



GENERAL INFORMATION

Title: Consultant – CCA-DRR Convergence Publication and Proposal Development
Project Name: Safer Communities through Disaster Risk Reduction (SC-DRR) Phase II
Reports to: NPM SC-DRR Phase II
Duty Station: Home based
Expected Places of Travel (if applicable): Nusa Tenggara Timur and Nusa Tenggara Barat Provinces
Duration of Assignment: Mid-June 2017 – Mid August 2017 (25 working days within 2 months)

REQUIRED DOCUMENT FROM HIRING UNIT

V	TERMS OF REFERENCE
5	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select: (1) Junior Consultant (2) Support Consultant (3) Support Specialist (4) Senior Specialist (5) <u>Expert/ Advisor</u> CATEGORY OF INTERNATIONAL CONSULTANT, please select: (6) Junior Specialist (7) Specialist (8) Senior Specialist
V	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

V	CV / P11
V	Copy of education certificate
V	Completed financial proposal
V	Completed technical proposal

Need for presence of IC consultant in office:

- ☒ partial (explain), meetings at the PMU SPARC and/or SC-DRR Phase II office if required
☐ intermittent (explain)
☐ 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: N/A

Signature of the Budget Owner:

Andrys Erawan / Technical Officer/NPM-

I. BACKGROUND

With the increasing frequency of climate-related disasters and extreme weather events, UNDP, through SPARC and SC-DRR Phase II projects continues to support the Government of Indonesia, particularly KLHK and BNPB addressing the convergence of CCA and DRR at national and sub-national level. CCA and DRR actors have been working in their silos for years. With the increasing frequency of climate related disaster events, CCA and DRR actors have been becoming more aware of the need of the CCA-DRR convergence.

KLHK and BNPB with support from UNDP have developed a CCA-DRR convergence framework document. The document has been available pending legal endorsement from the ministries. On the other hand, with the increasing frequency of climate-related disasters and extreme weather events, there is an imminent need of data and information sharing mechanism that can be accessed by the relevant multi-stakeholders in CCA-DRR. The data and information is essential in order to enable the government to prepare comprehensive disaster management plans as well as climate change adaptation plans. This is instrumental in ensuring that risk reduction and adaptation measures are guided by reliable information and data for effective interventions. The coordination related to data and information sharing among relevant and technical agencies is also deficient. A data and information sharing mechanism document has been available supporting the climate induced risks assessment methodology, both developed by KLHK and BNPB with the same support from SC-DRR Phase II and SPARC projects.

However, there is also an utmost urgency of CCA-DRR convergence implementation at sub-national level. Local stakeholders, especially local government need a guidance on how to use data and information sharing mechanism when assessing and analysing the climate induced disaster risks. Based on the risk assessment, local stakeholders need to build a solid communication and coordination to develop an action plan. UNDP is planning to provide further capacity development support interventions to improve local government and communities' resilience to climate induced risks and several prospective donors have already committed to provide funding. Therefore, proposals addressing local capacity building programmes should be developed to address real problems and needs to fill the gaps.

The objective of assignment

1. Concept notes and proposals are developed to address the real problems and needs particularly at local level.
2. Develop publication materials for public awareness on CCA-DRR Convergence initiatives.

II. SCOPE OF WORK, ACTIVITIES AND DELIVERABLES

Scope of Work

The consultant shall work under direct supervision of NPM SC-DRR Phase II. KLHK and BNPB will be the main government partners to work with to achieve the above-mentioned objectives. The consultant is also required to obtain data and information but not limited to quantitative but also qualitative from multi-stakeholders to produce concept notes and/or proposals that can address local problems and needs. The objectives will be achieved through but not limited to the following activities:

- Conduct discussion with the necessary parties to obtain data and information that support the concept note and/or proposals. One of the key proposals need to be developed is the proposal to Baznas specific intervention on improving access to clean water and sanitation services in Nusa Tenggara Barat (NTB) and Nusa Tenggara Timur (NTT).
- Provide data and information in a way that will be able to attract attention from the potential donors;

- Under coordination with NPM SCDRR, the consultant to consult and discuss with particularly KLHK and BNPB on specific topics that will be featured in the concept note and/or proposals;
- Consult and discuss with NPM SCDRR and DRR-CCA programme manager;
- Develop publication materials but not limited to posters, leaflet, brochures for public awareness on CCA-DRR Convergence initiatives.

Expected Outputs and deliverables

Review/approval time required to review/approve the outputs prior to authorizing payments. The consultant will submit one electronic copy in MS Word format with following deliverables.

Deliverables/ Outputs <i>Payment will be made upon the satisfactory submission of the report, following the review and approval from the NPD SCDRR Phase II</i>	Target Due Dates	Payment
1 st payment <ul style="list-style-type: none"> • Publication materials for public awareness of CCA - DRR 	June 2017 (5 working days)	20%
2 nd payment <ul style="list-style-type: none"> • Proposal to improve access to clean water and sanitation in NTB and NTT - Baznas 	July 2017 (10 working days)	40%
3 rd payment <ul style="list-style-type: none"> • Concept note/proposals to other potential donors 	August 2017 (10 working days)	40%

III. WORKING ARRANGEMENT

Institutional Arrangement

- The Consultant – CCA-DRR Convergence Publication and Proposal Development will be under direct supervision of NPM SC-DRR Phase II. BNPB and KLHK will be the main government partners to work with and provide guidance to achieve the objectives mentioned under background section through but not limited to the activities mentioned under the section of Score of Works, Activities, and Deliverables. Under coordination of the NPM SC-DRR Phase II, the consultant will also coordinate and consult with the relevant key stakeholders particularly line ministries if required;
- Overall activities will be under guidance of NPD SC-DRR Phase II. Payments will be made upon the satisfactory submission of the report, following the review and approval from the BNPB as the NPD SC-DRR. There is no regular/scheduled reporting other than the due dates of deliverables. Direct interaction through meetings and workshops will be determined later by NPM.
- The consultant will establish close communication and coordination with NPM as direct supervisor. There is no regular/scheduled reporting other than the due dates of deliverables. Direct interaction through meetings and workshops will be determined later by NPM.
- The consultant is expected to establish good relationship and coordination with key line ministries (BNPB, KLHK, KKP, BMKG, etc.), selected local government (BPBD, Bappeda, BLHD, etc.), academia, experts, NGOs, and other relevant organisations.
- The consultant will always consult with NPM SC-DRR Phase II whichever relevant for any project management and substantial matters. Key stakeholders mentioned above will provide feedbacks, suggestions, and recommendations to the consultant to produce the deliverables
- PMU SCDRR will not provide any facilities unless it is required and upon approval from the NPM SC-DRR Phase II.

Duration of the Work

- The assignment will be accomplished in 25 working days within 2 months contract duration. The expected date of full completion will be in mid of Aug 2017
- The consultant is expected on board mid of June 2017
- Estimated lead time for UNDP or Project Implementing Partners to review outputs, give comments, certify approval/acceptance of outputs, etc. is 5 working days.

- d) Consequence/impact of any form of delay in the completion of the work will affect the availability of budget allocation and government planning and budgeting process

Duty Station

- Duty station will be home based.
- The Consultant will not be required to report regularly or be present in the office during the work, including frequency of reporting, even if intermittent, unless it is determined later by NPM SC-DRR Phase II
- Travel, if required will be determined later and covered separately.

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	NTT/ Kupang	2	4
2	NTB/ Mataram	2	4

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The consultant will be produced outputs based on below schedule:

Academic Qualifications:

Minimum a Master degree in environmental science, natural resource management, climate science, geography and any other related areas;

Years of experience

- Experience: a minimum 10 years of relevant experiences in climate change, climate risk and impacts, disaster risk reduction and management, and/or climate change adaptation areas;
- Experience in working on policies related to CCA, DRR, climate change, disaster management, climate risk assessment, disaster risk assessment, and/or climate vulnerability assessment;
- Experience in developing proposals;
- Experience in working with key stakeholders in DRR and CCA areas not limited to government institutions but also other relevant key stakeholders such as scientists, practitioners, academia, international organizations, NGOs, and communities

Competencies and special skills requirement

- Knowledge on policies related to CCA, DRR, climate change, disaster management, climate risk assessment, disaster risk assessment, and/or climate vulnerability assessment
- Knowledge on data and information sharing mechanism but not limited to spatial and temporal availability of climate, socio-economic and biophysical data
- Ability to establish good relationship with senior government officials;
- Language: Proficient in English language, spoken and written. Ability to write reports and presentation in Bahasa and English.
- Strong writing, analytical and facilitation skills, e.g., drafting strategic paper documents, facilitating a discussion;

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:

- responsive/compliant/acceptable, and
- 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</u>	70%	
<ul style="list-style-type: none"> • <i>Criteria A: qualification requirements as per TOR:</i> <ul style="list-style-type: none"> A. Education: Minimum a Master degree in environmental science, natural resource management, climate science, geography and any other related areas; 5 point B. Experience: a minimum 10 years of relevant experiences in climate change, climate risk and impacts, disaster risk reduction and management, and/or climate change adaptation areas; 15 point C. Experience in working on policies related to CCA, DRR, climate change, disaster management, climate risk assessment, disaster risk assessment, and/or climate vulnerability assessment 15 point D. Experience in developing proposals. 20 point E. Experience in working with key stakeholders in DRR and CCA areas not limited to government institutions but also other relevant key stakeholders such as scientists, practitioners, academia, international organizations, NGOs, communities and/or UN/UNDP 15 point 	70	
<ul style="list-style-type: none"> • <i>Criteria B: Brief Description of Approach to Assignment (elaborated it in Technical Proposal)</i> 	30	30 point
<u>Financial Criteria</u>	30%	