



Terms of Reference (ToR): National-Level Participatory Climate Risk Assessments (PCRAs)

Countries: Zimbabwe, Malawi, South Africa, Zambia

1. Background

The Southern Africa Trust (the Trust) is implementing a multi-country climate justice programme titled “Strengthening Women and Young People’s Agency for Community-led Solutions and Models for Resilience Building in Climate Change-Impacted Rural Communities in Southern Africa.”

The programme operates across Malawi, Zambia, Zimbabwe, and South Africa, with the objective of strengthening community-led climate resilience, amplifying the agency of women and young people, and influencing climate governance and natural resource management processes.

Rural communities in these countries are experiencing increasing climate hazards, including droughts, floods, cyclones, and land degradation, which intersect with entrenched structural inequalities, gender disparities, economic injustice, and weak natural resource governance. Effective community-led climate action therefore requires an accurate, participatory, and context-specific understanding of climate risks, vulnerabilities, local capacities, and existing adaptation practices.

To support this, the Trust seeks to engage one national consultant per country to conduct Participatory Climate Risk Assessments (PCRAs) in selected climate-vulnerable rural communities, followed by national validation meetings.

2. Purpose of the Assignment

The overall purpose of the assignment is to conduct comprehensive, participatory climate risk assessments in selected rural communities in Zimbabwe, Malawi, South Africa, and Zambia, with a strong climate justice, gender, and youth lens.

The assessments will focus on:

- Climate hazards and exposure
- Community vulnerabilities, with particular attention to women, girls, youth, and marginalised groups
- Community coping mechanisms and resilience practices
- Local knowledge, lived experiences, and perceptions of climate impacts
- Intersectional drivers of climate vulnerability (including gender inequality, economic exclusion, extractives, governance, health, and social protection)
- Opportunities for community-led climate adaptation models

The findings will directly inform community action-planning, advocacy priorities, programmatic design, and the Trust's regional learning and knowledge hub.

3. Objectives

The specific objectives of the assignment are to:

- Identify and map climate-related hazards affecting rural communities in each country.
- Assess differentiated vulnerabilities of women, girls, youth, and other marginalised groups.
- Document existing community-led adaptation practices and resilience strategies.
- Examine systemic and structural drivers of vulnerability, including gender dynamics, economic exclusion, governance gaps, extractive sector impacts, health, and natural resource management.
- Generate policy-relevant insights to inform climate justice and natural resource governance processes at national and regional levels.

4. Key Activities

To achieve the above objectives, the consultant will:

1. Facilitate inclusive and participatory processes, including focus group discussions (FGDs), community mapping, storytelling, and key informant interviews.
2. Produce a country-level climate risk assessment report synthesising key findings and recommendations.
3. Present and validate findings through a national multi-stakeholder validation meeting.

4. Scope of Work

The Trust seeks experienced national consultants in each target country to undertake the following tasks:

A. Inception Phase

- Review relevant project documentation (including the concept note, theory of change, and SERITI Strategy).
- Develop an inception report outlining:
 - Methodology and analytical frameworks (including PRA tools, gender-responsive approaches, and a climate risk matrix)
 - Sampling and community selection approach
 - Data collection tools
 - Detailed workplan and timelines

B. Fieldwork: Participatory Climate Risk Assessment

Using participatory, inclusive, and gender-responsive approaches, conduct assessments in **2–3 rural communities per country**. Key activities will include:

1. Participatory hazard and risk mapping
2. Seasonal calendars and livelihood vulnerability assessments

3. Focus group discussions with:
 - o Women; Young women; Youth; Men and Traditional and community leaders
4. Key informant interviews with local officials, CSOs, CBOs, climate officers, health actors, and traditional authorities
5. Analysis of linkages between climate risks and:
 - o Gender inequality
 - o Economic exclusion
 - o Extractive sector impacts
 - o Social protection systems
 - o Natural resource governance
 - o Health outcomes
6. Identification and documentation of community-led adaptation solutions and models
7. Collection of qualitative stories, testimonies, and lived experiences of women and young people

C. Data Analysis and Reporting

- Synthesise qualitative and quantitative data collected during fieldwork
- Apply a climate justice, gender justice, and youth empowerment lens throughout the analysis
- Produce a **Country Climate Risk Assessment Report** that includes:
 - o Overview of key climate risks and hazards
 - o Community vulnerability profiles
 - o Existing resilience and adaptation models
 - o Policy and governance gaps
 - o Actionable recommendations for programming, advocacy, and policy engagement

D. National Validation Meeting (One Day)

- Prepare a presentation summarising key findings and recommendations
- Support the Trust to:
 - o Facilitate the national validation workshop
 - o Document and respond to stakeholder feedback
 - o Integrate validation inputs into the final report

The Trust will cover venue hire, participant transport, staff DSA, and accommodation and travel costs, as outlined in the approved budget.

5. Expected Deliverables

1. Inception report (methodology, tools, and workplan)
2. Data collection tools (FGD guides, PRA tools, KII guides)
3. Draft Country Climate Risk Assessment Report
4. Presentation for the national validation meeting
5. Final Country Climate Risk Assessment Report incorporating feedback (approximately 25–35 pages)
6. Documented impact stories from women and youth (minimum of 3 per country)

6. Duration and Level of Effort

The consultancy is expected to run for **6–8 weeks**, with an estimated level of effort structured as follows:

- Inception and design: approximately 3–4 consultancy days
- Fieldwork and participatory assessments: approximately 8–10 consultancy days
- Data analysis and reporting: approximately 6–7 consultancy days
- Validation meeting and final revisions: approximately 3–4 consultancy days

Total estimated level of effort: approximately 20–25 consultancy days.

7. Required Qualifications

Essential Qualifications

- Postgraduate degree in Climate Change, Environmental Science, Development Studies, Gender Studies, or a related field
- At least 7 years of relevant professional experience, including:
 - Climate risk and vulnerability assessments
 - Participatory rural appraisal methodologies
 - Gender- and youth-responsive research
 - Community-based research in rural contexts
- Demonstrated understanding of climate justice and natural resource governance in Southern Africa
- Strong analytical, facilitation, and report-writing skills
- Proven ability to work respectfully and effectively with grassroots organisations and vulnerable communities

Added Advantage

- Experience working in highly climate-vulnerable rural settings
- Knowledge of extractive industry impacts on community resilience
- Ability to communicate in relevant local languages

8. Management and Coordination

- The consultant will report to the Trust's Climate Justice Lead.
- All outputs must align with the Trust's SERITI Strategy and feminist, intersectional principles.
- The Trust will provide:
 - Facilitation of community entry and stakeholder engagement
 - Access to relevant project documentation
 - Logistical support and coordination for fieldwork and validation meetings

9. Payment Schedule

Payments will be made upon submission and approval of deliverables as follows:

1. 30% upon approval of the inception report
2. 40% upon submission and acceptance of the draft country report
3. 30% upon approval of the final report and completion of the validation meeting

Consultant fees will be paid based on an agreed daily rate.

10. Ethical Considerations

The consultant is expected to:

- Obtain informed consent from all participants
- Ensure confidentiality and data protection, particularly for women, girls, and other vulnerable groups
- Apply culturally appropriate and gender-sensitive approaches
- Facilitate safe, inclusive, and respectful spaces during FGDs and storytelling processes

11. Submission Requirements

Commitment to Feminist Principles and Women’s Leadership

As a feminist organisation, the Southern Africa Trust is committed to advancing women’s leadership and gender justice. The Trust therefore strongly encourages applications from women-led consultancy firms and female consultants, particularly those with experience working with women, girls, and marginalised communities in rural and climate-vulnerable contexts. This reflects the Trust’s broader feminist and intersectional approach to climate justice and community-led change.

11. Submission Requirements

Interested consultants should submit the following:

- A detailed CV outlining relevant experience
- A technical proposal (maximum 5 pages)
- A proposed methodology and workplan
- A financial proposal (daily rate and estimated costs)
- Two samples of previous relevant work

Submission Instructions and Deadline

Proposals should be sent by email with the subject line:

“Expression of Interest: National-Level Participatory Climate Risk Assessments – Countries: Zimbabwe, Malawi, South Africa, Zambia”

Proposals must be submitted to amumba@southernafricatrust.org and cc isakala@southernafricatrust.org by Close of Business (17:00 CAT) on 6 February 2026.

Proposals will be reviewed on a rolling basis; however, only submissions received by the deadline will be guaranteed full consideration. The Southern Africa Trust reserves the right to close the call earlier should a suitable candidate be identified.