Terms of Reference

Documenting and Sustaining the Results of the Resilience and DRR Activity and Supporting Resource Mobilisation

CARE Morocco

Indicative duration: 20 working days over 4–5 weeks. Exact dates will be agreed before contracting.

1. Background and rationale

Under its project supporting women-led businesses affected by the September 2023 earthquake in Al Haouz Province, CARE Morocco implements a resilience activity focused on disaster preparedness, risk management, and business continuity.

Two successive consultancy assignments supported this activity. The first addressed participatory risk assessment, community preparedness, and business continuity planning. The second focused on strengthening CARE's capacity to apply and integrate the approach through training, practical tools, and community facilitation guidance.

Available outputs include a final brief, training materials, a training manual, and a community awareness guide. The guide explains how disaster risk reduction can be integrated into existing livelihoods interventions and Women Safe Spaces. It also provides guidance on refresher sessions, monitoring, and documenting changes. Initial discussions with potential donors, including IFRC, have also taken place.

The proposed assignment will build on these outputs to support the sustainability of the resilience activity beyond the current project. It will consolidate documented experience and lessons, facilitate institutional learning, translate continuation priorities into a costed project concept, and equip CARE Morocco with an actionable resource mobilisation plan.

An initial review will distinguish new work from deliverables already completed and accepted under the previous assignments, avoiding duplication of services.

2. Overall objective

Support CARE Morocco in sustaining and building on the results of the resilience activity through evidence-based learning, institutional dissemination, a costed continuation proposal, and a practical resource mobilisation action plan.

Specific objectives are to:

- Consolidate documented results, methodological adaptations, lessons, and conditions for replication.
- Share relevant learning with institutions and other actors identified with CARE Morocco.

- Define priorities, responsibilities, and resource requirements for continued implementation.
- Prepare a project concept and a targeted fundraising action plan that CARE Morocco can implement beyond the consultancy.

3. Scope of work

3.1 Review and inception

Review the previous consultancy deliverables, available monitoring data, team feedback, and relevant project documents.

The review will:

- Distinguish completed activities, documented results, and recommendations requiring further implementation.
- Identify information gaps and conduct targeted consultations where necessary.
- Clarify the additional contribution of each proposed deliverable.
- Agree on institutional audiences, priorities, and a detailed workplan.

The assignment will use existing evidence wherever possible. It does not include a new comprehensive evaluation.

3.2 Documentation of experience and learning

Prepare a concise learning brief covering:

- The needs addressed and the approach implemented.
- Adaptations to the local context, gender considerations, and literacy levels.
- Connections between community preparedness, business continuity, and CARE's existing programming.
- Results supported by available evidence.
- Implementation challenges, limitations, and lessons.
- Conditions for continued implementation and replication.

Field examples must be verified and used in accordance with consent and data protection requirements. Observed changes must be clearly distinguished from intended outcomes or impacts that have not been measured.

This work will build on existing reports and guidance on impact stories, producing a synthesis adapted for institutional audiences.

3.3 Institutional dissemination and dialogue

Identify relevant institutions and actors with CARE Morocco and prepare a presentation communicating the approach, evidence, and lessons.

Support one targeted learning and discussion session, subject to participants' availability. The discussion will explore relevance, alignment with existing initiatives, and opportunities for continued application.

Document feedback and proposed follow-up actions and incorporate relevant findings into the final outputs. CARE Morocco will lead invitations and institutional coordination.

3.4 Sustainability priorities and project formulation

Building on existing implementation guidance, support CARE Morocco in identifying:

- Priority activities to maintain or expand.
- Responsibilities and capacities available within CARE.
- Resources required for coaching, refresher sessions, monitoring, use of tools, and practical preparedness measures.
- Resources already available and the remaining funding gap.

Translate these priorities into a project concept note comprising:

- Context, needs, target groups, and selection criteria.
- Theory of change, expected results, and activities.
- Implementation responsibilities and coordination arrangements.
- Gender, inclusion, accountability, and safeguarding considerations.
- A results framework with indicators, verification sources, and assumptions.
- An indicative schedule and budget with explicit costing assumptions.
- Key implementation risks and mitigation measures.

The proposal will remain anchored in the resilience of women-led businesses and the integration of disaster risk reduction into relevant livelihoods and protection programming.

3.5 Resource mobilisation action plan

Develop a fundraising action plan covering the six months following the assignment.

The plan will include:

- A mapping of 8–10 potential donors or funding mechanisms, with 3–5 priorities, subject to the availability of suitable opportunities.

- Verification of priorities, eligibility, access arrangements, and deadlines using dated official sources.
- Assessment of existing contacts, without presuming funding interest or commitment.
- For each priority: the proposed funding case, approach channel, required materials, responsible CARE staff member, timeline, and next steps.
- A simple system for tracking approaches, responses, and follow-up.

Prepare supporting materials and assist with up to three targeted approaches approved by CARE Morocco. Meetings will depend on donor availability and interest. Securing funding is not a guaranteed consultancy outcome.

4. Deliverables and indicative schedule

Deliverable	Expected content	Timing
D1 — Inception note	Review of existing outputs, distinction from previous services, evidence gaps, and agreed workplan.	Week 1
D2 — Learning brief	A 6–8-page synthesis, excluding annexes, covering the approach, documented results, lessons, and conditions for replication.	Week 3
D3 — Institutional dissemination package	An 8–10-slide presentation, support for one targeted session, and a summary of feedback and proposed follow-up.	Weeks 4–5
D4 — Project concept and budget	An 8–12-page concept note, excluding annexes, with results framework, implementation schedule, indicative budget, and funding gap.	Initial version in Week 5
D5 — Fundraising action plan and handover package	Qualified donor mapping, six-month action plan, two-page project summary, tailored outreach messages, contact tracking record, and revised final documents.	By Week 5

All deliverables will be provided in editable formats. The final concept note and project summary will be available in English and French. Languages for the learning brief and institutional presentation will be agreed at inception.

5. Indicative allocation of working days

Activity	Days

Document review and inception	2
Documentation of learning and targeted consultations	4
Preparation and support for institutional dissemination	2
Concept note, results framework, and budget	5
Donor mapping and fundraising action plan	4
Initial outreach support, revisions, and handover	3
Total	**20**

The allocation will be validated at inception. Time spent awaiting institutional or donor responses will not count as working days.

6. Coordination and quality assurance

CARE Morocco will manage the assignment, provide available documents and data, and facilitate access to relevant staff.

Programme, MEAL, and finance teams will contribute to defining priorities, verifying evidence, and validating budget assumptions. CARE Morocco will approve institutional audiences, donor targeting, external messages, and final deliverables.

No financial or institutional commitment may be made on CARE's behalf without explicit authorisation.

Weekly progress discussions will track decisions and constraints. Two consolidated revision rounds are included for the concept note.

7. Required expertise

- Experience in disaster risk reduction, community preparedness, and resilient livelihoods.
- Experience documenting field-based learning and communicating findings to institutional audiences.
- Demonstrated ability to develop concept notes, results frameworks, budgets, and resource mobilisation plans.
- Experience with gender-responsive approaches and rural communities.
- Knowledge of Morocco or comparable contexts.
- Excellent written English and French.

8. Financial proposal

The financial proposal must specify working days, daily fees, taxes, and any travel, translation, or meeting-related expenses.

It must distinguish costs included in the consultancy fee from costs borne directly by CARE Morocco, allowing assessment of the total cost against the agreed scope.

9. Safeguarding, confidentiality, and ownership

The consultant will comply with CARE Morocco's safeguarding, confidentiality, and data protection requirements.

Use of identifiable testimonies, photographs, or personal information will require appropriate consent and authorisation. All outputs and underlying materials produced under the assignment will be handed over to CARE Morocco.

Please send applications to: recrutement.caremaroc.org, in cc Belkhammar.caremaroc.org Subject: DRR Consultancy – Care Maroc

Deadline: 11th November 2026