

Terms of reference



GENERAL INFORMATION

Title: Support Consultant for Implementation Early Recovery Support in Pidie
Project Name : Disaster Risk Reduction based Rehabilitation and Reconstruction-(DR4) Project
Reports to: DR4 National Project Manager
Duty Station: Pidie Jaya, Aceh Province.
Expected Places of Travel (if applicable): Banda Aceh
Duration of Assignment: March – December 2017 (120 working days)

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
3	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT , please select :
	(1) Junior Consultant
	(2) Support Consultant
	(3) Support Specialist
	(4) Senior Specialist
	CATEGORY OF INTERNATIONAL CONSULTANT , please select :
	(6) Junior Specialist
	(7) Specialist
	(8) Senior Specialist
x	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

x	CV or P11
x	Copy of education certificate
x	Completed financial proposal
x	Completed technical proposal

Need for presence of IC consultant in office:

- ☐ partial (explain)
☒ Intermittent (explain)

The consultant will be based in UNDP Project Office in Pidie within 10 months period of contract, the consultant will work in line with DR4 Project and time frame might not be sequential and often dynamic following the characteristic of recovery works thus the consultant need to harmonize his/her service with the emerging and relevant priorities

☐ full time/office based (needs justification from the Requesting Unit)

Provision of Support Services:

Office space: ☒ Yes ☐ No
 Equipment (laptop etc): ☒ Yes ☐ No
 Secretarial Services ☐ Yes ☒ No

If yes has been checked, indicate here who will be responsible for providing the support services:
 Deasy Ernawati

I. BACKGROUND

The project “Disaster Risk Reduction Guided Rehabilitation and Reconstruction” (DR4) is designed to support the GOI establish recovery (rehabilitation and reconstruction) planning and implementation processes that are based on disaster risk reduction (DRR) principles and in line with the GOI adopted HFA-DRR. The DRR-RR immediate development objective is to “strengthen the capacity of GOI national and local government agencies to manage and implement gender sensitive, pre and post-disaster recovery planning processes and practices based on disaster risk reduction principles”.

The ultimate project aim is to help the GOI ensure that rehabilitation and reconstruction (recovery) planning takes place in a way that better considers the real needs of any given disaster affected community based on a) the pre-disaster establishment of adequate information, recovery planning and needs analysis systems b) pre-established GOI inter-agency working relationships to support recovery and c) identified underlying development and governance related causes of disasters. As a part of pre-disaster recovery planning and post-disaster needs assessments, ways to counteract underlying causes of disasters must be considered and accounted for as a part of recovery programming so disaster risk reduction becomes a normal part of affected communities governance and development planning processes.

The project objective and aim will be attained through four project outputs:

- Output 1: Disaster risk reduction guided rehabilitation and reconstruction guidelines strengthened, enacted and established.
- Output 2: Institutional systems that support DRR guided recovery (rehabilitation and reconstruction) strengthened and established.
- Output 3: Field application of DRR based recovery (rehabilitation and reconstruction) practices, methodologies, guidelines and tools with feed-back mechanism to the policy framework
- Output 4: Recovery measures to the disaster-affected areas implemented, guided by Gol's Post Disaster Needs Assessment (PDNA) and Post-disaster Rehabilitation and Reconstruction Action Plan.

The DR4 project has been implementing since 2009 by the National Disaster Management Agency (BNPB) and has also been involving GOI agencies at the national, provincial and district levels with support from UNDP. To be specific Rehabilitation and Reconstruction Guideline and its corresponding manuals under output 1 (I-PDNA, grants management, monitoring and evaluation, and RENAKSI) have been produced.

Further to new funds released and approved in Q4 2017, DR4 will provide further support on post disaster recovery processes in Pidie Jaya, Pidie and Bireuen Districts after the earthquake in December 2017. For this purposes, DR4 intends to employ one Livelihood Recovery Assessment Coordinator to provide assistance to national and local authorities in developing livelihood recovery strategy of the affected communities in three districts. Level on post disaster recovery activities.

II. SCOPE OF WORK, ACTIVITIES AND DELIVERABLES

The Support Consultant **will** be appointed to support DR4 Project in particular the Livelihood Recovery Assessment Coordinator in managing livelihood recovery assessment and developing livelihood recovery strategy. Under the direct supervision of the DR4 Project Manager, the consultant will support operational activities of Early Recovery Response for Aceh (ERRA) in three affected districts i.e. Pidie, Pidie Jaya and Bireuen including liaising with all counterparts for

operation related matters.

These are expected scope of works/activities that will be carried by consultant :

- Review and verify financial supporting documents for payments
- Proper maintenance of receipts for goods and services as well as establishment of accruals.
- Maintenance of the internal expenditures control system which ensures that all requested supporting documents were provided
- Management of cash receipts and petty cash.
- Maintenance of the proper project filing system for project records and documents
- Facilitate the personnel and consultant travel arrangements and collection the supporting documents
- Ensure that all administrative matters well manage
- Assist the Project in coordination and conducting project events (workshops, seminars, training and conferences)
- Arrange logistics for the events, appointments and meetings; prepares correspondence to support project coordination with other parties

Expected Outputs and Deliverables

Deliverables/Outputs	Target Due Dates	Review and Approvals	Working Days
Report on the provision of finance and administrative support for office setup (including renting vehicle and also peripherals) in Pidie district	March 2017	DR4 NPM	20 Days
Report on the provision of finance and administrative support for workshop and training also other project activities including liaise with BPBD's in three districts.	April 2017	DR4 NPM	20 Days
Report on the provision of finance and administrative support for the implementation of project activities during May to June 2017 including LoA/Grant preparation	June 2017	DR4 NPM	20 Days
Report on the provision of finance and administrative support for the implementation (trainings and workshops) of projects activities during July to August 2017	August 2017	DR4 NPM	20 Days
Report on the provision of finance and administrative support for the implementation of projects activities during September to October 2017 and assisting BPBD/NGO on financial reports preparation	October 2017	DR4 NPM	20 Days
Report on the provision of finance and administrative support to the implementation of projects activities during November to December also preparation of closing process of project	December 2017	DR4 NPM	20 Days

III. WORKING ARRANGEMENTS

Institutional Arrangement

- The consultant will carry out his/her functions under the direct supervision of NPM DR4 Project and will coordinate closely with Disaster Management Agency (BPBD) and other relevant stakeholders.
- Any other tasks that are not included above but during the assignment period later deemed

important to ensure the quality of the deliverables could be proposed by the incumbent and shall be agreed jointly.

Duration of the Work

The consultant will perform his/her assignment with the following timeline:

- He/she will have 120 total of working days from March to December 2017, he/she should be completed of assignment.
- The expected effective working date is started on April 1st week 2017.
- He/she should submit the deliverables 2 weeks before the deadlines specified in contract to enable the NPM DR4 project undertaking proper review within maximum 2 weeks or 14 working days.
- Delay on submitting report will impact on the completion of works and release of payment

Duty Station

The consultant will be based in Pidie District – Aceh Province

Travel Plan

Below is an indicative travel plan for the duration of the assignment. The Consultant will be required to travel to the below indicated destinations and include the relevant costs into the proposal. There may be also unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis.

No	Destination	Frequency	Duration/days
1	Banda Aceh	3	6

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The consultant will produced outputs based on below schedule:

I. Academic Qualifications:

Minimum Bachelor degree in accounting, economics, social sciences, geographic, development, disaster management

II. Years of experience:

- Minimum of 9 (nine) years experiences in developing and establishing partnership within the context of international assistance and development aids in the area of Disaster Risk Management.
- Experience in project administrative management, travel arrangement and also preparing financial report
- Experience in assisting Disaster Management Agency in district level (BPBD) or Local NGO's for preparing letter of agreement or grant agreement
- Experience in working with Disaster Management Agency in district level (BPBD)
- Experience with Indonesian government systems, especially policy and regulation in disaster management at the national and sub-national level is preferable

III. Competencies and special skills requirement:

- Understanding of the political, cultural and socio-economic context and development challenges in Indonesia is a must;
- Confidence and comfortable to liaise and communicate with very senior government officials
- Good interpersonal and cross-cultural communication skills;
- Ability to negotiate and troubleshoot relationships with national stakeholders; and
- Advanced proficiency in operating Microsoft office applications

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:
Cumulative analysis

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; [70%]

* Financial Criteria weight; [30%]

Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical (70%)</u>		
Criteria A: qualification requirements as per TOR: <ul style="list-style-type: none"> • Minimum Bachelor degree in accounting, economics, social sciences, geographic, development, disaster management • Minimum of 9 (nine) years experiences in developing and establishing partnership within the context of international assistance and development aids in the area of Disaster Risk Management. • Experience in project administrative management, travel arrangement and also preparing financial report • Experience in assisting Disaster Management Agency in district level (BPBD) or Local NGO's for preparing letter of agreement or grant agreement • Experience in working with Disaster Management Agency in district level (BPBD) • Experience with Indonesian government systems, especially policy and regulation in disaster management at the national and sub-national level is preferable 		70 15 15 10 10 10 10
Criteria B: Brief Description of Approach to Assignment <ul style="list-style-type: none"> • Understands the task and applies a methodology appropriate • Important aspects of the task addressed clearly and in • Planning logical, realistic for efficient project 		30 10 10 10
<u>Financial Criteria (30%)</u>		