

# **“Establishment of a Disaster Preparedness and Response Institute” A Meta-synthesis of Project Review Findings (Mid-Term)**

## **Terms of Reference**

### **1. Background**

- 1.1 The **Hong Kong Jockey Club Disaster Preparedness and Response Institute** Project (HKJCDPRI) was launched in November 2014 as a collaborative initiative, with a mission to establish Hong Kong as a regional and international leader in disaster preparedness and response training, and to promote community resilience.
- 1.2 Through the development and advancement of educational and capacity building opportunities, HKJCDPRI aims to develop into an operational Centre of Excellence in disaster preparedness and response training, facilitating public engagement in disaster preparedness and response, and promoting standards in disaster education, both locally and regionally.
- 1.3 Over a 5-year period, HKJCDPRI aims to train around 30,000 healthcare professionals, NGOs workers/ practitioners, teachers/ students and members of the community in Hong Kong on disaster preparedness and responses, and to provide a central platform for ongoing professional education, networking and policy conversations involving China, the broader Asia Pacific region and globally.
- 1.4 The three stated goals of HKJCDPRI are:

<b>Goal 1</b>	To generate leaders in disaster preparedness and response for the Asia-Pacific region.
<b>Goal 2</b>	To enable total community response by promoting public engagement and community resilience in disaster response in Hong Kong.
<b>Goal 3</b>	To build Hong Kong as an international and regional leader in disaster preparedness and response training.

- 1.5 The partner-organizations (i.e. implementing agencies) are as follows:
- Collaborating Centre for Oxford University and CUHK for Disaster and Medical Humanitarian Response (CCOUC)
  - The Hong Kong Academy of Medicine (HKAM)
  - The Li Ka Shing Faculty of Medicine of The University of Hong Kong (HKU)

- 1.6 The six components (i.e. activities) stipulated in the funding proposal include:

<b>Component 1</b>	Establish the Hong Kong Jockey Club Disaster Preparedness and Response Institute as a centre of excellence in disaster preparedness and response training through strategic relationships with regional and global stakeholders.
<b>Component 2</b>	Develop capacity building programmes in disaster preparedness and response in Hong Kong for the healthcare professionals in the community and other humanitarian actors in Hong Kong and the Asia Pacific region.

<b>Component 3</b>	Build an Expert Directory and Explore a Multilevel Certification System to encourage effective, evidence-based, and coordinated disaster preparedness and response.
<b>Component 4</b>	Create a regional consultative platform for multisectoral stakeholders to discuss global issues of disaster risk reduction, local and regional preparedness, community resilience and develop, implement and evaluate related policies.
<b>Component 5</b>	Enhance Total Community Response through Building Community Resilience and Public Engagement.
<b>Component 6</b>	Conduct programme evaluation to inform the development, growth and sustainability of The Hong Kong Jockey Club Institute for Disaster Preparedness and Response.

- 1.7 In mid-2016, the project developed a working theory of change (TOC), which provided the basis for establishing a comprehensive monitoring and evaluation framework (M&E framework), at an aggregate level as well within individual partner-organizations.
- 1.8 The TOC clarified the results chain and established four intermediate outcomes to achieve the above three goals:

<b>Outcome 1</b>	Individuals (healthcare professionals, front-line responders, local authorities, community leaders) have increased their knowledge and skills on disaster preparedness and response in line with professional standards.
<b>Outcome 2</b>	Communities have increased their awareness and willingness to prepare for disasters.
<b>Outcome 3</b>	Key authorities <sup>1</sup> are more engaged in exchanges and policy conversations on disaster preparedness and response.
<b>Outcome 4</b>	HKJCDPRI is recognized as a knowledge hub and centre of excellence.

## **2. Rationale, Objectives and Scope**

- 2.1 HKJCDPRI has evolved over the past three years. It was envisaged that a meta-synthesis of the review findings to be conducted midway through the Project would help drawing evidence-based lessons emerging over the course of its implementation, and tracking how the Project was taking shape.
- 2.2 If any adjustment is necessary to help achieving the project outcomes, the meta-synthesis would offer evidence-based recommendations.
- 2.3 The synthesis shall cover all the reports, reviews and/or evaluations of activities undertaken by the partner-organizations from **November 2014 to October 2017**, with a focus on the above-mentioned intermediate outcomes.
- 2.4 Objectives of the meta-synthesis:

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<sup>1</sup> Key authorities refer to the Government Departments and other concerned agencies as listed in the “Emergency Response System” of the Government of the HKSAR: <http://www.sb.gov.hk/eng/emergency/ers/ers.htm>

- i. By synthesizing the review findings on activities implemented, to show any success factors and constraints, as well as to produce evidence based recommendations for any refinement during the remaining implementation period.
- ii. To allow the partner-organizations and funding organisation (i.e. the Hong Kong Jockey Club Charities Trust) to make informed strategic decisions on the exit or sustainability plan of the Project, by incorporating any lessons learnt on the design and implementation identified.
- iii. To support public accountability of HKJCDPRI vis-à-vis various related departments of the Government of HKSAR, supporting organizations, as well as the general public.

### **3. Methodology:**

3.1. The review team is expected to conduct the below at a minimum:

- i. Desk review of all project related documents, including but not limited to project proposal, scoping study report, progress and annual reports, activity based review/evaluation reports, web portal and other learning/training related materials.
- ii. Semi-structured interviews and/or focus group discussions with key stakeholders from partner-organizations or other relevant authorities.

### **4. Organization and Expected Deliverables**

4.1 The meta-synthesis will be commissioned and managed by the HKJCDPRI of Hong Kong Academy of Medicine.

4.2 The meta-synthesis will be carried out tentatively in February - April 2018 by an external consultant / consultancy team, who has not been directly involved in implementing or overseeing the HKJCDPRI project.

4.3 Contract with the external review team will be deliverable-based, with an estimated work duration of 30 working days.

	<b>Task</b>	<b>Estimated Duration</b>
1	Briefing and induction of review team	2 days
2	Review of key documents, and clarify key concepts of the project	2 days
3	Drafting of the Inception Report, which elaborate the overall organization of the meta-synthesis, detailed work scope and methods, as well as the draft report outline	2 days
4	Conducting interviews and stakeholder meetings, etc.	4 days
5	Review of all documents, data analysis and synthesis of preliminary findings	8 days
6	Presentation of preliminary findings and validation with HKJCDPRI partner-organizations	2 days
7	Preparation and submission of the draft meta-synthesis report	4 days
8	Circulating the draft report for clarification and feedbacks (if any)	3 days
9	Finalizing the meta-synthesis report	3 days
	<b>Estimated Duration</b>	<b>30 Days</b>

Expected deliverables are as below:

	<b>Deliverable</b>	<b>Description</b>	<b>Remarks</b>
1	Meta-synthesis Inception Report	Define methodology and tools to be used during the process, including interview questions.	Approval to be obtained from HKJCDPRI before proceeding.
2	PowerPoint Presentation	Debrief and present the preliminary findings	Validation with HKJCDPRI partner-organizations needed
3	Draft Report	Initial report on the meta-synthesis, including all annexes	Not exceeding 20 pages (excluding annexes)
4	Final Report	Revised full report with clarification and feedbacks incorporated,	Not exceeding 25 pages (including executive summary & excluding annexes)

### **5. Consultant Qualifications**

The qualified consultant / consultancy team should meet the following minimum requirements:

- i. Master's or higher level degree in disaster management / public health or a related field, preferably with multi-disciplinary training;
- ii. At least 7 years' work experience in emergency or disaster management, with experience in programming, research and evaluation;
- iii. Excellent analytical, synthesizing and writing skills;
- iv. Excellent communication and interpersonal skills, with the ability to work with professionals from a multitude of backgrounds;
- v. Strong motivation to undertake assignments and to produce quality and user-friendly products of publishable standard.

### **6. How to Apply**

For those who are interested, please send an email to [hkjcdpri@hkam.org.hk](mailto:hkjcdpri@hkam.org.hk) with a subject "*HKJCDPRI Mid-term Review: Consultant Application*" by Hong Kong time 11:59pm on **7 February 2018 (Wed)**, with the below attached:

- i. CV / Resume of the Consultant / Consultancy Team
- ii. A summary on how the Consultant / Consultancy Team would contribute to this meta-synthesis process (no more than 1000 words).
- iii. Detailed budget plan
- iv. (if any) A sample report of a similar exercise or an evaluation report conducted by you / your team.

Should you have any queries, please contact us at (852) 2871-8504 or email at [hkjcdpri@hkam.org.hk](mailto:hkjcdpri@hkam.org.hk).