

TERMS OF REFERENCE

**Call for Technical Consultants to support for
Early Warning Systems (EWS) for the “Improving
Resilience of Coastal Communities in Côte
d’Ivoire and Ghana Project.”**

Funded by the Adaptation Fund

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**Component Two (2): Implemented by Habitat for
Humanity International with ActionAid Ghana**

Prepared: 24th October 2025

ACTIONAID GHANA CALLS FOR BIDS FOR HIRING A TECHNICAL CONSULTANT FOR EARLY WARNING SYSTEMS (EWS)

1.0 BACKGROUND

ActionAid Ghana (AAG) is a national non-governmental organization and a member of the ActionAid International Federation. The organization is dedicated to promoting social justice, poverty reduction, and human rights, with strategic priorities in climate resilience, youth empowerment, gender equality, and tackling inequalities. As part of the implementation of the “Improving Resilience of Coastal Communities (IRCC) in Côte d’Ivoire and Ghana” project funded by the Adaptation Fund, and coordinated by UN-Habitat, ActionAid Ghana has been contracted by Habitat for Humanity International (HfHI), as the Component 2 executing entity to lead implementation of the intervention in Ghana.

The IRCC project seeks to strengthen resilience against coastal flooding and climate risks across 21 settlements in Ghana and Côte d’Ivoire. Specifically, it focuses on three output areas:

1. Reducing exposure to floods and coastal hazards through Early Warning Systems (EWS).
2. Mitigating risks with engineered and nature-based solutions (NBS).
3. Enhancing livelihoods through climate-resilient income-generating activities.

The Ghana component will be implemented in 11 coastal communities across Anloga, Ada East, and Ada West Districts, with emphasis on community-led design, co-ownership, and sustainability of interventions. Early warning systems are crucial for addressing the climate vulnerabilities of these coastal communities, as they provide timely and accurate information that enables individuals, local authorities, and governments to prepare for and respond effectively to extreme weather events such as storms, cyclones, and sea-level rise. These systems help reduce loss of life, protect livelihoods, and minimize damage to infrastructure by allowing early evacuation, securing assets, and activating emergency response measures. In the context of increasing climate-related risks, especially in low-lying and densely populated coastal areas, robust early warning systems are a vital component of climate adaptation and resilience-building strategies.

To this end, ActionAid Ghana invites qualified Technical Consultants to submit bids for the design, establishment, and operationalization of community-based Early Warning Systems (EWS) in 11 targeted communities.

2.0 SCOPE OF WORK

a. Preparatory and Assessment Phase

1. Conduct Environmental Impact Assessment (EIA) for proposed EWS infrastructure to identify potential environmental and social risks and propose mitigation measures in compliance with national and international safeguards.
2. Facilitate the acquisition of necessary permits and approvals from relevant state authorities (e.g., Environmental Protection Agency, Water Resources Commission, and District Assemblies) before the commencement of construction activities.
3. Lead in developing detailed sub-project documents, including comprehensive analyses of existing informal disaster information systems and institutional capacities in the targeted coastal communities.

4. Act as technical experts (engineers, hydrologists, IT specialists, architects, etc.) to provide professional inputs and undertake detailed engineering studies necessary to finalize sub-project designs and specifications.
5. Ensure all interventions comply with environmental, social, and safety standards, as well as Ghanaian regulations and international best practices for climate-resilient infrastructure.

b. Design and System Development Phase

1. Design and establish community-based Early Warning Systems (EWS) in 11 coastal communities, integrating scientific, technological, and community-based components to enable real-time monitoring and early alerts for floods and coastal hazards.
2. Lead the development and integration of a Central Data Management System for the EWS, ensuring interoperability with the Disaster Information Sharing System (L-Alert) and municipal emergency response platforms.
3. Procure and install EWS equipment, including automatic weather stations, rain gauges, flood monitoring devices, hydrometeorological sensors, automated sirens, and dissemination kits for warning messages.
4. Identify, design, and equip safe zones and evacuation routes in collaboration with communities, municipal authorities, and NADMO to ensure safe and accessible evacuation during emergencies.
5. Develop and operationalize community Evacuation Plans through a participatory approach, including the design and improvement of evacuation routes, signage, and the identification of evacuation centres in disaster-prone areas.

c. Capacity Building and Awareness Phase

1. Facilitate training sessions for municipal authorities, community disaster volunteers, and local leaders on EWS operations, data management, maintenance, and emergency response protocols to ensure sustainability and effective system use.
2. Develop and deliver community awareness campaigns, education sessions, and simulation drills to strengthen preparedness for coastal floods, storm surges, and extreme rainfall events.
3. Collaborate closely with ActionAid Ghana, Habitat for Humanity International (HfHI), local governments, and community representatives to ensure participatory system design, capacity ownership, and long-term sustainability.

Monitoring, Quality Assurance, and Reporting Phase

1. Provide quality assurance and oversight during installation and system commissioning to ensure technical accuracy, durability, and compliance with engineering standards.
2. Submit monthly progress reports and a comprehensive final consultancy report, detailing technical, operational, and institutional aspects of the EWS, including photos, GIS maps, system diagrams, operational manuals, and recommendations for sustainability and scaling.

3.0 PROJECT LOCATIONS

The EWS interventions will be established and implemented in the following **11 coastal communities in Ghana**:

Region	District	Communities
Volta	Anloga	Agorkedzi/Atiteti, Agbledomi, Dzita, Whuti, Woe, Lashibi, Tegbi
Greater Accra	Ada West	Wokumagbe, Akplabanya and Goi
	Ada East	Kewunor/Azizanya

4.0 PROJECT DURATION

The consultancy assignment is expected to last for ten (10) months, with the possibility of renewal subject to performance and availability of funding. The consultant must strictly adhere to the agreed timelines and deliverables.

5.0 COORDINATION AND REPORTING

The selected consultant will be contracted by to ActionAid Ghana. The Consultant will report to the Country Director through the Head of Programmes, Campaigns, and Innovations (HOPCI) with the Project Manager. The Country Director will be responsible for signing off on key decisions. Support provided by AAG to the project consultant will include:

- Hold introductory briefings with the consultant(s).
- Provide/share key project documents
- Facilitate access to project participants.

The Selected consultant is expected to comply with ActionAid SHEA and Safeguarding policies. Thus, the consultant(s) will also be expected to sign and abide by relevant ActionAid policies, including its Sexual Harassment, Exploitation and Abuse (SHEA) and Safeguarding Policy, Protection from Sexual Exploitation and Abuse (PSEA) Policy, Anti-Sexual Harassment, Exploitation and Abuse at Work Policy and Child Protection Policy.

Additionally, the consultant shall also abide by AAG Data Protection rules and protocols. Ensuring that data acquisition, including digital recording, and its processing, storage, transfer and utilization are managed fairly, transparently and ethically in accordance with ActionAid Data Protection and Privacy Policy. Additionally, relevant national data protection regulations shall be complied with and mindful of the fact that breaches may result in commercial or legal sanctions. Full disclosure shall be made of data subjects on the purpose for which the data is being collected and whom it may be shared with, to enable the data subjects to give informed consent. Precautions must be exercised, and appropriate steps taken, including the use of pseudonyms (fictitious names), to protect the identity of data subjects around subject matter disclosure.

6.0 ELIGIBILITY CRITERIA

Interested consultants/firms must demonstrate:

1. At least 5 years of experience in disaster risk reduction (DRR), Early Warning Systems, or climate resilience programming.
2. Proven record in designing and implementing community-based EWS or similar resilience-building interventions.
3. Strong capacity for community engagement and participatory design approaches.
4. Valid registration and certification to operate in Ghana.

5. Availability of a skilled, multidisciplinary team with expertise in hydrology, ICT/GIS, disaster risk management, and community training.
6. Strong financial and logistical capacity to deliver within the set timeframe.
7. Knowledge of Ghana's National Disaster Management Organization (NADMO) frameworks and other regulatory standards.

7.0 SUBMISSION PROCESS

Completed bid documents must include:

1. Cover Letter – Expressing interest and stating suitability for the assignment.
2. Technical Proposal (Maximum of 10 pages) – Outlining approach, methodology, timelines, and work plan.
3. Financial Proposal – Providing a detailed breakdown of costs and payment schedule.
4. Company/Consultant Profile – Including qualifications, certifications, experience, and team composition.
5. References and Past Projects – At least two references with evidence of similar work completed.

Submissions should be in **sealed envelopes** clearly labeled:

“Bid for Technical Consultant – Early Warning Systems (EWS)” Delivered to: **ActionAid Ghana, Greater Accra Office**, 3rd Asoyi Lane, East Legon, Accra, Ghana, Or electronically to: proposals.ghana@actionaid.org

Deadline for submission: November 5, 2025, at 11:59 GMT. Late submissions will not be considered.

8.0 SELECTION CRITERIA

Proposals will be evaluated based on:

1. Technical capacity and relevant experience.
2. Quality and feasibility of proposed methodology and work plan.
3. Financial competitiveness and value for money.
4. Demonstrated capacity for community engagement and participatory design.
5. Compliance with environmental and social safeguards.

Shortlisted candidates may be invited for further discussions or presentations.

9.0 DISCLAIMER

This Expression of Interest (EOI) does not constitute a contract. ActionAid Ghana reserves the right to accept or reject any bid, cancel the process, or amend requirements without obligation to bidders.

Issued by:

ActionAid Ghana

Date: October 24th, 2025