

Terms of Reference

Review of IFRC-TISS PROGRAMME IN DISASTER MANAGEMENT

BACKGROUND

Since 2013, in partnership with the International Federation of the Red Cross and Red Crescent Societies (IFRC), the Tata Institute for Social Sciences (TISS) has been running an Online Certificate Programme in Disaster Management. This Programme is essentially aimed at practitioners who want to deepen their theoretical knowledge of disaster management, and need a formal Programme that is offered entirely online. The Programme combines IFRC's expertise and experience in disaster risk reduction, response and relief missions over 100 years, and TISS's 70 years of experience in disaster response and recovery and academic acumen as a University.

Need for Review

The Programme is now in its fifth year, and the eleventh batch of participants will enroll this month. The diversity and range of participants have increased since the first few batches, and there is an increasing demand for Programmes by practitioners on the field. However, the field is constantly evolving, and the increase in the complexity and frequency of disasters has brought about a change in the needs of the different National Societies across the world and other localized organizations. Issues of climate change, migration and refugees are being dealt with both at national and international levels. In order to gain a comprehensive understanding and also to examine to stay relevant on the most contemporary approaches and practices in the field of disaster management a review of the Programme is being undertaken. In addition, there is an opportunity and need to qualify/quantify the overall effectiveness and impact of the courses with an evidence-based review that will serve to validate the overall approach while providing basis for alignment, course adjustment, and further evolution of strengthening.

Objectives

Responsibilities of the consultant:

- To conduct a comprehensive, compact and detailed review of the academic relevance of the IFRC-TISS Certificate Programme in Disaster Management
- To map existing similar DM Courses from other organizations in order to have a comparative analysis.
- To review and suggest newer and more contemporary approaches based on positive practices in the field of DM which are relevant to the programme and IFRC.
- To examine the nature of collaboration between IFRC, Indian Red Cross and TISS and offer suggestions on enhancing it, in line with mutual expectations
- To offer specific recommendations to charter the course of action for next five years.
- To look at the required competencies that participants may acquire through the training
- To survey the RCRC alumni and assess their view of the course, its relevance, how to improve etc

Duration

30 days

SCOPE

The review outcomes should encompass, but not be limited to, the following areas:

Efficiency:

- Learning/ Teaching Method: Effectiveness of the Programme in terms of design and structure of content, dissemination, relevance of taught content (syllabus and updation), grading activities conducted (Discussion Forum, Quiz, Assignments etc.)
- Term Paper and Field Practicum: review of the TP/ FP Manuals, guidelines and organization. (Suggestions for improving the process of facilitating the field practicum and term paper. running of the two)
- Programme be delivery in languages other than English: The increase in the diversity of our participants also raises the question of a possible offering in different languages so as to increase participation from non-native English speakers. Currently, the Programme is offered entirely in English, and some of our participants have spoken of the challenges in reading the complex texts in time to meet deadlines.
- Involvement of the IFRC and Programme Team: Challenges faced by the Team in disseminating information, dealing with participants, communication challenges between the Team and Participants etc.
- What are the positive aspects of the current Programme and the possible areas of improvement?
- Should different delivery methods be considered including different types of technical learning platforms?

Effectiveness:

- Identify need-based requirements of IFRC/ National Societies participants: What are the academic and practical requirements of an individual working with the IFRC? How should the Programme incorporate these requirements? What are the different ways in which the Programme can be incorporated in the different training process of the IFRC.
- Need based review: Review of organisations where past participants have interned, review of relevant INGOs, NGOs, governments, research and academic institutions etc. to understand the current needs (in terms of theoretical knowledge and practice) of individuals and organisations within the sector.
- How has the Programme helped in career advancements of all participants, with special emphasis on RCRC movement participants. How do we ensure that the selection is geographically diverse and covers participants from all sectors of work (like RCRC Movement, INGOs, NGOs, governments, academicians and others).
- Consider a mentoring process between alumni and current students

Sustainability:

- IFRC and TISS would also like to chart the course for the next five years of the Programme: In this light, what does the future of the DM sector look like and how can the programme continue to be relevant in the face of multiplicity of programmes available globally? What other media platform can be beneficial? How do we scale up the programme ? Should a MOOC be developed to draw a greater audience into the “funnel” to go hand in hand with the self directed “teaser” course?
- Mode of offering of the Programme: How the programme fares with respect to other similar courses offered online (both short-term and long-term)? In a long-term online programme, how can online learning be made more interesting and interactive?
- Viability of offering the the modules as smaller courses which we can offer as individual short-term programmes, simulation exercises, training programmes, webinars etc.? How can this be operationalised with special emphasis on the identifying the target audience, possible remuneration among other relevant factors.
- Promotion of the Programme: An analysis of the promotional strategy for the Programme and suggestions on how we can improve promotions for increasing participant intake, particularly of non-bursary applicants.

- Fee Structure: Since 2013, The Standard Programme Fee is USD 1980. RCRC and TISS participants need to pay only USD 990. In addition, we offer bursaries to deserving participants. Is the Programme Fee viable with respect to market rates?
- Human Resources support
- Use of financial resources: there are some aspects related to the financial resources that need to be reviewed, as IFRC is very limited to get access and take decision regarding to the financial allocations of the resources generated through the course.
- Bursary/Scholarship: The programme receives bursary application? Avenues for sustainable scholarships for deserving participants. Identification of the grounds on which bursary may be offered. Can National Societies and Regional heads play a more proactive role in promoting the programme within the IFRC?

METHODOLOGY

Inception Meeting: A meeting held before the review starts to bring together the IFRC Team, TISS Team and the Consultant so that all three parties can understand each other's requirements. The Consultant will be expected to share the methodology with both the parties

Desk Review: of all secondary material sources – Access will be provided for Moodle user interface, Programme Curriculum (Course Structure, Content Evaluation and Updation). Course curriculum workshop and feedback workshop.

Interviews: Interviews can be either telephonic, via e-mail or face-to-face. These will comprise

- All the available participants
- IFRC-TISS Programme Team at TISS
- IFRC Team from Disaster & Crisis Department, Emergency Operations and Information Management, Learning & Research Team among others. Past participants, Programme Team, IFRC.

Additionally, the consultant may conduct a short *online survey* to gather information from individuals and organisations about current needs in terms of academics and practice within Disaster Management.

DELIVERABLES

The consultant is expected to deliver an inception report within a week to demonstrate a clear understanding and realistic plan of work.

The final draft report is expected to provide the following:

- Review Report on Programme Teaching Content
- Report on RCRC participants' requirements and how it's covered/ can be covered as part of the Programme syllabus
- Report on how the Programme contributed to career advancements of our past participants
- Progress report of the 5 years of Programme
- Expectation of RCRC and other humanitarian organisation from an academic programme
- Final Report on key recommendations and supporting information on future plans for the Programme
- A presentation of evaluation findings in front of the IFRC-TISS Team

CRITERIA FOR SELECTION

A university degree at the Masters' level and a minimum 10 years of relevant evaluative/ practice based experience in the Development or allied fields, Disaster Management, Social Sciences or similar streams. Experience in teaching is preferred and high level of proficiency in English language is a pre requisite. Knowledge and experience of Project monitoring and evaluation of programmes large programmes. Familiarity and experience with nuances of online programmes would be preferred, (should have an understanding of online education and experience in developing academic content).

Duration: 30 days over 2 months

Timelines: Expected to commence in **March 2019** and to be completed within 2 months

Location: Multiple locations: Largely Mumbai (TISS). Consultant will have to interact with TISS team in Mumbai, with IFRC Secretariat in Geneva and with participants, on line. The consultant is expected to travel to Geneva and spend 3 days with the IFRC team. Meetings with IFRC will be facilitated by TISS. (There is no restriction on location, provided the consultant is open to travelling to Mumbai at their own expense).

APPLICATION PROCEDURE

Interested applicants are requested to submit their CV, a short proposal including the budget by March 10, 2019 to onlinedm@tiss.edu with cc daniel.bolanos@ifrc.org with the subject – *IFRC-TISS Programme Review*. The selection of the consultant will be based on the qualifying criteria listed above. A short-list of all applications will be prepared by TISS and IFRC and interviews will be conducted for the consultant between TISS, IFRC (Disaster and Crisis Department) and IFRC HR.

Announcement of result and completion of selection process: March 15, 2019

Contact Number: 022 2552 5888/5896

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