanitarian or development contexts.
- Strong knowledge of Anticipatory Action, disaster risk reduction, and resilience programming.
- Familiarity with GEDSI frameworks and ability to integrate inclusive perspectives.
- Excellent skills in synthesizing complex information into clear, accessible formats.
- Strong coordination and facilitation skills for engaging with partners and stakeholders.
- Prior experience working with international NGOs or humanitarian agencies is desirable.

## APPLICATION REQUIREMENTS

To apply, please submit the following documents in a single file to [ophrecruitment@oxfam.org.ph](mailto:ophrecruitment@oxfam.org.ph) using the.

1. Up-to-date Curriculum Vitae. If the consultant is submitting an application in behalf of an organization, a profile of the organization showing their suitability and a letter from the organization's Director authorizing the applicant to submit a bid in behalf of the organization.
2. Expression of Interest letter (1-2 pages maximum) which describes the consultant's relevant experience and expertise, as well as detailed proposal for the scope of work and indicative timeline and budget for the assignment.

Please use the email subject format: Position Applied For - Surname, First Name.

## COST AND PAYMENT TERMS

The Consultancy engagement budget is **Php 400,000.00** (subject to tax) for contract period and are exclusive of data collection activities, accommodation, and transportation expenses. Disbursement of service fee will be determined during induction period.

## KEY CONTACTS

**Commissioning Manager:**

MARIA THERESA ABOGADO–Anticipatory Action Lead, Oxfam Pilipinas

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