

Terms of Reference (ToR)
Consultant to Develop the National Disaster Risk Management Fund (NDRMF)
Operational Framework

1. Background

Following the adoption of the Revised National Disaster Management Policy (NDMP) 2026–2030, the Somalia Disaster Management Agency (SoDMA) is transitioning from a response centred approach to a more proactive disaster management approach.

A key priority within this transition is the operationalisation of the National Disaster Risk Management Fund (NDRMF), which is intended to ensure predictable, timely, and coordinated financing for emergency response and early recovery.

This assignment aligns with the ongoing SoDMA–WFP collaboration to strengthen national systems for disaster risk governance and enhance financial resilience to recurrent shocks, including droughts, floods, and complex emergencies.

2. Objective of the Assignment

The overall objective of this consultancy is to:

“Develop a comprehensive governance, operational, and financing framework for the National Disaster Risk Management Fund (NDRMF) to enable its effective, transparent, and accountable operationalization in Somalia”.

3. Specific Objectives

The consultant will:

- ~~• Develop operational procedures and guidelines for fund management~~
- ~~• Establish transparent allocation and disbursement mechanisms~~
- ~~• Integrate the fund with early warning systems and anticipatory action frameworks~~
- ~~• Strengthen alignment between SoDMA, Ministry of Finance, Federal Member States (FMS), and partners~~
- ~~• Propose resource mobilization strategies, including private sector engagement~~
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- Design a **governance and operational framework** for the NDMF, clarifying institutional roles across SoDMA, the Ministry of Finance, Federal Member States (FMS), and partners.

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- Develop transparent allocation, approval, and disbursement mechanisms, including provisions for rapid emergency financing.
- Integrate the NDMF with early warning systems and anticipatory action triggers to enable risk-informed, shock-responsive financing.
- Support stakeholder consultations at federal and FMS levels to ensure ownership, feasibility, and alignment.
- Propose resource mobilisation and sustainability options for the NDMF, including domestic, partner, and innovative financing instruments.

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4. Scope of Work

The consultant will undertake the following tasks:

4.1 Situational Analysis

- Review existing policies, strategies and frameworks, including NDMP 2026–2030, national DRM strategies, public financial management regulations, and relevant international good practices, national frameworks (NDMP 2026–2030, NTP, DRM strategies)
- Assess current disaster financing mechanisms and identify gaps and opportunities
- ~~Map institutional roles (SoDMA, Ministry of Finance, FMS, partners)~~
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4.2 NDRMF Governance & Operational Design

- ~~Develop a~~Propose a governance framework defining legal/institutional arrangements, roles, and responsibility of federal and FMS, This would include, oversight bodies, and secretariat functions
- Prepare an operational framework, including SOPs for fund management, approval processes, reporting and auditing
- Define eligibility criteria and compliance risk management arrangements
- Identify risk management, fiduciary control, transparency, and accountability provisi

4.3: Consultations and Validation

- Facilitate multi-phase consultations with federal institutions, FMS authorities, and key humanitarian and development partners.
- Incorporate feedback into revised drafts of the framework and operational tools.
- Support validation workshops and senior-level briefings.

4.4. Allocation, Triggers, and Disbursement Mechanisms

- Design transparent allocation criteria
- Propose trigger-based financing linked to early warning and anticipatory action thresholds
- Define rapid emergency disbursement procedures

4.4 Integration, Consultations, and Final Outputs

- Ensure alignment with early warning/anticipatory action frameworks and complementarity with the HRP
- Conduct stakeholder consultations with federal, FMS, and development partner groups, and incorporate feedback

4.5 Resource Mobilization & Capacity Building Recommendations

- Provide recommendations for resource mobilisation and sustainability of the fund
- Identify priority capacity-building needs and recommend support including digital tools for tracking and management

5. Key Outputs – National Disaster Management Fund (NDMF):

i. Legal & Institutional Basis

- Clear legal mandate for the Fund
- Defined roles of lead institutions (e.g. Disaster Authority, MoF)

ii. Governance & Oversight

- Steering/governing body established
- Clear decision-making, audit, and accountability mechanisms

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iii. Disaster Risk Financing Strategy

- Financing objectives across preparedness, response, recovery, and resilience
- Distinct funding windows (emergency response, early recovery, DRR)

iv. Resource Mobilization

- Domestic budget allocations identified
- Modalities for donor, multilateral, and climate finance contributions

v. Allocation & Disbursement Rules

- Transparent eligibility and prioritization criteria
- Pre-agreed triggers and fast disbursement procedures

vi. Results and Performance Framework

- Defined outputs, outcomes, and indicators
- Regular monitoring, evaluation, and reporting arrangements

vii. Financial Management & Fiduciary Controls

- Robust PFM, procurement, and risk-management systems
- Compliance with national and international fiduciary standards

viii. Coordination Mechanisms

- Alignment with sector ministries, states, and partners
- Complementarity with humanitarian and development financing

ix. Transparency & Communication

- Public reporting on allocations and results
- Clear communication with stakeholders and communities

x. Implementation Roadmap

- Phased operational plan
- Capacity-building and periodic review provisions

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5.7. Expected Deliverables

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The consultant will produce:

1. Planning and Analysis Phase

- **Inception Report:** A document detailing the methodology, workplan, and specific timeline for the assignment. A review of current disaster financing mechanisms and a map of institutional roles between SoDMA, the Ministry of Finance, and Federal Member States.

2. Framework Development Phase

- **Draft NDRMF Operational Framework:** A preliminary document outlining the fund's governance structure, including the Board and Secretariat.
- **Standard Operating Procedures (SOPs):** Detailed guidelines for fund management, proposal submission, and financial auditing.
- **Allocation and Disbursement Systems:** Clear criteria for fund eligibility and trigger-based financing mechanisms linked to early warning systems.

3. Consultation and Validation Phase

- **Consultation Reports:** Summaries of engagements and feedback from Federal Member States (FMS), line ministries, and humanitarian and development partners.
- **Presentation to Stakeholders:** A high-level briefing provided to SoDMA and key stakeholders to validate the proposed framework.

4. Finalization Phase

- **Final NDRMF Operational Framework:** The fully validated and finalized document incorporating all stakeholder feedback.
- **Resource Mobilization and Sustainability Plan:** A strategy identifying funding sources from the government, private sector, and innovative financing like insurance.

6-8. Duration and Level of Effort

- Duration: 3 months
- Level of Effort: Approximately 60 working days

7-9. Duty Station

- Home-based with travel to Mogadishu and selected Federal Member States (as required)

8.10. Reporting and Supervision

The consultant will report to:

- Head of Program Development Unit, SoDMA
- Technical oversight from:
 - National Disaster Management Fund Department
 - Ministry of Finance (relevant department)
 - WFP technical team

9.11. Required Qualifications and Experience

Education

- Advanced degree (Master's or higher) in:
 - Economics
 - Public Finance
 - Disaster Risk Management
 - Development Studies or related field

Experience

- Minimum 8–10 years of relevant experience in:
 - Disaster risk financing
 - Public financial management
 - Fund design and operationalization
- Proven experience in:
 - Developing national-level financing frameworks
 - Working with governments and international organizations
- Experience in fragile or humanitarian contexts (preferably Somalia or similar settings)

Skills and Competencies

- Strong analytical and policy development skills
- Expertise in anticipatory action and early warning financing
- Excellent stakeholder facilitation and consultation skills
- Strong report writing and presentation skills

10.12. Payment Schedule

Payments will be linked to deliverables:

- 20% – Upon approval of Inception Report
- 30% – Upon submission of Draft Framework
- 30% – Upon validation workshop and revised draft
- 20% – Upon final submission and approval

11.13. Key Outcomes of the Assignment

- Functional and operational NDRMF framework established
- Improved speed and predictability of disaster financing
- Strengthened coordination between SoDMA, MoF, and partners
- Enhanced national resilience through anticipatory financing systems