

World Bank Technical Assistance

Technical Assistance Financing Facility (TAFF) – Component 2 analytics (2025)

TERMS OF REFERENCE

I. BACKGROUND

1. **The World Bank and the Global Facility for Disaster Reduction and Recovery (GFDRR) are implementing a technical assistance project under the UCPM Technical Assistance Financing Facility (TAFF) for Disaster Prevention and Preparedness¹.** The technical assistance will support UCPM Member and Participating States with knowledge and tools to strengthen inclusive disaster preparedness and response, aligning with the strategic objectives of the EU Preparedness Union Strategy (2025) and the European Disaster Resilience Goals (DRGs). The results of this work will contribute to the achievement of the EU's disaster resilience and accessibility goals and promote a whole-of-society approach to emergency management.

2. **The project consists of three components managed by the World Bank and is scheduled for completion by the end of 2026. The three components, which are sequential in nature, include: (1) a diagnostic report and stakeholder mapping; (2) a set of guidelines for first responders on how to act on an emergency and a separate set for Persons with Disabilities to self-prepare; and (3) the development of training curricula and course materials for first responders on how to interact with Persons with Disabilities in crisis situations.** The World Bank will manage the overall project, be responsible for all deliverables, and will also implement components (2) and (3). The production and delivery of component (1) will be implemented by a vendor with relevant expertise, under the management of the World Bank. This project builds on the strategic priorities set out in the Preparedness Union Strategy and the DRGs, which focus on anticipating, preparing for, and responding to cross-border risks such as climate change, natural hazards, or pandemics. Specifically, the technical assistance will support the implementation of Action 33, which calls for the development of guidelines on how to act in emergencies, adapted to all types of disabilities.

3. **These Terms of Reference (TORs) concern component (1) of the larger technical assistance project, that is, the production of the diagnostic report and stakeholder mapping as well as the consultation process required to deliver the outputs under Action 33.**

4. OBJECTIVE AND EXPECTED OUTCOMES

5. **The objective of this Consultancy is to provide technical inputs and support/contribute to the World Bank-executed technical assistance project under the UCPM Technical Assistance Financing Facility, TAFF.** The selected Consultant/Firm will:

- a. **Prepare a short diagnostic report and a stakeholder mapping.** The diagnostic report will help assess the current state of disability-inclusive emergency preparedness and response across UCPM Member and Participating States. The diagnostic will be developed through extensive consultation with relevant stakeholders, including national authorities, organizations representing persons with disabilities, and first responder agencies. The report should be no longer than 20 pages. The stakeholder map will help identify key actors, interested groups, and agenda champions, and will serve as the foundation for ongoing engagement throughout the project.

¹ <https://www.gfdr.org/en/taff>.

- b. **Support the consultation process for the guidelines** on how to act in emergencies, adapted to all types of disability to be developed as part of the larger technical assistance project. The World Bank is in charge of delivering the two sets of guidelines based on the findings of the diagnostic, and the Consultancy will facilitate two rounds of consultation: an initial review of the draft guidelines and a final validation round. Both rounds will include targeted meetings with Member State authorities and representatives of persons with disabilities to ensure the guidelines are actionable and widely endorsed.
- c. **Provide feedback on the training curriculum and course materials** developed by the World Bank for first responders, focusing on how to interact with persons with disabilities in emergency contexts. **Target Audience:** The outputs of this assignment are intended for a broad range of stakeholders, including policymakers, government officials, first responders, organizations representing persons with disabilities, and the general public.

6. SCOPE AND TASKS

7. To deliver the above objectives, it is expected that the Consultancy will perform the following tasks/sub-tasks under World Bank's supervision.

Task 1. Diagnostic and Stakeholder Mapping

- Conduct desk research, data analysis, and information gathering on disability-inclusive emergency preparedness and response across UCPM Member and Participating States.
- Develop a short, evidence-based diagnostic report (approx. 20 pages, excluding annexes) aligned with the UCPM Peer Review Assessment Framework, identifying gaps, needs, and good practices.
- Prepare a stakeholder map of key actors, interested groups, and agenda champions, to guide consultation and engagement.
- Ensure the diagnostic and stakeholder mapping are developed through wide consultation, including surveys, structured interviews, and review of ongoing initiatives.

Task 2. Consultation of Guidelines

- Support the World Bank in organizing two rounds of consultation on the draft guidelines: an initial review and a final validation round.
- Facilitate targeted meetings with Member State authorities, organizations representing persons with disabilities, and first responder agencies.
- Compile and synthesize feedback from consultations to inform the finalization of the guidelines.
- Ensure that the consultation process is inclusive, transparent, and accessible to all relevant stakeholders.

Task 3. Feedback on Training Curriculum

- Review the training curriculum and course materials developed by the World Bank for first responders.
- Provide feedback based on diagnostic findings and consultation inputs, with a focus on communication needs for visual, hearing, and psychosocial or intellectual disabilities.
- Suggest minor adjustments to enhance accessibility and effectiveness, as needed.

II. REPORTING

8. The assignment is expected to start from September 30, 2025, until November 30, 2026. A timeline of the different deliveries under the assignment is included below. The vendor will report directly to the World Bank team to ensure that the deliverables are developed according to World Bank standards and to achieve the goals of the project. While the sole responsibility of the contractor to build the fully-fledged diagnostic and consultations, the World Bank will provide support and assistance with input materials, subject-matter expertise, and review of all key deliverables, with at least two review rounds for each major output.

III. OUTPUTS

9. The deliverables for this assignment are:

(i) **Diagnostic report and stakeholder map (Task 1), including:**

a. **Diagnostic Report (Task 1.1)**

- i. A concise, evidence-based report (approximately 20 pages, excluding annexes) providing an overview of the current state of disability-inclusive emergency preparedness and response across UCPM Member and Participating States (including Kosovo).
- ii. The report will identify gaps, needs, and good practices, and will be aligned, to the extent possible, with the UCPM Peer Review Assessment Framework.
- iii. The report will include an executive summary, methodology, key findings, analysis of legal and policy frameworks, assessment of capacities and resources, and recommendations for improvement.
- iv. Annexes may include country profiles, data tables, and references.

b. **Stakeholder map (Task 1.2)**

- i. A comprehensive mapping of key stakeholders, including government agencies, organizations representing persons with disabilities, first responder agencies, advocacy groups, and other relevant actors.
- ii. The map will identify agenda champions, interested groups, and assess the capacity of different stakeholders to advocate for and implement disability-inclusive emergency preparedness.
- iii. The stakeholder map will be presented in both narrative and visual formats (e.g., diagrams, tables) and will serve as a basis for ongoing consultation and engagement.

c. **Consultation summary:**

- i. Documentation of the consultation process undertaken for the diagnostic, including a list of stakeholders consulted, methods used (e.g., surveys, interviews, workshops), and a summary of key inputs received.

(ii) **Consultation support for guidelines, including synthesis of feedback (Task 2)**

a. **Consultation Plan**

- i. A detailed plan outlining the approach to two rounds of consultation on the draft guidelines, including timelines, stakeholder engagement strategies, and methods for collecting feedback.

b. Synthesis of Feedback

- i. Compilation and analysis of feedback received during both consultation rounds, including inputs from Member State authorities, organizations representing persons with disabilities, and first responder agencies.
- ii. A summary report highlighting key themes, areas of consensus, and recommendations for revision of the guidelines.

c. Consultation Meeting Materials

- i. Agendas, presentations, and minutes from consultation meetings and workshops, ensuring transparency and documentation of the process.

d. Final Consultation Note

- i. A comprehensive note summarizing the consultation process, stakeholder participation, feedback received, and how inputs were addressed in the final guidelines.

(iii) Feedback on training curriculum and course materials (Task 3)

- a. Written feedback on the draft training curriculum and course materials developed by the World Bank, with specific recommendations for enhancing accessibility, relevance, and effectiveness for first responders interacting with persons with disabilities.

IV. TIMELINES AND PAYMENT SCHEDULE

10. Key milestones and indicative timeline are as follows

- **Q4 2025:** Submission of draft diagnostic report and stakeholder map (Task 1), expected by end December 2025.
- **Q1 2026:** Initial consultation round (Task 2) on draft guidelines, expected in mid-Spring, date to be confirmed.
- **Q2 2026:** Revision of guidelines and second round of consultation for validation of guidelines (Task 2), by June 2026.
- **Q4 2026:** Feedback on training curriculum (Task 3), expected in the fall, date to be confirmed.

Payment schedule to be determined in accordance with World Bank and DG ECHO requirements.